



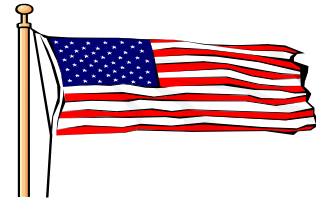
Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of November 1, 2022

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2492 819 9235



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m08fdf0c8caa7b10adf6a5c721025f63b>

Meeting number: 2492 819 9235

Password: DGxmTBcp537 (34968227 from video systems)

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

Please use the Maple Ave Entrance.

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

- 9:00am a. Call to Order
b. Pledge of Allegiance
c. Agenda Approval
- 9:05am Recess county board to a time immediately following the CHB.
Community Health Board

9:30am Barbara Chaffee, CEO Central Minnesota Jobs and Training Services- Annual Update Presentation

9:55am Tina Von Eschen, Assessor- Request to Approve Pay Grade Change for Assessor Appraiser Trainee to Assessor Certified Appraiser

10:00am Kathy Young, Deputy Auditor Tax II - Resolution to Approve MCIS Hosting Agreement

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

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

10:05am Teresa Wickeham, Environmental Services Supervisor – Discuss Use of SCORE funds to Pay for Tire Disposal

10:15am Chad Gramentz, Public Works

10:30am Public Comment

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

Access Code: 2492 819 9235

10:45am Ryan Carda, Environmental Services/GIS Technician – Interim Use Permit for Vacation Rental

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claims
5. Resolution to Approve Local 106 Collective Bargaining Agreement and Memorandum of Understanding
6. Correction of Date in Resolution #13-10/18/22
7. Resolution to Approve Master Services Agreement with Clifton Larson Allen LLP for Audit and Non-Audit Services
8. Commissioner Reports
9. Future Agenda Items
10. Closed Session: Union Negotiation Strategy (This portion of the meeting may be closed pursuant to MN Statute 13D.03)
11. Discuss any other matters that may come before the County Board

ADJOURN

AMENDED

Kanabec County Community Health Board

AGENDA

Tuesday, November 1, 2022

9:05 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing –RN Case Manager, Home Health Aide, Regional Prevention Coord.,
 - Coronavirus Update/Response Activities
 - Grants Received – ECE Roundup, SHIP, Opioid Funding
4. Staffing - Promote Clerk/Typist to Case Aide
 - Action requested
 - See attached resolution page 3
5. Contracting for Care Coordination/Transportation
 - Blue Cross/Blue Plus – have existing contract, would add CC to it
 - Medica & UCare
 - Action requested
 - See attached resolutions page 4-5
6. TTPT Drug & Alcohol Policy
 - Action requested
 - See attached Policy and resolution page 6-25
7. 3rd Quarter Report page 26-40
 - See attached report
8. Financial Reports
 - see attached
 - Trial Balance page 41-43
 - September 2022 Financial Report page 44
9. Abstract Approval page 45-53
 - Action Requested
 - See attached Abstract and Vendor List
10. Other Business
11. Adjourn

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

Staffing:

Case Manager R.N. – had a person accept and then rescind – current employer met her requests; reposted with position closing on November 7

Home Health Aide – still accepting applications and wanting to hire

Regional Prevention Coordinator – person accepted and then rescinded – reposted with position closing 10/31/2022

Coronavirus information and response activities:

Bivalent Boosters are available for eligible people ages 5 years and older. To be eligible for the bivalent booster, a person must meet the following criteria:

- Must have completed their primary vaccine series (two doses of Pfizer or Moderna or one dose of Johnson & Johnson) and
- It has been at least two months since your last dose (of original series or monovalent booster)

KCCH, Welia Health, and many pharmacies are offering COVID-19 vaccinations and bivalent booster. People just need to call to set up appointments.

KCCH is also vaccinating homebound residents as requested and has set up on-site clinics for St. Clare, both school districts and at least one area business per request. We have offered to go out to assisted living facilities as well.

Grants received:

East Central Energy Round Up – KCCH received \$3,000 toward supporting the continuation/expansion of the Dental Services provided through Children's Dental Services. We can pay for approximately 5 days of service. We currently provide one day of service per month.

Statewide Health Improvement Partnership (SHIP) – The grant work plan and budget was approved for 11/1/2022 – 10/31/2023. The SHIP Grant supports 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.

Opioid Funding:

Kanabec County received its first payment on 10/25/2022. The payment was in the amount of \$22,081.94.

The Director provided a brief overview of Opioids/Opioid Funding to the October Township Board Meeting. We also asked people to provide some feedback on Opioid Priorities after hearing the information. We received feedback from eight participants.

In the upcoming weeks, I plan to have a meeting with the small internal group assigned by the Board to create a plan for moving forward. Items I would like to address at that meeting include community and other meetings with municipalities, adding other people to help inform the recommendations, and general discussion regarding the process for making recommendations to the Board of Commissioners as to spending the funds.

Resolution # KCCH - 11/1/2022
Clerk Typist to Case Aide Resolution

WHEREAS, Kanabec County Community Health had a vacant full-time case aide position in July, filled the position with a part-time person and within two months the newly hired person left and the case aide position was vacant again, and

WHEREAS, Community Health has a Clerk Typist available to provide case aide duties and that person is willing and able to complete the duties of the case aide, and

WHEREAS, the Community Health Director is recommending to promote the Clerk Typist to the full time Case Aide position and will not be refilling the Clerk Typist position at this time.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director and HR Director promoting the Clerk Typist to the vacant Case Aide position. She would move from a Grade 5 Step F at a rate of \$19.54/hour, to a Grade 6, Step F at a rate of \$20.71/hour.

Resolution # KCCH - 11/1/2022

Health Plan Care Coordination Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added to South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, the Community Health Director has met with the three new health plans and their request is that Kanabec County Community Health would provide the care coordination services and possibly case management for Kanabec County residents to foster communication and coordinate care and services among members, providers, staff and other organizations, and

WHEREAS Kanabec County desires to provide the delegated services in accordance with the health plans' policies and procedures and in compliance with applicable federal and state laws and regulations and the National Committee for Quality Assurance accreditation standards.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director contracting with Blue Cross Blue Shield, Medica and U Care to provide public programs care coordination and conceivably case management for County residents for the contracted period per the health plans rate schedules.

Resolution # KCCH - 11/1/2022

TTPT - Health Plans Transportation Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added to South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, Timber Trails Public Transit is the main transportation provider within Kanabec County and as such would like to contract with the health plans to provide medical rides for county residents, and

WHEREAS the Transit Director is recommending to contract with the health plans to provide medical transportation services to county residents.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Transit Director contracting with Blue Cross Blue Shield, Medica and U Care to provide medical transportation for County residents for the contracted period per the health plans rate schedules.

**FTA DRUG AND ALCOHOL
PROGRAM POLICY**

**FOR
Kanabec County
Timber Trails Public Transit**

***Policy Adopted on 11/1/2022
Policy Revised on _____
Policy Effective on 11/1/2022**

Helen Pieper
Transit Director

*See the policy adoption resolution signed by the employer's governing body or chief executive officer(s) at the end of this policy.

All provisions set forth in regular print are included consistent with requirements specifically set forth in 49 CFR Part 655, or Part 40, as amended. All underlined provisions are set forth under the authority of the employer.
Approved 11.1.2022

FTA DRUG AND ALCOHOL TESTING PROGRAM

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1. PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing drug and alcohol testing programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published Title 49 Code of Federal Regulations (CFR) Part 655, that mandates urine drug testing and breath alcohol testing for employees that perform a safety-sensitive function and prohibits performance of a safety-sensitive function when there is a verified positive drug test result or confirmed breath alcohol concentration of 0.02 or greater or a refusal to test. The U.S. Department of Transportation (DOT) has also published Title 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655. Any covered employee who refuses to comply with a request for testing shall be removed from duty and referred for evaluation by a Substance Abuse Professional (SAP) in accordance with Part 40, as amended.

Copies of Parts 655 and 40 are available by contacting the DAPM listed in this policy and can be found on the internet at the Office of Drug & Alcohol Policy & Compliance website at <http://www.dot.gov/odapc/index.html>.

2. APPLICABILITY

This policy applies to all covered employees (full-or part-time) of Kanabec County – Timber Trails Public Transit (Employer) while performing any a safety-sensitive function.

A drug test can be performed any time a covered employee is on duty. An alcohol test can be performed just before, during, or just after the performance of a safety-sensitive job function.

3. DEFINITIONS

Accident. An occurrence associated with the operation of a vehicle, if as a result:

- ◆ An individual dies.
- ◆ An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- ◆ One or more vehicles incurs disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle.

Adulterated specimen. A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

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Alcohol. The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol, contained in any beverage, mixture, mouthwash, candy, food, or medication.

Alcohol Concentration. The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as measured by a breath-testing device.

Cancelled Test. A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither positive nor negative.

Commercial Driver's License (CDL). Vehicles with sixteen or more passengers (including the driver), and vehicles with a Gross Vehicle Weight of more than 26,000 pounds, are considered a commercial motor vehicle, which requires the driver to have a commercial driver's license to operate that vehicle.

Covered Employee. An employee who performs or will perform a safety-sensitive function, including an applicant or transferee who is being considered for hire into a safety-sensitive function.

Designated Employer Representative (DER). An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Part 40, as amended. Service Agents cannot act as DERs.

Department of Transportation (DOT, The Department, DOT Agency).

These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of this part, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes only since the USCG regulation does not incorporate Part 40 for its alcohol testing program. These terms include any designee of a DOT agency.

Dilute specimen. A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage. Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs.

- Disabling damage includes damage to a vehicle that could have been operated but would have been further damaged if so operated.
- It does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that make the vehicle inoperable.

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Evidential Breath Testing Device (EBT). A device that is approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

Medical Review Officer (MRO). A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Negative test result. The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

Non-negative specimen. A urine specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), and/or invalid.

Performing a safety-sensitive function. A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result. The result reported by an DHHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

Revenue Service Vehicles. All transit vehicles that are used for passenger transportation service or that require a CDL to operate. Includes all ancillary vehicles used in support of the transit system.

Safety-sensitive function means any of the following duties, when performed by employees of recipients, subrecipients, operators, or contractors:

- Operation of a revenue service vehicle, including when not in revenue service
- Operation of a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL)
- Controlling the movement of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

Substance Abuse Professional (SAP). A qualified person who evaluates employees who have violated a DOT drug or alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Substituted specimen. A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Verified test. A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

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Vehicle. A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transportation vehicle is a vehicle used for public transportation or for ancillary services

4. EDUCATION AND TRAINING

Every covered employee will receive a copy of this policy and will have access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine covered employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable prohibited drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

5. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following.

- A. The illegal use of Controlled Substances is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Food and Drug Administration. Prohibited use includes use of any prohibited drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which can cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.

Federal Transit Administration regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- B. Prescription and Over-the-Counter Medications (Rx/OTC): The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor and the covered employee is required to provide a written release from their doctor or pharmacist indicating that the employee can perform their safety-sensitive function.

Effective January 1, 2018, a MRO may review the use of Rx/OTC medications that may create a “significant safety risk” and may deem the employee to be “medically unqualified.” In such cases, the MRO must provide the employee up to five (5) business

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days, after reporting a verified negative result, to facilitate a discussion with the prescribing physician to determine if the medication can be changed to one that does not make the employee medically unqualified, or that does not pose a significant safety risk, before reporting the significant safety concern to the employer.

- C. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions.

6. PROHIBITED CONDUCT

- A. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- B. Each covered employee is prohibited from consuming alcohol while performing a safety-sensitive job function or while on-call to perform a safety-sensitive job function. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report to duty.

~~Option 1~~

The covered employee will subsequently be relieved of their on-call responsibilities.

- C. The employer shall not permit any covered employee to perform or continue to perform a safety-sensitive function if it has actual knowledge that the employee is using alcohol.
- D. Each covered employee is prohibited from the performance of a safety-sensitive function while having a breath alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
- E. No covered employee shall consume alcohol for eight (8) hours following an involvement in an accident or until they submit to the post-accident drug and alcohol tests, whichever occurs first.
- F. No covered employee shall consume alcohol within four (4) hours prior to the performance of a safety-sensitive job function.

7. DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential

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manner and every effort will be made to protect the employee, the integrity of the drug testing procedures, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Federal Drug Testing Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS certified laboratory.

In the event of a verified positive drug test result, or a verified adulterated or substituted test result, the employee can request that the split specimen be tested at a second laboratory. The employer guarantees that the split specimen test will be conducted in a timely fashion.

PAYMENT OF SPLIT SPECIMEN TESTING COSTS

The employer will guarantee that the cost for the split specimen test is covered in order for a timely analysis of the sample. If the result of the split specimen is negative, the employer will bear the cost for the split specimen testing. If the split specimen tests positive, the employer will seek reimbursement for the cost of the split specimen test from the employee.

OBSERVED COLLECTIONS:

Consistent with 49 CFR Part 40, as amended, observed collections are required in the following circumstances:

- A. Anytime the laboratory reports to the MRO that a specimen is invalid and the MRO reports that there was not an adequate medical explanation for the result;
- B. Anytime that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- C. Anytime the collector observes materials brought to the collection site or the covered employee's conduct clearly indicates an attempt to tamper with a specimen;
- D. Anytime the temperature on the original specimen was out of the accepted temperature range of 90°F – 100°F,
- E. Anytime the original specimen appeared to have been tampered with;
- F. Anytime the specimen is negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reports the specimen as negative-dilute and requires a second collection under direct observation (see §40.197(b)(1)); or
- G. All Return-To-Duty and Follow-up Tests.

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The covered employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around that they do not have a prosthetic device.

8. ALCOHOL TESTING PROCEDURES

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing Device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device, which is also approved by NHTSA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT printout, along with Federal Alcohol Testing Form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee.

A covered employee who has a confirmed breath alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The employee will be immediately removed from safety-sensitive duties and will be referred to a SAP for evaluation.

Any covered employee who refuses to test for drugs or alcohol as required shall be removed from performing safety-sensitive duties and referred to a SAP for evaluation.

A test result for a covered employee who has a confirmed breath alcohol concentration of 0.02 or greater, but less than 0.04 is not considered positive, however the employee shall still be removed from performing safety-sensitive duties for at least eight (8) hours, unless a retest results in the employee's alcohol concentration of less than 0.02.

An alcohol concentration of less than 0.02 will be considered a negative test.

9. PRE-EMPLOYMENT TESTING

All applicants for covered safety-sensitive positions shall undergo urine drug testing prior to hire or transfer into a covered position that requires the performance of a safety-sensitive function.

- A. All offers of employment of covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with a verified negative result.
- B. A non-covered employee shall not be placed, transferred, or promoted into a covered position until the employee takes a drug test with a verified negative result.
- C. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded, and the applicant will be referred to a Substance Abuse Professional.

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- D. When an employee, being placed, transferred, or promoted from a non-covered position to a covered position, submits to a drug test with a verified positive result, the transfer/promotion offer will be rescinded, the employee will be referred to a Substance Abuse Professional, and the employee shall be subject to disciplinary action. Refer to the DISCIPLINARY ACTION section in this policy to determine the consequences for policy violations.
- E. If a pre-employment/pre-transfer test is canceled, the applicant will be required to take another pre-employment drug test with a verified negative result.
- F. In instances where a covered employee is on extended leave for a period of ninety (90) consecutive calendar days or more and is taken out of the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have a verified negative test result prior to performing a safety-sensitive job function.
- G. Applicants are required to report previous DOT-regulated employment, in accordance with 49 CFR Part 40, as amended. Failure to do so will result in the employment offer in a covered position being rescinded.
- H. All applicants that have had a prior DOT positive drug test result, a DOT breath alcohol test result with a concentration 0.04 or greater, or refused a previous DOT drug or alcohol test request, must provide the employer proof of having successfully completed a referral, evaluation, and treatment administered under DOT regulations.

10. REASONABLE SUSPICION TESTING

All covered employees shall be subject to a drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing a safety-sensitive function, just before the employee is to perform a safety-sensitive function, or just after the employee has ceased performing a safety-sensitive function.

A covered employee who refuses an instruction to submit to a drug and/or alcohol test will be removed from performing safety-sensitive duties and referred to a Substance Abuse Professional (SAP) in accordance with Part 40, as amended.

A written record of the observations which led to a drug and/or alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor or other company official trained in making these observations. This written record shall be maintained by the Designated Employer Representative (DER).

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11. POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident associated with the operation of a vehicle that results in a fatality regardless of whether or not the vehicle is in revenue service. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident. In addition, post-accident testing will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility or one or more vehicles incurs disabling damage, unless the operator's performance can be completely discounted as a contributing factor to the accident. The accident definition may include some incidents where an individual is injured even though there is no vehicle collision.

- A. As soon as practicable following an accident, as defined in 49 CFR Part 655, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for testing. The supervisor will make the determination using the best information available at the time of the accident.
- B. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours after the accident for alcohol, and within 32 hours for drugs. If a drug or alcohol test is not performed within two (2) hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- C. Any covered employee involved in an accident must refrain from alcohol use for at least eight (8) hours following the accident, or until they undergo a post-accident alcohol test.
- D. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of their location if they leave the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- E. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
- F. In the rare event that the employer is unable to perform an FTA drug and/or alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the transit system may use drug and alcohol post-accident test results administered by state and local law enforcement officials in lieu of the FTA test. The state and local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with state and local law.

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12. RANDOM TESTING

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

- A. The number of covered employees randomly selected for drug and alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations identified in 49 CFR Part 655.45(b).
- B. Each covered employee in the pool shall have an equal chance of selection each time the selections are made.
- C. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year during all days of the week and hours of the day that safety-sensitive functions are performed.
- D. Random drug tests can be conducted at any time a covered employee is on duty. Random alcohol tests can be performed just before, during, or just after the performance of a safety-sensitive function.
- E. Employees are required to proceed immediately to the collection site upon notification to report for a random drug and/or alcohol test.

End of Shift Testing

Random testing may occur anytime a covered employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or childcare commitments will be random drug tested no later than three (3) hours before the end of their shift and random alcohol tested no later than thirty (30) minutes before the end of their shift. Verifiable documentation of previously scheduled medical or childcare commitments, for the period immediately following an employee's shift, must be provided at least eight (8) hours before the end of the employee's shift.

13. RETURN-TO-DUTY TESTING

It is the decision of the employer to terminate covered employees after the first verified positive drug test result or confirmed breath alcohol concentration 0.04 or greater or refusal to test. If the employer is required by legal authorities to reinstate the covered employee, the employer will comply with all mandated Return-to-Duty testing as follows:

All covered employees who previously tested positive for a prohibited drug on a DOT drug test or had a breath alcohol test result 0.04 or greater, or refused a test, must test negative for drugs, alcohol (below 0.02 alcohol concentration), or both and be evaluated and released by the SAP in accordance with 49 CFR Part 40, Subpart O before returning to perform a safety-sensitive function. For an initial positive drug test, a return-to-duty drug test is required, and an alcohol test is allowed. For an initial breath

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alcohol test 0.04 or greater, a return-to-duty alcohol test is required, and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. Before scheduling the return-to-duty test, the SAP must assess the employee and determine if the required treatment has been successfully completed.

14. FOLLOW-UP TESTING

It is the decision of the employer to terminate covered employees after the first positive drug test result or confirmed breath alcohol concentration 0.04 or greater or refusal to test. If the employer is required by legal authorities to reinstate the covered employee, the employer will comply with all mandated Follow-up testing as follows:

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return to performing a safety-sensitive function. The follow-up testing will be performed for a period of one to five years with a minimum of six (6) tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

15. RESULT OF A NEGATIVE DILUTE DRUG TEST

When a negative dilute drug test result is reported to the Medical Review Officer with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, the covered employee will be required to undergo another test. The MRO will direct the test to be conducted under direct observation. Should the second test result in a negative dilute result, the test will be considered negative and no additional testing will be required unless directed to do so by the MRO.

A drug test with the result of a negative dilute (dilute level greater than 5 mg/dL) will be re-tested. Collection will be unobserved. The result of the second test will be the test of record. No additional testing will be conducted unless directed to do so by the MRO.

16. BEHAVIOR THAT CONSTITUTES A TEST REFUSAL

Refusal to submit to a DOT drug or alcohol test is considered a violation of DOT regulations.

Behavior that Constitutes a Test Refusal	Drug Test	Alcohol Test
1) Failure to appear for a test in the time frame specified by the employer.**	X	X
2) Failure to remain at the testing site until the testing process is complete.**	X	X
3) Failure to provide a urine specimen, saliva, or breath specimen, as applicable.	X	X
4) Failure to permit the observation or monitoring of specimen donation when so required.	X	X
5) Failure to provide sufficient amount of urine or volume of breath without a valid medical explanation for the failure.	X	X
6) Failure to take an additional test when directed by the employer or collector.	X	X
7) Failure to undergo a medical examination when directed to do so by the MRO or employer.	X	X
8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).	X	X
9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.	X	
10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.	X	
11) Admit to the collector or MRO that you adulterated or substituted the specimen.	X	
12) When the MRO reports a verified adulterated or substituted test result.	X	
13) Failure to sign the certification on Step 2 of the Alcohol Test Form.		X
14) Failure to refrain from the use of alcohol for eight (8) hours following an accident without first having submitted to post-accident drug and alcohol testing.		X
15) Failure to remain readily available for post-accident testing, including notifying a supervisor of their location if they leave the scene of the accident prior to submission to such tests.	X	X

**For pre-employment tests only, failure to appear, aborting the collection before the test commences, or failure to remain at site prior to commencement of test is NOT a test refusal. The pre-employment test commences when the person takes the specimen container from the collector.

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17. RESULT OF POSITIVE DRUG OR ALCOHOL TEST

Any covered employee who tests positive for the presence of prohibited drugs, tests for alcohol with an alcohol concentration at or above .04, or refuses to submit to testing, will be immediately removed from safety sensitive duties and referred for evaluation by a Substance Abuse Professional (SAP) in accordance with Part 40, Subpart O.

A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, a state-licensed or certified marriage and family therapist, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP.

- A. As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result at or above 0.04, or a test refusal, the Designated Employer Representative (DER) will contact the employee's supervisor to have the employee cease performing any safety-sensitive function.
- B. The employee shall be referred to a SAP for an assessment. In accordance with 49 CFR Part 40, Subpart O, the SAP will evaluate the employee to determine what assistance is necessary to resolve problems associated with prohibited drug use or alcohol misuse.
- C. Refusal to submit to a drug and/or alcohol test shall be considered a violation of DOT regulations.

Refer to the DISCIPLINARY ACTION section in this policy to determine the consequences for policy violations.

18. DISCIPLINARY ACTION

As soon as practical after receiving notice of a verified positive drug test result, a confirmed breath alcohol test result 0.04 or greater, or a refusal to test, the employer's Designated Employer Representative (DER) will contact the covered employee's supervisor to have the employee cease performing any safety-sensitive function. The employee shall be referred to a Substance Abuse Professional for an assessment. The SAP will evaluate each employee to determine what assistance the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.

Following a confirmed breath alcohol test result 0.02 or greater, but less than 0.04 – the covered employee is immediately removed from safety sensitive duties for at least eight (8) hours, unless a retest results in the employee's alcohol concentration of less than 0.02.

Per company policy, any covered employee who tests positive for drugs, or has a confirmed breath alcohol concentration 0.04 or greater, or refused to test for drugs or alcohol, will be removed from safety-sensitive duties, referred to a Substance Abuse Professional (SAP), and terminated from employment. No employee who violates this policy will be given a second chance.

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19. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40, §40.149 paragraph (a) (5) and paragraph (c) for a positive test or test refusal are not subject to arbitration.

20. INFORMATION DISCLOSURE

Drug and alcohol testing records shall be maintained by the Designated Employer Representative (DER) and, except as provided below or by law, the results of any drug and/or alcohol test shall not be disclosed without express written consent of the tested covered employee.

- A. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.
- B. Records of a verified positive drug and/or alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor, and Personnel Manager only on a 'need to know' basis.
- C. Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- D. Records of an employee's drug and/or alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug or alcohol test. The records will be released to the decision maker in the preceding. The information will only be released with binding stipulation from the decision maker will only make it available to parties in the preceding.
- E. Records will be released to the National Transportation Safety Board during an accident investigation.
- F. Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- G. Records will be released if requested by a Federal, state or local safety agency with regulatory authority over the employer or the employee.
- H. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of CFR Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.

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- I. In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

21. SAFETY-SENSITIVE POSITIONS *

Listed below are the job titles of those that perform a safety-sensitive function (identify specific safety-sensitive function if not identified or obvious in the job title):

1. Bus Drivers
2. Operations Supervisor (driving is safety-sensitive function)
3. _____
4. _____
5. _____

* Refer to definition of safety-sensitive functions.

22. POLICY MODIFICATION

This policy may be modified if changes in regulation or law occurs.

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23. CONTACT INFORMATION

FTA regulations require that a single contact person be identified to answer questions for this policy. Any questions regarding this policy or any other aspect of the substance abuse program should be addressed to the following representatives:

Drug and Alcohol Program Manager (DAPM)

Name:	Helen Pieper
Title:	Transit Director
Street Address:	300 Industrial Road
City/State/Zip Code	Mora, MN 55051
Telephone number:	320-364-1351 Cell 320-515-0416
Fax# or Email:	Helen.pieper@co.kanabec.mn.us

Designated Employer Representative (DER):

Name:	Kevin Petersen
Title:	Operations Supervisor
Street Address:	300 Industrial Road
City/State/Zip Code	Mora, MN 55051
Telephone number:	320-364-1352 Cell 320-364-9728
Fax # or Email:	Kevin.petersen@co.kanabec.mn.us

CONSORTIUM/THIRD PARTY ADMINISTRATOR (C/TPA)

Company Name:	Industrial Health Services Network, Inc.
Contact Name:	Emily Battis
Contact Title:	President
Street Address:	P.O. Box 490
City/State/Zip Code	Hudson, WI 54016
Telephone number:	800-880-4444 or 715-386-1990
Fax# or Email:	715-386-9308

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MEDICAL REVIEW OFFICER

Name:	Dr. Jeff Larson
Title:	MRO – IHSN, Inc. (Service Department)
Street Address:	P.O. Box 424
City/State/Zip Code	Hudson, WI 54016
Telephone number:	800-880-4444
Fax# or Email:	715-386-9308

DHHS CERTIFIED LABORATORY

Company Name:	MEDTOX Laboratories, Inc.
Contact Name:	
Street Address:	402 West County Road D
City/State/Zip Code	St. Paul, MN 55112
Telephone number:	800-832-3244
Fax# or Email:	651-636-8284

SUBSTANCE ABUSE PROFESSIONALS or RESOURCE

Name1:	Christina Eberly
Title:	SAP
Company:	Sand Creek EAP
Street Address:	
City/State/Zip Code	St. Louis Park, MN 55416
Telephone number:	651-393-6485
Fax# or Email:	ceberly@sandcreekeap.com

Name2:	Robert Lyman
Title:	SAP
Company:	Sand Creek/Private Practice
Street Address:	325 Wildwood Dr.
City/State/Zip Code	Duluth, MN 55811
Telephone number:	218-590-4084
Fax# or Email:	Boblyman.sapservices@gmail.com

EMPLOYEE ASSISTANCE PROGRAM

Company Name:	MCIT Employee Assistance Program
Contact Name:	SandcreekEAP.com
Street Address:	
City/State/Zip Code	
Telephone Number:	888-243-5744 (24/7/365)
Fax# or Email:	

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Approved 11.1.2022

FTA Drug & Alcohol Testing Policy Resolution

Whereas Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec County, and

Whereas Kanabec County is dedicated to providing safe and dependable passenger transportation services;

Whereas it is our policy to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner and that our workplace environment is free from the adverse effects of drug abuse or alcohol misuse, and

Whereas we encourage employees to seek professional assistance anytime personal problems, including alcohol or drug usage/dependency adversely affects their ability to perform their assigned duties, and

Whereas the U.S. Department of Transportation, Federal Transit Administration has mandated a compliant Drug and Alcohol Testing Program regulated by 49 CFR Part 655 as amended and 49 CFR Part 40 as amended for safety-sensitive employees of public transportation agencies as a condition of federal funding.

Be it resolved that the Kanabec County Board of Commissioners hereby adopts the attached Drug and Alcohol Testing Policy for the Transit Department.

I, the undersigned, being the duly appointed recording officer of the County of Kanabec, State of Minnesota, certify that the information above has been carefully compared with the original records of Board of Commissioners, Kanabec County, Minnesota, those records being in my custody and on file in the Coordinator's Office, and is a true and correct copy of these minutes and that the same has not been amended or rescinded and is in full force and effect.

In Witness Whereof, I have hereunto placed my hand and signature: Certified this 1st of November 2022

Kris McNally, Kanabec County Coordinator

11/1/2022

Kanabec County Community Health (KCCH)
Report to County Board
July - September 2022

Major Highlight(s):

The Minnesota Department of Health, the State Community Health Services Advisory Committee, and the Local Public Health Association of Minnesota have partnered to transform its public health workforce and infrastructure to ensure it can meet 21st century population health needs.

Minnesota has joined other states at the cutting-edge of public health system transformation work, in efforts to implement a “minimum package of public health services,” which national groups have called for over the past ten years. Minnesota’s minimum package” follows the Foundational Public Health Responsibilities (FPHR) model, which was initially developed in 2017-2019, and has been revised in 2022 in collaboration between staff from LHDs, MDH, and SCHSAC representatives.

As a first step to implementing FPHR, all of Minnesota’s governmental public health agencies completed a Cost and Capacity Assessment to identify the current implementation of and spending on FPHR and the resources needed to fully implement and better understand how and by whom governmental public health services are delivered. The University of Minnesota Center for Public Health Systems is the Technical Assistance provider for the Minnesota Public Health Cost and Capacity Assessment, and will support staff filling out the assessment with whatever practical and technical challenges they encounter.

I completed this Cost & Capacity Assessment and submitted it in late September. This assessment took approximately 40 hours to complete.

Audits/site visits completed:

- DHS Waiver Audit was completed on September 29. Once we receive the final report, we will submit a corrective action plan if needed.
- 2021 Financial Audit of the County was conducted by CliftonLarsonAllen. KCCH provided information upon request.
- WIC Management Evaluation was completed on August 9. The WIC Program met all standards that were evaluated.

Audits/site visits upcoming:

- Vaccination Program Site Visit to be held on 10/31/2022.
- PHEP Site Visit scheduled for 11/22/2022.

Grants submitted/notification:

- Central MN Council on Aging (CMCOA) grant to support the Public Health Nurse Clinic was submitted by the 8/2/2022 deadline. The CMCOA Board did not have any follow-up questions or clarifications. Grant awards will be decided at the November 3rd CMCOA Board Meeting. The new grant year starts 1/1/2023.
- Statewide Health Improvement Partnership grant was completed by the 8/31/2022 due date. Notification was received that the work plan and budget were approved. The new grant year starts 11/1/2022.
- Reviewed RFP response and negotiated a contract for the provision of Peer Recovery Support Services using funds from American Rescue Plan Act that were allocated to the County.

Upcoming grants:

- Staff will continue to seek funding to continue to provide or expand the contract with Children's Dental Services

Community Health Assessment / Community Health Improvement Plan:

The SHIP Coordinator has received some initial raw data from the Senior Research Scientist at MDH. We are waiting for him to provide us with some trend data. We will use this information as part of our Community Needs Assessment, prioritization of local issues, and Community Health Improvement Plan.

Opioid Settlement Grant:

Planning for work to begin in the fourth quarter. Work to include gathering local and statewide data. Providing community informational meetings, getting community feedback on priorities.

Meetings/Trainings attended (not an all-inclusive list):

- Department Administrative meetings
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Statewide Community Health Services Advisory Committee (SCHSAC)
- Community Opioid Task Force meeting (Welia)
- Weekly check-in calls with Helen (Timber Trails)
- County Department Head Meeting
- Local Public Health Association Meeting
- Mental Health Strategic Planning Cohort
- Ace's & Resilience Resource Commons for Communities
- WIC Management Evaluation
- DHS Waiver Audit
- SCHA Directors Meetings
- Meetings with Welia Health regarding COVID vaccinations
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Central Directors meetings
- LPHA Opioid Settlement Learning Session
- Local Public Health Association Meetings
- Check-in with MDH Public Health System Consultant
- Family Home Visiting check in calls with the state – quarterly
- Anoka-Ramsey Nursing Advisory Committee
- PHEP Oversight Committee/COVID Response & Recovery Committee
- Local Public Health calls with MN Department of Health (COVID Response and Recovery)
- Miscellaneous trainings regarding risk communication, COVID Recovery, Mental Health etc.

Other work:

- Submitted budget for Board of Commissioners
- Day to day management of workforce, grant compliance, reporting, monitoring
- Interviewing for new staff
- Complete Performance Reviews
- Weekly fiscal duties - deposits

Trends:

- COVID continues to mutate. New challenges present themselves often regarding messaging to the public around isolation and quarantine, vaccination, and best practices for keeping people healthy.

Concerns and Challenges:

- Being able to spend an appropriate amount of time with the planning and assessment process. Also the Opioid Settlement Fund Process.
- The unknowns around COVID – future variants, recovery needs.
- The Department of Human Services has determined that Kanabec County should have four different Health Plans. While we would like to continue to provide care coordination and case management services for our county residents, having four different plans and four different ways of doing the work will be a challenge. Kanabec County Community Health and Family Services will be working together to address these challenges.

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 decreased in quarter three with the average number of participants at 441. This is a 1% decrease from last quarter.
- WIC has extended the increased cash value benefit for fruits and vegetables through December 2022. This benefit has been in effect since October 2021. Families receive \$24 per child, \$43 for pregnant and postpartum women, and \$41 for a fully or partially breastfeeding woman each month.
- The state WIC program will allow for flexibility for delivering WIC services until April 2023. Prior to this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- WIC staff are preparing for National Breastfeeding month in August. Staff provided outreach material and water bottle stickers celebrating breastfeeding to all current and past breastfeeding moms over the last year.
- July was our designated month to have our biennial management evaluation by the state WIC office. We met all the standards in each area evaluated, only minor changes were requested to the Kanabec County website to remain compliant.
- August was National Breastfeeding month. One of our local artists donated her time and created a water bottle sticker to give to the breastfeeding moms in the WIC program. She agreed to an interview by the Kanabec County Times, highlighting the benefits of breastfeeding.

Family Home Visiting Programs:

- 3 new families enrolled in MECSEH. 3 Families completed the program. 4 families transitioned to other counties or discontinued services. Currently we are at 31 families enrolled, which is 78% of our target case load of 40 clients and meets expectations of the Minnesota Department Health.
- 6 new TANF families enrolled for short term services and 11 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 14 families received services through the TANF program.
- This quarter, 3 universal baby visits were conducted with families (down from last quarter).
- MECSEH continues to hold Community of Practice (CoP) meetings quarterly with both staff and supervisor. The purpose of these meetings are to ensure the fidelity of the program is met and continue to adopt and adapt curriculum material.
- The family health supervisor attended a training session on reflective supervision presented by the MECSEH founder, Dr. Kemp. This provided guidance on reflective supervision provided to

staff and the intended requirements for MECSH. Kanabec County meets and exceeds these requirements, providing support to each home visitor.

- 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 family home visiting staff are utilizing the child and teen checkup outreach board to present information to the public. Topics presented in Quarter 3 included sun safety-July, national breastfeeding in August, and childhood immunizations in September.
- 0 C&TC well child screens were completed 3rd 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, in collaboration with both Mora and Ogilvie Public Schools, provided assistance in early childhood screenings during August and September.
- Kanabec County Family Health staff had a presence at the local county fair. The topic presented this year was mental health wellness and gratefulness.
- 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. They have established a 501c and are working diligently to develop a clinic for this population in order to better serve the community.
- In addition, KCCH home visitor Autumn will complete UBV's and/or medical questions/requests to the Amish population.
- In July, Kanabec County Family Health staff attended a "meet and greet" with Recovering Hope to enhance collaboration efforts with staff.

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 3 will include Lead safety-October, maintain don't gain-November, and Budgeting-December.
- 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 and nurse meetings quarterly, starting in October
- August we will provide outreach to local community partners to review the different services we have to offer and discuss any challenges that have occurred over the last year.
- Kanabec County Community Health staff will be participating in Recovering Hope's Trunk or Treat on October 29th, 2022. Outreach will be provided for all programs with a focus on Child and Teen Check Ups and our evidence based home visiting program, MECOSH.
- WIC has extended the increased cash value benefit for fruits and vegetables through December 2023. This benefit has been in effect since October 2021. Families receive \$25 per child, \$44 for pregnant and postpartum women, and \$49 for a fully or partially breastfeeding woman each month.

Concerns and Challenges

- WIC has seen a slight decrease in enrolled families. Currently we are down 20 families. This decrease is seen generally every year and is thought to be brought on by Income Tax returns and families finding that they are able to afford groceries at this time. In September and October, we will see an increase in WIC participation again as families will no longer have savings and will be preparing for the school year and holidays.
- Both WIC and our family home visitors have had challenges associated 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 because of distractions or a lack of participation. It can be problematic to keep conversations flowing as they don't necessarily moved forward naturally. 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 go missed. This can cause difficulty for the home visitor to maintain rapport with that family and the relationship is difficult to maintain.

Numbers Served

- Total families seen in Family Home Visiting programs during this quarter
 - MECOSH (Current quarter)= 31 families visited with 178 nursing assessments (3 were telehealth)
 - MECOSH Quarter 2 of 2022: 35 families and 135 assessments
 - TANF (Current quarter) =14 families visited with 47 nursing assessments completed
 - TANF Quarter 2 of 2022: 12 families with 41 assessments
 - MCH infants and children (Current quarter)= 0 family visited with 0 assessment completed
 - MCH prenatal AND postnatal (Current quarter) =11 prenatal assessments 2 postpartum assessments
 - MCH Prenatal 2022 Quarter 2: 14 assessments

- MCH Postpartum 2022 Quarter 2: 2 assessments
- MCH Special Needs (Current quarter)= 0 visits completed with 0 family
 - MCH Special Needs 2022 Quarter 2: 14 visits with 1 families
- 9 families provided with car seat education and car seat (up 2 from last quarter)
- 6 lead screens completed (Up 6 from last quarter)
- 3 UBV completed (down 5 from last quarter)
- 0 Dental varnish completed (remained the same for the last year)
- 0 pregnancy tests administered and education provided (same as Quarter 2 of 2022)

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

- 486 Home care visits were completed (Down 24 from last quarter)
 - 451 were visits made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
 - 26 were Medicare visits
 - 0 South Country Health Alliance Medication Reconciliation
 - 9 Private pay
- Throughout the quarter we served approximately 65-72 clients in their homes. This average is less than last quarter.
- There were a total of 9 referrals (down 11 from last quarter). Of the 9 referrals, we had 1 that did not open to home care for various reasons. We had 8 that opened to home care (down 9 from last quarter). We are currently at an 89% start of care rate. This is the same as last quarter and our goal of 89% was achieved.
- There were 895 Home Health Aide hours. This is down 69 hours from last quarter.
- 270 hours were completed for homemaking. This is down 77 hours from last quarter.

Public Health Nurse Clinic

- 162 foot care visits, 23 cancellations or no shows from the clients (Down 13 cancellations from last quarter). Foot clinic visits were up by 14 this quarter.
- There were 43 medication set up visits and 4 cancellations. The total amount of medication set up visits is down by 7.

Case Management

- Care coordination visits: 47.75 (Down 35.75 from last quarter)
- Nursing Home Care Coordination Hours: 39 hours (Up 14.5 hour from last quarter)
- Care Connector: 109 hours (Down 67 hours from last quarter)
- Case Aide: 57 hours spent on client specific billable hours (Down 48.5 hours from last quarter)
- MnChoices Assessments: 17.25 hours (Up 8.75 from last quarter)
- MnChoices Re-assessments: 22.25 hours (Up 2.5 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 63.75 hours (Down 13.25 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 27.25 (Down 10.5 hours From last quarter)
- Coordination Indirect, coordination time in the office-billable: 439 hours (Down 182 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 13 (Up 9.25 hours from last quarter)
- PAS completed: 7 (Down 3.25 from last quarter)
- Service Coordination, client specific and general: 117.75 hours (Down 62 hours from last quarter)

Charts/Numbers Served

Home Care:

We are currently serving an average of 65-72 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. We are working on our contract with United Health.

We did have a significant decrease in referrals. As a home care agency, we have been experiencing a staffing crisis. We had one nurse retire, one nurse that was out for eight weeks due to surgery and one home care nurse that was on maternity leave. We also added illnesses into the staffing shortage. At one point, we had one nurse working in home care. No visits were missed throughout the whole quarter.

Public Health Nurse Clinic:

We are currently serving a total of 224 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 by 16.

Case Management:

Our case managers currently serve 260 clients, down 2 from previous quarter.

- Ability Care: 24 – Up 2 from previous quarter
- Single care: 71 – Up 5 from previous quarter
- Nursing Home Clients: 30 – Down 4 from last quarter
- AC: 8 – The same as previous quarter
- CADI: 36 – Up 3 from previous quarter
- PCA only: 19 – The same as last quarter
- EW SCHAs: 66 – Down 2 from previous quarter
- EW Non SCHAs: 6 – Down 10 from previous quarter

Trends

Home care:

Our trend in home care has been continued staffing issues. Our staffing issues this quarter were at crisis level. As stated above this was due to a variety of circumstances. Because of our staffing issues, we have not been able to accept referrals. We still maintained our maintenance clients sufficiently. Our nurses have been working very hard to build our client case load back up. Our new nurse who was hired in August has shown great capacity in her ability to take on a case load as a new hire.

The Home Health Aide staffing issue has not been resolved either. We now have two vacant positions that we are trying to fill.

Case Management:

Case management was also in a staffing crisis. Our part time case management position was filled by a very experienced case manager. She was also able to immediately take on a case load after getting her access to all of the necessary programs needed for case management. During this time, our other part time nurse was out on maternity leave and one of our full time case managers put in her resignation. As of the end of the quarter the full time position is still vacant. The position has been posted. The agency has offered the position two times but we have had the candidates rescind their acceptance due to finding positions that have a higher salary. This has been a barrier that we, as an agency, are trying to overcome.

Public Health Nurse Clinic

We have seen a slight increase in our foot clinic clients as well as our medication management clients.

Success Stories

Home Care:

Our success story for this quarter is filling all of our vacant positions. We now have four really great nurses currently working in home care. Our agency and community are lucky to have them. Now that we are fully staffed, we were able to take on referrals the last couple of weeks of the quarter.

Case Management:

We had a member of the community who was started on services approximately eight months ago. She suffered from mental health issues and hoarding tendencies. We provided, through her waiver, home making, life line, and some home delivered meals. During her reassessment this quarter the member expressed to the case manager that the services that she has been receiving have been life changing. She expressed that her mental health has improved, her physical health has improved and she looks forward to further organizing her belongings in her surroundings.

Public Health Nurse Clinic:

There was a gentleman that was new to foot clinic. During his visit the nurse did her initial paperwork with him and she asked him if anyone he lived with needed help with anything. He expressed that his wife has been suffering from dementia and that she could really use assistance with bathing. The nurse filled out a MNCHOICES intake form and an assessment will take place to hopefully get them started with services. The nurse also called the clinic and scheduled an appointment with the provider for the client and his wife.

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 to make the healthy choice the easy choice. **Ten** of these partners are working in more than one setting (workplace, school, healthcare, community). The Community Leadership Team met in July with **3** members and **4** SHIP Coordinators in attendance. Workplace wellness partner sites were reached out to by SHIP staff individually this quarter.

Training/TA provided and number of participants

- SHIP staff presented data from the East Central Regional Community Health Survey to **10** Mille Lacs County Public Health staff on Sept 28th
- Every other week, SHIP staff continued to give insight to **10-15** MDH staff and other participants on the development of a farmer's market toolkit for those working on EBT/SNAP/Market Bucks acceptance across the state.

Major Activities

- SHIP staff and other team members from Pine City presented their proposal for developing walking and bike trails, bump-outs for safe walking, and lake access points for the City of Pine City at an open house on July 11th to **75** community members and again on July 21st to **4** city council members and **50** community members.
- We had **7** additional partners apply for mini-grant funding this quarter for implementing a policy, system or environmental change. A total of **18** partner sites were funded this year totaling **\$27,270.92** in award funds.
- The East Central Regional Community Health Survey was completed in July 2022 with an overall return rate of 17% among Kanabec, Pine, and Isanti County. Kanabec had the highest return rate of 20%.
- The 2022-2025 grant application was written and submitted and approved by MDH.
- Grant monitoring partner site project evaluation was completed.

Success Story

- A leadership committee was formed to continue the efforts of writing the Pine City Comprehensive Plan based off of the work that was done over the past 6 months on proposals. Grant funding was also secured from the Blandin Foundation to continue with the planning efforts.

Regional ATOD Prevention Coordinator

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.

The Regional Prevention Coordinator turned in his resignation and his last day of work was August 26th. We continue to work with the Department of Human Services to fill the vacancy.

Patti Miller, Health Promotions Coordinator

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

Activities:

Northern Minnesota Suicide Prevention and Crisis Text Line Outreach & Planning

- 988 Suicide & Crisis Lifeline was rolled out July 16, 2022.
- Minnesota Department of Health (MDH) Suicide Prevention Unit has provided presentations about the implementation process of 988. Emily Yang presented to the Better Together Coalition (and other community organizations invited) in August outlining how the Crisis Line will function and interface with other units of government and public services.
- Youth Mental Health Trainings provided to 90 teachers in Elk River School District.
- 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.
- Continued leadership role in PICK’M Up Suicide Prevention Coalition. Planning action items, community outreach, marketing material, and coalition capacity building.
- Train the Trainer course completed for *Changing the Narrative* through the Minnesota Department of Health Suicide Prevention Unit.
- Monthly Regional Coordinator meetings to discuss regional activities, budgeting, DHS grant, transfer of grant/funding to MDH

Better Together Outreach Planning:

- Mora Rocks the Park was back this summer in TWO locations! Mora Library Park and Kid’s Kingdom. Each event was well attended with a minimum of 30 participants at each activity.

Partners this year included:

- Recovering Hope Treatment Center
- Welia Health
- Mora Boy Scouts/Zethan Schultz
- Kanabec County Sheriff’s Office (x2)
- Mora Area Fire Department
- City of Mora

- Public Health and the Better Together Coalition collaborated to provide information to the Kanabec County Board of Commissioners and the Kanabec County Planning Commission to move forward with a moratorium of the sale of THC infused edibles and beverages for a period of one year, or less, until a permanent ordinance can be drafted and adopted to provide guidelines around the sale of these products. Ideas for the ordinance include:
 - Business Licensing requirements
 - Hours of operation
 - Compliance/Enforcement
 - Zoning
 - Manufacturing/Distribution
 - Delivery Service/Online Sales/Vending Machine Sales
 - Background checks
 - others as suggested by League of MN Cities/Association of MN Counties

Success Stories:

- Kanabec County Board of Commissioners passed the moratorium on the sale of THC edible and infused beverages in Kanabec County for a period of 12 months (or less) until a permanent ordinance can be placed to protect the members of the community (especially youth).
- Support for this moratorium amongst commissioners was unanimous.

Challenges:

- Support and comprehension of the moratorium has been less accepted by vocal community members and when presented to the City of Mora Council members. We are willing to work alongside them if asked and provide evidenced based education.

Data:

Kanabec County Sheriff's Office will continue with compliance checks for alcohol and tobacco in 2022. They expect to complete them in November of 2022.

- **Trainings provided:**
 - "Beyond ACE's, Building a self-healing Community" was presented in August at a local Lunch and Learn event.
 - Youth Mental Health Training provided to 90 teachers in the Elk River School District
- **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 in 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.
 - Working with Kanabec County Family Health Nurses to produce and post information about the Women Infant and Children (WIC) program, family home visiting, public health messages for vaccinations, and family friendly community events.

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

Major Activities

- Monitor COVID activity and adjust local response appropriately.
- Preparing assessment of public health staff under the COPEWELL grant duty.
- Review Emergency Preparedness Orientation program for new public health staff.
- Continue to have COVID-19 at home test kits available to partners and residents.
 - MDH supplied test kits free to Local Public Health

- Help address outbreaks within the community
- Participate in Community Hazard Vulnerability Assessment – 5 year requirement.
- Have offered TA and situational awareness regarding COVID community levels but have not resumed weekly School Calls.

Trends:

- COVID cases are significantly higher than last summer and early fall.
 - Continue to monitor community levels and maintain awareness for new variants of interest and concern.
- Reduction in routine vaccination is having an impact on diseases either not endemic to the US or previously controlled through immunization rates of population to not allow for outbreaks.
 - Monitor Monkey Pox situation.
 - Monitor Polio situation.

Number of partners you are working with

- 6 – Welia Health, Mora Schools, Ogilvie Schools, St. Clare (LTC – including the Villages AL), Scandia House (AL – including Signe and Olivia in Ogilvie), Eastwood (AL)

Training provided and how many attended

- 2 – Emergency Preparedness Orientation: new staff
- 8 – Emergency Preparedness Refresher: home health aides

Number of people/groups you provided TA to

- 2 – Mora Schools, Ogilvie Schools

Looking Forward

- Short term:
 - Work with LTC and Assisted Living facilities to ensure their connection with the Central MN Health Care Coalition and participate in the Respiratory Protection Program grant – offering training, tools and resources, and equipment for FREE!
 - Schools and Lakes and Pines have expressed interest in staff booster clinics and will be coordinating when bivalent vaccine is approved/authorized and protocols are established locally.
 - Continue to partner with Welia Health for access to vaccine for homebound and persons wishing to be vaccinated by public health.
 - Will evaluate in the future if a joint community clinic for bivalent boosters is necessary to meet demands.
 - Evaluate staff connectedness, and health and wellbeing post-COVID through COPEWELL – a tool modified by MDH, originally developed by Johns Hopkins.
- Long term:
 - Next 9 Months: Writing an After Action Report, Demobilization Plan, and identify Improvement Plan items.
 - Next 15 Months: Review emergency preparedness plans activated during the pandemic; mass dispensing, respiratory protection program, continuity of operation plan (COOP), and all hazards.

Other items of interest:

- August/September – Moderna and Pfizer bivalent booster doses approved federally.
- September – Participated in Health Care Coalition sponsored training – *The Evolution of Threat Assessment and Management in Health Care Settings*
- October – Participate in training – *Motivational Interviewing*

Nuisance

Reporter: Farah Gajewski, RN,

Nuisance calls: total of 4 calls during the quarter

Case 1:

Issue: A member of the community called whose land was connected to a sewage dumping field. This area has hills that valley right on the property line which is very close to his home. The sewer company had recently emptied a load that pooled on the property line. There is also children who live at this home.

Action taken: Nuisance coordinator went out to the community member's home and witnessed the dirty water that had pooled. A phone call was made to the sewer company and was questioned about the area. They reported that they follow MPCA guidelines as to where they can dump and follow a strict grid. Nuisance coordinator contacted MPCA who reported that they would be performing an investigation. Multiple calls were made to MPCA, the sewage company, and the community member.

Status: Nuisance coordinator is waiting on the investigation from the MPCA to be completed. In the meantime, it was agreed upon that the sewage company would not dump close to the property line any longer.

Case 2:

Issue: Water quality concern with children: Community member called with concerns regarding the water quality of her rented trailer home.

Action taken: Water test was ordered by the nuisance coordinator and paid for by the landlord. The water quality came back good to drink. When nuisance coordinator called the community member to let them know the water quality was good, they reported that they are now having a mice issue in the home and the landlord was not doing anything about it. Nuisance coordinator then asked to do a home visit. The community member allowed nuisance coordinator to come to their home. At that time, no evidence of mice was found in the home except in the vent. The mouse feces appeared to be old at that time. Nuisance Coordinator asked the landlord to bring over a vacuum for the community member to clean out the feces. They agreed to bring out a Shop-Vac and did while staff was still there. The community member was advised to clean it out and call nuisance coordinator back if the feces returned. The community member stated they were moving out in two weeks.

Status: No additional follow-up by the community member and the case was closed.

Case 3:

Issue: Unsafe living conditions of a vulnerable adult's home: Phone call was made to the nuisance coordinator by the vulnerable adult (VA). The VA reported that the home was unfit for them to live there due to the broken windows and doors, electricity issues, and no running water. The VA then reported that she was currently living at a treatment facility and that her friend was removing all of her belongings from the home. The VA stated that it was okay for the nuisance coordinator to contact her friend.

Action taken: The friend stated that he was moving her belongings out and that the plan was for her to move in with him after treatment.

Status: The case was closed due to the vulnerable adult moving out of the home.

Case 4:

Issue: No water and sewer at a sobriety home where vulnerable adults live: Phone call came in from a vulnerable adult who lived in a sobriety home. They reported that they have no drinking water and that the water was completely shut off.

Action taken: The nuisance coordinator then contacted the housing manager who stated that the septic company was scheduled to go to the home that afternoon to fix the issue. He also reported that the members living in the sobriety home have been flushing plastic bags which is what is causing this issue. The housing manager was asked to bring over some bottles of drinking water until the problem could be fixed that afternoon. He agreed to bring over water. Phone call was returned to the vulnerable adult who originally made the complaint. During this discussion, the nuisance coordinator advised that the housing manager would bring over drinking water and to call with any further concerns.

Status: They agreed and also stated that they plan to move out the next day. Case was closed and no further issues have been reported.

Blue-Green Algae information was posted at public access sites throughout the county, on social media, and in the newspaper in June with the first stretch of hot weather.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Sheila
10/24/22 12:16PM

**** Kanabec County ****



Page 1

As of Date: 09/2022

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
10/24/22 12:16PM

TRIAL BALANCE REPORT
As of 09/2022

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	395,429.81	57,663.92 -	45,841.05	441,270.86
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
1201 Accounts Receivable (Acc)	111,169.67	0.00	111,169.67 -	0.00
1261 Due From Other Funds (Acc)	21,811.05	0.00	21,811.05 -	0.00
1281 Due From Other Governments (Acc)	337,375.35	0.00	337,375.35 -	0.00
Total Assets	882,873.62	57,663.92 -	441,602.76 -	441,270.86
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	45,143.48 -	0.00	45,143.48	0.00
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
2101 Due To Other Governments (Acc)	24,204.77 -	0.00	24,204.77	0.00
2230 Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
Total Liabilities	161,738.70 -	0.00	161,215.53	523.17 -
Fund Balance				
2881 Assigned Fund Balance	721,134.92 -	0.00	0.00	721,134.92 -
2910 Revenue Control	0.00	159,128.79 -	1,737,118.25 -	1,737,118.25 -
2925 Expenditure Control	0.00	216,792.71	2,017,505.48	2,017,505.48
Total Fund Balance	721,134.92 -	57,663.92	280,387.23	440,747.69 -
Total Liabilities and Balance	882,873.62 -	57,663.92	441,602.76	441,270.86 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
10/24/22 12:16PM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 09/2022

Report Basis: Modified Accrual



Page 3

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

Through September 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	486,597.00	41.89%	203,854.51	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	11,535.47	25,070.65	8,377.34
Exp	378,817.00	71.42%	270,554.24	46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,991.40	32,500.28	22,414.46	27,242.61
Prevent Infectious Disease												
Rev	28,087.00	45.91%	12,894.92	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	0.00	0.00	3,757.81
Exp	28,088.00	58.98%	16,565.36	1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	1,032.06	881.35	5,904.93
Environmental Health												
Rev	25.00	35124.48%	8,781.12	9.00	33.00	0.00	0.00	8,730.12	3.00	0.00	3.00	3.00
Exp	5,883.00	21.74%	1,279.09	0.00	0.00	0.00	648.66	131.93	292.35	206.15	0.00	0.00
Healthy Communities-Adult Health												
Rev	271,960.00	83.55%	227,235.80	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	53,983.12	23,932.01	11,630.70
Exp	275,208.00	57.97%	159,529.28	16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	24,908.81	17,718.08	15,898.52
Healthy Communities-Health Improvement												
Rev	548,531.00	89.73%	492,184.27	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	56,768.65	76,288.84	55,849.22
Exp	528,486.00	73.04%	385,991.87	29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	56,378.88	41,810.93	37,852.18
Healthy Communities-Family Health												
Rev	714,440.00	61.91%	442,343.41	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62	86,784.53	29,495.54	17,159.71
Exp	596,634.00	57.54%	343,292.43	35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31	50,764.83	33,456.35	32,485.62
Emergency Preparedness												
Rev	131,761.00	126.79%	167,063.39	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	3,000.00	36,527.81	0.00
Exp	118,620.00	94.56%	112,170.98	16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	15,474.17	10,216.14	7,370.84
Assure Access-Case Management												
Rev	357,900.00	76.91%	275,249.46	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	25,196.39	36,783.86	19,250.02
Exp	351,493.00	78.77%	276,864.26	27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	44,470.64	27,989.12	25,880.08
Assure Access-Home Care												
Rev	528,000.00	71.99%	380,092.97	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	35,297.32	36,436.91	43,059.96
Exp	784,072.00	75.39%	591,133.32	82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	79,367.87	67,384.19	57,638.93
Agency Totals												
Rev	3,067,301.00	72.04%	2,209,699.85	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59	272,565.48	264,538.62	159,087.76
Exp	3,067,301.00	70.33%	2,157,380.83	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,851.42	305,103.69	221,870.62	210,273.71

amount has changed

outstanding payments/payments not yet posted

Worl 22,274.56
 CTC 3,889.31
 DFC
 FAP
 LCTS 9,000.00
 LPHG
 MCH
 MIEC 61,341.06
 PHEF 5,003.90
 RPC 17,913.58
 SHIP 52,496.98
 TANI 1,848.06
 WIC 20,410.00
 Covid State
 CMCOA
 MN 3,125.00
 Adm 2,781.37
 men 9,092.63
 Suici 3,817.15
 Covi 6,708.25
 Hom 34,882.45 estimate only see note below
 254,584.30

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.

Board Meeting 11/01/22

Abstract Totals for Commissioner Vouchers

Board Meeting 11/01/22	Amount	Vendors	Transactions
Abstract #1	39,291.53	42	82
Abstract #2			
Totals	39,291.53	42	82

Abstract Totals for Auditor Vouchers

Board Meeting 11/01/22	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
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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

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	434 Ability Network Inc						
	15-484-487-8453-6211		224.82	Oct billing svc/eligibility	22M-0156300	Services & Charges	N
40	15-484-493-8452-6211		190.75	Oct billing svc/eligibility	22M-0156300	Services & Charges	N
39	15-484-496-8447-6211		265.70	Oct billing svc/eligibility	22M-0156300	Services & Charges	N
	434 Ability Network Inc		681.27	3 Transactions			
28	456 Auditor, Mille Lacs County						
	15-484-485-8468-6211		6,759.13	mini grant sheriff/justice/com		Services & Charges	N
	456 Auditor, Mille Lacs County		6,759.13	1 Transactions			
50	538 Berg/Ashley						
	15-484-487-8451-6331		1.25	October HP mileage		Mileage & Meals	N
51	15-484-487-8453-6331		23.13	October MIECHV mileage		Mileage & Meals	N
80	15-484-490-8489-6331		26.25	October Covid vax mileage		Mileage & Meals	N
52	15-484-496-8447-6331		22.50	Aug/Sep home care mileage		Mileage & Meals	N
	538 Berg/Ashley		73.13	4 Transactions			
53	1396 Biever/Laurie						
	15-484-496-8449-6331		284.38	Sep/Oct HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		284.38	1 Transactions			
54	1275 Bromwich/Amanda						
	15-484-496-8449-6331		144.38	Sep/Oct HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		144.38	1 Transactions			
55	3094 Burski/Kathy						
	15-484-450-0000-6331		147.50	October admin mileage		Mileage & Meals	N
	3094 Burski/Kathy		147.50	1 Transactions			
2	247 Cambridge Isanti Public Schools						
	15-484-485-8468-6211		2,135.54	mini grant Woodland Campus		Services & Charges	N
	247 Cambridge Isanti Public Schools		2,135.54	1 Transactions			
1	1427 Cambridge-Isanti Farmer's Market						
	15-484-485-8468-6211		2,165.00	mini grant PoP and SNAP		Services & Charges	Y
	1427 Cambridge-Isanti Farmer's Market		2,165.00	1 Transactions			
4	1101 Card Services						
	15-484-450-0000-6411		8.53	9/23/22 auth 705896	HB 278	Supplies	N
3	15-484-485-8468-6411		200.00	9/1/22 auth 729723	HB 278	Supplies	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
5	15-484-496-8447-6411		3.08	9/23/22 auth 705896	HB 278	Supplies	N
	1101 Card Services		211.61	3 Transactions			
38	298 Childrens Dental Services		557.76	transport equip/staff 7/29/22		Contracted Work	Y
	298 Childrens Dental Services		557.76	1 Transactions			
6	836 East Central School District		878.10	mini grant garden beds		Services & Charges	N
	15-484-485-8468-6211		878.10	1 Transactions			
56	1298 Gajewski/Farrah		269.18	Aug-Oct home care mileage/meal		Mileage & Meals	N
	15-484-496-8447-6331		269.18	1 Transactions			
7	1437 Grand Cinema		125.00	auditorium rental		Supplies	N
	15-484-485-8444-6411		125.00	1 Transactions			
57	1326 Hansen/Erika		279.38	Sep/Oct home care mileage		Mileage & Meals	N
	15-484-496-8447-6331		279.38	1 Transactions			
9	4184 Health Dimension Rehabilitation Inc		3,536.88	September PT services		Services & Charges	N
	15-484-496-8447-6211		3,536.88	1 Transactions			
8	324 Healthcare First		104.74	October HHCAHPS fee	5319129	Services & Charges	N
	15-484-496-8447-6211		104.74	1 Transactions			
10	829 Hinckley-Finlayson Schools		1,282.20	mini grant water bottle stn		Services & Charges	N
	15-484-485-8468-6211		1,282.20	1 Transactions			
58	234 Holland/Jeff		422.50	Aug/Sep home care mileage		Mileage & Meals	N
59	15-484-496-8447-6331		305.00	Sep/Oct home care mileage		Mileage & Meals	N
	234 Holland/Jeff		727.50	2 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
79	4151 Innovative Office Solutions, LLC						
	15-484-450-0000-6412		532.75	admin office supplies	3921743	Office Supplies	N
	4151 Innovative Office Solutions, LLC		532.75	1 Transactions			
37	4142 Isanti County Family Services						
	15-484-485-8468-6211		279.00	mini grant integrated collab		Services & Charges	N
	4142 Isanti County Family Services		279.00	1 Transactions			
11	3095 Isanti County Public Health						
	15-484-485-8468-6880		187.75	Aug tobacco strategy		Grant Admin- Pass thru	N
12	15-484-485-8468-6880		1,251.65	Aug well being strategy		Grant Admin- Pass thru	N
42	15-484-485-8468-6880		1,682.78	Sept hlthy eat/active living		Grant Admin- Pass thru	N
43	15-484-485-8468-6880		1,051.74	Sept well being strategy		Grant Admin- Pass thru	N
44	15-484-485-8468-6880		2,594.06	Aug Hlthy eat/active living		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		6,767.98	5 Transactions			
60	1323 Johnstone/Kristi						
	15-484-496-8447-6331		121.88	Sep/Oct home care mileage		Mileage & Meals	N
	1323 Johnstone/Kristi		121.88	1 Transactions			
13	322 Kanabec County						
	15-484-450-0000-6205		77.67	3rd qtr postage	PH039	Postage	N
16	15-484-481-8481-6205		97.36	3rd qtr postage	PH039	Postage	N
20	15-484-481-8482-6205		11.27	3rd qtr postage	PH039	Postage	N
19	15-484-485-8468-6205		5.37	3rd qtr postage	PH039	Postage	N
17	15-484-487-8451-6205		75.47	3rd qtr postage	PH039	Postage	N
22	15-484-487-8453-6205		3.62	3rd qtr postage	PH039	Postage	N
14	15-484-487-8456-6205		141.92	3rd qtr postage	PH039	Postage	N
15	15-484-487-8457-6205		226.32	3rd qtr postage	PH039	Postage	N
18	15-484-487-8461-6205		619.11	3rd qtr postage	PH039	Postage	N
21	15-484-493-8452-6205		124.70	3rd qtr postage	PH039	Postage	N
	322 Kanabec County		1,382.81	10 Transactions			
64	1308 Lejonvarn/Kirsten						
	15-484-469-8440-6331		31.25	October DPC mileage		Mileage & Meals	N
63	15-484-487-8453-6331		143.75	Sep/Oct MIECHV mileage		Mileage & Meals	N
62	15-484-490-8489-6331		2.50	October COVID mileage		Mileage & Meals	N
61	15-484-496-8447-6331		13.75	October home care mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		191.25	4 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
45	667 Lighthouse Child & Family Services LLC						
	15-484-490-8489-6211		150.00	8/10/22 reflective session	7169	Services & Charges	Y
46	15-484-490-8489-6211		150.00	8/1/22 reflective session	7169	Services & Charges	Y
47	15-484-490-8489-6211		56.25	8/1/22 travel	7169	Services & Charges	Y
48	15-484-487-8453-6211		300.00	8/16/22 reflection session	7172	Services & Charges	Y
49	15-484-487-8453-6211		18.75	8/16/22 travel	7172	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		675.00	5 Transactions			
81	377 Marco Inc						
	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
23	14361 Marco Technologies LLC.						
	15-484-450-0000-6411		98.00	staple cartridge Sharp 5070V	10436233	Supplies	N
	14361 Marco Technologies LLC.		98.00	1 Transactions			
26	1143 McKesson Medical-Surgical Govt Solution						
	15-484-496-8447-6432		135.23-	credit		Medical Supplies	N
24	15-484-496-8447-6432		215.18	home care supplies	19893496	Medical Supplies	N
25	15-484-481-8481-6432		28.13	PHNC supplies	19893644	Medical Supplies	N
27	15-484-496-8447-6432		98.55	home care supplies	19922991 19321	Medical Supplies	Y
	1143 McKesson Medical-Surgical Govt Solution		206.63	4 Transactions			
29	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880		1,462.62	Sept hlthy eat/active living		Grant Admin- Pass thru	N
30	15-484-485-8468-6880		604.42	Sept tobacco strategy		Grant Admin- Pass thru	N
31	15-484-485-8468-6880		3,061.44	Sept well being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		5,128.48	3 Transactions			
82	8040 Miller, Patti						
	15-484-485-8444-6331		312.50	Sep/Oct suicide prev mileage		Mileage & Meals	N
	8040 Miller, Patti		312.50	1 Transactions			
65	52 Olson/Autumn						
	15-484-487-8450-6331		52.50	Sep/Oct TANF mileage		Mileage & Meals	N
66	15-484-487-8451-6331		51.25	Sep/Oct HP mileage		Mileage & Meals	N
67	15-484-487-8453-6331		97.50	Sep/Oct MIECHV mileage		Mileage & Meals	N
	52 Olson/Autumn		201.25	3 Transactions			
	3333 Petersen/Renee						

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**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
68	15-484-450-0000-6412		38.57	treats for trick or trunk		Office Supplies	N
3333	Petersen/Renee		38.57	1 Transactions			
632	Pine County Health & Human Services						
32	15-484-485-8468-6880		34.12	Sept hlthy eat/active living		Grant Admin- Pass thru	N
33	15-484-485-8468-6880		34.08	Sept tobacco strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880		34.08	Sept well being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		102.28	3 Transactions			
1030	Ringler/Jennie						
69	15-484-496-8449-6331		125.00	Sep/Oct HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		125.00	1 Transactions			
1322	Ringler/Jezzalyn						
70	15-484-496-8449-6331		280.00	Sep/Oct HHA mileage		Mileage & Meals	N
1322	Ringler/Jezzalyn		280.00	1 Transactions			
3174	Rosburg/Diane						
71	15-484-496-8447-6331		170.00	Sept home care mileage		Mileage & Meals	N
72	15-484-496-8447-6331		170.63	October home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		340.63	2 Transactions			
1452	Sandberg/Debbie						
73	15-484-493-8452-6331		42.50	Sep/Oct CM mileage		Mileage & Meals	N
1452	Sandberg/Debbie		42.50	1 Transactions			
16326	Sarkisyan/Amber						
74	15-484-496-8449-6331		271.25	Sep/Oct HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		271.25	1 Transactions			
1268	Tomczak/Kristi						
76	15-484-496-8448-6331		68.14	Sep/Oct HM mileage		Mileage & Meals	N
75	15-484-496-8449-6331		348.11	Sep/Oct HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		416.25	2 Transactions			
1032	Troupe/Amy						
77	15-484-496-8449-6331		20.00	September HHA mileage		Mileage & Meals	N
1032	Troupe/Amy		20.00	1 Transactions			
1214	Waschenbecker/Diana						

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
78	15-484-487-8451-6331		October HP mileage		Mileage & Meals	N
1214	Waschenbecker/Diana		1 Transactions			
518	Welia Health					
35	15-484-469-8440-6432		1 epi pen .3 MG	2539	Medical Supplies	N
36	15-484-469-8440-6432		1 epi pen .15MG	2539	Medical Supplies	N
518	Welia Health		2 Transactions			
15 Fund Total:			Community Health Fund	42 Vendors	82 Transactions	
Final Total:			42 Vendors	82 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 8

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	39,291.53	Community Health Fund	
	All Funds	39,291.53	Total	Approved by,
			
			

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

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing –RN Case Manager, Home Health Aide, Regional Prevention Coord.,
 - Coronavirus Update/Response Activities
 - Grants Received – ECE Roundup, SHIP, Opioid Funding
4. Staffing - Promote Clerk/Typist to Case Aide
 - Action requested
 - See attached resolution page 3
5. Contracting for Care Coordination/Transportation
 - Blue Cross/Blue Plus – have existing contract, would add CC to it
 - Medica & UCare
 - Action requested
 - See attached resolutions page 4-5
6. 3rd Quarter Report page 6-20
 - See attached report
7. Financial Reports
 - see attached
 - Trial Balance page 21-23
 - September 2022 Financial Report page 24
8. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 25-33
9. Other Business
10. Adjourn

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

Staffing:

Case Manager R.N. – had a person accept and then rescind – current employer met her requests; reposted with position closing on November 7

Home Health Aide – still accepting applications and wanting to hire

Regional Prevention Coordinator – person accepted and then rescinded – reposted with position closing 10/31/2022

Coronavirus information and response activities:

Bivalent Boosters are available for eligible people ages 5 years and older. To be eligible for the bivalent booster, a person must meet the following criteria:

- Must have completed their primary vaccine series (two doses of Pfizer or Moderna or one dose of Johnson & Johnson) and
- It has been at least two months since your last dose (of original series or monovalent booster)

KCCH, Welia Health, and many pharmacies are offering COVID-19 vaccinations and bivalent booster. People just need to call to set up appointments.

KCCH is also vaccinating homebound residents as requested and has set up on-site clinics for St. Clare, both school districts and at least one area business per request. We have offered to go out to assisted living facilities as well.

Grants received:

East Central Energy Round Up – KCCH received \$3,000 toward supporting the continuation/expansion of the Dental Services provided through Children's Dental Services. We can pay for approximately 5 days of service. We currently provide one day of service per month.

Statewide Health Improvement Partnership (SHIP) – The grant work plan and budget was approved for 11/1/2022 – 10/31/2023. The SHIP Grant supports 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.

Opioid Funding:

Kanabec County received its first payment on 10/25/2022. The payment was in the amount of \$22,081.94.

The Director provided a brief overview of Opioids/Opioid Funding to the October Township Board Meeting. We also asked people to provide some feedback on Opioid Priorities after hearing the information. We received feedback from eight participants.

In the upcoming weeks, I plan to have a meeting with the small internal group assigned by the Board to create a plan for moving forward. Items I would like to address at that meeting include community and other meetings with municipalities, adding other people to help inform the recommendations, and general discussion regarding the process for making recommendations to the Board of Commissioners as to spending the funds.

Resolution # KCCH - 11/1/2022
Clerk Typist to Case Aide Resolution

WHEREAS, Kanabec County Community Health had a vacant full-time case aide position in July, filled the position with a part-time person and within two months the newly hired person left and the case aide position was vacant again, and

WHEREAS, Community Health has a Clerk Typist available to provide case aide duties and that person is willing and able to complete the duties of the case aide, and

WHEREAS, the Community Health Director is recommending to promote the Clerk Typist to the full time Case Aide position and will not be refilling the Clerk Typist position at this time.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director and HR Director promoting the Clerk Typist to the vacant Case Aide position. She would move from a Grade 5 Step F at a rate of \$19.54/hour, to a Grade 6, Step F at a rate of \$20.71/hour.

Resolution # KCCH - 11/1/2022

Health Plan Care Coordination Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added to South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, the Community Health Director has met with the three new health plans and their request is that Kanabec County Community Health would provide the care coordination services and possibly case management for Kanabec County residents to foster communication and coordinate care and services among members, providers, staff and other organizations, and

WHEREAS Kanabec County desires to provide the delegated services in accordance with the health plans' policies and procedures and in compliance with applicable federal and state laws and regulations and the National Committee for Quality Assurance accreditation standards.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director contracting with Blue Cross Blue Shield, Medica and U Care to provide public programs care coordination and conceivably case management for County residents for the contracted period per the health plans rate schedules.

Resolution # KCCH - 11/1/2022

TTPT - Health Plans Transportation Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added to South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, Timber Trails Public Transit is the main transportation provider within Kanabec County and as such would like to contract with the health plans to provide medical rides for county residents, and

WHEREAS the Transit Director is recommending to contract with the health plans to provide medical transportation services to county residents.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Transit Director contracting with Blue Cross Blue Shield, Medica and U Care to provide medical transportation for County residents for the contracted period per the health plans rate schedules.

Kanabec County Community Health (KCCH)
Report to County Board
July - September 2022

Major Highlight(s):

The Minnesota Department of Health, the State Community Health Services Advisory Committee, and the Local Public Health Association of Minnesota have partnered to transform its public health workforce and infrastructure to ensure it can meet 21st century population health needs.

Minnesota has joined other states at the cutting-edge of public health system transformation work, in efforts to implement a “minimum package of public health services,” which national groups have called for over the past ten years. Minnesota’s minimum package” follows the Foundational Public Health Responsibilities (FPHR) model, which was initially developed in 2017-2019, and has been revised in 2022 in collaboration between staff from LHDs, MDH, and SCHSAC representatives.

As a first step to implementing FPHR, all of Minnesota’s governmental public health agencies completed a Cost and Capacity Assessment to identify the current implementation of and spending on FPHR and the resources needed to fully implement and better understand how and by whom governmental public health services are delivered. The University of Minnesota Center for Public Health Systems is the Technical Assistance provider for the Minnesota Public Health Cost and Capacity Assessment, and will support staff filling out the assessment with whatever practical and technical challenges they encounter.

I completed this Cost & Capacity Assessment and submitted it in late September. This assessment took approximately 40 hours to complete.

Audits/site visits completed:

- DHS Waiver Audit was completed on September 29. Once we receive the final report, we will submit a corrective action plan if needed.
- 2021 Financial Audit of the County was conducted by CliftonLarsonAllen. KCCH provided information upon request.
- WIC Management Evaluation was completed on August 9. The WIC Program met all standards that were evaluated.

Audits/site visits upcoming:

- Vaccination Program Site Visit to be held on 10/31/2022.
- PHEP Site Visit scheduled for 11/22/2022.

Grants submitted/notification:

- Central MN Council on Aging (CMCOA) grant to support the Public Health Nurse Clinic was submitted by the 8/2/2022 deadline. The CMCOA Board did not have any follow-up questions or clarifications. Grant awards will be decided at the November 3rd CMCOA Board Meeting. The new grant year starts 1/1/2023.
- Statewide Health Improvement Partnership grant was completed by the 8/31/2022 due date. Notification was received that the work plan and budget were approved. The new grant year starts 11/1/2022.
- Reviewed RFP response and negotiated a contract for the provision of Peer Recovery Support Services using funds from American Rescue Plan Act that were allocated to the County.

Upcoming grants:

- Staff will continue to seek funding to continue to provide or expand the contract with Children's Dental Services

Community Health Assessment / Community Health Improvement Plan:

The SHIP Coordinator has received some initial raw data from the Senior Research Scientist at MDH. We are waiting for him to provide us with some trend data. We will use this information as part of our Community Needs Assessment, prioritization of local issues, and Community Health Improvement Plan.

Opioid Settlement Grant:

Planning for work to begin in the fourth quarter. Work to include gathering local and statewide data. Providing community informational meetings, getting community feedback on priorities.

Meetings/Trainings attended (not an all-inclusive list):

- Department Administrative meetings
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Statewide Community Health Services Advisory Committee (SCHSAC)
- Community Opioid Task Force meeting (Welia)
- Weekly check-in calls with Helen (Timber Trails)
- County Department Head Meeting
- Local Public Health Association Meeting
- Mental Health Strategic Planning Cohort
- Ace's & Resilience Resource Commons for Communities
- WIC Management Evaluation
- DHS Waiver Audit
- SCHA Directors Meetings
- Meetings with Welia Health regarding COVID vaccinations
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Central Directors meetings
- LPHA Opioid Settlement Learning Session
- Local Public Health Association Meetings
- Check-in with MDH Public Health System Consultant
- Family Home Visiting check in calls with the state – quarterly
- Anoka-Ramsey Nursing Advisory Committee
- PHEP Oversight Committee/COVID Response & Recovery Committee
- Local Public Health calls with MN Department of Health (COVID Response and Recovery)
- Miscellaneous trainings regarding risk communication, COVID Recovery, Mental Health etc.

Other work:

- Submitted budget for Board of Commissioners
- Day to day management of workforce, grant compliance, reporting, monitoring
- Interviewing for new staff
- Complete Performance Reviews
- Weekly fiscal duties - deposits

Trends:

- COVID continues to mutate. New challenges present themselves often regarding messaging to the public around isolation and quarantine, vaccination, and best practices for keeping people healthy.

Concerns and Challenges:

- Being able to spend an appropriate amount of time with the planning and assessment process. Also the Opioid Settlement Fund Process.
- The unknowns around COVID – future variants, recovery needs.
- The Department of Human Services has determined that Kanabec County should have four different Health Plans. While we would like to continue to provide care coordination and case management services for our county residents, having four different plans and four different ways of doing the work will be a challenge. Kanabec County Community Health and Family Services will be working together to address these challenges.

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 decreased in quarter three with the average number of participants at 441. This is a 1% decrease from last quarter.
- WIC has extended the increased cash value benefit for fruits and vegetables through December 2022. This benefit has been in effect since October 2021. Families receive \$24 per child, \$43 for pregnant and postpartum women, and \$41 for a fully or partially breastfeeding woman each month.
- The state WIC program will allow for flexibility for delivering WIC services until April 2023. Prior to this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- WIC staff are preparing for National Breastfeeding month in August. Staff provided outreach material and water bottle stickers celebrating breastfeeding to all current and past breastfeeding moms over the last year.
- July was our designated month to have our biennial management evaluation by the state WIC office. We met all the standards in each area evaluated, only minor changes were requested to the Kanabec County website to remain compliant.
- August was National Breastfeeding month. One of our local artists donated her time and created a water bottle sticker to give to the breastfeeding moms in the WIC program. She agreed to an interview by the Kanabec County Times, highlighting the benefits of breastfeeding.

Family Home Visiting Programs:

- 3 new families enrolled in MECOSH. 3 Families completed the program. 4 families transitioned to other counties or discontinued services. Currently we are at 31 families enrolled, which is 78% of our target case load of 40 clients and meets expectations of the Minnesota Department Health.
- 6 new TANF families enrolled for short term services and 11 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 14 families received services through the TANF program.
- This quarter, 3 universal baby visits were conducted with families (down from last quarter).
- MECOSH continues to hold Community of Practice (CoP) meetings quarterly with both staff and supervisor. The purpose of these meetings are to ensure the fidelity of the program is met and continue to adopt and adapt curriculum material.
- The family health supervisor attended a training session on reflective supervision presented by the MECOSH founder, Dr. Kemp. This provided guidance on reflective supervision provided to

staff and the intended requirements for MECSH. Kanabec County meets and exceeds these requirements, providing support to each home visitor.

- 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 family home visiting staff are utilizing the child and teen checkup outreach board to present information to the public. Topics presented in Quarter 3 included sun safety-July, national breastfeeding in August, and childhood immunizations in September.
- 0 C&TC well child screens were completed 3rd 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, in collaboration with both Mora and Ogilvie Public Schools, provided assistance in early childhood screenings during August and September.
- Kanabec County Family Health staff had a presence at the local county fair. The topic presented this year was mental health wellness and gratefulness.
- 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. They have established a 501c and are working diligently to develop a clinic for this population in order to better serve the community.
- In addition, KCCH home visitor Autumn will complete UBV's and/or medical questions/requests to the Amish population.
- In July, Kanabec County Family Health staff attended a "meet and greet" with Recovering Hope to enhance collaboration efforts with staff.

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 3 will include Lead safety-October, maintain don't gain-November, and Budgeting-December.
- 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 and nurse meetings quarterly, starting in October
- August we will provide outreach to local community partners to review the different services we have to offer and discuss any challenges that have occurred over the last year.
- Kanabec County Community Health staff will be participating in Recovering Hope's Trunk or Treat on October 29th, 2022. Outreach will be provided for all programs with a focus on Child and Teen Check Ups and our evidence based home visiting program, MECOSH.
- WIC has extended the increased cash value benefit for fruits and vegetables through December 2023. This benefit has been in effect since October 2021. Families receive \$25 per child, \$44 for pregnant and postpartum women, and \$49 for a fully or partially breastfeeding woman each month.

Concerns and Challenges

- WIC has seen a slight decrease in enrolled families. Currently we are down 20 families. This decrease is seen generally every year and is thought to be brought on by Income Tax returns and families finding that they are able to afford groceries at this time. In September and October, we will see an increase in WIC participation again as families will no longer have savings and will be preparing for the school year and holidays.
- Both WIC and our family home visitors have had challenges associated 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 because of distractions or a lack of participation. It can be problematic to keep conversations flowing as they don't necessarily moved forward naturally. 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 go missed. This can cause difficulty for the home visitor to maintain rapport with that family and the relationship is difficult to maintain.

Numbers Served

- Total families seen in Family Home Visiting programs during this quarter
 - MECOSH (Current quarter)= 31 families visited with 178 nursing assessments (3 were telehealth)
 - MECOSH Quarter 2 of 2022: 35 families and 135 assessments
 - TANF (Current quarter) =14 families visited with 47 nursing assessments completed
 - TANF Quarter 2 of 2022: 12 families with 41 assessments
 - MCH infants and children (Current quarter)= 0 family visited with 0 assessment completed
 - MCH prenatal AND postnatal (Current quarter) =11 prenatal assessments 2 postpartum assessments
 - MCH Prenatal 2022 Quarter 2: 14 assessments

- MCH Postpartum 2022 Quarter 2: 2 assessments
- MCH Special Needs (Current quarter)= 0 visits completed with 0 family
 - MCH Special Needs 2022 Quarter 2: 14 visits with 1 families
- 9 families provided with car seat education and car seat (up 2 from last quarter)
- 6 lead screens completed (Up 6 from last quarter)
- 3 UBV completed (down 5 from last quarter)
- 0 Dental varnish completed (remained the same for the last year)
- 0 pregnancy tests administered and education provided (same as Quarter 2 of 2022)

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

- 486 Home care visits were completed (Down 24 from last quarter)
 - 451 were visits made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
 - 26 were Medicare visits
 - 0 South Country Health Alliance Medication Reconciliation
 - 9 Private pay
- Throughout the quarter we served approximately 65-72 clients in their homes. This average is less than last quarter.
- There were a total of 9 referrals (down 11 from last quarter). Of the 9 referrals, we had 1 that did not open to home care for various reasons. We had 8 that opened to home care (down 9 from last quarter). We are currently at an 89% start of care rate. This is the same as last quarter and our goal of 89% was achieved.
- There were 895 Home Health Aide hours. This is down 69 hours from last quarter.
- 270 hours were completed for homemaking. This is down 77 hours from last quarter.

Public Health Nurse Clinic

- 162 foot care visits, 23 cancellations or no shows from the clients (Down 13 cancellations from last quarter). Foot clinic visits were up by 14 this quarter.
- There were 43 medication set up visits and 4 cancellations. The total amount of medication set up visits is down by 7.

Case Management

- Care coordination visits: 47.75 (Down 35.75 from last quarter)
- Nursing Home Care Coordination Hours: 39 hours (Up 14.5 hour from last quarter)
- Care Connector: 109 hours (Down 67 hours from last quarter)
- Case Aide: 57 hours spent on client specific billable hours (Down 48.5 hours from last quarter)
- MnChoices Assessments: 17.25 hours (Up 8.75 from last quarter)
- MnChoices Re-assessments: 22.25 hours (Up 2.5 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 63.75 hours (Down 13.25 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 27.25 (Down 10.5 hours From last quarter)
- Coordination Indirect, coordination time in the office-billable: 439 hours (Down 182 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 13 (Up 9.25 hours from last quarter)
- PAS completed: 7 (Down 3.25 from last quarter)
- Service Coordination, client specific and general: 117.75 hours (Down 62 hours from last quarter)

Charts/Numbers Served

Home Care:

We are currently serving an average of 65-72 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. We are working on our contract with United Health.

We did have a significant decrease in referrals. As a home care agency, we have been experiencing a staffing crisis. We had one nurse retire, one nurse that was out for eight weeks due to surgery and one home care nurse that was on maternity leave. We also added illnesses into the staffing shortage. At one point, we had one nurse working in home care. No visits were missed throughout the whole quarter.

Public Health Nurse Clinic:

We are currently serving a total of 224 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 by 16.

Case Management:

Our case managers currently serve 260 clients, down 2 from previous quarter.

- Ability Care: 24 – Up 2 from previous quarter
- Single care: 71 – Up 5 from previous quarter
- Nursing Home Clients: 30 – Down 4 from last quarter
- AC: 8 – The same as previous quarter
- CADI: 36 – Up 3 from previous quarter
- PCA only: 19 – The same as last quarter
- EW SCHAs: 66 – Down 2 from previous quarter
- EW Non SCHAs: 6 – Down 10 from previous quarter

Trends

Home care:

Our trend in home care has been continued staffing issues. Our staffing issues this quarter were at crisis level. As stated above this was due to a variety of circumstances. Because of our staffing issues, we have not been able to accept referrals. We still maintained our maintenance clients sufficiently. Our nurses have been working very hard to build our client case load back up. Our new nurse who was hired in August has shown great capacity in her ability to take on a case load as a new hire.

The Home Health Aide staffing issue has not been resolved either. We now have two vacant positions that we are trying to fill.

Case Management:

Case management was also in a staffing crisis. Our part time case management position was filled by a very experienced case manager. She was also able to immediately take on a case load after getting her access to all of the necessary programs needed for case management. During this time, our other part time nurse was out on maternity leave and one of our full time case managers put in her resignation. As of the end of the quarter the full time position is still vacant. The position has been posted. The agency has offered the position two times but we have had the candidates rescind their acceptance due to finding positions that have a higher salary. This has been a barrier that we, as an agency, are trying to overcome.

Public Health Nurse Clinic

We have seen a slight increase in our foot clinic clients as well as our medication management clients.

Success Stories

Home Care:

Our success story for this quarter is filling all of our vacant positions. We now have four really great nurses currently working in home care. Our agency and community are lucky to have them. Now that we are fully staffed, we were able to take on referrals the last couple of weeks of the quarter.

Case Management:

We had a member of the community who was started on services approximately eight months ago. She suffered from mental health issues and hoarding tendencies. We provided, through her waiver, home making, life line, and some home delivered meals. During her reassessment this quarter the member expressed to the case manager that the services that she has been receiving have been life changing. She expressed that her mental health has improved, her physical health has improved and she looks forward to further organizing her belongings in her surroundings.

Public Health Nurse Clinic:

There was a gentleman that was new to foot clinic. During his visit the nurse did her initial paperwork with him and she asked him if anyone he lived with needed help with anything. He expressed that his wife has been suffering from dementia and that she could really use assistance with bathing. The nurse filled out a MNCHOICES intake form and an assessment will take place to hopefully get them started with services. The nurse also called the clinic and scheduled an appointment with the provider for the client and his wife.

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 to make the healthy choice the easy choice. **Ten** of these partners are working in more than one setting (workplace, school, healthcare, community). The Community Leadership Team met in July with **3** members and **4** SHIP Coordinators in attendance. Workplace wellness partner sites were reached out to by SHIP staff individually this quarter.

Training/TA provided and number of participants

- SHIP staff presented data from the East Central Regional Community Health Survey to **10** Mille Lacs County Public Health staff on Sept 28th
- Every other week, SHIP staff continued to give insight to **10-15** MDH staff and other participants on the development of a farmer's market toolkit for those working on EBT/SNAP/Market Bucks acceptance across the state.

Major Activities

- SHIP staff and other team members from Pine City presented their proposal for developing walking and bike trails, bump-outs for safe walking, and lake access points for the City of Pine City at an open house on July 11th to **75** community members and again on July 21st to **4** city council members and **50** community members.
- We had **7** additional partners apply for mini-grant funding this quarter for implementing a policy, system or environmental change. A total of **18** partner sites were funded this year totaling **\$27,270.92** in award funds.
- The East Central Regional Community Health Survey was completed in July 2022 with an overall return rate of 17% among Kanabec, Pine, and Isanti County. Kanabec had the highest return rate of 20%.
- The 2022-2025 grant application was written and submitted and approved by MDH.
- Grant monitoring partner site project evaluation was completed.

Success Story

- A leadership committee was formed to continue the efforts of writing the Pine City Comprehensive Plan based off of the work that was done over the past 6 months on proposals. Grant funding was also secured from the Blandin Foundation to continue with the planning efforts.

Regional ATOD Prevention Coordinator

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.

The Regional Prevention Coordinator turned in his resignation and his last day of work was August 26th. We continue to work with the Department of Human Services to fill the vacancy.

Patti Miller, Health Promotions Coordinator

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

Activities:

Northern Minnesota Suicide Prevention and Crisis Text Line Outreach & Planning

- 988 Suicide & Crisis Lifeline was rolled out July 16, 2022.
- Minnesota Department of Health (MDH) Suicide Prevention Unit has provided presentations about the implementation process of 988. Emily Yang presented to the Better Together Coalition (and other community organizations invited) in August outlining how the Crisis Line will function and interface with other units of government and public services.
- Youth Mental Health Trainings provided to 90 teachers in Elk River School District.
- 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.
- Continued leadership role in PICK’M Up Suicide Prevention Coalition. Planning action items, community outreach, marketing material, and coalition capacity building.
- Train the Trainer course completed for *Changing the Narrative* through the Minnesota Department of Health Suicide Prevention Unit.
- Monthly Regional Coordinator meetings to discuss regional activities, budgeting, DHS grant, transfer of grant/funding to MDH

Better Together Outreach Planning:

- Mora Rocks the Park was back this summer in TWO locations! Mora Library Park and Kid’s Kingdom. Each event was well attended with a minimum of 30 participants at each activity.

Partners this year included:

- Recovering Hope Treatment Center
- Welia Health
- Mora Boy Scouts/Zethan Schultz
- Kanabec County Sheriff’s Office (x2)
- Mora Area Fire Department
- City of Mora

- Public Health and the Better Together Coalition collaborated to provide information to the Kanabec County Board of Commissioners and the Kanabec County Planning Commission to move forward with a moratorium of the sale of THC infused edibles and beverages for a period of one year, or less, until a permanent ordinance can be drafted and adopted to provide guidelines around the sale of these products. Ideas for the ordinance include:
 - Business Licensing requirements
 - Hours of operation
 - Compliance/Enforcement
 - Zoning
 - Manufacturing/Distribution
 - Delivery Service/Online Sales/Vending Machine Sales
 - Background checks
 - others as suggested by League of MN Cities/Association of MN Counties

Success Stories:

- Kanabec County Board of Commissioners passed the moratorium on the sale of THC edible and infused beverages in Kanabec County for a period of 12 months (or less) until a permanent ordinance can be placed to protect the members of the community (especially youth).
- Support for this moratorium amongst commissioners was unanimous.

Challenges:

- Support and comprehension of the moratorium has been less accepted by vocal community members and when presented to the City of Mora Council members. We are willing to work alongside them if asked and provide evidenced based education.

Data:

Kanabec County Sheriff's Office will continue with compliance checks for alcohol and tobacco in 2022. They expect to complete them in November of 2022.

- **Trainings provided:**
 - "Beyond ACE's, Building a self-healing Community" was presented in August at a local Lunch and Learn event.
 - Youth Mental Health Training provided to 90 teachers in the Elk River School District
- **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 in 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.
 - Working with Kanabec County Family Health Nurses to produce and post information about the Women Infant and Children (WIC) program, family home visiting, public health messages for vaccinations, and family friendly community events.

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

Major Activities

- Monitor COVID activity and adjust local response appropriately.
- Preparing assessment of public health staff under the COPEWELL grant duty.
- Review Emergency Preparedness Orientation program for new public health staff.
- Continue to have COVID-19 at home test kits available to partners and residents.
 - MDH supplied test kits free to Local Public Health

- Help address outbreaks within the community
- Participate in Community Hazard Vulnerability Assessment – 5 year requirement.
- Have offered TA and situational awareness regarding COVID community levels but have not resumed weekly School Calls.

Trends:

- COVID cases are significantly higher than last summer and early fall.
 - Continue to monitor community levels and maintain awareness for new variants of interest and concern.
- Reduction in routine vaccination is having an impact on diseases either not endemic to the US or previously controlled through immunization rates of population to not allow for outbreaks.
 - Monitor Monkey Pox situation.
 - Monitor Polio situation.

Number of partners you are working with

- 6 – Welia Health, Mora Schools, Ogilvie Schools, St. Clare (LTC – including the Villages AL), Scandia House (AL – including Signe and Olivia in Ogilvie), Eastwood (AL)

Training provided and how many attended

- 2 – Emergency Preparedness Orientation: new staff
- 8 – Emergency Preparedness Refresher: home health aides

Number of people/groups you provided TA to

- 2 – Mora Schools, Ogilvie Schools

Looking Forward

- Short term:
 - Work with LTC and Assisted Living facilities to ensure their connection with the Central MN Health Care Coalition and participate in the Respiratory Protection Program grant – offering training, tools and resources, and equipment for FREE!
 - Schools and Lakes and Pines have expressed interest in staff booster clinics and will be coordinating when bivalent vaccine is approved/authorized and protocols are established locally.
 - Continue to partner with Welia Health for access to vaccine for homebound and persons wishing to be vaccinated by public health.
 - Will evaluate in the future if a joint community clinic for bivalent boosters is necessary to meet demands.
 - Evaluate staff connectedness, and health and wellbeing post-COVID through COPEWELL – a tool modified by MDH, originally developed by Johns Hopkins.
- Long term:
 - Next 9 Months: Writing an After Action Report, Demobilization Plan, and identify Improvement Plan items.
 - Next 15 Months: Review emergency preparedness plans activated during the pandemic; mass dispensing, respiratory protection program, continuity of operation plan (COOP), and all hazards.

Other items of interest:

- August/September – Moderna and Pfizer bivalent booster doses approved federally.
- September – Participated in Health Care Coalition sponsored training – *The Evolution of Threat Assessment and Management in Health Care Settings*
- October – Participate in training – *Motivational Interviewing*

Nuisance

Reporter: Farah Gajewski, RN,

Nuisance calls: total of 4 calls during the quarter

Case 1:

Issue: A member of the community called whose land was connected to a sewage dumping field. This area has hills that valley right on the property line which is very close to his home. The sewer company had recently emptied a load that pooled on the property line. There is also children who live at this home.

Action taken: Nuisance coordinator went out to the community member's home and witnessed the dirty water that had pooled. A phone call was made to the sewer company and was questioned about the area. They reported that they follow MPCA guidelines as to where they can dump and follow a strict grid. Nuisance coordinator contacted MPCA who reported that they would be performing an investigation. Multiple calls were made to MPCA, the sewage company, and the community member.

Status: Nuisance coordinator is waiting on the investigation from the MPCA to be completed. In the meantime, it was agreed upon that the sewage company would not dump close to the property line any longer.

Case 2:

Issue: Water quality concern with children: Community member called with concerns regarding the water quality of her rented trailer home.

Action taken: Water test was ordered by the nuisance coordinator and paid for by the landlord. The water quality came back good to drink. When nuisance coordinator called the community member to let them know the water quality was good, they reported that they are now having a mice issue in the home and the landlord was not doing anything about it. Nuisance coordinator then asked to do a home visit. The community member allowed nuisance coordinator to come to their home. At that time, no evidence of mice was found in the home except in the vent. The mouse feces appeared to be old at that time. Nuisance Coordinator asked the landlord to bring over a vacuum for the community member to clean out the feces. They agreed to bring out a Shop-Vac and did while staff was still there. The community member was advised to clean it out and call nuisance coordinator back if the feces returned. The community member stated they were moving out in two weeks.

Status: No additional follow-up by the community member and the case was closed.

Case 3:

Issue: Unsafe living conditions of a vulnerable adult's home: Phone call was made to the nuisance coordinator by the vulnerable adult (VA). The VA reported that the home was unfit for them to live there due to the broken windows and doors, electricity issues, and no running water. The VA then reported that she was currently living at a treatment facility and that her friend was removing all of her belongings from the home. The VA stated that it was okay for the nuisance coordinator to contact her friend.

Action taken: The friend stated that he was moving her belongings out and that the plan was for her to move in with him after treatment.

Status: The case was closed due to the vulnerable adult moving out of the home.

Case 4:

Issue: No water and sewer at a sobriety home where vulnerable adults live: Phone call came in from a vulnerable adult who lived in a sobriety home. They reported that they have no drinking water and that the water was completely shut off.

Action taken: The nuisance coordinator then contacted the housing manager who stated that the septic company was scheduled to go to the home that afternoon to fix the issue. He also reported that the members living in the sobriety home have been flushing plastic bags which is what is causing this issue. The housing manager was asked to bring over some bottles of drinking water until the problem could be fixed that afternoon. He agreed to bring over water. Phone call was returned to the vulnerable adult who originally made the complaint. During this discussion, the nuisance coordinator advised that the housing manager would bring over drinking water and to call with any further concerns.

Status: They agreed and also stated that they plan to move out the next day. Case was closed and no further issues have been reported.

Blue-Green Algae information was posted at public access sites throughout the county, on social media, and in the newspaper in June with the first stretch of hot weather.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator



As of Date: 09/2022
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
10/24/22 12:16PM

TRIAL BALANCE REPORT
As of 09/2022

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	395,429.81	57,663.92 -	45,841.05	441,270.86
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
1201 Accounts Receivable (Acc)	111,169.67	0.00	111,169.67 -	0.00
1261 Due From Other Funds (Acc)	21,811.05	0.00	21,811.05 -	0.00
1281 Due From Other Governments (Acc)	337,375.35	0.00	337,375.35 -	0.00
Total Assets	882,873.62	57,663.92 -	441,602.76 -	441,270.86
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	45,143.48 -	0.00	45,143.48	0.00
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
2101 Due To Other Governments (Acc)	24,204.77 -	0.00	24,204.77	0.00
2230 Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
Total Liabilities	161,738.70 -	0.00	161,215.53	523.17 -
Fund Balance				
2881 Assigned Fund Balance	721,134.92 -	0.00	0.00	721,134.92 -
2910 Revenue Control	0.00	159,128.79 -	1,737,118.25 -	1,737,118.25 -
2925 Expenditure Control	0.00	216,792.71	2,017,505.48	2,017,505.48
Total Fund Balance	721,134.92 -	57,663.92	280,387.23	440,747.69 -
Total Liabilities and Balance	882,873.62 -	57,663.92	441,602.76	441,270.86 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
10/24/22 12:16PM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 09/2022

Report Basis: Modified Accrual



Page 3

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

Through September 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	486,597.00	41.89%	203,854.51	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	11,535.47	25,070.65	8,377.34
Exp	378,817.00	71.42%	270,554.24	46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,991.40	32,500.28	22,414.46	27,242.61
Prevent Infectious Disease												
Rev	28,087.00	45.91%	12,894.92	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	0.00	0.00	3,757.81
Exp	28,088.00	58.98%	16,565.36	1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	1,032.06	881.35	5,904.93
Environmental Health												
Rev	25.00	35124.48%	8,781.12	9.00	33.00	0.00	0.00	8,730.12	3.00	0.00	3.00	3.00
Exp	5,883.00	21.74%	1,279.09	0.00	0.00	0.00	648.66	131.93	292.35	206.15	0.00	0.00
Healthy Communities-Adult Health												
Rev	271,960.00	83.55%	227,235.80	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	53,983.12	23,932.01	11,630.70
Exp	275,208.00	57.97%	159,529.28	16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	24,908.81	17,718.08	15,898.52
Healthy Communities-Health Improvement												
Rev	548,531.00	89.73%	492,184.27	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	56,768.65	76,288.84	55,849.22
Exp	528,486.00	73.04%	385,991.87	29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	56,378.88	41,810.93	37,852.18
Healthy Communities-Family Health												
Rev	714,440.00	61.91%	442,343.41	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62	86,784.53	29,495.54	17,159.71
Exp	596,634.00	57.54%	343,292.43	35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31	50,764.83	33,456.35	32,485.62
Emergency Preparedness												
Rev	131,761.00	126.79%	167,063.39	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	3,000.00	36,527.81	0.00
Exp	118,620.00	94.56%	112,170.98	16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	15,474.17	10,216.14	7,370.84
Assure Access-Case Management												
Rev	357,900.00	76.91%	275,249.46	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	25,196.39	36,783.86	19,250.02
Exp	351,493.00	78.77%	276,864.26	27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	44,470.64	27,989.12	25,880.08
Assure Access-Home Care												
Rev	528,000.00	71.99%	380,092.97	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	35,297.32	36,436.91	43,059.96
Exp	784,072.00	75.39%	591,133.32	82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	79,367.87	67,384.19	57,638.93
Agency Totals												
Rev	3,067,301.00	72.04%	2,209,699.85	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59	272,565.48	264,538.62	159,087.76
Exp	3,067,301.00	70.33%	2,157,380.83	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,851.42	305,103.69	221,870.62	210,273.71

outstanding payments/payments not yet posted

World	22,274.56
CTC	3,889.31
DFC	
FAP	
LCTS	9,000.00
LPHG	
MCH	
MIEC	61,341.06
PHEF	5,003.90
RPC	17,913.58
SHIP	52,496.98
TANI	1,848.06
WIC	20,410.00
Covid State	
CMCOA	
MN	3,125.00
Adm	2,781.37
men	9,092.63
Suici	3,817.15
Covi	6,708.25
Hom	34,882.45 estimate only see note below
	254,584.30

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

Sheila
10/27/22 10:19AM

**** 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
10/27/22 10:19AM
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	
41	434	Ability Network Inc						
		15-484-487-8453-6211		224.82	Oct billing svc/eligibility	22M-0156300	Services & Charges	N
40		15-484-493-8452-6211		190.75	Oct billing svc/eligibility	22M-0156300	Services & Charges	N
39		15-484-496-8447-6211		265.70	Oct billing svc/eligibility	22M-0156300	Services & Charges	N
	434	Ability Network Inc		681.27	3 Transactions			
28	456	Auditor, Mille Lacs County						
		15-484-485-8468-6211		6,759.13	mini grant sheriff/justice/com		Services & Charges	N
	456	Auditor, Mille Lacs County		6,759.13	1 Transactions			
50	538	Berg/Ashley						
		15-484-487-8451-6331		1.25	October HP mileage		Mileage & Meals	N
51		15-484-487-8453-6331		23.13	October MIECHV mileage		Mileage & Meals	N
80		15-484-490-8489-6331		26.25	October Covid vax mileage		Mileage & Meals	N
52		15-484-496-8447-6331		22.50	Aug/Sep home care mileage		Mileage & Meals	N
	538	Berg/Ashley		73.13	4 Transactions			
53	1396	Biever/Laurie						
		15-484-496-8449-6331		284.38	Sep/Oct HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		284.38	1 Transactions			
54	1275	Bromwich/Amanda						
		15-484-496-8449-6331		144.38	Sep/Oct HHA mileage		Mileage & Meals	N
	1275	Bromwich/Amanda		144.38	1 Transactions			
55	3094	Burski/Kathy						
		15-484-450-0000-6331		147.50	October admin mileage		Mileage & Meals	N
	3094	Burski/Kathy		147.50	1 Transactions			
2	247	Cambridge Isanti Public Schools						
		15-484-485-8468-6211		2,135.54	mini grant Woodland Campus		Services & Charges	N
	247	Cambridge Isanti Public Schools		2,135.54	1 Transactions			
1	1427	Cambridge-Isanti Farmer's Market						
		15-484-485-8468-6211		2,165.00	mini grant PoP and SNAP		Services & Charges	Y
	1427	Cambridge-Isanti Farmer's Market		2,165.00	1 Transactions			
4	1101	Card Services						
		15-484-450-0000-6411		8.53	9/23/22 auth 705896	HB 278	Supplies	N
3		15-484-485-8468-6411		200.00	9/1/22 auth 729723	HB 278	Supplies	N

Sheila
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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	
5	15-484-496-8447-6411		3.08	9/23/22 auth 705896	HB 278	Supplies	N
	1101 Card Services		211.61	3 Transactions			
	298 Childrens Dental Services						
38	15-484-485-8475-6285		557.76	transport equip/staff 7/29/22		Contracted Work	Y
	298 Childrens Dental Services		557.76	1 Transactions			
	836 East Central School District						
6	15-484-485-8468-6211		878.10	mini grant garden beds		Services & Charges	N
	836 East Central School District		878.10	1 Transactions			
	1298 Gajewski/Farrah						
56	15-484-496-8447-6331		269.18	Aug-Oct home care mileage/meal		Mileage & Meals	N
	1298 Gajewski/Farrah		269.18	1 Transactions			
	1437 Grand Cinema						
7	15-484-485-8444-6411		125.00	auditorium rental		Supplies	N
	1437 Grand Cinema		125.00	1 Transactions			
	1326 Hansen/Erika						
57	15-484-496-8447-6331		279.38	Sep/Oct home care mileage		Mileage & Meals	N
	1326 Hansen/Erika		279.38	1 Transactions			
	4184 Health Dimension Rehabilitation Inc						
9	15-484-496-8447-6211		3,536.88	September PT services		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		3,536.88	1 Transactions			
	324 Healthcare First						
8	15-484-496-8447-6211		104.74	October HHCAHPS fee	5319129	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
	829 Hinckley-Finlayson Schools						
10	15-484-485-8468-6211		1,282.20	mini grant water bottle stn		Services & Charges	N
	829 Hinckley-Finlayson Schools		1,282.20	1 Transactions			
	234 Holland/Jeff						
58	15-484-496-8447-6331		422.50	Aug/Sep home care mileage		Mileage & Meals	N
59	15-484-496-8447-6331		305.00	Sep/Oct home care mileage		Mileage & Meals	N
	234 Holland/Jeff		727.50	2 Transactions			

Sheila
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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	
79	4151 Innovative Office Solutions, LLC						
	15-484-450-0000-6412		532.75	admin office supplies	3921743	Office Supplies	N
	4151 Innovative Office Solutions, LLC		532.75	1 Transactions			
37	4142 Isanti County Family Services						
	15-484-485-8468-6211		279.00	mini grant integrated collab		Services & Charges	N
	4142 Isanti County Family Services		279.00	1 Transactions			
11	3095 Isanti County Public Health						
	15-484-485-8468-6880		187.75	Aug tobacco strategy		Grant Admin- Pass thru	N
12	15-484-485-8468-6880		1,251.65	Aug well being strategy		Grant Admin- Pass thru	N
42	15-484-485-8468-6880		1,682.78	Sept hlthy eat/active living		Grant Admin- Pass thru	N
43	15-484-485-8468-6880		1,051.74	Sept well being strategy		Grant Admin- Pass thru	N
44	15-484-485-8468-6880		2,594.06	Aug Hlthy eat/active living		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		6,767.98	5 Transactions			
60	1323 Johnstone/Kristi						
	15-484-496-8447-6331		121.88	Sep/Oct home care mileage		Mileage & Meals	N
	1323 Johnstone/Kristi		121.88	1 Transactions			
13	322 Kanabec County						
	15-484-450-0000-6205		77.67	3rd qtr postage	PH039	Postage	N
16	15-484-481-8481-6205		97.36	3rd qtr postage	PH039	Postage	N
20	15-484-481-8482-6205		11.27	3rd qtr postage	PH039	Postage	N
19	15-484-485-8468-6205		5.37	3rd qtr postage	PH039	Postage	N
17	15-484-487-8451-6205		75.47	3rd qtr postage	PH039	Postage	N
22	15-484-487-8453-6205		3.62	3rd qtr postage	PH039	Postage	N
14	15-484-487-8456-6205		141.92	3rd qtr postage	PH039	Postage	N
15	15-484-487-8457-6205		226.32	3rd qtr postage	PH039	Postage	N
18	15-484-487-8461-6205		619.11	3rd qtr postage	PH039	Postage	N
21	15-484-493-8452-6205		124.70	3rd qtr postage	PH039	Postage	N
	322 Kanabec County		1,382.81	10 Transactions			
64	1308 Lejonvarn/Kirsten						
	15-484-469-8440-6331		31.25	October DPC mileage		Mileage & Meals	N
63	15-484-487-8453-6331		143.75	Sep/Oct MIECHV mileage		Mileage & Meals	N
62	15-484-490-8489-6331		2.50	October COVID mileage		Mileage & Meals	N
61	15-484-496-8447-6331		13.75	October home care mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		191.25	4 Transactions			

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
667	Lighthouse Child & Family Services LLC						
45	15-484-490-8489-6211		150.00	8/10/22 reflective session	7169	Services & Charges	Y
46	15-484-490-8489-6211		150.00	8/1/22 reflective session	7169	Services & Charges	Y
47	15-484-490-8489-6211		56.25	8/1/22 travel	7169	Services & Charges	Y
48	15-484-487-8453-6211		300.00	8/16/22 reflection session	7172	Services & Charges	Y
49	15-484-487-8453-6211		18.75	8/16/22 travel	7172	Services & Charges	Y
667	Lighthouse Child & Family Services LLC		675.00	5 Transactions			
377	Marco Inc						
81	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt		Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
14361	Marco Technologies LLC.						
23	15-484-450-0000-6411		98.00	staple cartridge Sharp 5070V	10436233	Supplies	N
14361	Marco Technologies LLC.		98.00	1 Transactions			
1143	McKesson Medical-Surgical Govt Solution						
26	15-484-496-8447-6432		135.23-	credit		Medical Supplies	N
24	15-484-496-8447-6432		215.18	home care supplies	19893496	Medical Supplies	N
25	15-484-481-8481-6432		28.13	PHNC supplies	19893644	Medical Supplies	N
27	15-484-496-8447-6432		98.55	home care supplies	19922991 19321	Medical Supplies	Y
1143	McKesson Medical-Surgical Govt Solution		206.63	4 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
29	15-484-485-8468-6880		1,462.62	Sept hlthy eat/active living		Grant Admin- Pass thru	N
30	15-484-485-8468-6880		604.42	Sept tobacco strategy		Grant Admin- Pass thru	N
31	15-484-485-8468-6880		3,061.44	Sept well being strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		5,128.48	3 Transactions			
8040	Miller, Patti						
82	15-484-485-8444-6331		312.50	Sep/Oct suicide prev mileage		Mileage & Meals	N
8040	Miller, Patti		312.50	1 Transactions			
52	Olson/Autumn						
65	15-484-487-8450-6331		52.50	Sep/Oct TANF mileage		Mileage & Meals	N
66	15-484-487-8451-6331		51.25	Sep/Oct HP mileage		Mileage & Meals	N
67	15-484-487-8453-6331		97.50	Sep/Oct MIECHV mileage		Mileage & Meals	N
52	Olson/Autumn		201.25	3 Transactions			
3333	Petersen/Renee						

Sheila
10/27/22 10:19AM
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	
68	15-484-450-0000-6412		38.57	treats for trick or trunk		Office Supplies	N
3333	Petersen/Renee		38.57	1 Transactions			
632	Pine County Health & Human Services						
32	15-484-485-8468-6880		34.12	Sept hlthy eat/active living		Grant Admin- Pass thru	N
33	15-484-485-8468-6880		34.08	Sept tobacco strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880		34.08	Sept well being strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		102.28	3 Transactions			
1030	Ringler/Jennie						
69	15-484-496-8449-6331		125.00	Sep/Oct HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		125.00	1 Transactions			
1322	Ringler/Jezzalyn						
70	15-484-496-8449-6331		280.00	Sep/Oct HHA mileage		Mileage & Meals	N
1322	Ringler/Jezzalyn		280.00	1 Transactions			
3174	Rosburg/Diane						
71	15-484-496-8447-6331		170.00	Sept home care mileage		Mileage & Meals	N
72	15-484-496-8447-6331		170.63	October home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		340.63	2 Transactions			
1452	Sandberg/Debbie						
73	15-484-493-8452-6331		42.50	Sep/Oct CM mileage		Mileage & Meals	N
1452	Sandberg/Debbie		42.50	1 Transactions			
16326	Sarkisyan/Amber						
74	15-484-496-8449-6331		271.25	Sep/Oct HHA mileage		Mileage & Meals	N
16326	Sarkisyan/Amber		271.25	1 Transactions			
1268	Tomczak/Kristi						
76	15-484-496-8448-6331		68.14	Sep/Oct HM mileage		Mileage & Meals	N
75	15-484-496-8449-6331		348.11	Sep/Oct HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		416.25	2 Transactions			
1032	Troupe/Amy						
77	15-484-496-8449-6331		20.00	September HHA mileage		Mileage & Meals	N
1032	Troupe/Amy		20.00	1 Transactions			
1214	Waschenbecker/Diana						

Sheila
 10/27/22 10:19AM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
78	15-484-487-8451-6331		October HP mileage		Mileage & Meals	N
1214	Waschenbecker/Diana		1 Transactions			
518	Welia Health					
35	15-484-469-8440-6432		1 epi pen .3 MG	2539	Medical Supplies	N
36	15-484-469-8440-6432		1 epi pen .15MG	2539	Medical Supplies	N
518	Welia Health		2 Transactions			
15 Fund Total:		39,291.53	Community Health Fund	42 Vendors	82 Transactions	
Final Total:		39,291.53	42 Vendors	82 Transactions		

Sheila
10/27/22 10:19AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	39,291.53	Community Health Fund	
	All Funds	39,291.53	Total	Approved by,
			
			

Board Meeting 11/01/22

Abstract Totals for Commissioner Vouchers

Board Meeting 11/01/22	Amount	Vendors	Transactions
Abstract #1	39,291.53	42	82
Abstract #2			
Totals	39,291.53	42	82

Abstract Totals for Auditor Vouchers

Board Meeting 11/01/22	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

9:30am Appointment

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: Central Minnesota Jobs and Training Services- Annual Update Presentation	b. Origination: Central Minnesota Jobs and Training Services
c. Estimated time: 20 minutes	d. Presenter(s): Barbara Chaffee, CEO

e. Board action requested:

Informational

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



CMJTS

Central Minnesota Jobs and Training Services, Inc.

Workforce excellence is **CENTRAL** to all we do.

Year 2022

County Board of Commissioners Visits

Agenda

1. Business: Present CMJTS Annual Report to Counties for 2020-2021

- Annual Fiscal Audit—CliftonLarsonAllen (Independent Audit Report)
 - Under WIOA Law, County Board's have fiduciary accountability for Employment and Training federal funds
- Annual Program Performance Report (trifold); complete information available at www.cmjts.org
- 2022-2023 Commercial Insurance
- County Demographics (Luke Greiner, DEED LMI Regional Analyst)

2. What's Happening In Your County: *A Focus on Programs and Services*

- Public Assistance Programs – MFIP, DWP, SNAP (Federal)
- Adult and Dislocated Worker (Federal and State)
- Youth Programs (Federal and State)
- Business Services (Federal and State)

3. Q & A

Corporate Office

Monticello
406 East 7th Street
P.O. Box 720
Monticello, MN 55362-0720
763.271.3700
800.284.7425
763.271.3742 (TTY)

CareerForce Locations

Cambridge
763.279.4492

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320.587.4740

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320.593.1056

Mora
320.679.6484

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Forest Lake
651.275.7247

Milaca
800.284.7425

North Branch
651.243.5338

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320.523.3525

Pine City
800.284.7425

Sandstone
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Willmar - Ridgewater College
800.284.7425

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Central Minnesota Jobs and Training Services, Inc.

CMJTS JOINT POWERS BOARD 1984–2022 (38 Years of Service)



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AGENDA

Staff Introductions

■ **Business: Present CMJTS Annual Report to Counties for 2020-2021**

- Annual Fiscal Audit: CliftonLarsonAllen (independent audit report)
 - Under WIOA Law, county boards have fiduciary accountability for Employment and Training federal funds.
- Annual Program Performance Report (tri-fold); complete information at www.cmjts.org.
- 2022-2023 Commercial Insurance
- County Demographics (Luke Greiner, DEED LMI Regional Analyst)

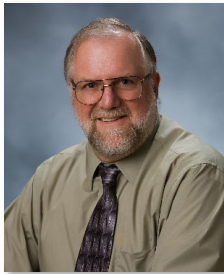
■ **What's Happening In Your County: A Focus on Programs and Services**

- Public Assistance Programs – MFIP, DWP, SNAP (federal)
- Adult and Dislocated Worker (federal and state)
- Youth Programs (federal and state)
- Business Services (federal and state)

■ **Q & A**

CMJTS Joint Powers Board

Years of Service



Chair
Chisago County
Commissioner
Rick Greene (15)



Vice Chair
Sherburne County
Commissioner
Lisa Fobbe (5)



Secretary
Isanti County
Commissioner
Mike Warring (11)



Kanabec County
Commissioner
Les Nielsen (20)



Kandiyohi County
Commissioner
Steve Gardner (2)



McLeod County
Commissioner
Nathan Schmalz (2)



Meeker County
Commissioner
Steve Schmitt (4)



Mille Lacs County
Commissioner
Tim Wilhelm (9)



Pine County
Commissioner
Steve Hallan (9)



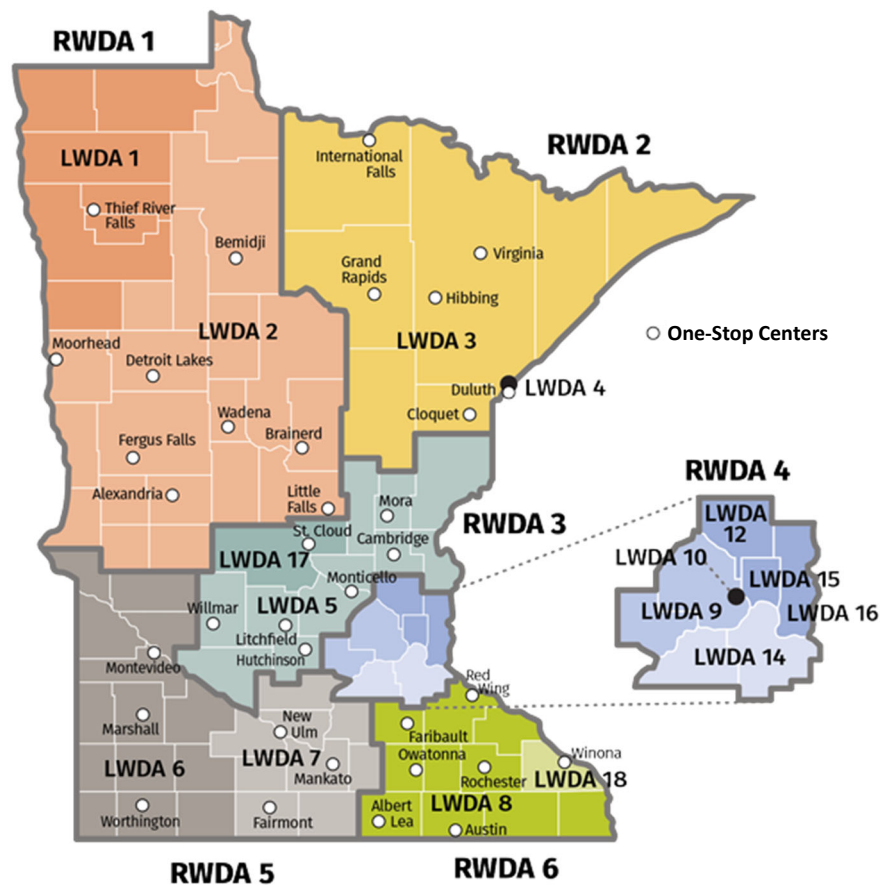
Renville County
Commissioner
Greg Snow (4)



Wright County
Commissioner
Christine Husom (9)



CMJTS
CEO
Barbara Chaffee (22)



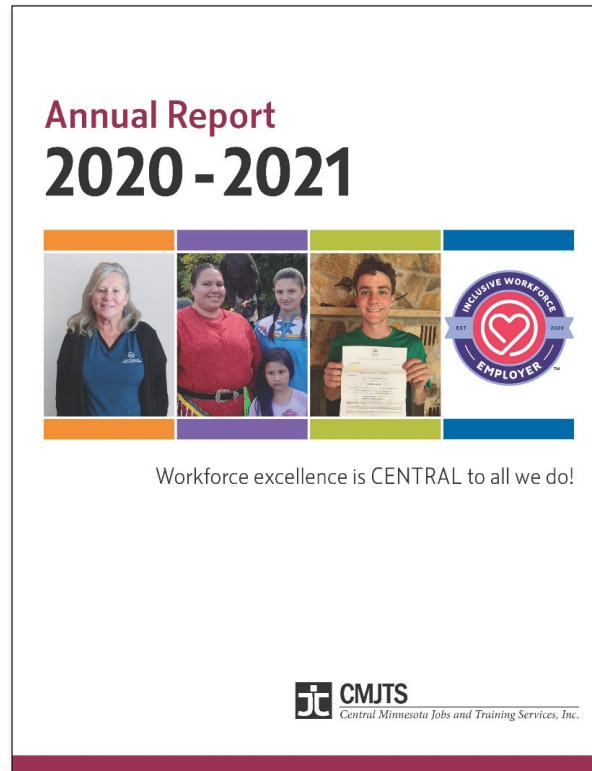
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- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College

CMJTS Annual Report



To view the Annual Report, please visit: www.cmjts.org / About / Annual Report

2022-2023 Commercial Insurance

Central MN Jobs & Training Services Schedule of Insurance	
Policy Type: Commercial Package	Policy Number: PHPK2387071
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Business Personal Property	\$ 788,000
Deductible	\$ 500
Valuation	Replacement Cost
Business Income	\$300,000
General Liability	\$ 1,000,000/\$2,000,000 aggregate
Professional Liability	\$ 1,000,000/\$2,000,000 aggregate
Automobile Liability	\$ 1,000,000
Policy Type: Workers Compensation	Policy Number: 112196.803
Insurance Carrier: Superior Point (Assigned Risk Pool)	Policy Term: April 20, 2022-2023
Coverage	Limit
Workers Compensation – MN	Statutory Limits
Employers Liability – Each Accident	\$ 500,000
Employers Liability – Disease (Policy Limit)	\$ 500,000
Employers Liability – Disease (Each Employee)	\$ 500,000
Policy Type: Commercial Umbrella	Number: PHUB805748
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Umbrella Liability	\$2,000,000
Self-Insured Retention	\$ 10,000
Policy Type: Management Liability	Policy Number: DCP 1763904P1
Insurance Carrier: Carolina Casualty Insurance Comp	Policy Term: April 20, 2022-2023
Coverage	Limit
Directors' & Officers' Liability – per claim/aggregate	\$ 2,000,000
Directors' & Officers' Liability – deductible	\$ 2,500
Employment Practices Liability – per claim/aggregate	\$ 2,000,000
Employment Practices Liability – deductible	\$ 10,000
Policy Type: Crime – Third Party	Number: 41BDDHA5336
Insurance Carrier: The Hartford	Policy Term: April 20, 2022-2023
Coverage	Limit
Employee Theft – on Premise only	\$ 500,000
Deductible	\$ 4,000
Policy Type: ERISA Bond	Number: A270015864
Insurance Carrier: Capitol Indemnity	Policy Term: April 20, 2021-2024
Coverage	Limit
Bond Limit (with inflation guard)	\$ 225,000
Policy Type: Cyber	Number: W3228C220101
Insurance Carrier: Coverage	Policy Term: April 20, 2022-2023
Coverage	Limit
Liability	\$2,000,000

What Is Happening In Your County?

Central Minnesota Jobs and Training Services, Inc. Executive Staff



Tricia Bigaouette
Director
Finance Department
Economic Development
Corporate
tbigaouette@cmjts.org



Dina Wuornos
Manager
Adult
Public Assistance
Dislocated Worker
Central Region
dwuornos@cmjts.org



Diana Ristamaki
Manager
Youth Programs
Universal Team
North Region
dristamaki@cmjts.org



Leslie Wojtowicz
Manager
Workforce Development
Division
South Region
lwojtowowicz@cmjts.org

Finance Department and Economic Development



Tricia Bigaouette
Director

Annual Fiscal Audit

- **December of each year**, the JPB reviews the Annual Fiscal Audit with Fiscal Auditors (CLA).
- **What do they review?**
 - Select federal or state-funded programs to review
 - Pull designated case files
 - **Review Internal Controls Manual**
 - Look at cost categories/budgets and the laws that govern them
 - Evaluate all fiscal processes, including vendor lists



Annual Fiscal Audit

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021

Section I – Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified

2. Internal Control over Financial Reporting:

- Material Weakness(es) Identified? ☐ Yes ☒ No
- Significant Deficiency(ies) Identified? ☐ Yes ☒ None reported

3. Noncompliance Material to Financial Statements Noted? ☐ Yes ☒ No

Federal Awards

1. Internal Control over Major Programs:

- Material Weakness(es) Identified? ☐ Yes ☒ No
- Significant Deficiency(ies) Identified? ☐ Yes ☒ None reported

2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified

3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
93.58	MFIP and TANF Youth

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

Youth Programs



Diana Ristamaki
Manager

MN Dislocated Worker/OMNI Program Success Story

Rebekah “Becky” Lane

- Becky was enrolled in SDW/OMNI on 07/26/2021.
- She completed several basic computer trainings at New Horizons and earned the NRF Customer Service Certification.
- Becky successfully obtained employment as a merchandiser for Hallmark.


State Dislocated Worker (SDW) Program Success Story

Dennis Lane

Dennis was enrolled in the SDW program on April 19, 2022, and has completed his CDL training.




Youth Program Chart of Eligibility



Central Minnesota Jobs and Training Services, Inc.

Youth Programs



Services provided include:

- Comprehensive career-related guidance and planning
- Employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience opportunities and internships
- Job shadowing
- Occupational skills training
- Apprenticeship and/or pre-apprenticeship opportunities
- Alternative secondary school options to complete high school
- Career pathway and post-secondary training exploration
- Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention strategies
- Leadership development opportunities
- Mentoring
- Supportive services (financial assistance with certain costs related to gaining employment or completing an educational goal)
- Follow-up services to ensure continued success
- Adult mentoring
- Financial literacy and budgeting assistance
- Entrepreneurial skills development
- Alternative secondary school services

Felicia Bliss
Youth Employment Specialist
fbloss@cmjts.org • 320.372.0456

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Youth Program Eligibility

WIOA OUT-OF-SCHOOL YOUTH	WIOA IN-SCHOOL YOUTH	MINNESOTA YOUTH PROGRAM (MYP)	YOUTH AT WORK
<p>A WIOA Out-of-School Youth is an individual who is:</p> <p>Age 16–24</p> <p>Not attending any school (as defined by state law), including either secondary or post-secondary school.</p> <p>And one or more of the following:</p> <ul style="list-style-type: none"> A school dropout A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner An offender A homeless individual, a homeless child or youth, or a runaway An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement Pregnant and/or parenting, or Individual with a disability, or Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment 	<p>A WIOA In-School Youth is an individual who is:</p> <p>Attending any school (as defined by state law), including secondary and post-secondary school, and</p> <p>Age 14–21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and</p> <p>A low-income individual, and</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> Basic skills deficient An English language learner An offender A homeless individual, a homeless child or youth, or a runaway An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement An individual who is pregnant or parenting, or An individual with a disability 	<p>Minnesota Youth must meet this criteria:</p> <p>Age 14–24 at time of enrollment, and</p> <p>Low-income or one or more of the following at-risk criteria:</p> <ul style="list-style-type: none"> Basic skills deficient An offender Chemically dependent Individual with a disability Homeless youth Pregnant or parenting youth Public assistance recipients Foster care youth Limited English proficient Potential or actual school dropout 	<p>Age 14–24, and</p> <p>Economically disadvantaged youth OR at-risk youth (as defined under MYP)</p>
<p>MINNESOTA YOUTH-BUILD PROGRAM</p> <p>Minnesota Youthbuild Program participants must meet this criteria:</p> <p>Age 16–24, and</p> <p>Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011, 124D.68, subdivision 2), and one of the following:</p> <ul style="list-style-type: none"> Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school <p>Youth at-risk for dropping out of school may include:</p> <ul style="list-style-type: none"> Teen parents (male or female ages 16–19) Juvenile offenders/diversion program youth Chemically dependent youth or children of drug or alcohol abusers/dependents Youth receiving public assistance and/or group home services Youth with disabilities Homeless youth 			
<p>PRE-EMPLOYMENT TRANSITION SERVICES</p> <p>CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS.</p> <p>Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:</p> <ul style="list-style-type: none"> Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or Is an individual with a disability for purposes of Section 504, or Otherwise have a documented disability 			
<p>TANF</p> <p>TANF Innovation Project participants must be:</p> <ul style="list-style-type: none"> Ages of 14–24 Teen parents, ages 16–24, who are receiving cash MFIP benefits, or Younger youth, ages 14–18, who are on the grant in MFIP households 			

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10/21

Public Assistance, Adult, and Dislocated Worker Programs



Dina Wuornos
Manager

Adult and Dislocated Worker Programs



- Did you know CMJTS delivers the Workforce Innovation and Opportunity Act Programs?
- Eligibility criteria
 - WIOA Adult – Priority of service for public assistance recipients
 - WIOA and State Dislocated Worker
- Services are tailored to the individual's unique needs and may include:
 - Career planning and counseling
 - Approved training services
 - Job search assistance
 - Support services

Workforce Development Division



Leslie Wojtowicz
Manager

Incumbent Worker Training Program

- There has been an influx in incumbent worker applications. CMJTS has funded several trainings in the service area to upskill employees, which included:
 - Lean training
 - Leadership training
 - Machining training (on specific machine)
 - Develop internal apprenticeship program
 - Train the trainer
 - Leadership effectiveness
- Business-driven program designed to provide direct financial assistance to train current employees and improve economic competitiveness of regional businesses.
- The program will provide reimbursements to eligible businesses for specific training costs accrued during the course of training.
- The program is intended to offset a portion of the businesses' costs to train and upgrade the skills of its incumbent workers.

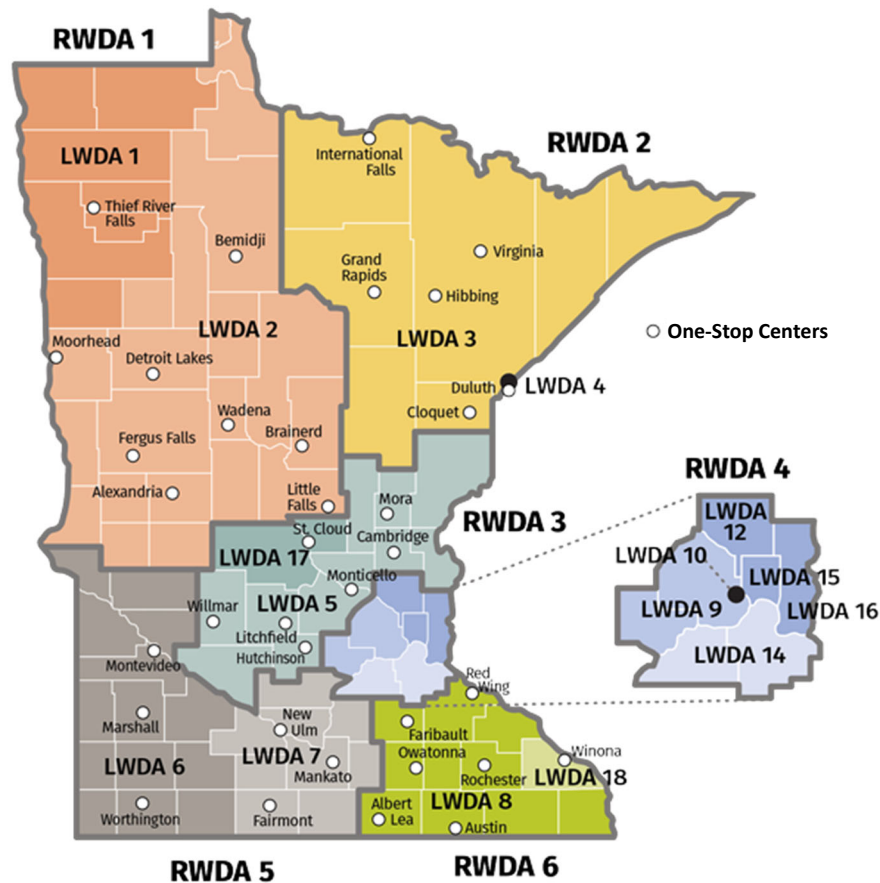
Questions & Answers

To LWDA 5's 11 counties:

Chisago, Isanti,
Kanabec, Kandiyohi,
Meeker, McLeod, Mille Lacs,
Pine, Renville, Sherburne,
and Wright

***Thank you for your
outstanding leadership and partnership
in workforce development!***





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- Cambridge
- Hutchinson
- Litchfield
- Monticello
- Mora
- Willmar

Specialized Centers

- Elk River
- Forest Lake
- Milaca
- North Branch
- Olivia
- Pine City
- Sandstone
- Willmar – Ridgewater College

Central MN Jobs & Training Services

Schedule of Insurance

Policy Type: Commercial Package	Policy Number: PHPK2387071
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Business Personal Property	\$ 788,000
Deductible	\$ 500
Valuation	Replacement Cost
Business Income	\$300,000
General Liability	\$ 1,000,000/\$2,000,000 aggregate
Professional Liability	\$ 1,000,000/\$2,000,000 aggregate
Automobile Liability	\$ 1,000,000

Policy Type: Workers Compensation	Policy Number: 112196.803
Insurance Carrier: Superior Point (Assigned Risk Pool)	Policy Term: April 20, 2022-2023
Coverage	Limit
Workers Compensation – MN	Statutory Limits
Employers Liability – Each Accident	\$ 500,000
Employers Liability – Disease (Policy Limit)	\$ 500,000
Employers Liability – Disease (Each Employee)	\$ 500,000

Policy Type: Commercial Umbrella	Number: PHUB805748
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Umbrella Liability	\$2,000,000
Self-Insured Retention	\$ 10,000

Policy Type: Management Liability	Policy Number: DCP 1763904P1
Insurance Carrier: Carolina Casualty Insurance Comp	Policy Term: April 20, 2022-2023
Coverage	Limit
Directors' & Officers' Liability – per claim/aggregate	\$ 2,000,000
Directors' & Officers' Liability – deductible	\$ 2,500
Employment Practices Liability – per claim/aggregate	\$ 2,000,000
Employment Practices Liability – deductible	\$ 10,000

Policy Type: Crime – Third Party	Number: 41BDDHA5336
Insurance Carrier: The Hartford	Policy Term: April 20, 2022-2023
Coverage	Limit
Employee Theft – on Premise only	\$ 500,000
Deductible	\$ 4,000

Policy Type: ERISA Bond	Number: A270015864
Insurance Carrier: Capitol Indemnity	Policy Term: April 20, 2021-2024
Coverage	Limit
Bond Limit (with inflation guard)	\$ 225,000

Policy Type: Cyber	Number: W3228C220101
Insurance Carrier: Coverage	Policy Term: April 20, 2022-2023
Coverage	Limit
Liability	\$2,000,000

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified
2. Internal Control over Financial Reporting:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
3. Noncompliance Material to Financial Statements Noted? Yes X No

Federal Awards

1. Internal Control over Major Programs:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major programs:

CFDA Number(s)

93.58

Name of Federal Program or Cluster

MFIP and TANF Youth

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

 X Yes No



CMJTS

Central Minnesota Jobs and Training Services, Inc.

Youth Programs



Services provided include:

- Comprehensive career-related guidance and planning
- Employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience opportunities and internships
- Job shadowing
- Occupational skills training
- Apprenticeship and/or pre-apprenticeship opportunities
- Alternative secondary school options to complete high school
- Career pathway and post-secondary training exploration
- Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention strategies
- Leadership development opportunities
- Mentoring
- Supportive services (financial assistance with certain costs related to gaining employment or completing an educational goal)
- Follow-up services to ensure continued success
- Adult mentoring
- Financial literacy and budgeting assistance
- Entrepreneurial skills development
- Alternative secondary school services

Felicia Bliss

Youth Employment Specialist

fbliss@cmjts.org ■ 320.372.0456

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Central Minnesota Jobs and Training Services, Inc.

406 East 7th Street, Suite 100, P.O. Box 720, Monticello, MN 55362 ■ 763.271.3700 ■ 800.284.7425 ■ www.cmjts.org

Youth Program Eligibility

WIOA OUT-OF-SCHOOL YOUTH

A WIOA Out-of-School Youth is an individual who is:

Age 16–24

Not attending any school (as defined by state law), including either secondary or post-secondary school.

And one or more of the following:

A school dropout

- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- Pregnant and/or parenting, or
- Individual with a disability, or
- Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment

WIOA IN-SCHOOL YOUTH

A WIOA In-School Youth is an individual who is:

Attending any school (as defined by state law), including secondary and post-secondary school, and

Age 14–21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and

A low-income individual, and

One or more of the following:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- An individual who is pregnant or parenting, or
- An individual with a disability

TANF

TANF Innovation Project participants must be:

- Ages of 14–24
- Teen parents, ages 16–24, who are receiving cash MFIP benefits, or
- Younger youth, ages 14–18, who are on the grant in MFIP households

MINNESOTA YOUTH PROGRAM (MYP)

Minnesota Youth must meet this criteria:

Age 14–24 at time of enrollment, and

Low-income or one or more of the following at-risk criteria:

- Basic skills deficient
- An offender
- Chemically dependent
- Individual with a disability
- Homeless youth
- Pregnant or parenting youth
- Public assistance recipients
- Foster care youth
- Limited English proficient
- Potential or actual school dropout

PRE-EMPLOYMENT TRANSITION SERVICES

CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS.

Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:

- Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or
- Is an individual with a disability for purposes of Section 504, or
- Otherwise have a documented disability

YOUTH AT WORK

Age 14–24, and

Economically disadvantaged youth OR at-risk youth (as defined under MYP)

MINNESOTA YOUTH-BUILD PROGRAM

Minnesota Youthbuild Program participants must meet this criteria:

Age 16–24, and

Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011 124D.68, subdivision 2), and one of the following:

- Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or
- Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school

Youth at-risk for dropping out of school may include:

- Teen parents (male or female ages 16–19)
- Juvenile offenders/diversion program youth
- Chemically dependent youth or children of drug or alcohol abusers/dependents
- Youth receiving public assistance and/or group home services
- Youth with disabilities
- Homeless youth

www.cmjts.org



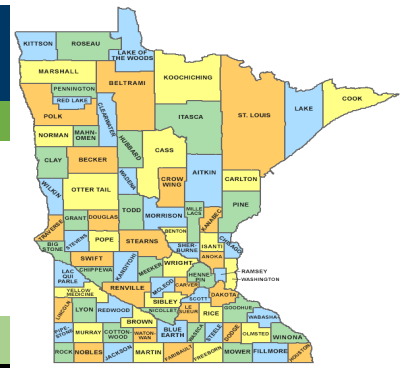
Equal Opportunity Employer and Program Provider

Auxiliary aids and services are available upon request to individuals with disabilities by contacting Gina Cummings at 763-271-3700 or email at gcummings@cmjts.org.

COUNTY PROFILE

Kanabec Co.

Kanabec Co. is a part of Economic Development Region 7E, which is located in the Central Planning Region.



POPULATION CHARACTERISTICS

2021 population: **16,159 people**

Kanabec Co. suffered a negative natural increase - more deaths than births from 2020 to 2021, but also experienced net in-migration - meaning more people moved in than moved out. In addition to domestic in-migration, Kanabec Co. welcomed net international in-migration - gaining new Minnesotans from foreign countries (see Table 1).

Table 1. Cumulative Estimates of the Components of Population Change, 2020-2021

	Total Population Change	April 1, 2020 to July 1, 2021					
		Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	International	Domestic
Kanabec Co.	127	-72	190	262	202	2	200
State of Minnesota	896	12,512	79,493	66,981	-11,734	4,213	-15,947

Source: U.S. Census Bureau, Population Estimates Program

Kanabec Co.'s population decreased over the past decade, ranking as the 59th fastest growing of the 87 counties in the state from 2010 to 2020. It is now the 52nd largest in the state. Kanabec Co.'s population has an older median age than the state and a larger percentage of people aged 65 years and older. The population is aging, especially as the Baby Boom generation moves through the population pyramid (see Figure 1).

Table 2. Population by Age Group, 2020

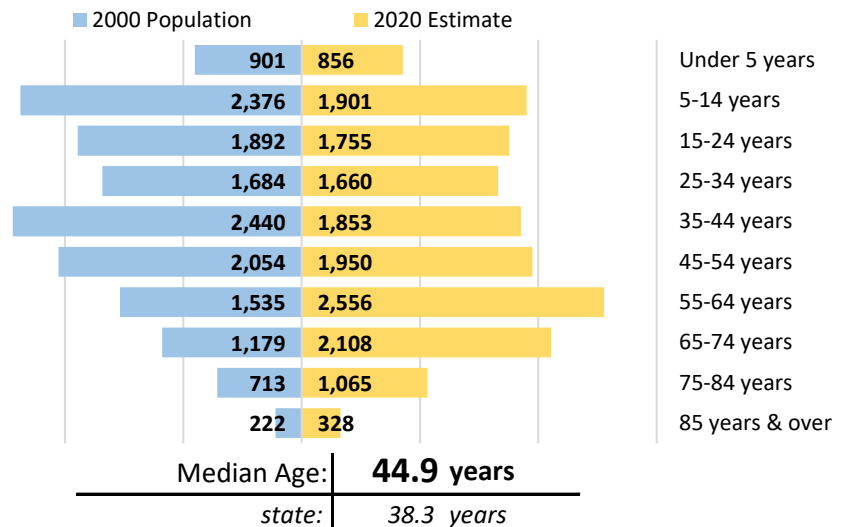
	Number	Percent
Under 5 years	856	5.3%
5-14 years	1,901	11.9%
15-24 years	1,755	10.9%
25-34 years	1,660	10.4%
35-44 years	1,853	11.6%
45-54 years	1,950	12.2%
55-64 years	2,556	15.9%
65-74 years	2,108	13.1%
75-84 years	1,065	6.6%
85 years & over	328	2.0%
Total Population	16,032	100.0%

Source: U.S. Census Bureau, Population Estimates

Population change,
2010-2020

-80 people
-0.5% decline

Figure 1. Population Pyramid, 2000-2020



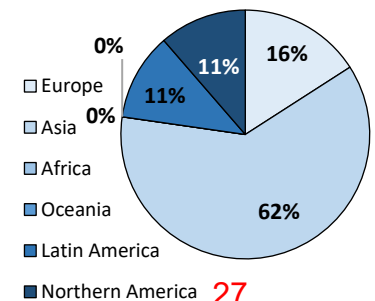
Compared to the state, Kanabec Co. has a smaller percentage of foreign-born residents. From 2010 to 2020, Kanabec Co. saw an increase in the number of foreign-born residents, which was faster than the statewide increase.

Table 3. Place of Birth for the Foreign Born Population, 2020

	Kanabec Co.		Change 2010-2020		Minnesota	
	Number	Percent	Number	Percent	Percent	Change
Foreign-born Population	176	1.1%	44	33.3%	8.2%	28.3%
Europe	28	15.9%	-5	-15.2%	9.7%	1.9%
Asia	108	61.4%	79	272.4%	37.1%	28.5%
Africa	0	0.0%	-44	-100.0%	26.6%	78.2%
Oceania	0	0.0%	0	#DIV/0!	0.4%	15.4%
Americas:	40	22.7%	14	53.8%	26.1%	7.8%
Latin America	20	11.4%	15	300.0%	23.6%	9.6%
Northern America	20	11.4%	-1	-4.8%	2.5%	-6.3%

Source: U.S. Census Bureau, 2016-2020 American Community Survey

Figure 2. Place of Birth for the Foreign Born Population, 2020



COUNTY PROFILE

Kanabec Co.

Kanabec Co.'s population was becoming more racially diverse over time. Since 2010, the county's white population declined, but the number of people of other races increased (see Table 4).

Figure 3. Population by Race, 2020

- White
- Black or African American
- American Indian
- Asian
- Some Other Race
- Two or More Races

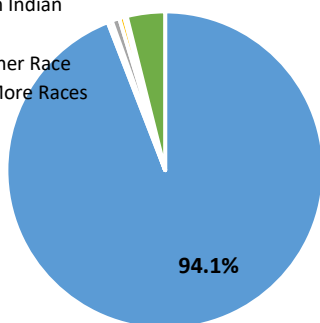


Table 4. Race and Hispanic Origin, 2020	Kanabec Co.			Minnesota	
	Number	Percent	Change from 2010-2020	Percent	Change from 2010-2020
Total	16,032	100.0%	-2.1%	100.0%	8.9%
White	15,088	94.1%	-5.1%	77.5%	-2.6%
Black or African American	67	0.4%	-26.4%	7.0%	54.9%
American Indian or Alaska Native	128	0.8%	96.9%	1.2%	24.0%
Asian or Other Pac. Islanders	84	0.5%	52.7%	5.3%	46.4%
Some Other Race	40	0.2%	17.6%	3.0%	122.8%
Two or More Races	625	3.9%	166.0%	6.1%	221.3%
Hispanic or Latino origin	238	1.5%	26.6%	6.1%	47.9%

Source: U.S. Census Bureau

POPULATION PROJECTIONS

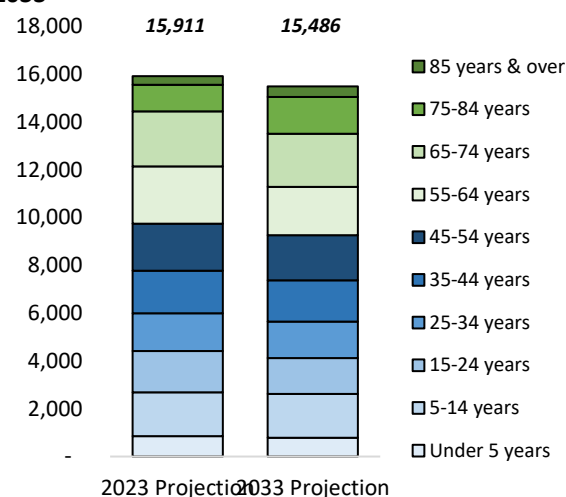
According to the Minnesota State Demographic Center, Kanabec Co.'s population is expected to decline from 2023 to 2033, with a rate of change that is slower than the projected statewide growth rate (5.6%). Despite the decline, the number of people aged 65 years and older is expected to increase over the next decade (see Figure 4 and Table 5).

Table 5. Population Projections by Age Group, 2023-2033

Kanabec Co.	2023 Projection	2033 Projection	Numeric Change	Percent Change
Under 5 years	848	791	-57	-6.7%
5-14 years	1,836	1,829	-7	-0.4%
15-24 years	1,727	1,497	-230	-13.3%
25-34 years	1,587	1,535	-52	-3.3%
35-44 years	1,779	1,720	-59	-3.3%
45-54 years	1,960	1,886	-74	-3.8%
55-64 years	2,399	2,021	-378	-15.8%
65-74 years	2,307	2,222	-85	-3.7%
75-84 years	1,106	1,549	443	40.1%
85 years & over	362	436	74	20.4%
Total Population	15,911	15,486	-425	-2.7%

Source: Minnesota State Demographic Center

Figure 4. Projections by Age Group, 2023-2033



EDUCATIONAL ATTAINMENT

Kanabec Co. has a lower percentage of adults (18 years & over) with at least a high school diploma than the state (92.8%), and a lower percentage of people with at least some college experience. Kanabec Co. also has a lower percentage of people with an Associate's degree and a lower percentage of people with a Bachelor's degree or higher.

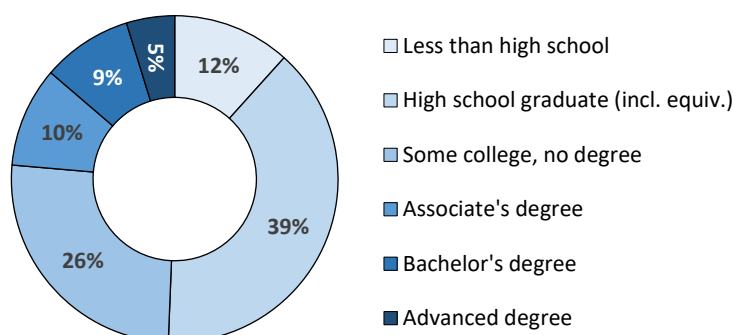
Percentage of the adult population (18 years & over) with at least a high school diploma:

88.3%

College-educated: **49.4%**
state: 68.0%

Associate's Degree: **9.9%**
Bachelor's Degree: **8.9%**
Advanced Degree: **4.8%**

Figure 5. Educational Attainment, 2020



Source: U.S. Census Bureau, 2016-2020 American Community Survey

LABOR FORCE TRENDS

At 5.3%, Kanabec Co. had a higher unemployment rate than the state in 2021. After the pandemic recession Kanabec Co.'s unemployment rate decreased compared to 8.3% in 2020, and declined compared to the 6.2% rate posted in 2019, pre-pandemic. The number of unemployed workers actively seeking work in Kanabec Co. declined over the past year, and is down compared to 2019.

8,885 available workers

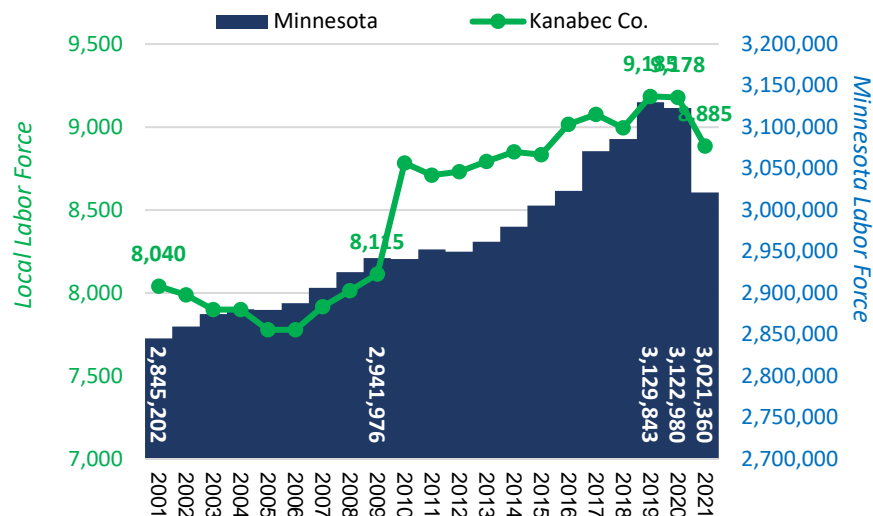
Labor Force change,
2006-2021 **1,106 workers**
14.2% increase

5.3% unemployment rate

3.4% state

471 unemployed workers

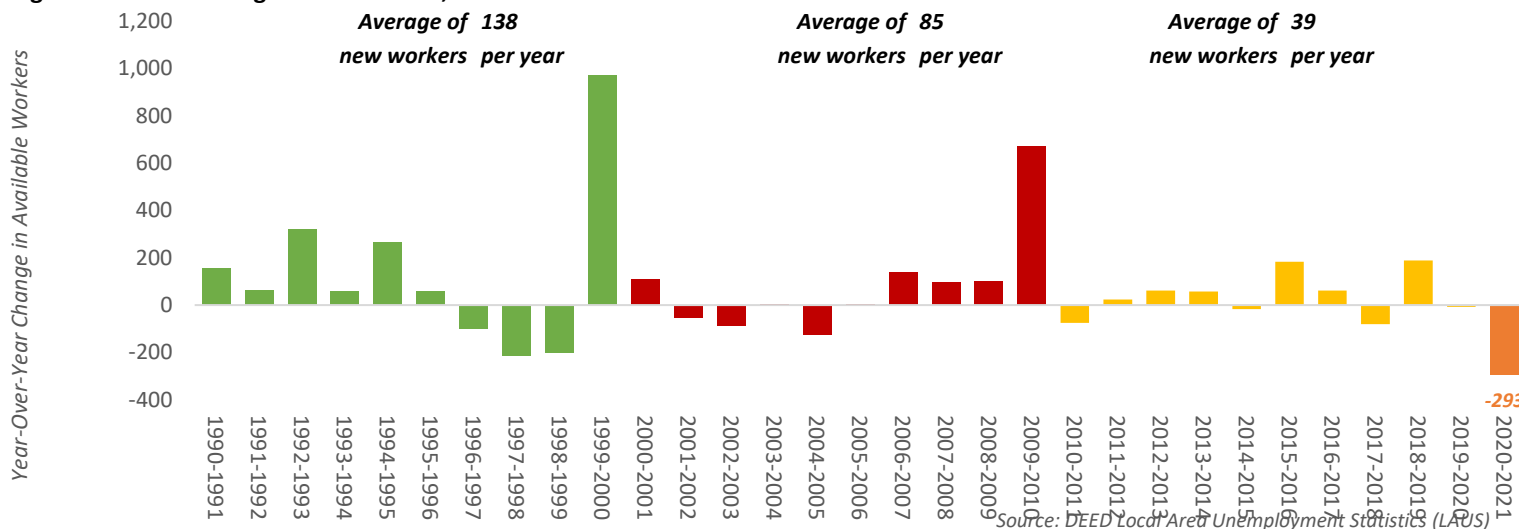
Figure 6. Annual Labor Force Estimates



Source: DEED Local Area Unemployment Statistics

Labor force growth has slowed in recent years. After experiencing a net gain of 137.8 workers each year from 1990 to 2000, Kanabec Co. averaged an annual gain of 85.2 new workers from 2000 to 2010, and most recently a gain of 39.4 new workers since 2010 (see Figure 7). Moving forward, Kanabec Co. is expected to see a labor force decline from 2023 to 2033 (see Table 6).

Figure 7. Annual Change in Labor Force, 1990-2021



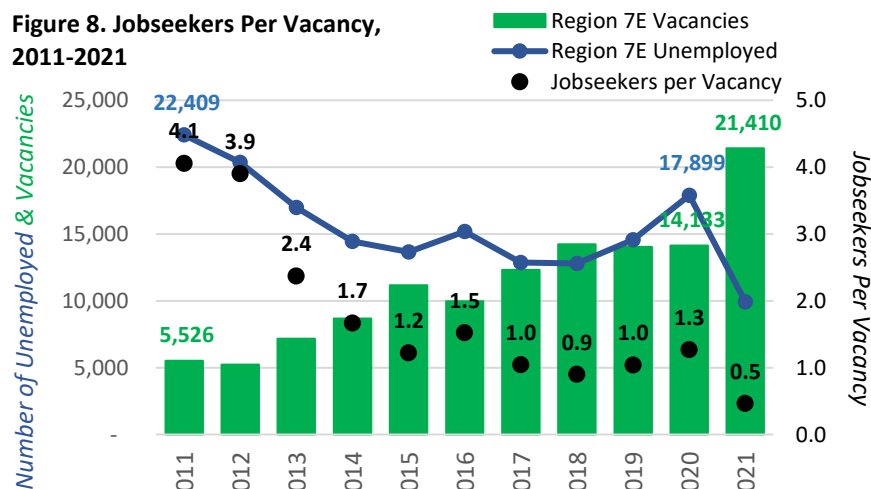
Source: DEED Local Area Unemployment Statistics (LAUS)

Table 6. Labor Force Projections, 2023-2033	Labor Force Projection	
	2023	2033
16 to 24 years	1,082	923
25 to 54 years	4,520	4,362
55 to 64 years	1,515	1,276
65 years & over	636	632
Total Labor Force	7,752	7,193

Source: Minnesota State Demographic Center

The labor market had grown extremely tight in recent years, with less than 1 jobseeker per vacancy until the pandemic recession intervened in early 2020 and the number of unemployed workers spiked. Job vacancies in Central reached new highs in the 4th quarter of 2021, quickly bringing back challenges in finding new workers and the lowest jobseeker-per-vacancy ratio on record (see Figure 8).

Figure 8. Jobseekers Per Vacancy, 2011-2021



Source: DEED Job Vacancy Survey LAUS program

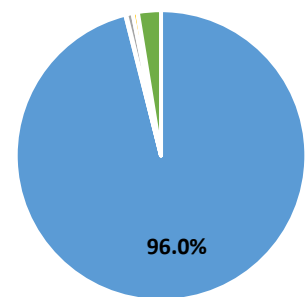
LABOR FORCE CHARACTERISTICS

Kanabec Co. had a lower labor force participation rate than the state. The labor force in Kanabec Co. is less racially diverse than the state (where 84.8% of workers are white alone), but is becoming more diverse over time.

Table 7. Employment Characteristics, 2020

	Kanabec Co.			Minnesota		Labor Force by Gender	
	In Labor Force (available workers)	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Unemp. Rate	Male	Female
Total Labor Force	8,066	61.2%	4.0%	69.7%	3.6%	4,277	3,783
16 to 19 years	405	51.9%	5.7%	53.2%	11.0%	213	192
20 to 24 years	731	87.4%	3.4%	84.6%	6.0%	388	343
25 to 44 years	2,890	84.5%	5.0%	88.8%	3.2%	1,580	1,311
45 to 54 years	1,805	85.4%	3.9%	87.6%	2.7%	908	897
55 to 64 years	1,669	63.2%	3.7%	73.0%	2.8%	865	804
65 to 74 years	513	25.4%	0.0%	27.9%	2.2%	292	221
75 years & over	47	3.4%	0.0%	6.6%	2.4%	31	15
Employment Characteristics by Race & Hispanic Origin							
White alone	7,744	61.1%	3.7%	69.3%	3.0%		
Black or African American	8	32.0%	0.0%	71.3%	8.8%		
American Indian & Alaska Native	58	75.3%	12.1%	58.9%	12.6%		
Asian or Other Pac. Islanders	43	54.4%	18.6%	71.2%	4.3%		
Some Other Race	4	80.0%	0.0%	77.7%	6.1%		
Two or More Races	206	64.6%	10.2%	73.6%	7.4%		
Hispanic or Latino	107	56.6%	11.2%	76.5%	6.1%		
Employment Characteristics by Disability							
With Any Disability	596	47.9%	4.5%	53.0%	8.6%		
Employment Characteristics by Educational Attainment							
Population, 25 to 64 years	6,368	77.9%	4.4%	84.5%	3.0%		
Less than H.S. Diploma	429	63.0%	6.3%	66.3%	4.2%		
H.S. Diploma or Equivalent	2,253	78.0%	0.8%	78.5%	2.6%		
Some College or Assoc. Degree	2,546	77.0%	3.7%	85.3%	3.0%		
Bachelor's Degree or Higher	1,137	87.5%	1.1%	90.0%	1.7%		

Figure 9. Labor Force by Race, 2020



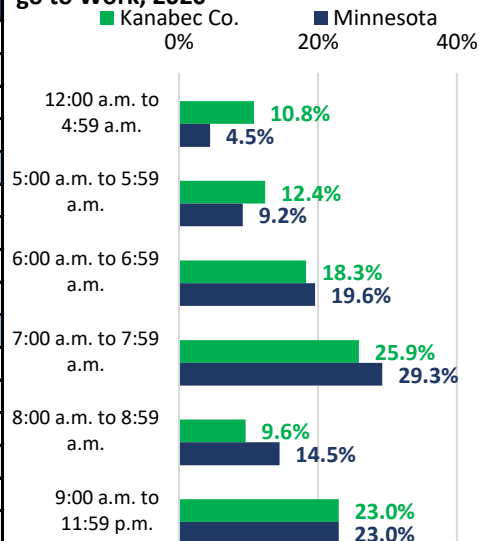
- White alone
- Black or African American
- American Indian & Alaska Native
- Asian or Other Pac. Islanders
- Some Other Race
- Two or More Races

Source: 2016-2020 American Community Survey, 5-Year Estimates

A smaller percentage of workers in Kanabec Co. worked in the same county in which they live compared to the state. Kanabec Co. also had a longer average commute time than the state.

Table 8. Commuting Characteristics, 2020	Kanabec Co.		Minnesota	
	Number	Percent	Number	Percent
Worked in state of residence	7,433	99.1%	2,833,431	97.6%
Worked in county of residence	3,630	48.4%	1,872,503	64.5%
Worked out of county of residence	3,803	50.7%	960,928	33.1%
Worked outside state of residence	68	0.9%	69,675	2.4%
MEANS OF TRANSPORTATION TO WORK				
Car, truck, or van	6,728	89.7%	2,441,512	84.1%
Public transportation (excl. taxicab)	30	0.4%	92,899	3.2%
Other method (walk, bike, taxi, etc.)	360	4.8%	119,027	4.1%
Worked at home	390	5.2%	249,667	8.6%
TRAVEL TIME TO WORK				
Less than 10 minutes	1,275	17.0%	455,788	15.7%
10 to 19 minutes	1,988	26.5%	873,835	30.1%
20 to 29 minutes	1,245	16.6%	644,490	22.2%
30 to 44 minutes	1,148	15.3%	574,815	19.8%
45 to 59 minutes	458	6.1%	194,508	6.7%
60 or more minutes	1,395	18.6%	162,574	5.6%
Mean travel time to work (minutes)	30.7 minutes		23.8 minutes	

Figure 10. Time Leaving Home to go to Work, 2020



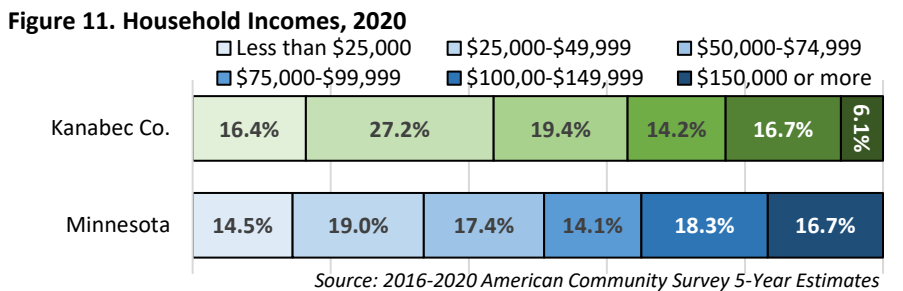
Source: 2016-2020 American Community Survey, 5-Year Estimates

INCOMES, COST OF LIVING, & HOUSING

Kanabec Co. had a lower median household income than the state, and a higher percentage of households with incomes below \$50,000. Overall, Kanabec Co. had the 77th highest median household income of the 87 counties in the state.

Median Household Income	\$57,877
state	\$73,382
Median Family Income	\$71,371
state	\$92,692
Per Capita Income	\$29,055
state	\$38,881

Source: 2016-2020 American Community Survey



The cost of living has increased over the past year with costs up in many areas. Kanabec Co. had a lower cost of living than the state, with a required hourly wage of \$15.7 for a single person living alone to meet a basic needs cost of living, and an hourly wage requirement of \$18.26 for a typical family with 2 adults and 1 child (see Table 9).

Table 9. Basic Needs Cost of Living Estimates, 2022

Single Adult, 0 children	Single Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Kanabec Co.	\$32,655	\$15.70	\$0	\$350	\$152	\$637	\$926	\$270	\$386
State of Minnesota	\$33,708	\$16.21	\$0	\$359	\$157	\$903	\$663	\$345	\$382
Typical Family: 2 Adults (1 working full-time, 1 part-time), 1 child	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Transportation	Other	Taxes
Kanabec Co.	\$56,969	\$18.26	\$450	\$800	\$538	\$845	\$1,100	\$450	\$564
State of Minnesota	\$60,540	\$19.40	\$579	\$822	\$561	\$1,151	\$772	\$540	\$620

Source: DEED Cost of Living tool

Kanabec Co. had a lower median house value than the state, having the 45th highest value of the 87 counties in 2020. Kanabec Co.'s housing stock was newer than the state's, with a higher percentage of units built since 2000 (see Figure 12).

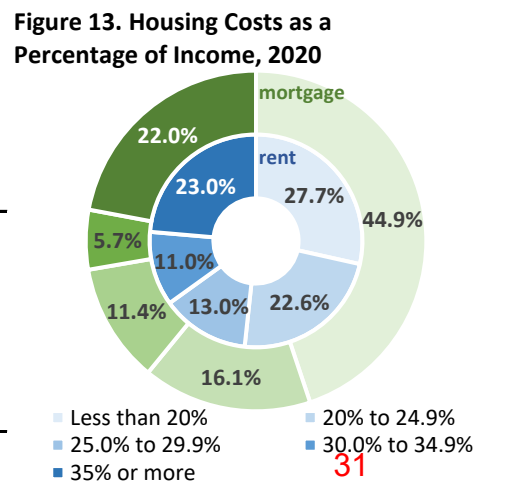
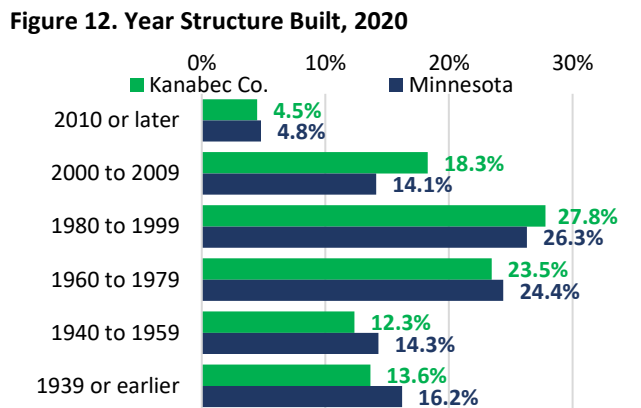
Table 10. Estimated Value of Owner-occupied Housing Units, 2020

	Kanabec Co.		Minnesota
	Total	Percent	Percent
Total	5,521	100.0%	100.0%
Less than \$50,000	300	5.4%	4.3%
\$50,000 to \$99,999	775	14.0%	7.0%
\$100,000 to \$149,999	1,109	20.1%	10.9%
\$150,000 to \$199,999	1,279	23.2%	16.6%
\$200,000 to \$299,999	1,340	24.3%	28.8%
\$300,000 to \$499,999	600	10.9%	23.6%
\$500,000 or more	118	2.1%	8.9%
Median (dollars)	\$168,900		\$235,700

Source: 2016-2020 American Community Survey, 5-Year Estimates

Median monthly owner costs, owner-occupied units with a mortgage	\$1,364
state	\$1,606
Percentage of households with a mortgage spending 30% or more of their income on housing costs	27.7%
state	21.6%
Median monthly rent costs	\$760
state	\$1,010
Percentage of renters spending 30% or more of their household income on rent	34.0%
state	44.8%

Source: 2016-2020 American Community Survey, 5-Year Estimates



OCCUPATIONS

At \$21.95 in 2021, wages were lower in Region 7E than the state. Overall, Region 7E had the 6th highest median hourly wage level of the 13 economic development regions in the state. Wages were highest for management occupations (\$40.74) and lowest for food preparation and serving related jobs (\$14.53) (see Table 11).

Table 11. Occupational Employment & Wage Statistics, 2021

Occupational Group	Region 7E				State of Minnesota		
	Median Hourly Wage	Estimated Regional Jobs	Share of Total Jobs	Regional Location Quotient	Median Hourly Wage	State-wide Jobs	Share of Total Jobs
Total, All Occupations	\$21.95	45,770	100.0%	1.0	\$23.81	2,695,450	100.0%
Management	\$40.74	2,350	5.1%	0.8	\$50.51	181,090	6.7%
Business & Financial Operations	\$30.77	1,380	3.0%	0.4	\$38.08	192,700	7.1%
Computer & Mathematical	\$34.07	340	0.7%	0.2	\$48.34	101,560	3.8%
Architecture & Engineering	\$39.22	660	1.4%	0.7	\$39.39	51,970	1.9%
Life, Physical & Social Science	\$33.47	280	0.6%	0.6	\$37.30	26,140	1.0%
Community & Social Service	\$24.73	1,500	3.3%	1.6	\$24.68	53,670	2.0%
Legal	\$30.87	200	0.4%	0.6	\$40.08	19,860	0.7%
Education, Training & Library	\$26.79	3,470	7.6%	1.4	\$24.48	149,990	5.6%
Arts, Design, Entertainment & Media	\$24.10	310	0.7%	0.5	\$26.08	36,710	1.4%
Healthcare Practitioners & Technical	\$38.08	3,290	7.2%	1.0	\$38.73	190,180	7.1%
Healthcare Support	\$15.62	3,280	7.2%	1.2	\$15.37	162,530	6.0%
Protective Service	\$26.58	1,270	2.8%	1.8	\$25.07	40,580	1.5%
Food Preparation & Serving Related	\$14.53	4,570	10.0%	1.4	\$14.65	198,800	7.4%
Building, Grounds Cleaning & Maint.	\$18.30	1,270	2.8%	1.0	\$17.98	75,850	2.8%
Personal Care & Service	\$15.27	1,180	2.6%	1.2	\$15.24	56,580	2.1%
Sales & Related	\$14.83	4,640	10.1%	1.1	\$17.25	245,390	9.1%
Office & Administrative Support	\$22.51	4,890	10.7%	0.9	\$23.12	334,550	12.4%
Farming, Fishing & Forestry	\$19.92	100	0.2%	1.4	\$18.55	4,350	0.2%
Construction & Extraction	\$28.43	2,230	4.9%	1.2	\$30.09	107,180	4.0%
Installation, Maintenance & Repair	\$24.22	1,620	3.5%	1.0	\$25.34	96,660	3.6%
Production	\$20.60	3,690	8.1%	1.1	\$19.59	198,940	7.4%
Transportation & Material Moving	\$18.96	3,270	7.1%	0.9	\$19.30	209,780	7.8%

Source: DEED Occupational Employment & Wage Statistics, Qtr. 1 2021

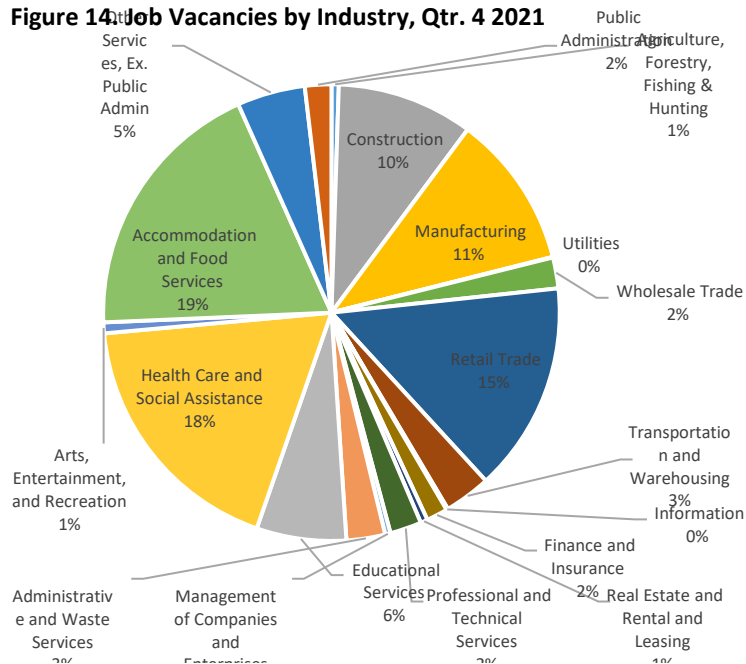
JOB VACANCY SURVEY

Kanabec Co. is a part of the Central planning region. There were 21410 job vacancies posted by employers in the 4th Quarter of 2021, indicating extensive opportunity in the region, with openings across several occupations and industries (see Figure 14).

Table 12. Central Job Vacancy Survey Results, Qtr. 4 2021

Occupational Group	Number of Vacancies	Wage Offer
Total, All Occupations	21,410	\$17.26
Management	442	\$28.11
Business & Financial Operations	422	\$26.82
Computer & Mathematical	79	\$29.29
Architecture & Engineering	258	\$20.98
Life, Physical & Social Sciences	79	\$30.71
Community & Social Service	494	\$18.61
Education, Training & Library	894	\$17.28
Healthcare Practitioners & Technical	2,021	\$25.51
Healthcare Support	973	\$15.69
Protective Service	197	\$22.39
Food Preparation & Serving Related	4,417	\$13.19
Building, Grounds Cleaning & Maint.	612	\$14.72
Personal Care & Service	620	\$11.49
Sales & Related	2,028	\$13.02
Office & Administrative Support	865	\$16.78
Construction & Extraction	1,653	\$22.92
Installation, Maintenance & Repair	816	\$18.49
Production	2,175	\$20.13
Transportation & Material Moving	1,922	\$19.18

Figure 14. Job Vacancies by Industry, Qtr. 4 2021



Source: DEED Job Vacancy Survey, Qtr. 4 2021

OCCUPATIONS IN DEMAND

Table 13. Central Occupations in Demand, 2022

Less than High School	High School or Equivalent	Some College or Assoc. Deg.	Bachelor's Degree or Higher
Retail Salespersons \$28,817/yr	Nursing Assistants \$36,077/yr	Registered Nurses \$84,325/yr	Elementary School Teachers, Except Special Education \$58,958/yr
Fast Food and Counter Workers \$25,851/yr	Licensed Practical and Licensed Vocational Nurses \$48,600/yr	Police and Sheriff's Patrol Officers \$67,134/yr	Secondary School Teachers, Except Special and Career/Technical \$64,053/yr
Home Health and Personal Care Aides \$29,471/yr	Machinists \$53,178/yr	Clinical Laboratory Technologists and Technicians \$55,350/yr	General and Operations Managers \$88,723/yr
Heavy and Tractor-Trailer Truck Drivers \$50,278/yr	Automotive Service Technicians and Mechanics \$44,146/yr	Dental Hygienists \$74,817/yr	Accountants and Auditors \$65,308/yr
Cashiers \$27,062/yr	Hairdressers, Hairstylists, and Cosmetologists \$34,024/yr	Radiologic Technologists and Technicians \$69,032/yr	Construction Managers \$92,471/yr
First-Line Supervisors of Retail Sales Workers \$46,230/yr	Medical Assistants \$40,779/yr	Computer Network Support Specialists \$61,398/yr	Project Management Specialists and Business Operations \$61,390/yr
Stockers and Order Fillers \$29,612/yr	Computer User Support Specialists \$53,048/yr	Industrial Engineering Technologists and Technicians \$51,275/yr	Substance abuse, behavioral disorder, and mental health \$52,515/yr
Janitors and Cleaners, Except Maids and \$35,947/yr	Electricians \$64,458/yr	Respiratory Therapists \$73,109/yr	Middle School Teachers, Except Special and Career/Technical \$62,214/yr
Customer Service Representatives \$35,525/yr	Heating, Air Conditioning, and Refrigeration Mechanics and Installers \$53,036/yr	Veterinary Technologists and Technicians \$36,602/yr	Substitute Teachers, Short-Term \$34,900/yr
Teaching Assistants, Except Postsecondary \$33,541/yr	Industrial Machinery Mechanics \$61,862/yr	Library Technicians \$40,330/yr	Preschool Teachers, Except Special Education \$38,097/yr

Source: DEED Occupations in Demand

Kanabec Co. is a part of the Central planning region, which is projected to see a 5% increase in employment levels over the next decade. In addition to new jobs created, there will be a much larger number of exit openings (see Figure 15).

Table 14. Regional Industry Employment Projections, 2020-2030

Central Planning Region	Estimated Employment 2020	Projected Employ- ment 2030	Percent Change 2020-2030
Total, All Industries	301,170	316,216	5.0%
Natural Resources & Mining	5,416	4,879	-9.9%
Utilities	1,952	1,686	-13.6%
Construction	18,984	19,792	4.3%
Manufacturing	39,543	40,646	2.8%
Wholesale Trade	10,123	10,516	3.9%
Retail Trade	35,588	33,781	-5.1%
Transportation & Warehousing	10,098	10,685	5.8%
Information	2,639	2,842	7.7%
Finance & Insurance, Real Estate	9,550	9,649	1.0%
Professional Services & Mgmt. of Companies	8,562	9,119	6.5%
Admin. Support & Waste Mgmt.	9,545	10,066	5.5%
Educational Services	23,734	24,976	5.2%
Health Care & Social Assistance	46,672	52,213	11.9%
Leisure & Hospitality	21,963	26,961	22.8%
Other Services	10,108	11,290	11.7%
Public Administration	19,239	20,198	5.0%

Source: DEED 2020-2030 Employment Outlook

Figure 15. Regional Occupational Employment Projections, 2020-2030



ECONOMIC CHARACTERISTICS

Coming out of the pandemic recession, after gaining jobs over the past year, Kanabec Co. had the 69th largest economy of the 87 counties in the state. Kanabec Co. was the 18th fastest growing in the past year and the 23rd fastest growing since 2019, prior to the pandemic. From 2019 to 2021, employment in Kanabec Co. is still down from the pandemic recession.

336 business establishments

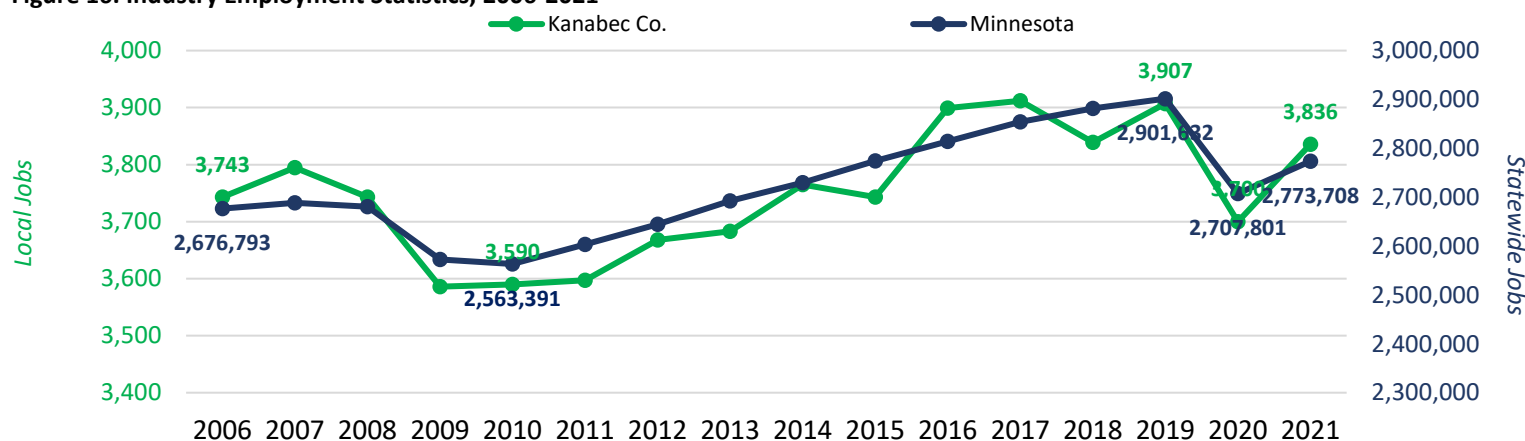
\$46,124 annual average wage

3,836 jobs

\$176,933,136 total industry payroll

Job change,
2019-2021-71 jobs
-1.8% decline

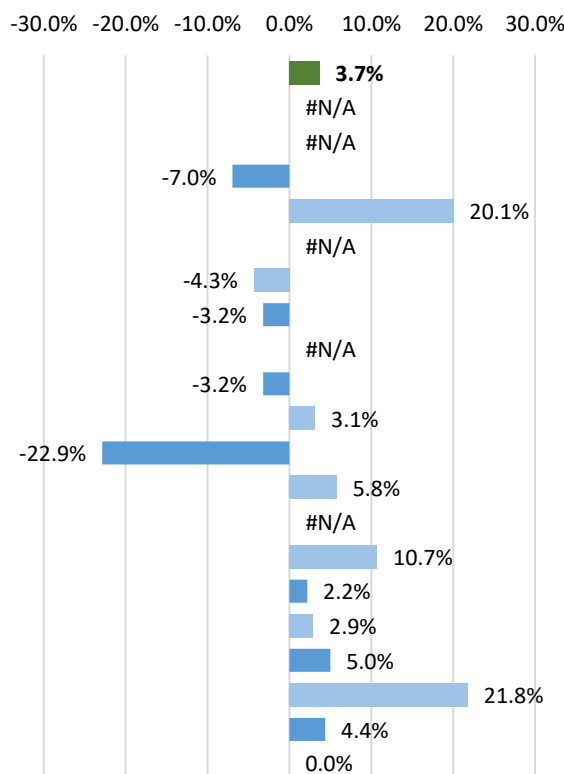
Figure 16. Industry Employment Statistics, 2006-2021



Source: DEED QCEW program

Table 15. Kanabec Co. Industry Employment Statistics, 2021	Number of Jobs	Percent of Total Jobs	Average Annual Wage
Total, All Industries	3,836	100.0%	\$46,124
Agriculture, Forestry, Fish & Hunt	#N/A	#N/A	#N/A
Mining	#N/A	#N/A	#N/A
Construction	281	7.3%	\$76,044
Manufacturing	479	12.5%	\$43,003
Utilities	#N/A	#N/A	#N/A
Wholesale Trade	44	1.1%	\$58,101
Retail Trade	480	12.5%	\$31,644
Transportation & Warehousing	#N/A	#N/A	#N/A
Information	30	0.8%	\$41,699
Finance & Insurance	131	3.4%	\$61,331
Real Estate & Rental & Leasing	27	0.7%	\$50,517
Professional & Technical Services	55	1.4%	\$31,941
Management of Companies	#N/A	#N/A	#N/A
Admin. Support & Waste Mgmt. Svcs.	62	1.6%	\$36,501
Educational Services	377	9.8%	\$44,034
Health Care & Social Assistance	954	24.9%	\$57,723
Arts, Entertainment, & Recreation	42	1.1%	\$19,293
Accommodation & Food Services	285	7.4%	\$16,298
Other Services	191	5.0%	\$33,961
Public Administration	302	7.9%	\$49,741

Figure 2. Change in Jobs, 2020-2021



Source: DEED Quarterly Census of Employment & Wages (QCEW)

For more information on Kanabec Co.'s population, labor force, and economic trends, contact:

Luke Greiner | Regional Analyst, Central & Southwest
 CareerForce St. Cloud | 1542 Northway Dr. Door 2 | St. Cloud MN 56303
 Office: 320-308-5378 | E-mail: luke.greiner@state.mn.us
 web: www.mn.gov/deed/data/regional-lmi/

Data updated: August 1, 2022

9:55am Appointment

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: Assessor Appraiser Trainee to Assessor Certified Appraiser	b. Origination: Assessor's Office
c. Estimated time: 2 mins	d. Presenter(s): Tina Von Eschen, Assessor

e. Board action requested:

Action to approve grade level change:

Resolution #_____ – 11/1/22

WHEREAS Timothy Bowland has successfully obtained his Certified Minnesota Appraiser license from the State Board of Assessor's as of October 18, 2022; and

WHEREAS doing so qualified him for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves Mr. Bowland's promotion to Assessor Certified Appraiser and corresponding pay increase to Grade 11, Step A at \$23.56 per hour effective 10/22/2022.

f. Background:

Supporting Documents: None Attached: ☒

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

Coordinators Comments:



MAAO
Minnesota Association
of Assessing Officers

This certifies that Timothy Bowland achieved a passing score on the final
examination for

MASS APPRAISAL BASICS

September 19-23, 2022 in Waite Park, MN.

**This also certifies the completion of 30 Continuing Education Hours of assessor education,
as approved by the Minnesota Board of Assessors, for the above stated course.**

Timothy Bowland
License #: not provided
Last 4 digits of SSN: 9409

IMPORTANT: Please save this letter as the official notification of your exam results. It is your responsibility to upload this document to the Assessor Licensing System and to maintain your own educational records. Contact the MAAO Education Coordinator with questions at educationcoordinator@mnmaao.org.



MINNESOTA

STATE BOARD OF ASSESSORS

Tim Bowland
18 N vine st
Mora, MN 55051

The undersigned Minnesota State Board of Assessors chairperson for the State of Minnesota hereby certifies that

TIM BOWLAND

Has complied with the laws of the State of Minnesota and the rules of the Minnesota State Board of Assessors and is hereby licensed as

Certified Minnesota Assessor
License Number: 4368

This license takes effect on October 18, 2022 and expires on June 30, 2023, unless this license is suspended, revoked, or otherwise legally terminated.

IN TESTIMONY WHEREOF, I have hereunto set my hand this October 18, 2022.

Minnesota State Board of Assessors Chairperson

Minnesota State Board of Assessors

Mail Station 3340

St. Paul, MN 55146-3340

651-556-6086

assessors.board@state.mn.us



MINNESOTA

STATE BOARD OF ASSESSORS

October 18, 2022

Tim Bowland
18 N vine st
Mora, MN 55051

Dear Tim Bowland:

Congratulations! The Board of Assessors has awarded you the Certified Minnesota Assessor License level as of October 18, 2022. Please keep this letter for your reference, and in case it is requested by your employer.

We congratulate you on your successful completion of the required training courses. Your accomplishment indicates a sincere interest in the assessment profession.

You are required to attain an Accredited Minnesota Assessor (AMA) license within five years of being awarded this CMA license. The requirements for obtaining the Accredited Minnesota Assessors (AMA) licensure are available on our website. We are ready to help you with any questions you have about achieving this next step.

We hope that you will continue to further your interest and enhance your professionalism by taking additional assessment education.

Sincerely,

Andrea Fish
Executive Secretary
Minnesota State Board of Assessors

Mail Station 3340
St. Paul, MN 55146-3340

Phone: (651) 556-6086
assessors.board@state.mn.us

10:00am Appointment

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: MCIS Hosting Agreement	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5-10 minutes	d. Presenter(s): Kathy Young, Deputy Auditor Tax II

e. Board action requested: Pass the following resolution:

RESOLUTION #__-11/1/22

WHEREAS, Kanabec County is currently with Avenu for the TAX and CAMA system and is in process of converting to MCIS as the provider for the TAX and CAMA system beginning January 2023; and

WHEREAS, the current TAX and CAMA system is hosted and maintained internally by the Deputy Auditor Tax II; and

WHEREAS, the current payroll system is hosted externally with another vendor; and

WHEREAS, transitioning the TAX, CAMA, and Payroll systems to MCIS hosting will result in a cost savings to the County;

THEREFORE BE IT RESOLVED, that the County Board hereby approves the MCIS Hosting Agreement for 2023 and authorizes the Board Chair to sign said document.

f. Background: County Attorney McFadden has reviewed at the hosting agreement and didn't see any issues.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

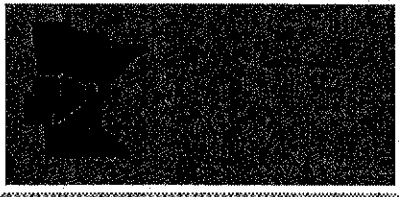
Kathy Young

From: Barbara McFadden
Sent: Friday, October 14, 2022 9:21 PM
To: Kathy Young
Cc: Denise Snyder
Subject: RE: MCIS Hosting Agreement

Hi Kathy!

This looks fine to me, all liability and indemnification is as recommended.

Thanks,
Barb



Barbara McFadden, Kanabec County Attorney
18 N. Vine Street, Suite 202
Mora, MN 55051
(320) 679-6425
barbara.mcfadden@co.kanabec.mn.us

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You

From: Kathy Young
Sent: Friday, October 14, 2022 10:56 AM
To: Barbara McFadden <barbara.mcfadden@co.kanabec.mn.us>
Subject: MCIS Hosting Agreement

Barb,

Hope you are doing well. Denise and I would like you to look over the MCIS Hosting Agreement that I attached before it is presented to the board. If any questions, please let me know.

Thanks and take Care,
Kathy

Kathy Young
Deputy Auditor Tax II
Kanabec County
kathy.young@co.kanabec.mn.us
320-679-6460



MINNESOTA COUNTIES INFORMATION SYSTEMS

HOSTING AGREEMENT

This Hosting Agreement is made by and between **Minnesota Counties Information Systems (MCIS)**, a Minnesota joint powers entity, and **Kanabec County**, a Minnesota political subdivision (the Hosted Entity).

Recitals

- A. The Hosted Entity is a Member or Associate Member of the MCIS joint powers entity, as defined by the MCIS Joint and Cooperative Agreement.
- B. The Hosted Entity owns and operates IBM-i (f/k/a AS/400, iSeries, Power-i) computer systems on which the Hosted Entity runs various software programs related to the Hosted Entity's statutory functions.
- C. The IBM-i systems require support staff with sufficient expertise in both the software and the IBM hardware to properly support the systems.
- D. Due to personnel changes over time, it has become more difficult for political subdivisions to maintain adequate staff expertise for the IBM-i systems.
- E. As a solution to the personnel issues, MCIS offers a hosted environment whereby MCIS acquires and maintains the requisite IBM hardware in a suitable location and hosts the software and data needed by the political subdivisions.
- F. This Hosting Agreement sets forth the terms and conditions of the hosting relationship between MCIS and the Hosted Entity.

Terms

1. DEFINITIONS.

- a. **Budget Year.** The MCIS Budget Year is January 1st through December 31st. The budget process typically starts February; the budget approved by the MCIS Board in July; and final acceptance by the members on or before September 1st in the current year.
- b. **Planned Date.** The date the Hosted Entity plans to be implemented on the hosted environment. Upon signing, the Hosted Entity will provide to MCIS the year they plan to move to the hosted server.
- c. **Implementation or Implementation Date.** The month and year the Hosted Entity is cutover from their existing server to the hosted server for production purposes. The implementation schedule will be defined during the planned year's budget process.
- d. **Replacement Year.** The year the hardware is expected to be replaced or substantially upgraded. For this Agreement, the Replacement Year is 2022.

2. EFFECTIVE DATE. This Hosting Agreement is effective upon signing.

3. HOSTING SERVICES.

- a. MCIS will provide hosting servers and all necessary ancillary equipment, backup tapes, support, and maintenance to host the Hosted Entity's IBM-i applications and data ("the Services"). MCIS will provide the processor capacity, disk space and memory to run the Hosted Entity's iSeries applications. The



specifications of the hardware used for hosted services shall be determined by MCIS in its sole discretion.

- b. The host server(s) will be located in a data center with 24-hour security, redundant power, cooling, and broadband connectivity.
- c. MCIS is responsible for applying PTF and microcode updates as needed.
- d. MCIS will perform daily backups to a disk-based backup system with replication of the daily backups to secondary site. Weekly, monthly, and yearly backup tapes will be provided and stored in a secure, off-site location.
- e. The Hosted Entity is responsible for providing all equipment and/or software necessary at the Hosted Entity's place of business for the Hosted Entity to access the hardware and systems provided by MCIS and for maintaining applicable software licensing.

4. HOSTING FEES.

The Buy-in and Reserve fees are the Hosted Entity's commitment to MCIS of their desire to move to the hosted environment on the Planned Date. The Hosted Entity, through the signing of this agreement, commits to these fees as outlined below up to, but not including, the Replacement Year.

- a. **Buy-in Fee.** The Hosted Entity shall pay a one-time Buy-in Fee, if applicable, to offset the initial equipment purchase cost. This fee will be included on the invoice created to collect past due reserve fees.
- b. **Reserve Fee.** This fee is used to build up a fund for the replacement of the hosting hardware/software. The Hosted Entity is responsible to pay this fee starting January 1, 2023, and ending the replacement year. This fee will be invoiced as follows:
 - i. Past due reserve fees do not apply.
 - ii. Fees are invoiced quarterly for the next three months of reserve fees due.
 - iii. In the Replacement Year, if the amount in the Reserve Fees fund does not cover the purchase price of the replacement equipment, MCIS reserves the right to charge an extra fee during the next budget cycle as approved by the MCIS Board.
 - iv. MCIS Board will set and approve a new Reserve Fee during the Replacement Year budget cycle.
- c. **Maintenance Fee.** The Hosted Entity shall pay a pro-rata share of the hardware and software maintenance costs, related supplies, and facility charges for the IBM-i equipment. The monthly fee is determined as part of the MCIS annual budget approval process. This fee starts January of the Planned Date year and is billed as follows:
 - i. If the Hosted Entity's implementation of hosted services occurs after January 1 of the Planned Date year, then fees for prior months of that calendar year through the end of the quarter in which implementation occurred will be billed.
 - ii. Thereafter, on a quarterly basis the hosted entity will be invoiced for the next three months of maintenance fees due.



- d. The Reserve and Maintenance fees can be revised yearly, at the MCIS Board sole discretion, to ensure expenses are properly covered and proper reserves are being accumulated for the future upgrade of hosting equipment components.
 - e. **Service Fee.** The Hosted Entity shall determine the Level of Service to be provided by MCIS during the yearly budgeting process (reference Exhibit 3 for Levels of Service), and each level's monthly fee is set by the MCIS Board during the annual budget process. The Hosted Entity can increase a service level but cannot move to a lower service level once the MCIS Budget is approved. Fee is payable as follows:
 - i. All fees are based on a "calculation date" which is the earlier of the planned date or actual implementation date,
 - ii. The first invoice occurs upon implementation and consists of: a one-time start-up fee based on two months of the current year's Level 1 monthly fee; and the number of months from the calculation date through the ending month of the last quarter MCIS has invoiced for multiplied by the selected level monthly service fee.
 - iii. Thereafter, on a quarterly basis the hosted entity will be invoiced for the next three months multiplied by the selected level monthly service fee.
 - f. If amounts owed by the Hosted Entity become past due, the Hosted Entity is subject to the penalties and restrictions set forth in the Joint Powers Agreement.
 - g. *Refer to Exhibit 1 for amounts associated with each fee and Exhibit 2 for an invoicing example.*
5. **SECURITY REQUIREMENTS.** It is of paramount importance that the Hosted Entity's data on the MCIS IBM-I equipment is secure. It is **strongly recommended** that the Hosted Entity's security on its own IBM-i equipment be at "Security Level 30 or 40" at minimum prior to MCIS providing hosting services under this Agreement. Details on achieving Level 30 or 40 security are found in the MCIS IBM-i Security Manual and in Exhibit 4 (MCIS Security Level 30 or 40 Defined).

Notwithstanding any other term or agreement to the contrary, in the event the Hosted Entity's IBM-i equipment security level is not at Security Level 30 or above prior to transferring data and programs into the hosted environment, then to the extent such data and programs remain below Security Level 30, the Hosted Entity is solely liable for any and all data breaches that occur within the hosted environment and agrees to defend and indemnify MCIS from any claims arising from such data breaches.

6. **TERM.**

- a. This Agreement commences on the Effective Date and extends through the replacement year. The Termination Date can be revised by the MCIS Board as it deems necessary.
- b. Any party may terminate this Agreement without cause upon 180 days written notice to the other parties. In addition, this Agreement may be terminated if a party provides written notice of a breach of this Agreement and the breaching party fails to cure the breach within 60 days after receipt of the notice. If the Hosted Entity is the breaching party, it remains responsible for the Service Fee for the remainder of the budget year, and for the Reserve and Maintenance Fees through the Termination Date.



- c. If the Hosted Entity terminates this Agreement without cause by April 1 of the current year, then the Hosted Entity is not responsible for the Service Fee after December 31 of the current year. If Hosted Entity terminates without cause after April 1, then the Hosted Entity remains responsible for the Service Fees for the current and next budget year regardless of the termination date. If the Hosted Entity terminates this Agreement without cause prior to the Termination Date, the Hosted Entity remains responsible for payment of the Reserve and Maintenance Fees through the Termination Date. The Hosted Entity acknowledges that the financial structure of the MCIS hosting service depends on guaranteed receipt of Reserve and Maintenance Fees from hosted entities during the entire term of the hosted agreements. This clause shall survive termination of this Agreement.

7. INDEMNIFICATION AND LIMITATION OF LIABILITY.

- a. MCIS and the Hosted Entity shall fully defend and indemnify and hold harmless the other party against all claims, losses, liability, suits, judgments, costs, and expenses by reason of action or inaction of the employees or agents of the indemnifying party arising in whole or in part from any act or omission of the indemnifying party, its subcontractors, and their agents, servants, or employees, incidental to the performance of this Agreement. This agreement to indemnify and hold harmless does not constitute a waiver by any party of limitations on liability under Minnesota Statutes Section 466.04 and other applicable law or rule.
- b. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59 subdivision 1a(a); provided further that for the purposes of this statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.
- c. The parties to this Agreement are not liable for the acts or omissions of the other Party to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Party.

8. REPRESENTATIONS AND WARRANTIES. Each party represents and warrants that the execution and performance of this Agreement has been duly authorized and the signatory to this Agreement possesses all necessary authority to enter into the Agreement.

9. DATA PRACTICES.

- a. All data created, collected, received, stored, used, or maintained on the MCIS equipment and on or through the associated Hosted Entity network equipment is subject to the requirements of the Minnesota Government Data Practices Act (MGDPA). All parties shall abide by the provisions of the MGDPA, the Health Insurance Portability and Accountability Act and implementing regulations, and all other applicable state and federal laws relating to data privacy.
- b. The parties hereto acknowledge that MCIS is only providing a hosting environment for the Hosted Entity's data. Data content is the sole responsibility of the Hosted Entity. All data requests under the MGDPA are to be responded to by the Hosted Entity as the responsible authority for the data. Any requests for data, or for changes, additions, or deletions to data, received by MCIS from a third party shall be forwarded to the Hosted Entity for response.
- c. The Hosted Entity shall annually provide MCIS with an authorization to access the data for the sole purpose of carrying out its hosting obligations under this Agreement.



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744
Phone 218-326-0381

10. **RELATIONSHIP.** This Agreement does not create a partnership, joint venture, or other business combination between the parties. Each party is responsible for its own insurance.
11. **FORCE MAJEURE.** No party shall be in breach of this Agreement in the event they are unable to perform their obligations as a result of natural disaster, war, emergency conditions, labor strife, the substantial inoperability of the Internet, the substantial inoperability of the State's WAN, or other reasons beyond their reasonable control, provided, however, that if such reasons or conditions remain in effect for a period of more than 30 days, any party may terminate this Agreement without further liability to that party.
12. **NOTICE.** Any notices required or permitted to be given under this Agreement shall be in writing, signed on behalf of the party providing notice, and deemed received (1) upon receipt if personally delivered; (2) on third day after mailing if sent by certified mail, return receipt requested; or (3) the next business day if sent by messenger or reputable overnight courier. Notices shall be sent to the following addresses:

Executive Director
Minnesota Counties Information Systems
413 S.E. 7th Ave.
Grand Rapids, MN 55744

Auditor/Treasurer Office
Kanabec County
18 North Vine Street
Mora, MN 55051
13. **ASSIGNMENT.** No party shall assign its rights or delegate its duties under this Agreement without receiving prior written consent of the other parties.
14. **WAIVER.** The waiver of any provision or the breach of any provision of this Agreement shall not be effective unless made in writing. Any waiver by either party of any provision or the breach of any provision of this Agreement shall not operate as, or be construed to be, a continuing waiver of the provision or the breach of the provision.
15. **EXECUTION.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and to constitute one and the same instrument. Electronic copies shall be considered originals.
16. **MISCELLANEOUS.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification is in writing, signed by authorized representatives, and references this Agreement. Any and all causes of action between any party arising out of or related to this Agreement shall be venued in Itasca County District Court.



Minnesota Counties Information Systems
413 SE 7th Avenue, Grand Rapids, MN 55744
Phone 218-326-0381

Minnesota Counties Information Systems

By: _____

Print Name

Its: _____

Dated: _____

COUNTY OF KANABEC

By: _____

Print Name

Its: _____

Dated: _____



EXHIBIT 1 – HOSTING FEES

	Yearly Amount	Invoiced mount	Invoice Frequency
Buy-in	N/A	N/A	N/A
Reserve	\$5,940	\$1,485	Quarterly
Maintenance	\$640	\$160	Quarterly
Level 3	\$12,000	\$3,000	Quarterly

The IBM-I equipment is due to be upgraded summer of 2023. A new contract will need to be signed to start 2024 and will build in any assumptions to cover the costs of the upgrade that the MCIS Board has approved.



EXHIBIT 2 – HOSTING INVOICE EXAMPLE

An example of the first and subsequent invoice would be based on the following assumptions:

Assumptions:

- Planned/Live Date set at December 9, 2022
- Buy-in Fee – Not applicable
- Reserve Fees – \$1,485/quarter
- Maintenance Fees – \$160/quarter
- Selected Level 3 Support Fees - \$3,000/quarter
- 2023 Level 1 Support – \$590 per month

- First Invoice – deals with setup .
 - Invoice created in December 2022 covering period January-March 2023
 - Buy-in Fee Not Applicable
 - Reserve Fee \$1,485
 - Maintenance Fee \$ 160
 - Support Level 3 Fee \$3,000
 - Start-up Fee \$1,180
 - 2 months at Level 1 for start-up (\$590 multiplied by 2)
 - First Invoice \$5,825

- Subsequent quarterly invoices in 2023
 - Reserve Fees \$1,485
 - Maintenance Fee \$ 160
 - Support Level Fee \$3,000
 - Total Invoice \$4,645



EXHIBIT 3 – LEVELS OF SERVICE

1. Level 1 – Basic Support (Required)

Focus is on the hosting environment, such as hardware, Power I (i-Series) operating system and IBM stand applications, backups, recover, and equipment/software associated with the backup, monitoring, and recovery. Following are the activities:

Start-up

- Perform due diligence with County to determine specific roles/responsibilities
- Coordinate set up of LPARs, network connectivity
- Coordinate test cycle and user performance measurements
- Provide a checklist of startup events.

Disaster / Recovery

Daily Tasks

Review Backup Logs / Resolve issues as needed	Daily
Monitor Cybernetics backup and replication to Carlton of Daily and two week rotations	Daily

Periodic Tasks

Setup / Refine Backup schedules	
Weekly backups to tape (5 week rotation)	Monday or first business day of week
Monthly (15 month rotation)	After month end backups
Yearly (10 years minimum)	After year-end backups
Move media (tapes) to off-site location	
Restore Specific Objects	As needed and per request through Help Desk
Disaster / Recovery Test	
Maintain DRS plan for i-Series	
Incorporate hosting plan to county specific plan	Yearly Review
Testing to recover hosted i-Series - Hosting Env Perspective	Not concern with connectivity back to County. Concerned with backups can recover partitions and host controller Est doing every 2 years

Hosting Equipment / Software - Monitoring, Planning & Upgrading

- Power-I Hardware
- Cybernetics Hardware
- Tape Drive Hardware
- Hardware Mgmt. Console
- Coordinate connectivity issues with Itasca County



**Power-I Operating System & IBM Licensed Code -
PTF, Tech Refresh, Releases**

Operational Related Tools - backups, alert, anti-virus
Coordinate network issues resolution with Itasca
Monitor hardware/software alert global to all partitions

Application Software

For MCIS Software, copy executable to i-Series IFS
folder in order for County to install

2. Level 2 – includes Level 1 plus MCIS Software

Focus on controlling software and utilities utilized with MCIS developed software.

Application Software

Apply Property Tax and Payroll Updates/Releases
Apply MCIS Utility software updates/patches

FormSprint (base, PDF/Email), Presto,
Zend, DBU, MQGPL, Apache

Run MIS tasks for Property Tax & Payroll jobs

Jobs that can be scheduled will be, all
other will be done on action requested
by product owner.

Monitor i-Series IFS folders as it relates to MCIS Software

User Provisioning

Set up, change, terminate user profile, clean up objects
owned
Monitors/Manages i-Series to maintain "true" level 30/40
security
Set up user to get to main menu upon sign-on and direct to
application authorized to.

Assumes County at "True" Level 30/40
prior to hosting.
Assumes County handling specific
application authority and setup within
applications, except as noted. Need
County using MCIS menu system for
users initial sign on menu.

Provide user security setup within Property Tax / Payroll

If product owner relinquish duties, then
MCIS will still seek approval from
product owners before making
additions/changes

Provide assistance on basic audit information requests

Examples of basics: list of users on
system, setting of system values,
setting up access for the auditor to
review system.



System management

Monitor/Manage message queues (QSYSOPR), logs, and/or Journals which are part of MCIS software and/or IBM Licensed programs

Coordinate Payroll/ Tax Software issues directly with MCIS. Alert Member County on other software.

Monitor/Manage print queues, virtual queues, printers, job queues, disabled sessions/profiles,

Coordinate Payroll/ Tax Software issues directly with MCIS. Alert Member County on other software.

Monitor/Manage subsystems, job queues, performance (pools, memory, processors, disk utilization)

For non-MCIS related software we will need to alert the appropriate MIS person.

Monitor/Manage i-Series communications with non IBM Power I servers that are directly related to the MCIS Tax/Payroll software

Examples: retrieving tax statements print outs from web site; assessor mobile solution (future)

Monitor/Manage Robo-Copy operations directly related to MCIS Tax Software

Coordinate cleanup activities to keep system running efficiently

Configure Hosting Entity's devices on the iSeries equipment (Hosted Entity is responsible for physical setup).

3. Level 3 – includes Level 1 and 2 plus these additional duties:

Focus on updating and patching "non MCIS applications and utilities" plus insuring compliance remains with level 30 and above as outlined in MCIS Security Guide.

Application Software

Training and Documentation is needed to transition this effort, and procedures of authorizing through product owners.

Apply Updates/Releases of non-MCIS software

Apply Patches/Updates/Releases of non-MCIS utility software

Security

Ensure data libraries properly secured

Advise Management on risks

Remote access to i-Series databases properly secured

Advise management on ODBC or other connectivity mechanism risks

- **Services not listed in Level one through three will be priced during contract creation and/or invoiced on time and material basis. Examples of this may be: County audit request for security information; performing functions a user could perform on the system; comprehensive DR test versus what is provided in level one.**
- Prior to initiating Level 3 support, the Hosted Entity will document procedures to be followed on non-MCIS software and utilities (e.g., vendor contact information, installing patches, releases, special configuration of iSeries components, connectivity setups between applications and to other non-iSeries servers, instructions on special downloads and uploads, etc.).



EXHIBIT 4 – MCIS SECURITY LEVEL 30/40 DEFINED

Your security level is set as system value (QSECURITY). But just setting this value does not insure that you meet the standard as defined in the current IBM PowerPC OS Version Security Guide. What is discussed below are excerpt from the security guide to help define the expectations for a minimum-security level being established for the hosted environment. Before changing a production system, read appropriate material in the IBM PowerPC security guide for migrating from one level to another, and the MCIS Security Guide.

Security level

MCIS recommend that you have a security level of 30 or 40 on your system. The following requirements would meet security level 30 or 40:

- Both the user ID and password are required to sign on.
- Only someone with *SECADM special authority can create user profiles.
- The limit capabilities value specified in the user profile is enforced.
- Users must be given specific authority to use resources on the system, which implies the users must be given specific authority to resources instead of users having all authority.
- Only user profiles created with the *SECOFR user class are given *ALLOBJ special authority automatically (see below "setting of default Special Authority")
- MCIS recommends that group profiles are setup, and these groups are given *USE authority to specific resources. Specific users are attached to these group profiles.
- Users are provided no special authority as defined below.
- No default sign-on - The i-Series stops any attempt to sign on without a user ID and password that can be done on lower security levels.

Default special authorities associated with security level 30 or 40

The system security level determines what the default special authorities are for each user class. When you create a user profile, you can select special authorities based on the user class. Special authorities are also added and removed from user profiles when you change security levels.

These special authorities can be specified for a user:

*ALLOBJ - All-object special authority gives a user authority to perform all operations on objects.

*AUDIT - Audit special authority allows a user to define the auditing characteristics of the system, objects, and system users.

*IOSYSCFG - System configuration special authority allows a user to configure input and output devices on the system.

*JOBCTL - Job control authority allows a user to control batch jobs and printing on the system.

*SAVSYS - Save system authority allows a user to save and restore objects.

*SECADM - Security administrator authority allows a user to work with user profiles on the system.

*SERVICE - Service authority allows a user to perform software service functions on the system.

*SPLCTL - Spool control authority allows unrestricted control of batch jobs and output queues on the system.

You can also restrict users with *SECADM and *ALLOBJ authorities from changing this security related system value with the CHGSYSVAL command. You can specify this restriction in the System Service Tools (SST) with the "Work with system security" option.



Table 2 shows a preferred approach to granting special authorities by each user class. The entries indicate that the authority is given at all security levels, limited/controlled to a few, or not at all.

Special authority	Recommended Granting Special Authority based on Types of Work				
	*SECOFR	*SECADM	*PGMR	*SYSOPR	*USER
*ALLOBJ	All		Limited		
*AUDIT	All				
*IOSYSCFG	All				
*JOBCTL	All		Limited	All	
*SAVSYS	All			All	
*SECADM	All	All			
*SERVICE	All				
*SPLCTL	All		Limited		

10:05am Appointment

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: Discuss Use of SCORE Funds to Pay for Tire Disposal	b. Origination: Commissioner Smith
c. Estimated time: 10-15 minutes	d. Presenter(s): Teresa Wickeham, Environmental Services Supervisor

e. Board action requested:

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

November 1, 2022
10:15am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|---------------------------------------|--------------------------|
| 1. Final Payment CSAH 3 | Resolution #1 (11-01-22) |
| 2. City of Mora Maintenance Agreement | Resolution #2 (11-01-22) |
| 3. Rural Intersections | |
| 4. Federal Funding | |
| 5. Driver License Service | |
| 6. TH 65/23 Corridor Study | |

Resolution #1 (1-22)
SP 033-603-029
Final Payment

WHEREAS the project SP 033-603-029 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 completed project for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation, in the amount of \$33,851.41.

Resolution #2 (11-1-22)
City of Mora Maintenance Agreement

WHEREAS the City of Mora has provided routine maintenance on portions of CSAH No. 6 and CSAH No. 27 within the Mora City limits during 2021 and will continue services in 2022, and

WHEREAS this has been in the best interest of both units of government

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the Maintenance Agreement with the City of Mora for 2021 and 2022.

BE IT ALSO RESOLVED that the Chairperson is directed to sign the agreement.

MAINTENANCE AGREEMENT

Resolution Number 2022-1024

THIS AGREEMENT made and entered into by and between the City of Mora hereinafter referred to as the "Municipality" and the County of Kanabec hereinafter referred to as the "County".

WHEREAS; Chapter 162, Minnesota Statutes permits the County to designate certain roads and streets within the Municipality as County State Aid Highways, and

WHEREAS; the Municipality has concurred in the designation of the County State Aid Highways within its limits as identified in the County Board's resolution of July 8, 1957, and

WHEREAS; it is deemed to be in the best interest of all parties that the duties and responsibilities of both the Municipality and the County as to maintenance of said County State Aid Highways be clearly defined,

NOW THEREFORE, IT IS AGREED with regard to said County State Aid Maintenance: That the Municipality will be responsible for routine maintenance on the following highways:

CSAH 6 - from Grove Street to Jct. of TH 23	0.76 miles
CSAH 27 - from Jct. of CSAH 6 to Jct. of TH 23	0.70 mile
Total	<u>1.46 miles</u>

That routine maintenance shall consist of patching, crack sealing, striping, sweeping, snow and ice removal, drainage control, and traffic services. The Municipality shall not erect, construct, or maintain any regulatory and/or advisory signs or markers without first obtaining the approval of the County.

That when the Municipality deems it desirable to remove snow by hauling, it shall do so at its own expense. That the County will pay the Municipality for their work an amount equal to the average annual cost per mile for routine maintenance on rural County State Aid Highways, or as agreed to by both parties.


That for 2021 and 2022, the amount per mile to be paid the Municipality will be \$5,560.00 per mile and the total to be paid will be \$16,235.20

For the following years after 2022 the Municipality shall invoice the County the average yearly cost annually for the 1.46 miles. This agreement may be canceled or amended upon by either party upon 60 days written notice.

Adopted

October 18, 2022

Date



Mayor Skramstad

Attest:

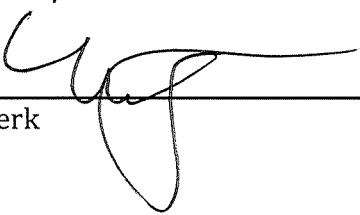
City Clerk Segelstrom

CERTIFICATION

I hereby certify that the above is a true and correct copy of the resolution duly passed, adopted and approved by the City Council of said City on

10/18/2022

Date



City Clerk

City

APPROVED AND ACCEPTED:
COUNTY OF KANABEC

Attest:

Chairman of the Board

County Coordinator

Detailed Intersection Information

Kanabec County Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
1	11.08	CSAH	11	MNTH-23 X-ING, MAHOGANY ST	★	★	★		★	★	★	★★★★★	\$ 751,000
2	11.09	CSAH	11	MNTH-23 X-ING (EAST)	★			★	★	★	★	★★★★★	\$ 436,000
3	5.15	CSAH	5	270TH AVE X-ING CR-74	★	★			★	★	★	★★★★★	\$ 91,000
4	12.02	CSAH	12	MNTH-23 X-ING		★			★	★	★	★★★★	\$ 1,574,000
5	4.12	CSAH	4	MNTH-65 X-ING, T-219 AHD	★	★				★	★	★★★★	\$ 902,000
6	20.02	CSAH	20	320TH AVE RT CR-83 (EAST)		★			★	★	★	★★★★	\$ 412,000
7	68.02	CNTY	68	MNTH-23 X-ING	★			★		★	★	★★★★	\$ 363,000
8	10.09	CSAH	10	MNTH-47 X-ING		★			★	★	★	★★★★	\$ 272,000
9	16.03	CSAH	16	MNTH-65 X-ING	★	★				★	★	★★★★	\$ 227,000
10	12.05	CSAH	12	200TH AVE LT CR-58		★			★	★	★	★★★★	\$ 136,000
11	70.03	CNTY	70	MNTH-23 X-ING		★		★		★	★	★★★★	\$ 136,000
12	28.01	CSAH	28	MNTH-107 & 70 X-ING, CR-42 BH	★			★		★	★	★★★★	\$ 115,000
13	20.03	CSAH	20	340TH AVE LT CR-84, CSAH-29 F		★			★	★	★	★★★★	\$ 103,000
14	11.04	CSAH	11	160TH AVE CSAH-17 LT	★	★			★	★		★★★★	\$ 91,000
15	69.01	CNTY	69	MNTH-23 X-ING	★	★				★	★	★★★★	\$ 91,000
16	41.03	CNTY	41	MNTH-70 LT & AHD MNTH-107 R	★			★		★	★	★★★★	\$ 48,000
17	8.06	CSAH	8	270TH AVE X-ING CR-88	★	★			★	★		★★★★	\$ 12,000
18	19.01	CSAH	19	KEYSTONE ST CR-77 RT	★	★				★	★	★★★★	\$ 12,000
19	60.01	CNTY	60	MNTH-23 X-ING, T-125 AHD	★	★				★	★	★★★★	\$ 12,000
20	5.04	CSAH	5	155TH AVE RT CR-66	★	★			★		★	★★★★	\$ -
21	11.11	CSAH	11	NAPLES ST CR-71 AHD, CSAH-1	★	★			★		★	★★★★	\$ -
22	11.06	CSAH	11	175TH AVE T-139 LT, CSAH-18 R					★	★	★	★★★	\$ 1,051,000
23	5.11	CSAH	5	MNTH-23 X-ING (WEST)	★					★	★	★★★	\$ 642,000
24	3.10	CSAH	3	RAINBOW ST CSAH-5 X-ING					★	★	★	★★★	\$ 606,000
25	1.08	CSAH	1	RAINBOW ST CSAH-5 X-ING					★	★	★	★★★	\$ 424,000
26	22.01	CSAH	22	MNTH-47 X-ING		★				★	★	★★★	\$ 330,000
27	14.01	CSAH	14	MNTH-23 X-ING					★	★	★	★★★	\$ 318,000
28	6.01	CSAH	6	MNTH-47 X-ING, 210TH ST BHD					★	★	★	★★★	\$ 309,000
29	24.03	CSAH	24	MNTH-65 X-ING (NORTH)					★	★	★	★★★	\$ 296,000
30	14.04	CSAH	14	MNTH-65 X-ING, T-138 AHD					★	★	★	★★★	\$ 251,000
31	3.06	CSAH	3	MNTH-65 X-ING, T-47 BHD (NOR					★	★	★	★★★	\$ 206,000
32	78.02	CNTY	78	MNTH-65 X-ING		★				★	★	★★★	\$ 206,000
33	47.01	CNTY	47	MNTH-65 X-ING, MNTH-70 AHD		★				★	★	★★★	\$ 194,000
34	3.05	CSAH	3	MNTH-65 X-ING, 290TH AVE AHD					★	★	★	★★★	\$ 184,000
35	3.07	CSAH	3	MAHOGANY ST T-33 LT, CR-78 F					★	★	★	★★★	\$ 136,000
36	5.01	CSAH	5	JCT MNTH-70, CR-43 BHD		★				★	★	★★★	\$ 115,000
37	3.11	CSAH	3	UNIFORM ST CSAH-20 X-ING					★	★	★	★★★	\$ 103,000
38	6.04	CSAH	6	JADE ST LT CSAH-8, T-116 RT					★	★	★	★★★	\$ 103,000
39	7.01	CSAH	7	MNTH-65 X-ING, T-226 BHD	★					★	★	★★★	\$ 103,000
40	7.02	CSAH	7	CR-45		★				★	★	★★★	\$ 103,000
41	11.01	CSAH	11	MNTH-65 X-ING (SOUTHEAST) 1	★					★	★	★★★	\$ 103,000
42	52.01	CNTY	52	MNTH-23 X-ING	★					★	★	★★★	\$ 103,000

Detailed Intersection Information

Kanabec County Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
43	3.08	CSAH	3	OLYMPIC ST CSAH-11 RT					★	★	★	★★★	\$ 91,000
44	3.09	CSAH	3	PILOT ST T-40 LT, CR-72 RT					★	★	★	★★★	\$ 91,000
45	41.01	CNTY	41	ISANTI CO CSAH-4 X-ING & BRAI			★			★	★	★★★	\$ 91,000
46	15.01	CSAH	15	MNTH-47 X-ING, MILLE LACS CO					★	★	★	★★★	\$ 24,000
47	4.06	CSAH	4	HARBOR ST LT CSAH-12, CR-48	★	★				★		★★★	\$ 12,000
48	1.09	CSAH	1	PINE CO CR-120 X-ING, CSAH-11					★	★	★	★★★	\$ 12,000
49	3.01	CSAH	3	MNTH-47 X-ING, MILLE LACS CO					★	★	★	★★★	\$ 12,000
50	11.02	CSAH	11	MNTH-65 X-ING (NORTHWEST) M	★					★	★	★★★	\$ 12,000
51	11.07	CSAH	11	183RD AVE CR-63 RT					★	★	★	★★★	\$ 12,000
52	53.03	CNTY	53	MNTH-23 X-ING, T-132 BHD	★					★	★	★★★	\$ 12,000
53	82.01	CNTY	82	MNTH-65 X-ING, MNTH-27 AHD		★				★	★	★★★	\$ 12,000
54	14.02	CSAH	14	IVORY ST RT CR-62	★	★			★			★★★	\$ -
55	5.09	CSAH	5	QUAIL ST LT CR-69 (EAST)	★	★					★	★★★	\$ -
56	6.03	CSAH	6	200TH AVE RT CSAH-12		★			★		★	★★★	\$ -
57	8.01	CSAH	8	220TH AVE X-ING CR-75		★			★		★	★★★	\$ -
58	10.02	CSAH	10	140TH AVE LT CR-51	★	★					★	★★★	\$ -
59	17.02	CSAH	17	NAPLES ST LT CR-89		★			★		★	★★★	\$ -
60	18.01	CSAH	18	NAPLES ST RT CR-89, CSAH-18		★			★		★	★★★	\$ -
61	20.01	CSAH	20	320TH AVE LT CR-83 (WEST)		★			★		★	★★★	\$ -
62	42.02	CNTY	42	MNTH-70 X-ING (WEST)		★		★			★	★★★	\$ -
63	42.04	CNTY	42	MNTH-107 & 70 X-ING (NORTH)		★		★			★	★★★	\$ -
64	64.03	CNTY	64	MNTH-23 X-ING	★			★			★	★★★	\$ -
65	77.02	CNTY	77	MNTH-65 X-ING, T-87 BHD (NOR	★	★					★	★★★	\$ -
66	2.03	CSAH	2	MNTH-65 X-ING						★	★	★★	\$ 950,000
67	19.03	CSAH	19	MNTH-65 X-ING, CR-87 AHD (NO						★	★	★★	\$ 720,000
68	20.06	CSAH	20	380TH AVE RT CSAH-30					★	★		★★	\$ 412,000
69	27.01	CSAH	27	FOREST AVE LT CSAH-6 RT & A			★			★		★★	\$ 378,000
70	11.03	CSAH	11	MNTH-70 X-ING					★	★		★★	\$ 342,000
71	1.03	CSAH	1	MAHOGANY ST CSAH-11 X-ING (★	★		★★	\$ 251,000
72	3.03	CSAH	3	HARBOR ST CSAH-15 LT					★	★		★★	\$ 182,000
73	26.02	CSAH	26	MNTH-47 X-ING, T-83 BHD (NOR						★	★	★★	\$ 182,000
74	12.01	CSAH	12	155TH AVE RT CR-62						★	★	★★	\$ 172,000
75	13.02	CSAH	13	MNTH-23 X-ING						★	★	★★	\$ 148,000
76	11.10	CSAH	11	220TH AVE CR-70 X-ING					★	★		★★	\$ 136,000
77	11.13	CSAH	11	250TH AVE CSAH-19 X-ING					★	★		★★	\$ 136,000
78	19.05	CSAH	19	PHEASANT ST CR-72 X-ING						★	★	★★	\$ 136,000
79	77.01	CNTY	77	MNTH-65 X-ING (SOUTH)						★	★	★★	\$ 136,000
80	70.01	CNTY	70	MNTH-65 X-ING						★	★	★★	\$ 127,000
81	68.03	CNTY	68	250TH AVE LT CR-86, PINE CO C						★	★	★★	\$ 103,000
82	18.03	CSAH	18	PLUM ST X-ING CR-65					★	★		★★	\$ 91,000
83	13.01	CSAH	13	BEAR ST CR-54 LT T-156 RT						★	★	★★	\$ 91,000
84	19.04	CSAH	19	MNTH-65 X-ING (SOUTH)						★	★	★★	\$ 91,000

Detailed Intersection Information

Kanabec County Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
85	5.06	CSAH	5	170TH AVE LT CSAH-18, CR-67 F					★	★		★★	\$ 12,000
86	5.14	CSAH	5	250TH AVE LT CSAH-19, CR-86 F					★	★		★★	\$ 12,000
87	19.06	CSAH	19	QUAIL ST CR-73 X-ING						★	★	★★	\$ 12,000
88	61.01	CNTY	61	MNTH-65 X-ING, T-163 AHD						★	★	★★	\$ 12,000
89	14.03	CSAH	14	JADE ST RT CR-61		★			★			★★	\$ -
90	3.04	CSAH	3	JADE ST CSAH-8 RT		★			★			★★	\$ -
91	1.04	CSAH	1	NAPLES ST CR-63 RT					★		★	★★	\$ -
92	1.05	CSAH	1	OLYMPIC ST CR-64 X-ING					★		★	★★	\$ -
93	1.06	CSAH	1	PLUM ST CR-65 RT					★		★	★★	\$ -
94	1.07	CSAH	1	QUAIL ST CR-69 LT					★		★	★★	\$ -
95	3.02	CSAH	3	FLINTSTONE ST CR-79 LT					★		★	★★	\$ -
96	4.01	CSAH	4	DELTA ST LT CSAH-10, T-197 RT					★		★	★★	\$ -
97	4.02	CSAH	4	EAGLE ST LT CR-50, T-198 RT					★		★	★★	\$ -
98	4.03	CSAH	4	MNTH-47 X-ING (SOUTH)					★		★	★★	\$ -
99	4.05	CSAH	4	GARDEN ST LT T-189, CR-48 RT		★					★	★★	\$ -
100	4.08	CSAH	4	IMPERIAL ST AHD CR-47, CSAH-		★					★	★★	\$ -
101	5.05	CSAH	5	160TH AVE LT CR-65 (SOUTH)					★		★	★★	\$ -
102	5.07	CSAH	5	185TH AVE LT CR-65 (NORTH)					★		★	★★	\$ -
103	5.08	CSAH	5	RAINBOW ST RT CR-68		★					★	★★	\$ -
104	5.10	CSAH	5	210TH AVE LT CR-69 (WEST)		★					★	★★	\$ -
105	6.02	CSAH	6	GARDEN ST LT T-106, CR-59 RT					★		★	★★	\$ -
106	8.02	CSAH	8	230TH AVE X-ING CR-76 SEG #1					★		★	★★	\$ -
107	8.04	CSAH	8	245TH AVE LT CR-76 SEG #2 (MI					★		★	★★	\$ -
108	10.04	CSAH	10	160TH AVE LT CR-53 (SOUTH)		★					★	★★	\$ -
109	10.05	CSAH	10	160TH AVE RT CR-53, CSAH-10 (★					★	★★	\$ -
110	10.10	CSAH	10	180TH AVE X-ING CR-55					★		★	★★	\$ -
111	10.11	CSAH	10	190TH AVE LT T-120, CR-57 RT					★		★	★★	\$ -
112	10.13	CSAH	10	230TH AVE X-ING CSAH-26, T-19					★		★	★★	\$ -
113	11.05	CSAH	11	CSAH-17 RT					★		★	★★	\$ -
114	11.12	CSAH	11	240TH AVE CR-72 RT (SOUTH)					★		★	★★	\$ -
115	11.14	CSAH	11	260TH AVE CR-72 RT (NORTH)					★		★	★★	\$ -
116	12.03	CSAH	12	180TH AVE X-ING CR-60					★		★	★★	\$ -
117	12.04	CSAH	12	190TH AVE LT CR-57					★		★	★★	\$ -
118	17.03	CSAH	17	OLYMPIC ST LT CR-64					★		★	★★	\$ -
119	17.04	CSAH	17	PLUM ST LT CR-65, CSAH-17 TU					★		★	★★	\$ -
120	18.02	CSAH	18	OLYMPIC ST X-ING CR-64					★		★	★★	\$ -
121	20.05	CSAH	20	370TH AVE LT CR-85, T-15 RT					★		★	★★	\$ -
122	24.01	CSAH	24	MNTH-65 X-ING (SOUTH)					★		★	★★	\$ -
123	25.01	CNTY	25	IVORY ST LT CR-80, T-38 RT		★					★	★★	\$ -
124	42.05	CNTY	42	QUEEN ST X-ING CR-43, T-183 B		★					★	★★	\$ -
125	44.01	CNTY	44	MNTH-70 X-ING (EAST)		★					★	★★	\$ -
126	59.01	CNTY	59	180TH AVE X-ING CR-60		★					★	★★	\$ -

Detailed Intersection Information

Kanabec County Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
127	78.01	CNTY	78	MNTH-65 X-ING (SOUTH)		★					★	★★	\$ -
128	90.01	CNTY	90	MNTH-47 X-ING		★					★	★★	\$ -
129	41.02	CNTY	41	QUEEN ST X-ING CR-43						★		★	\$ 103,000
130	53.02	CNTY	53	180TH AVE X-ING CR-55, T-132 E						★		★	\$ 91,000
131	49.01	CNTY	49	CABLE ST LT CR-52						★		★	\$ 12,000
132	70.02	CNTY	70	MAHOGANY ST X-ING CR-71						★		★	\$ 12,000
133	8.03	CSAH	8	240TH AVE LT CSAH-26					★			★	\$ -
134	10.12	CSAH	10	205TH AVE LT CR-56					★			★	\$ -
135	20.04	CSAH	20	355TH AVE RT CSAH-21					★			★	\$ -
136	5.02	CSAH	5	CSAH-17 X-ING (WEST)		★						★	\$ -
137	8.05	CSAH	8	260TH AVE LT CR-76 SEG #1, CS					★			★	\$ -
138	24.02	CSAH	24	MAHOGANY ST LT T-33, CR-82 F					★			★	\$ -
139	43.01	CNTY	43	ISANTI CO CSAH-4 X-ING & CR-5			★					★	\$ -
140	72.01	CNTY	72	270TH AVE RT CR-74, CR-72 TUF		★						★	\$ -
141	76.01	CNTY	76	CR-77 RT		★						★	\$ -
142	15.02	CSAH	15	315TH AVE LT CR-25					★			★	\$ -
143	81.01	CNTY	81	MILLE LACS CO CR-31 RT & BHC		★						★	\$ -
144	2.02	CSAH	2	JADE ST LT CR-61, T-171 RT							★	★	\$ -
145	4.04	CSAH	4	MNTH-47 X-ING (NORTH)							★	★	\$ -
146	4.11	CSAH	4	MAHOGANY ST LT CR-46, T-218							★	★	\$ -
147	5.16	CSAH	5	320TH AVE RT CR-83, CSAH-5 TI							★	★	\$ -
148	5.17	CSAH	5	VELVET ST X-ING CSAH-20, T-29							★	★	\$ -
149	7.03	CSAH	7	MNTH-70 X-ING, OLYMPIC ST AF							★	★	\$ -
150	10.01	CSAH	10	130TH AVE X-ING CR-49							★	★	\$ -
151	16.01	CSAH	16	105TH AVE LT CR-47							★	★	\$ -
152	16.02	CSAH	16	110TH AVE RT CR-46							★	★	\$ -
153	19.02	CSAH	19	LEGEND ST CR-78 X-ING							★	★	\$ -
154	25.02	CNTY	25	MNTH-65 X-ING							★	★	\$ -
155	26.01	CSAH	26	MNTH-47 X-ING, 230TH AVE T-90							★	★	\$ -
156	26.03	CSAH	26	IMPERIAL ST X-ING CR-76							★	★	\$ -
157	42.03	CNTY	42	MNTH-70 X-ING (EAST)							★	★	\$ -
158	46.01	CNTY	46	MNTH-65 X-ING							★	★	\$ -
159	46.02	CNTY	46	MNTH-70 X-ING, T-225 AHD							★	★	\$ -
160	49.03	CNTY	49	MNTH-47 X-ING, T-177 AHD							★	★	\$ -
161	53.04	CNTY	53	MNTH-47 X-ING, T-144 AHD							★	★	\$ -
162	55.01	CNTY	55	MNTH-47 X-ING							★	★	\$ -
163	57.01	CNTY	57	MNTH-47 X-ING							★	★	\$ -
164	57.02	CNTY	57	GARDEN ST X-ING CR-59							★	★	\$ -
165	58.01	CNTY	58	MNTH-47 X-ING							★	★	\$ -
166	64.02	CNTY	64	210TH AVE X-ING CR-69 (NORTH)							★	★	\$ -
167	65.01	CNTY	65	160TH ST AT PLUM ST CR-65 SE							★	★	\$ -
168	65.02	CNTY	65	185TH AVE AT PLUM ST RT CR-6							★	★	\$ -

Detailed Intersection Information

Kanabec County Rural Intersection Prioritization

Rank	Int #	Sys	#	Intersection Description	Skew	On/Near Curve	Development	RR Xing	Previous STOP (>5mi)	Total Crashes	Ratio (Min/Maj)	Priority	Crash Cost
169	68.01	CNTY	68	225TH AVE LT CR-70							★	★	\$ -
170	68.04	CNTY	68	270TH AVE X-ING CR-74							★	★	\$ -
171	70.04	CNTY	70	PLUM ST LT CR-72							★	★	\$ -
172	75.01	CNTY	75	JOPLIN ST X-ING CR-76							★	★	\$ -
173	79.01	CNTY	79	MNTH-47 X-ING							★	★	\$ -
174	80.01	CNTY	80	MNTH-27 X-ING, T-11 AHD							★	★	\$ -
175	4.10	CSAH	4	KING RD X-ING CSAH-16 (SOUTH)									\$ -
176	42.01	CNTY	42	ISANTI CO CR-54 RT & BHD									\$ -
177	53.01	CNTY	53	190TH AVE X-ING CR-57									\$ -
178	67.01	CNTY	67	PINE CO CR-120 X-ING									\$ -
179	2.01	CSAH	2	HARBOR ST X-ING CSAH-12, T-1									\$ -
180	4.07	CSAH	4	126TH AVE LT CR-47, CSAH-4 TL									\$ -
181	4.09	CSAH	4	KING RD X-ING CSAH-16, T-204 /									\$ -
182	48.01	CNTY	48	ISANTI CO CSAH-22 RT & BHD									\$ -
183	49.02	CNTY	49	EAGLE ST X-ING CR-50									\$ -
184	51.01	CNTY	51	CABLE ST X-ING CR-52									\$ -
185	64.04	CNTY	64	220TH AVE LT CR-70, T-209 RT									\$ -
186	73.01	CNTY	73	270TH AVE X-ING CR-74									\$ -
187	10.03	CSAH	10	150TH AVE RT CR-50									\$ -
188	58.02	CNTY	58	GARDEN ST X-ING CR-59									\$ -
189	64.01	CNTY	64	200TH AVE LT CR-69, T-119 RT (\$ -
190	66.01	CNTY	66	155TH AVE X-ING CR-66 AT UNIC									\$ -

Totals
%

Total Stars -- 27 53 4 8 79 78 143
% That Gets Star -- 14% 28% 2% 4% 42% 41% 75%

★★★★★★	0	0%
★★★★★★	1	1%
★★★★★★	2	1%
★★★★	18	9%
★★★	44	23%
★★	63	33%
★	46	24%
-	16	8%
	190	100%

Stars	
Skew	- If intersection is skewed at an angle of 15 degrees or greater.
On/Near Curve	- If intersection is on or within 1,000 feet of curve.
Development	- If intersection aerial shows a commercial development with access near intersection.
RR Xing	- If intersection has a railroad crossing on any approach within 500 feet.
Previous STOP (>5 mi)	- If minor leg of intersection's previous STOP sign is greater then 5 miles away.
Total Crashes	- If intersection has at least 1 crash.
Ratio (Min/Maj)	- If intersection has an ADT ratio in the range of 0 to 0.39.

10:45am Appointment

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: IUP Application	b. Origination: Planning Commission
c. Estimated time: 20 minutes	d. Presenter(s): Ryan Carda & Anup Dangol

e. Board action requested:

Approval of the Interim Use Permit (IUP) application for a vacation rental based on the recommended approval of the Interim Use Permit to the County Board by the Planning Commission with the conditions that the property owners must install an egress window in the loft area that meets the Minnesota State Building Code requirements prior to its use as a sleeping area, the scale drawing be revised to include more dimensions and a scaled layout, and the flow meter on the septic system be verified and documented.

f. Background:

All application materials are attached.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



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

October 28, 2022

Kanabec County
Board of Commissioners

RE: IUP Application – Vacation Rental, 2633 Pine Lane, Mora – Anup & Sabina Dangol

Board of Commissioners:

During the October 24th, 2022 Planning Commission meeting, the Interim Use Permit application submitted by Anup & Sabina Dangol for a vacation rental at 2633 Pine Lane, Mora was recommended for approval with the following conditions:

- The property owners must install an egress window in the loft area that meets the Minnesota State Building Code requirements prior to its use as a sleeping area
- The scale drawing be revised to include more dimensions and a scaled layout
- The flow meter on the septic system be verified and documented

The scale drawing and flow meter picture have been included added to the application packet. Regarding the egress window, the property owner will work with the Environmental Services Office to have the window verified prior to allowing guests to sleep in the loft area.

Thank you,
Kanabec County Environmental Services

PINE LANE

SCALE
1:24



260ft

WOODED AREA
PINE TREES

Driveway

PARKING AREA



PARKING AREA

WELL

41ft

35ft

35ft

35ft

SEPTIC SYSTEM

70ft

50ft

178ft

WOODED AREA
PINE TREES





Kanabec County Environmental Services
903 Forest Ave East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Interim Use Permit Application

Application Fee: \$670

As set forth in Section 3.7 of Ordinance #5 Ordinance of Shoreland Areas of Kanabec County, Minnesota.

Property Owner: Anup Dangol
Phone & Email: 320-469-4185 | dangol.anup@gmail.com
Mailing Address: 206 Ulmer Drive, Lino Lake, MN
Property Address: 2633 Pine Lane, Mora, MN, 55051
Parcel ID Number: 04.02425.00
Sec/Twp/Range: Comfort

Zoning District: Shoreland

- ☒ Vacation Rental Home Section 6.2 of Ordinance #5
☐ Home Occupation Section 8.4 of Ordinance #5

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a interim use permit stated in Section 3.7 of Ordinance #5 (attached). Provide a detailed description and reason for the request that addresses the following:

1. Describe the existing use of the property.
2. Does the proposal involve any new buildings or additions?
3. Does the interim use conform with the County Comprehensive Plan and the zoning regulation requirements within the proposed district? ☐ yes ☐ no
4. Explain any land alteration including vegetation removal/grading & filling
5. Number of daily occupants on the premises (employees/customers)
6. Describe water and septic usage and locations of facilities.
7. The interim use will provide adequate access to a public road to not cause traffic hazards or congestion on the adjacent public roads and that there are sufficient off-street parking and loading space to serve the proposed use.

Buildings and Setbacks (As shown on site plan) Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, buildings, roads, wetlands, etc.

Structure type: Single Family Home
Dimensions of structure: 758sqft Height: _____
Distance of proposed dwelling to primary dwelling: _____
Lot size (approx. acres): 1
Setback: _____ Shoreland OHW Setback: _____
Road Type: Township X County _____ State Highway _____
Front Setback: 110ft ROW Setback: _____ Centerline Setback: _____
Rear Setback: 50ft Side Setback: 70ft Side Setback: 40ft

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

Environmental Services Office Use only

Zoning District: <u>Shoreland</u>	Lake/River/Stream: <u>Quamby / Mud Lake</u>
Proposed Use: <u>VR</u>	Sec. of Ord.: <u>6.2</u>
Meeting Date: <u>10/24/2022</u>	Reviewed for Accuracy by: <u>Ryan Carde</u>
(Date shall not be scheduled until staff confirms receipt of all materials)	
Application approved <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	
Date/time and place of hearing: _____	
Application approved by: _____	
Planning Commission Chairman	
Interim Use Permit issued in accordance with and in compliance with conditional requirements and special regulations and MN DNR notified this _____ day of _____ 20__	

INTERIM USE CHECK LIST

- 1) ☒ A site visit with Environmental Services staff is required.
- 2) ☒ Provide applicant with a copy of Section 3.7 of Ordinance #5 Ordinance for the Management of Shoreland Areas "Criteria for granting Interim Use Permits"
- 3) ☒ **Application packet** is completed and signed
- 4) ☒ Applicant must provide **evidence of ownership**. (A valid purchase agreement is acceptable.)
- 5) ☒ Copy of the complete legal is needed for recording.
- 6) ☒ **A detailed sketch**, to scale, with a north arrow, of property is attached (show buildings, distance to property lines, septic, well, roads (name & number), driveway, wetlands, physical features and any other ordinance requirements.
- 7) ☒ **Clearly identify** proposed structure(s), driveways, septic, fences, etc.
- 8) ☒ A **Compliance Inspection** report must be provided for any existing sewage treatment system on the affected property at the time of application for a IUP.
- 9) N/A If the application is for a **new building** that will generate waste water/have plumbing, it must be able to support **TWO "STANDARD"** sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site).
- 10) N/A Access approval from road authority if new access is proposed.
- 11) ☒ **Completed description of the request and statement of justification** is attached.
- 12) ☒ **Application Fee of \$670.**
Fees are non-refundable
- 13) _____ Applicant (or their representative) must be present at the Planning Commission public hearing.
- 14) _____ If the IUP is denied, by the Planning Commission, it cannot be resubmitted for six months.
- 15) _____ **Conditions may be included** on granted IUP's.
- 16) _____ **Granted Interim Use Permits become void** if applicant does not proceed substantially **within one year** of the date the IUP is granted.
- 17) _____ The IP deals **only with the use** of the property. A **Land Use Permit** is required prior to construction of any structures.

NOTE: A Public Hearing will be scheduled for the next available Planning Commission meeting only if the applicant provides all the required information prior to the application deadline. State of Minnesota Law requires public notification for at least 10 days prior to the hearing.

*** Applicant is responsible for utilizing accurate property boundaries in submitted documents.**

Applicant _____

09/26/2022
Date

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 – Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 – Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 – Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water area.

Type 4 – Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.

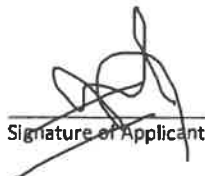
Type 5 – Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 – Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 – Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.


Signature of Applicant

09/26/2022
Date

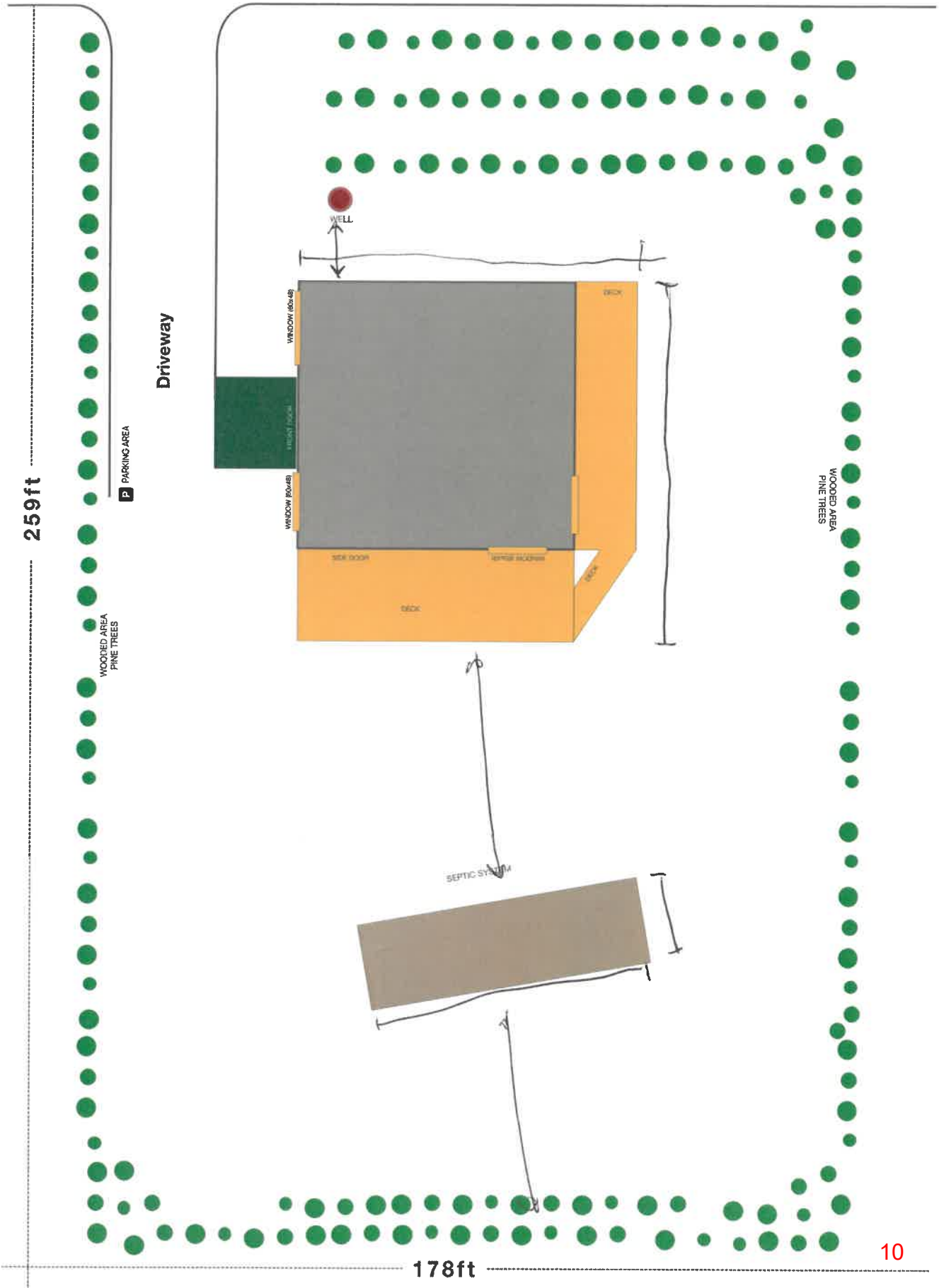
REQUIREMENTS FOR THE SITE SKETCH

- Drawn to Scale;
- North Directional Arrow;
- Dimensions of lot
- Location of existing or proposed septic system (if applicable);
- Road/street names;
- Location of existing and proposed structures, showing all setbacks (including road right of way, side, front and rear yard, shoreline, ordinary high water mark (OHWL);
- Driveway location;
- Location of well (if applicable);
- Location of adjacent existing buildings;
- Location of Wetland areas, fill and grading/vegetation alteration limits, floodplain (if applicable);
- Other information as may be requested or required by ordinance

1 inch = 30 ft



PINE LANE



Legal Description of property:

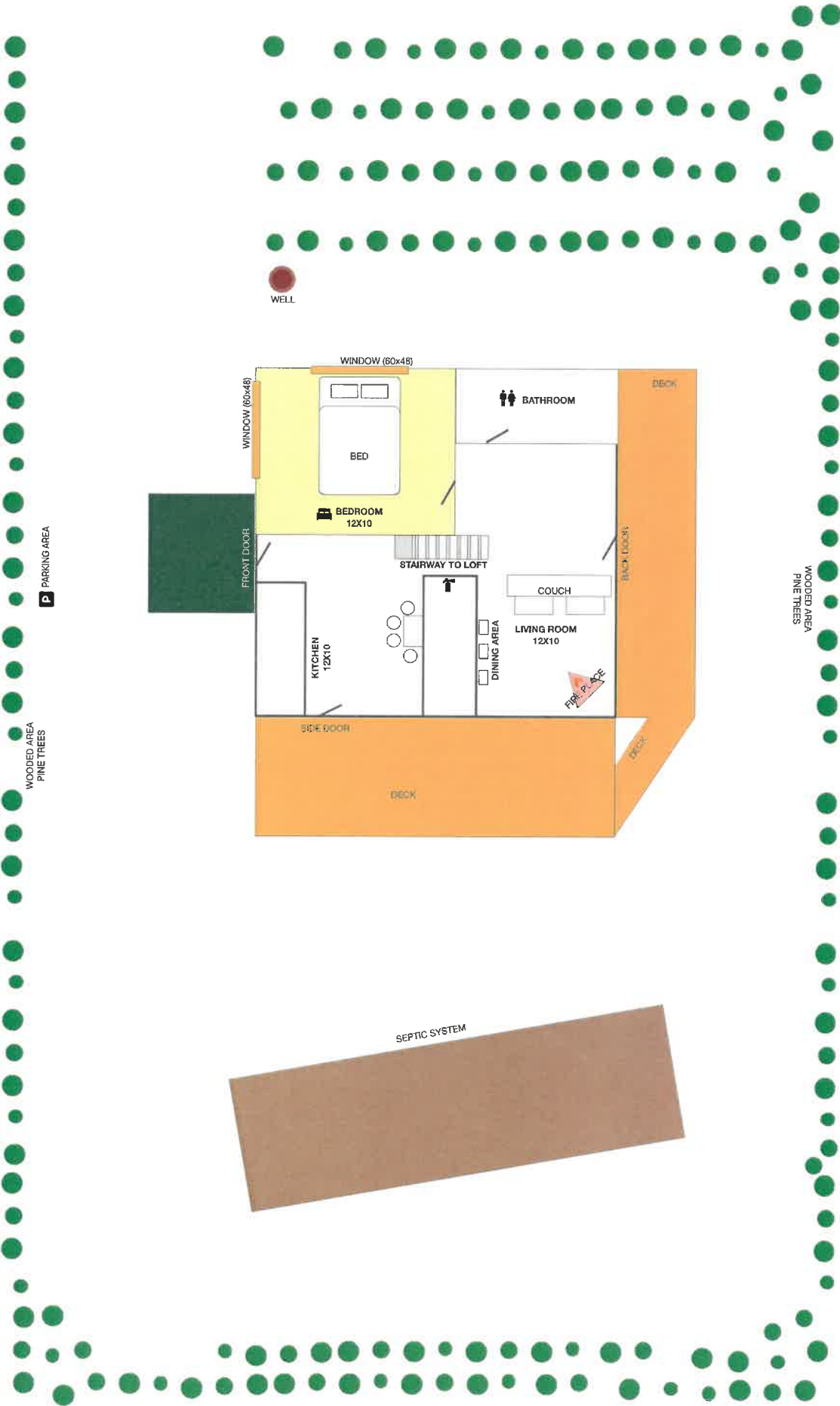
Sect-02 Twp-039 Range-023 BLAKE'S PINES Lot-002 Block-003

Reason for the Request

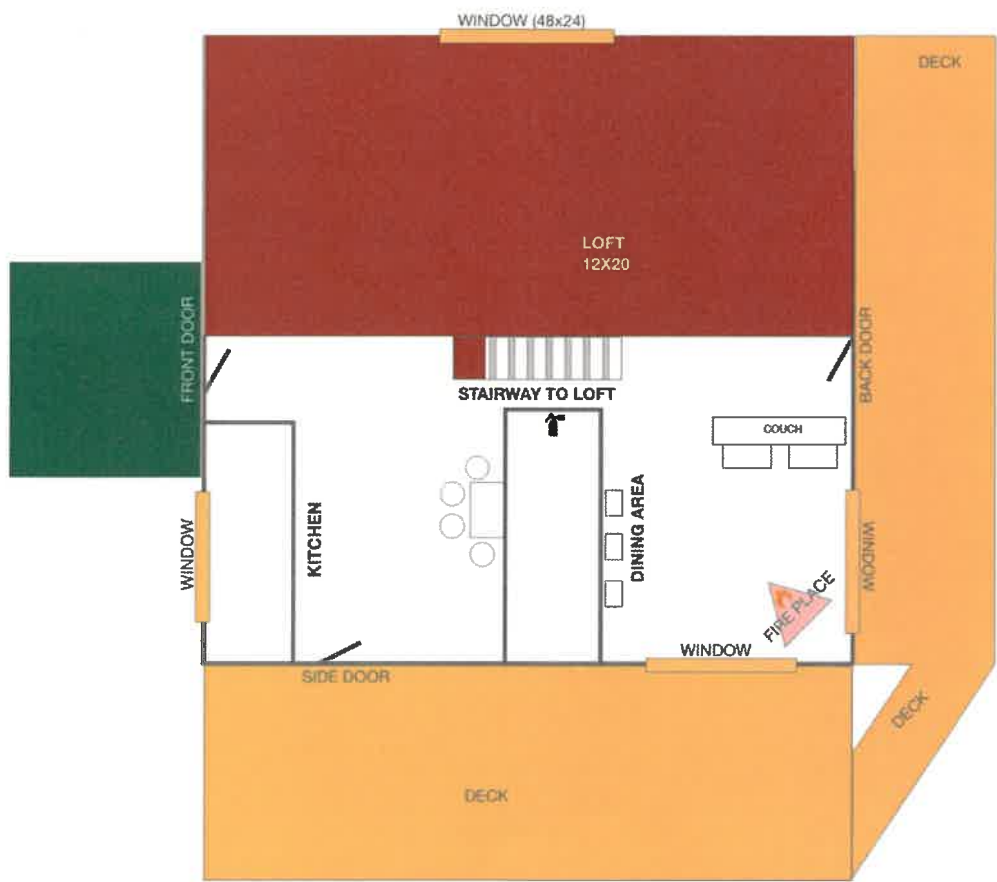
Currently, the property is being used as occasional vacation home. There are no additions to current structures.

We are submitting a request for short term rental license for 2633 pine lane, Mora, MN. We plan to share this beautiful place to families who share the same interests as us, that is to explore the area and enjoy the peaceful lakes in and around city of Mora. The maximum number of daily occupants will be 4. Both septic and well are newly built and approved by the Kanabec county. We have enough parking on the driveway and guests are only allowed to park on our driveway.

Peaceful Cabin in the Woods | 2633 Pine Lane, Mora, MN



Peaceful Cabin in the Woods I 2633 Pine Lane, Mora, MN





Minnesota Department of Health
Food, Pools & Lodging Services
P.O. BOX 64975
ST. PAUL, MN 55164-0975
651-201-4500

Type: Construction
Date: 08/22/22
Time: 10:30:00
Report: 1017221038

Lodging Establishment Inspection Report

Page 1

Location:

Sabina and Anup Shrestha - VHR
2633 Pine Lane
Mora, MN55051
Kanabec County, 33

Establishment Info:

ID #: 0040712
Risk:
Announced Inspection: No

License Categories:

HOSP, FBLB, FBHM

Expires on: 12/31/22

Operator:

Phone #:
ID #:

The violations listed in this report include any previously issued orders and deficiencies identified during this inspection. Compliance dates are shown for each item.

No NEW orders were issued during this inspection.

THIS INSPECTION WAS CONDUCTED AS A PRE-OPENING INSPECTION ON PLAN REVIEW # 230125.

THE WINDOW IN THE LOFT AREA DOES NOT MEET EGRESS AND THEREFORE THE LOFT IS NOT APPROVED FOR SLEEPING QUARTERS.

THE VACATION RENTAL IS APPROVED TO OPEN, WITH THE ABOVE PROVISION.

NOTE: Plans and specifications must be submitted for review and approval prior to new construction, remodeling or alterations to the premises or its facilities.

I acknowledge receipt of the Minnesota Department of Health inspection report number 1017221038 of 08/22/22.

Signed: _____

Establishment Representative


Signed:  _____

INSPECTOR ID # 1017

651-201-4500
health.foodlodging@state.mn.us



Kanabec County
Environmental Services
CERTIFICATE OF COMPLIANCE FOR SSTS INSTALLATION

Property Information	
Property Owners Name	MN Lakeplace CO
Property Address	2633 Pine Lane, Mora, MN 55051
Mailing Address	2633 Pine Lane, Mora, MN 55051
Legal Description or Lot & Block	Sec 02 Twp 039 Rng 023
Property I.D.#	R 04.02425.00
Licensed Septic Professional Information	
Designer/Lic #	Jensen Backhoe LLC #346
Contact info	Hinckley, MN
Installer/Lic #	Jensen Backhoe LLC #346
Contact info	Hinckley, MN
Replacement/New	New
Tank-Type/Size/Material	Knife River 1500C
System Type	Type III Mound
System Sizing	2bdr/300GPD
Monitoring/Pumping/Maintenance	on file
Soils verified	as stated on design
3' of vertical separation verified	as stated on design
Certification	
<p>I hereby certify as a State of Minnesota Licensed Inspector, Designer 1 or Qualified Employee, that my observations recorded on this form are accurate as of the date below for the site listed. No determination of future hydraulic performance can be made due to unknown conditions during system construction, future water usage over the life of the system, abuse of the system and/or inadequate maintenance all of which will adversely affect the life of the system.</p>	
Inspector Information	
Name	Ryan Carda
Phone	320-679-6456
Registration	C1841
Signature	
Date	06/27/2022
New installation certificate of compliance are valid for 5 years per MN Rules 7080.0700 subp.3 G	

Field Engineering, Inc.

WATER ANALYSIS

7608 119th Lane North - Champlin, Minnesota 55316

18 July 2022

Telephone: 763-427-0826
FED. ID # 411443773

To: HUSNIK WELL CO
32920 ERIE CIR
STACY, MN 55079

Test #: 159157
Time: 10:15 AM
From: Outside faucet
Date collected: 14 July 2022
Date in lab: 15 July 2022
Unique #: 876583
Lab ID #: 22-6810 G22-128
Lic. #: 1646-A

RE: Water test at: 2633 Pine Ln; Mora, MN

Owner: Steve Vennemann

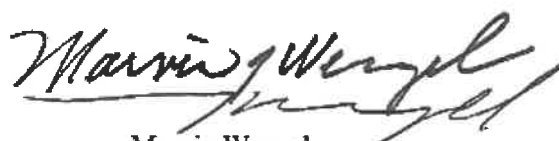
Field Engineering personnel in conjunction with Twin City Water Clinic tested the water that was drawn by Mike Husnik at the above address and the results were as follows:

<u>Test</u>	<u>Maximum limit</u>	<u>Results</u>	<u>Remarks</u>
Coliform Bacteria - SM9222B	Absent	Present	FAILED
Nitrate Nitrogen - SM4500	10 mg/L	less than 1.0 mg/L	
Arsenic - SM3113B	10.0 µg/L	3.64 µg/L	

E-coli Bacteria - SM9222B	Absent	Absent
---------------------------	--------	--------

This water DOES NOT meet state, conventional, FHA, VA, and U.S.P.H.S. guidelines for the tests listed above. Twin City Water Clinic is certified to perform these tests by the Minnesota Department of Health certificate #027-053-119 and Wisconsin Department of Agriculture certificate #105-10117. This report must not be reproduced, except in full, without the written approval from Twin City Water Clinic and Field Engineering, Inc.

Sincerely Yours,


Marvin Wenzel

Field Engineering, Inc.

WATER ANALYSIS

7608 119th Lane North - Champlin, Minnesota 55316

1 August 2022

Telephone: 763-427-0826
FED. ID # 411443773

To: HUSNIK WELL CO
32920 ERIE CIR
STACY, MN 55079

Test #: 159290
Time: 5:45 PM
From: Kitchen faucet
Date collected: 28 July 2022
Date in lab: 29 July 2022
Unique #: 876583
Lab ID #: 22-7431 G22-261
Lic. #: 1646-A

RE: Water test at: 2633 Pine Ln; Mora, MN

Owner: Anup Dangol

Field Engineering personnel in conjunction with Twin City Water Clinic tested the water that was drawn by Mike Husnik at the above address and the results were as follows:

<u>Test</u>	<u>Maximum limit</u>	<u>Results</u>	<u>Remarks</u>
Coliform Bacteria - SM9222B	Absent	Absent	

This water DOES meet state, conventional, FHA, VA, and U.S.P.H.S. guidelines for the tests listed above. Twin City Water Clinic is certified to perform these tests by the Minnesota Department of Health certificate #027-053-119 and Wisconsin Department of Agriculture certificate #105-10117. This report must not be reproduced, except in full, without the written approval from Twin City Water Clinic and Field Engineering, Inc.

Sincerely Yours,



Marvin Wenzel

PURCHASE AGREEMENT

486. Page 12 Date June 11 2022

487. Property located at 2633 Pine Ln

Mora

MN 55051

488. I agree to sell the Property for the price and on the
489. terms and conditions set forth above.

490. I have reviewed all pages of this Purchase
491. Agreement.

492. ☒ If checked, this Purchase Agreement is subject to
493. attached Addendum to Purchase Agreement:
494. Counteroffer and the Final Acceptance Date shall be
495. noted on the Addendum.

I agree to purchase the Property for the price and on
the terms and conditions set forth above.
I have reviewed all pages of this Purchase
Agreement.

496. **FIRPTA:** Seller represents and warrants, under penalty
497. of perjury, that Seller ☐ IS ☒ IS NOT a foreign person (i.e., a
----- (Check one.) -----

498. non-resident alien Individual, foreign corporation, foreign
499. partnership, foreign trust, or foreign estate for purposes of
500. income taxation. (See lines 429-442.) This representation
501. and warranty shall survive the closing of the transaction
502. and the delivery of the deed.

503. X Steve Vennemann 06/12/22
(Seller's Signature) (Date)

X Anup Dangol 06/11/2022
(Buyer's Signature) (Date)

504. X _____
(Seller's Printed Name)

X Anup Dangol
(Buyer's Printed Name)

505. X _____
(Seller's Signature) (Date)

X Sabina Shrestha Dangol 06/11/2022
(Buyer's Signature) (Date)

506. X _____
(Seller's Printed Name)

X Sabina Shrestha Dangol
(Buyer's Printed Name)

507. **FINAL ACCEPTANCE DATE:** 5-13-2022 The Final Acceptance Date
508. is the date on which the fully executed Purchase Agreement is delivered.

509. **THIS IS A LEGALLY BINDING CONTRACT BETWEEN BUYER(S) AND SELLER(S).**
510. **IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.**

511. I ACKNOWLEDGE THAT I HAVE RECEIVED AND HAVE HAD THE OPPORTUNITY TO REVIEW THE DISCLOSURE
512. STATEMENT: ARBITRATION DISCLOSURE AND RESIDENTIAL REAL PROPERTY ARBITRATION AGREEMENT,
513. WHICH IS AN OPTIONAL, VOLUNTARY AGREEMENT SEPARATE FROM THIS PURCHASE AGREEMENT.

514. SELLER(S) Steve Vennemann 06/12/22

BUYER(S) Anup Dangol

515. SELLER(S) _____

BUYER(S) Sabina Shrestha Dangol

(Top 3 inches reserved for recording data)

WARRANTY DEED
Business Entity to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.7 (2016)

eCRV No.: _____
DEED TAX DUE: \$650.10

DATE: July 15, 2022

FOR VALUABLE CONSIDERATION, MN Lakeplace Co , a Corporation under the laws of Minnesota ("Grantor"), hereby conveys and warrants to Anup Dangol and Sabina Sherestha Dangol ("Grantee"), as

(Check only one box) ☐ tenants in common, (if more than one Grantee is named above and either no box is checked or both boxes
☒ joint tenants, are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in County, Minnesota, legally described as follows:
SEE ATTACHED

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

☐ The Seller certifies that the Seller does not know of any wells on the described real property.

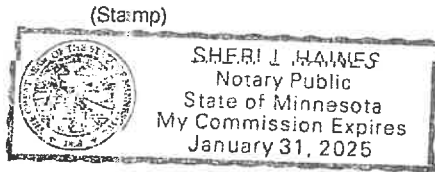
☒ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____).

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor



Steve Vennemann

State of , County of WashingtonThis instrument was acknowledged before me on 7/5/22, by Steve Vennemann as President of MN Lakeplace Co.

[Signature]
(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Absolute Title Support
11599 West Point Douglas Rd S
Hastings, MN 55033

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED
IN THIS INSTRUMENT SHOULD BE SENT TO:
Anup Dangol and Sabina Sherestha Dangol

File No.: 22-4498

Guest Handbook

Peaceful Cabin in the Woods

2633 Pine Lane, Mora, MN

Please scan this to join Wifi



Contact: Anup Dangol | 320-469-4185



Quiet Hours: 10 PM to 8 AM



Max. Guest Allowed: 4



No Pets Allowed

Guest Handbook

Peaceful Cabin in the Woods

2633 Pine Lane, Mora, MN

Fire pit Usage:

- You are welcome to use the fire pit in the backyard, weather permitting. It would be the guests responsibility to ensure the weather condition is not dangerous.
- Only use well-seasoned dry wood to reduce smoke.
- Don't burn dangerous things like aerosol cans, pressurized containers, glass or aluminum cans. They could explode, shatter and/or create harmful fumes or dust.
- Make sure children and pets are supervised near the fire. Never leave your campfire unattended.
- Extinguishing Your Campfire
- Allow the wood to burn completely to ash, if possible.
- Pour water on the fire. Drown ALL embers, not just the red ones.
- Pour until hissing sound stops.

Property Perimeter

- On the left of the property, we have a blue/white rope on the left side of the property, tree lining on the right of the property and a twine rope on the back as the property perimeter indicators.
- Guest should remain within those markers to not trespass on to the adjoining properties.

Guest Handbook

Peaceful Cabin in the Woods

2633 Pine Lane, Mora, MN

Garbage Disposal

- Please trash garbage in an assigned bins.
Please tie up the garbage bag at the end of your stay before you leave and the host or cleaner will come to take it out.
- Do not leave garbage outside, that could attract animals.
- Do not dispose any food particles down the drain, it should be trashed in the bin instead.

Parking

- Parking is only allowed in the driveway.
- Street Parking is not allowed. Vehicles parked illegally or on the street may be towed and any insured fines/towing fees are the sole responsibility of the vehicle owner.
- Overnight parking only allowed for the guests under the booking.

Cooking

- Cooking stove/oven should only be used for intended use.
- Do not leave the stove/oven turned on unattended.
- Guests should clean any spills that may result in permanent damage to the cooktop and may result in appropriate charges from the damage deposit.

EMERGENCY CONTACT INFORMATION

Mora Hospital

301 Highway 65 S, Mora, MN 55051-1899

320.679.1212

Kanabec County Sheriff's Office

320-679-8400

Mora Fire Department

320-679-5837

For any other questions/ issues

Call your Host- Anup

320-469-4185



In an Emergency Dial 911

Peaceful Cabin in the Woods

2633 Pine Lane, Mora, MN

Vacation/Private Home Rental Checklist (prior to application):

- ☒ Home owner must inhabit the home for no less than 30 days per year.
- ☒ Rental has a Minnesota Department of Health Lodging License.
- ☒ Floor plan drawing including number of bedrooms with dimensions and other sleeping accommodations.
- ☒ A to-scale site plan showing location and dimensions of property lines, primary structure, accessory structures, parking areas, shore recreational facilities, and septic system.
- ☒ Emergency contact information (police, fire, hospital, septic pumper, etc.) is posted in the home
- ☒ Current compliance inspection on the septic system.
- ☒ Current water test from an accredited laboratory with results for nitrate nitrogen and coliform bacteria.
- ☒ Garbage disposal plan.
- ☒ Pet policy for the guests.
- ☒ Dimensions and style of egress windows submitted in a drawing for each bedroom and room that will be used for sleeping. Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code.
- ☒ Overnight occupancy limited to no more than:

- Two (2) persons per bedroom plus two (2) additional persons per building
- OR
- No more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle

Whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.

- Property is approved for 4 overnight guests (from Environmental Services Department).
- ☒ Vacation/private home rental is connected to an approved SSTS. The use of holding tanks for vacation/private home rental units shall be prohibited. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and provided to the Environmental Services Department.
- ☒ On-site parking is sufficient to accommodate the maximum number of occupants. Parking is located on an improved surface (gravel, asphalt, concrete, etc.) and is located at least five (5) feet from any property lines. Septic systems and public streets cannot be used for parking areas.
 - Property parking can support 2 total vehicles.
- ☒ Additional occupancy through use of recreational vehicles, tents, accessory structures or fish houses may not be used.
- ☒ Carbon monoxide detectors shall comply with MN Statute Section 299F.51. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- ☒ On-premise advertising is not displayed.

- ☒ Visual demarcation of property lines are clearly displayed for guests.
- ☒ A report will be kept detailing use of the home by guests by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Environmental Services Department upon request.
- ☒ There are no more than two (2) vacation/private home rentals located on the parcel.
- ☒ Agree to follow any stipulations made by the Board or Adjustments or Planning Commission (fencing, vegetation screening, noise standards, duration or permit, watercraft docking restrictions, etc.).
- ☒ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- ☒ The applicant shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who is responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit.
- ☒ The contact person for the property must be available to accept phone calls on a 24 hour basis at all times that the vacation/private home rental is rented or occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same time frame.
- ☒ Each vacation rental must have a property information handbook available for renters that include the name and contact information for the owner and/or caretaker; quiet hours as per approved ; maximum number of overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of conditions that were placed on the approved IUP; and a notice that all ordinance and IUP conditions will be enforced by the Kanabec County Sheriff's Office and the Kanabec County Environmental Services Department.

I have read and completed the applicant checklist to verify compliance with Kanabec County Shoreland Ordinance #5 Section 6.2 Vacation Rental Homes.

Applicant _____

For County Use

- ☒ This property meets license requirements, statutes, rules, regulations, and ordinances for the County.



Environmental Services Department



KANABEC COUNTY PLANNING COMMISSION
Environmental Services Department
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Kanabec County Planning Commission Meeting Minutes of October 24, 2022

MINUTES ARE CURRENTLY UNAPPROVED

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

EX-OFFICIAL PRESENT: none

MEMBERS ABSENT: none

EX-OFFICIAL ABSENT: Chad Gramentz

STAFF: Ryan Carda – Environmental Services Tech.

APPLICANT REPRESENTATIVE(S): Anup Dangol

PUBLIC ATTENDING: David King, Patty Kruse

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

Pledge of Allegiance

Approval of Agenda/Additions to Agenda:

A motion was made by Pat O'Brien, seconded by Doug Sabinash to approve the agenda as presented.

All in favor, motion carried.

Approval of Minutes:

A motion was made by Earl Bracewell, seconded by Wayne Zaudtke to approve the minutes from August 22nd, 2022 as presented.

All in favor, motion carried.

Old Business:

None.

New Business:

Public Hearing – Review IUP Application: Vacation Rental – 2633 Pine Lane, Mora, MN 55051, Anup & Sabina Dangol:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - The requirements for operating as a vacation rental in the Shoreland Ordinance #5 have been met and were verified via a site visit at the above property
 - The property's guest handbook was included which outlines rules and information
 - The criteria for granting an interim use permit was met
 - The applicants received approval for an MDH Lodging License

Applicant presentation:

- Anup Dangol
 - Went through the application to comply with the requirements of the County

- The cabin rental is geared towards more family-friendly getaways
- Pat O'Brien
 - Asked about the sleeping arrangement and whether the living room would be used as a sleeping area
- Rhonda Olson
 - Asked for clarification on the 4 maximum guests and whether that included kids
- Dennis McNally
 - Brought up questions about the Ordinance #5 requirements and whether they were satisfied
 - Questioned whether the application was actually complete
 - Stated that the property sketch didn't satisfy the to-scale requirement required by the ordinance
 - Asked about the septic and flow meter requirement
- Doug Sabinash
 - Asked about the 30 days of use requirement by the property owner
- Earl Bracewell
 - Asked about the driveway size and parking availability
- Various items were discussed amongst the Planning Commission members, staff, and the applicants including the application materials, characteristics of the property and the cabin, egress windows, the floorplan/layout of the property, the water test results, and the septic system.

Public hearing comments:

- David King
 - Didn't have any issues and has enjoyed getting to know the property owners
- Patty Kruse
 - Didn't have any input one way or the other

Conclusion of public hearing:

- Further discussion was had regarding the application materials
- The flow meter on the septic system needed clarification regarding the certificate of compliance
- The loft area and egress window escape were discussed

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE

- A motion was made by Doug Sabinash, seconded by Pat O'Brien, to recommend approval of the Interim Use Permit to the County Board with the conditions that the property owners must install an egress window in the loft area that meets the Minnesota State Building Code requirements prior to its use as a sleeping area, the scale drawing be revised to include more dimensions and a scaled layout, and the flow meter on the septic system be verified and documented.

All in favor, motion carried.

Public Hearing Comment:

- None

Adjourn:

A motion was made by Pat O'Brien, seconded by Doug Sabinash to adjourn the meeting at 7:49pm.

All in favor, motion carried.

Respectfully submitted,

Ryan Carda

Recording Secretary

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

October 18, 2022

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, October 18, 2022 pursuant to adjournment with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Absent: None. Staff present: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

The meeting was held in the County Board Room and via WebEx for anyone wishing to attend virtually.

The Chairperson called the meeting to order and led the assembly in the Pledge of Allegiance.

Action #1 – Dennis McNally introduced the following motion and moved its adoption:

Approve the agenda with the following changes: Remove Agenda Item #8, Resolution to Adopt Collective Bargaining Unit Agreement with Law Enforcement Labor Services, Inc., Local 106 (2023-2025). Add Snake River One Watershed One Plan Discussion.

The motion was seconded by Rick Mattson and the following voted:

IN FAVOR: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland

OPPOSED: Craig Smith

ABSTAIN: None

Whereupon the motion passed.

Action #2 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the October 4, 2022 minutes with the following corrections: Page 7 change “request approve” to “request approval”. Action #11 – change to “Craig Smith introduced a motion to reject the Snake River One Watershed One Plan language as presented in

the version revised 8/17/22 and send it back to the policy committee to amend the language regarding acknowledging Tribal land within the watershed.”

Action #3 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to recess the meeting at 9:13am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:13am on Tuesday, October 18, 2022 pursuant to adjournment with the following Board Members Present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS4 – It was moved by Alison Holland, seconded by Craig Smith and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS5 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #FS5 - 10/18/22

CRRSA Grant Resolution

WHEREAS, Kanabec County Family Services was given an opportunity to apply for a small Coronavirus Response and Relief Supplemental Appropriations (CRRSA) grant from the Minnesota Department of Human Services (DHS) to be used for adult protection services, and

WHEREAS, there was a very short turn-around time for applying for the grant and there are no requirements of the county for matching funds or any other monetary obligations.

THEREFORE, the Family Services Director made the application and is now requesting approval for acceptance of the funds.

NOW, THEREFORE, BE IT RESOLVED, that the Kanabec County Family Services Board approves the Family Service Director accepting \$1141.91 through the CRRSA grant from MN DHS to be expended by September 21, 2023 for use in adult protection and also to sign the contract, upon approval by the County Attorney.

Action #FS6 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 113 claims totaling \$181,799.05 on Welfare Funds.

Action #FS7 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:23am and to meet again on Tuesday, November 15, 2022 at 9:05am.

The Board of Commissioners reconvened.

Executive Director of South Country Health Alliance, Leota Lind met with the County Board to give the 2022 Fall Update. Information only, no action was taken.

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

Action #8 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to revisit the Rural Through/STOP Intersections Policy for study with possible upgrades.

Minnesota State Representative Nathan Nelson met with the County Board to discuss County program aid and a written proposal from Wadena County. Other topics discussed included funding for currently unfunded State mandates, fuel tax, electric vehicles, PILT, No Net Gain Policy. Information only, no action was taken.

10:28am – The Chairperson called for public comment. Those that responded included:

Jeff Kramer	Comments regarding the lack of peer reviewed studies for masking, social distancing and adverse effects of the COVID-19 vaccine.
Rhonda Olson	Comments regarding the high speed limit and repeated accidents near the Crow's Nest on Highway 65.
Kim Johnson	Comments regarding support of the One Watershed One Plan and next steps including policy committee approval, county board approval, adoption, and implementation.

10:39am – The Chairperson closed public comment.

Chad Gramentz met with the County Board to discuss event permits and pavement markings. The Board expressed consensus for Chad Gramentz to draft a policy regarding event permits and pavement markings and bring it to the Public Works Committee for review.

10:55am – The County Board took a five minute recess.

11:02am - The County Board reconvened.

Action #9 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	261.00
Mora Municipal Utilities	17,553.34
Spire Credit Union	8,759.10
VC3, Inc.	12,224.40
Verizon Wireless Cell Phones	3,144.74
Deboer, Mark	500.00
Diamond H Construction	500.00
East Central Energy	85.65
Fetzesk, Michael	500.00
Lynne Vanhale-Whiteford	500.00
Kanabec County Auditor - Treasurer	8,184.91
Consolidated Communications	1,081.63
Kwik Trip Inc	13,934.16
Midcontinent Communications	225.26
Minnesota Department of Finance	6,489.00
Office of MN.IT Services	1,338.65
Consolidated Communications	75.78
East Central Energy	178.40
Gerking, Anita	500.00
Quality Disposal	189.31
Minnesota Department of Finance	39.00
Minnesota Department of Health	1,360.00
Card Services (Coborn's)	237.54
23 Claims Totaling:	<u>\$ 77,861.87</u>

Action #10 – 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	525.00

Ace Hardware	119.10
Ace Hardware	47.90
Ace Hardware	257.98
Adam's Pest Control, Inc.	250.00
Adam's Pest Control, Inc.	125.00
Adam's Pest Control, Inc.	125.00
Advanced Correctional Healthcare	18,464.14
Advanced Correctional Healthcare	51.19
American DataBank	13.40
Anne M. Carlson Law Office, PLLC	833.00
Aspen Mills	950.26
Aspen Mills	924.10
Auto Value	69.99
Bowland, Tim	131.73
Bureau of Criminal Apprehension	480.00
City of Mora	50,082.00
Clifton Larson Allen LLP	28,413.00
Colors by Craig	160.00
Coon, Susan	18.50
Curtis, Michael	873.00
DS Solutions	64.38
East Central Regional Juvenile Center	4,335.00
Electric Motor Service, Inc	2,358.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Feine, Jeffrey	59.99
Frisch, Justin	200.00
Galls	336.49
Glen's Tire	809.82
Glen's Tire	28.00
Glen's Tire	28.00
Grainger	158.87
Grainger	(140.13)
Granite City Jobbing Co	720.00
Granite City Jobbing Co	339.13
Granite Electronics	621.36
Granite Electronics	93.80

Granite Electronics	113.40
Gratitude Farms	500.00
Hoefert, Robert	958.13
Innovative Office Solutions, LLC	130.04
IT Savvy LLC	81.35
IT Savvy LLC	889.87
IT Savvy LLC	892.52
Johnsons Hardware	894.73
Kanabec Publications	386.75
Kanabec Publications	655.20
Kanabec Publications	70.00
Kanabec Publications	562.00
Kanabec Soil & Water District	36.00
Lindblom, Jay	33.16
Marco Business Products	42.40
Marco, Inc.	159.00
Mattson Electric	187.50
McIalwain, Shanna	130.00
MCIS	2,198.00
MCIS	15,681.00
McKinnis & Doom PA	705.50
Michael Keller, Ph.D., L.P.	650.00
Michael Keller, Ph.D., L.P.	650.00
Minnesota Monitoring, Inc.	200.00
Minnesota Sheriffs' Association	240.00
MN Dept of Labor and Industry	20.00
MN Dept of Revenue, Property Tax Division	50.00
MN Dept of Revenue, Property Tax Division	100.00
MNCCC Lockbox	31.92
MNCCC Lockbox	63.84
MNCCC Lockbox	13,277.50
Northland Trust Services Inc	928,382.50
Novus Glass	60.00
ODP Business Solutions (Office Depot)	38.98
ODP Business Solutions (Office Depot)	90.14
ODP Business Solutions (Office Depot)	6.59
ODP Business Solutions (Office Depot)	52.20
ODP Business Solutions (Office Depot)	144.50

ODP Business Solutions (Office Depot)	41.24
ODP Business Solutions (Office Depot)	91.75
O'Reilly Auto Parts	234.33
O'Reilly Auto Parts	18.59
Premium Waters, Inc.	33.70
Quality Disposal	222.65
Quality Disposal	235.62
Ramsey County	2,987.00
Ramsey County	3,183.57
Regents of the University of MN	18,234.89
RELX Inc. DBA LexisNexis	225.00
RELX Inc. DBA LexisNexis	189.08
Rhonda J. Magnussen LLC	677.50
River Valley Forensic Services, P.A.	3,250.00
Schmitt, Kelly	33.49
Scott's Lawn & Landscape	50.00
Sea Change Print Innovations	7,612.98
SHI	2,583.40
Stafford Trucking Inc	112,000.00
State of Minnesota - BCA	505.00
State of Minnesota - BCA	1,080.00
Stellar Services	108.82
Stellar Services	133.28
Stellar Services	102.45
Summit Food Service Management	4,078.21
Summit Food Service Management	4,094.23
Summit Food Service Management	4,057.89
Sundsvold, Taylor	102.50
SwipeClock LLC	99.00
Tinker & Larson Inc	840.88
Tinker & Larson Inc	439.83
Van Alst, Lillian	1,373.75
WEX	682.50

108 Claims Totaling: \$ 1,259,938.85

Road & Bridge Fund

Vendor	Amount
--------	--------

A & E Cleaning Services	1,050.00
Ace	230.91
Aramark	367.28
Central Pension Fund	352.00
Diesel Laptops	1,895.00
EGT Testing	300.00
Glens Tire	1,187.12
Gopher State One-Call	21.60
Granite City Jobbing	48.81
Kanabec County Highway Dept	80.35
Kwik Trip	21.56
Locators & Supplies	354.55
Marco	330.89
McGriff, Anders	38.00
Northern States Supply	13.07
Northpost	1,014.64
Novus Glass	110.00
ODP	781.41
Olson Power & Equipment	958.32
Power Plan	989.12
Towmaster	960.81
Usic Locating	60.00
Wiacom	675.30
Ziegler	309.59
24 Claims Totaling:	<u>12,150.33</u>

Action #11 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #11 – 10/18/22

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 Isanti County Pheasants Forever for a raffle event to be held at Pheasants Ridge Shooting Preserve, 1547 Imperial St, Ogilvie, MN 55358 on November 25-27, 2022.

County Coordinator Kris McNally led a discussion regarding a request to hire a Public Health Nurse above Step A.

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

Resolution #12 – 10/18/22
PHN/RN Case Manager Resolution

WHEREAS Kanabec County Community Health has a vacant PHN/RN - Case Manager position, and

WHEREAS after reposting the position, one qualified candidate applied and was interviewed by the Community Health staff, and

WHEREAS an offer was made to said candidate and the candidate requested to be paid at a Step C, which would offset the disproportion to her current wage.

THEREFORE the Community Health Director is requesting that the Kanabec County Community Health Board approve hiring the Certified PHN candidate at Step C, Range 15.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire the full time Certified PHN at Step C, Range 15 at \$33.51 per hour.

County Coordinator Kris McNally led a discussion regarding authorization to hold a tax forfeit land sale.

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

Resolution #13 – 10/18/22

WHEREAS the Deputy Auditor Property & Tax has presented the Kanabec County Board of Commissioners with a recommended list of parcels to be included in a tax forfeited property sale; and

WHEREAS the minimum bids for the tax forfeited property sale have been set by the Board as follows:

Township	PID	Section	Legal Description	Acres	Conditions	Min Bid
Arthur	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3	1.00		\$12,000.00
Ford	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15.00		\$38,900.00
Haybrook	07.00105.20	4	NE1/4 of SW1/4	40.00		\$12,000.00
Haybrook	07.00130.00	4	N1/4 of NW 1/4 of SW1/4	10.00		\$3,000.00
Peace	12.02285.00	6	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16		\$500.00
Whited	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93		\$15,000.00
City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16		\$10,000.00

THEREFORE BE IT RESOLVED that the Board hereby authorizes the sale of said properties through an online format at www.publicsurplus.com beginning at 9:00a.m. on 11/2/22 and ending at noon on 11/14/22.

County Coordinator Kris McNally led a discussion regarding the termination of the lease with Rise, Inc. for office space at Kanabec County Family Services.

Action #14 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the termination of the lease with Rise, Inc. for space at Kanabec County Family Services effective October 31, 2022.

Alison Holland led a discussion regarding the Snake River One Watershed One Plan.

Action #15 – Alison Holland introduced a motion to approve the Snake River One Watershed One Plan as revised on September 26, 2022 in order to meet the deadline of October 30, 2022.

The motion failed for lack of a second.

Action #16 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to grant Commissioner Smith the authority to approve the Snake River One Watershed One Plan at the 10/24/22 1W1P Policy Committee meeting contingent upon the 1W1P Policy Committee agreeing to replace the 9/26/22 version language with the language proposed by Commissioner Smith on 10/4/22 at the Board of Commissioner’s Regular meeting, “The Snake River Watershed Plan Partnership acknowledges that there is tribal land ownership within the Snake River Watershed.”

The Commissioners gave reports regarding the Boards and Committees in which they participate. Information only, no action was taken.

Future Agenda Items: None.

County Attorney Barbara McFadden and County Auditor Treasurer Denise Snyder met with the County Board to discuss the statutory requirements related to the storage of election materials and equipment in the courthouse and related security protocol.

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

Resolution #17 – 10/18/22

Securing Primary and General Election Materials

WHEREAS, Kanabec County acknowledges that MS 204B.28, Subd. 2 requires the County to supply the Township/City Clerks with election materials, including the election tabulators and AVD machines, by four (4) days prior to scheduled elections;

WHEREAS, Kanabec County has historically chosen to supply the Clerks with the election materials and machines on the Monday prior to the election (24 hours) for security and administrative reasons;

WHEREAS, Polling Place Security – Kanabec County is a rural Minnesota county and most polling places are in remote locations. Having the election materials and election machines in the polling places four (4) days prior to Election Day causes concern for the security of the materials, including ballots and rosters, the ballot tabulators and the AVD machines, as well as the custodial responsibility of the local election officials;

WHEREAS, Absentee Voting Roster Notations – Election procedures regarding absentee voting have changes significantly since the adoption of MS 204B.28, Subd. 2. Absentee voting is handled at the County level only in Kanabec County and any accepted

absentee ballot information is noted in the paper rosters prior to Clerk pickup 24 hours prior to Election Day. This gives the poll workers the most recent voter information possible for opening the polls and reduces the risk of voters casting both an absentee ballot and voting again in the polling place on Election Day.

WHEREAS it is the opinion of the Kanabec County Auditor-Treasurer's Office that securing the Election Day materials and machines at the Kanabec County courthouse until the day prior to the elections is in the best interest of Kanabec County elections by providing security and lowering fraud risk in the election process;

WHEREAS, in an effort to abide by Minnesota Statute and to also protect the integrity of Kanabec County elections;

KANABEC COUNTY HEREBY proposes election materials and machines will be made available to all precincts four (4) days prior to Primary and General elections in accordance with MS 204B.28, Subd. 2. If any city or township election official wish to store the materials and machines at the Courthouse, in the custody of the Kanabec County Auditor-Treasurer's Office until 24 hours prior to elections, they can do so. They will be asked to sign a statement that they chose to leave the election materials and machines in the custody of Kanabec County and secured by the Auditor-Treasurer's Office until they are picked up by 5 pm the day before the election.

Action #18 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 11:55am. The Board will meet again in Regular Session on Tuesday, November 1, 2022 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Braham Public Schools	51,347.95	50% Oct 2022 Settlement	Taxes & Penalties
Dearborn National Life Insurance Co	735.61	11.22 Short Term Disability Premiums	Employee Benefits
East Central Energy	1,192.14	Intersection Lighting	Highway
East Central School District	17,986.34	50% Oct 2022 Settlement	Taxes & Penalties
Health Partners	6,476.42	11.22 Dental Ins Premiums	Employee Benefits
Hinckley - Finlayson Schools	16,791.18	50% Oct 2022 Settlement	Taxes & Penalties
Isle Public Schools	16,181.78	50% Oct 2022 Settlement	Taxes & Penalties
Kanabec County	110,981.88	50% Oct 2022 Settlement	Taxes & Penalties
Kanabec County AT ACH_VISA	1,727.38	See Below	
Life Insurance Company of North America	655.15	11.22 Accident, Group Hosp, Critical Illness Ins Premiums	Employee Benefits
Milaca Public Schools	4,215.29	50% Oct 2022 Settlement	Taxes & Penalties
Minnesota Energy Resources Corp	9,705.25	Gas Utilities	Various
MNPEIP	11,105.07	11.22 Health Reserves	HR
MNPEIP	144,447.49	11.22 Health Ins Premiums	Employee Benefits
Mora Public Schools	1,138,755.30	50% Oct 2022 Settlement	Taxes & Penalties
Office of MN.IT Services	706.00	EndPoint Protection	IS
Ogilvie Schools	159,713.16	50% Oct 2022 Settlement	Taxes & Penalties
Pine City Public Schools	176.42	50% Oct 2022 Settlement	Taxes & Penalties
The Hartford Priority Accounts	6,230.52	11.22 Life Ins & Long Term Disability Premiums	Employee Benefits
VC3, Inc.	1,306.00	HPE CarePack 1 YR	IS
VSP Insurance Co	497.92	11.22 Vision Insurance Premiums	Employee Benefits
22 Claims Totaling:	<u>\$ 1,700,934.25</u>		

Kanabec County AT ACH_VISA

403.41	Home Depot - Fabric Roller Shade - Courthouse	Building Maintenance
39.99	Amazon - Dolly Moving Straps	Building Maintenance
135.96	Amazon - POW MIA Flags	Building Maintenance
125.58	Amazon - Concrete Floor Primer - Jail	Building Maintenance
125.58	Amazon - Concrete Floor Primer - Jail	Building Maintenance
551.98	Amazon - Garge Floor Coating - Jail	Building Maintenance
155.33	Mendards - Garage Floor Primer - Jail	Building Maintenance
49.99	Amazon - Jail Pressure Washer Part - Jail	Building Maintenance
47.71	APW Distributing - Washers - Jail	Building Maintenance
30.97	Amazon - Run Capacitor for Pump Motor - Jail	Building Maintenance
60.88	Amazon - Crankcase Heater - Jail	Building Maintenance
11 Claims Totaling:	\$ 1,727.38	

Agenda Item #3a - **Amended**

Regular Bills - Revenue Fund

Bills to be approved: 11/1/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Von Eschen, Tina	579.91	Mileage & Meals for MCIS Training, MCIS CAMA User Group Mtg, PACE Spec Ag Class, PACE Sales Verf Class, MAAO Fall Conference, Region 3 Meeting
		579.91	
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Plus - PSB
BUILDINGS MAINTENANCE	Assured Security	441.50	Rekeyed Various Locks
BUILDINGS MAINTENANCE	Electric Motor Service, Inc	903.65	Baldor Motor, UPS, Check out fee on old motor - Jail
BUILDINGS MAINTENANCE	J.F. Ahern Co	366.00	Remove and plug sidewall sprinkler where jail is being demolished
		1,961.15	
COUNTY ATTORNEY	Attorney General's Office	119.87	AG's Office Reimbursement for Meals and Mileage - JJ
COUNTY ATTORNEY	Renville County Civil Process	60.00	Renville County Sheriff's Office - Personal Services of Summons and Complaint Forfeiture
		179.87	
COUNTY COORDINATOR	Association of MN Counties	175.00	2022 MACA-MCHRMA Fall Conference 10/5-10/7 - KM
		175.00	
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal and Transport
COUNTY CORONER	Ramsey County	1,582.00	Post Mortem Exam/Toxicology
		1,982.00	

ECONOMIC DEVELOPMENT	ODP Business Solutions LLC (Office Depo	68.09	File Sorter
		68.09	
ELECTIONS	Kanabec Publications	822.69	G2022 Election Notice, Sample Ballot, PAT Notice
ELECTIONS	SWIFT	175.61	PVC Mailing 332
		998.30	
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	235.80	Fuel, Postage (Sept), Repairs/Maintenance
ENVIRONMENTAL SERVICES	Kanabec Publications	93.63	Board of Adjustments - Variance Hearings, Planning Commission
ENVIRONMENTAL SERVICES	Wickeham, Teresa	403.48	Lodging & Mileage for MN County Planning & Zoning Conf. at Sugar Lake Lodge
		732.91	
FORFEIT TAX SALE	Scotts Lawn & Landscapes	150.00	22.06720.00 Mowing Cleanup Aug
FORFEIT TAX SALE	Stafford Trucking Inc	9,265.00	12.02185.00 Demo Buildings and Remove Garbage
		9,415.00	
PROBATION & JUVENILE PLACEMENT	RS EDEN	6.80	Drug Testing - Samples Sent to Lab
		6.80	
PUBLIC TRANSPORTATION	Curtis, Michael	875.18	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Robert	1,354.38	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Highway Department	129.87	Bus and Van Repairs
PUBLIC TRANSPORTATION	Marco	176.00	Printer Contract
PUBLIC TRANSPORTATION	Quality Disposal Systems	28.97	September Services
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,726.88	Volunteer Mileage
		4,291.28	
SANITATION	East Central Solid Waste Commission	68.37	Kanabec Co Hwy Dept - Mixed Solid Waste & Recycle
		68.37	

SHERIFF	Aspen Mills	579.83	Jacket (2), Patches, Boots - EM
SHERIFF	AT&T Mobility	1,421.67	Monthly Service
SHERIFF	Bakke, Joseph	100.00	Decoy Pay, Alcohol Compliance Checks per Deputy Schulz
SHERIFF	Bakke, Joseph	100.00	Decoy Pay, Tobacco Compliance Checks per Deputy Schulz
SHERIFF	Children's Hospitals and Clinics of MN	895.00	S.A. Exam
SHERIFF	Coborn's Inc.	820.97	BADGES Gift Cards \$400 (2) + fees
SHERIFF	EATI	31.18	Parts for Squads
SHERIFF	Frisch, Justin	200.43	Reimbursement for Mock Neck, Streamlight Battery Stick (2), LED Conv. Kit (2)
SHERIFF	Griffin, Zach	30.00	Reimbursement for Pullover Shirt
SHERIFF	McGriff, Annabel	100.00	Decoy Pay, Alcohol Compliance Checks per Deputy Schulz
SHERIFF	McGriff, Annabel	100.00	Decoy Pay, Tobacco Compliance Checks per Deputy Schulz
SHERIFF	Mora Motor Vehicle Inc.	350.00	Title Transfers (14) - Vehicle Forfeitures
SHERIFF	O'Reilly Auto Parts	29.22	Headlight for Squad
		4,758.30	
SHERIFF - 911 EMERGENCY	Granite Electronics	4,349.26	Dispatch Console Cleanup Project
SHERIFF - 911 EMERGENCY	Motorloa Solutions	6,345.00	VESTA
SHERIFF - 911 EMERGENCY	Schmitt, Kelly	196.63	Mileage & Meals - AMEM Conference at Breezy Point Resort
SHERIFF - 911 EMERGENCY	Schmitt, Kelly	266.78	Mileage & Meals - ARMEA Conference at Fortune Bay Casino
		11,157.67	
SHERIFF - CITY OF MORA	AT&T Mobility	44.72	Monthly Service
		44.72	
SHERIFF - JAIL/DISPATCH	Aspen Mills	68.96	Belt Keepers 4pk (3)
SHERIFF - JAIL/DISPATCH	Bob Barker	1,128.60	Gloves - small, med, large, xl (90 pks)
SHERIFF - JAIL/DISPATCH	Coborn's Inc.	9.07	Inmate Supplies - Toothpaste
SHERIFF - JAIL/DISPATCH	Marco	273.00	Standard Payment
SHERIFF - JAIL/DISPATCH	ODP Business Solutions LLC (Office Depot)	20.00	Legal Pads
SHERIFF - JAIL/DISPATCH	Oslin Lumber	79.25	Lumber, Misc. Nails & Screws, Bits
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	238.22	September Services

SHERIFF - JAIL/DISPATCH	Schmitt, Kelly	376.36	Mileage & Meals - ProPhoenix Conference at Kalahari Resort
SHERIFF - JAIL/DISPATCH	Stellar Services	199.89	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	186.98	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	97.80	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,116.68	Inmate Meals 10/8/22 - 10/14/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,140.13	Inmate Meals 10/15/22 - 10/21/22
		10,934.94	
UNALLOCATED	Government Management Group	3,750.00	2021 CAP Report
		3,750.00	
		59 Claims Totaling: \$ 51,104.31	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 11/1/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Von Eschen, Tina	579.91	Mileage & Meals for MCIS Training, MCIS CAMA User Group Mtg, PACE Spec Ag Class, PACE Sales Verf Class, MAAO Fall Conference, Region 3 Meeting
		579.91	
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Plus - PSB
BUILDINGS MAINTENANCE	Assured Security	441.50	Rekeyed Various Locks
BUILDINGS MAINTENANCE	Electric Motor Service, Inc	903.65	Baldor Motor, UPS, Check out fee on old motor - Jail
BUILDINGS MAINTENANCE	J.F. Ahern Co	366.00	Remove and plug sidewall sprinkler where jail is being demolished
		1,961.15	
COUNTY ATTORNEY	Attorney General's Office	119.87	AG's Office Reimbursement for Meals and Mileage - JJ
COUNTY ATTORNEY	Renville County Civil Process	60.00	Renville County Sheriff's Office - Personal Services of Summons and Complaint Forfeiture
		179.87	
COUNTY COORDINATOR	Association of MN Counties	175.00	2022 MACA-MCHRMA Fall Conference 10/5-10/7 - KM
		175.00	
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal and Transport
COUNTY CORONER	Ramsey County	1,582.00	Post Mortem Exam/Toxicology
		1,982.00	

ECONOMIC DEVELOPMENT	ODP Business Solutions LLC (Office Depo	68.09	File Sorter
		68.09	
ELECTIONS	Kanabec Publications	822.69	G2022 Election Notice, Sample Ballot, PAT Notice
ELECTIONS	SWIFT	175.61	PVC Mailing 332
		998.30	
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	235.80	Fuel, Postage (Sept), Repairs/Maintenance
ENVIRONMENTAL SERVICES	Kanabec Publications	93.63	Board of Adjustments - Variance Hearings, Planning Commission
ENVIRONMENTAL SERVICES	Wickeham, Teresa	403.48	Lodging & Mileage for MN County Planning & Zoning Conf. at Sugar Lake Lodge
		732.91	
PROBATION & JUVENILE PLACEMENT	RS EDEN	6.80	Drug Testing - Samples Sent to Lab
		6.80	
PUBLIC TRANSPORTATION	Curtis, Michael	875.18	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Robert	1,354.38	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Highway Department	129.87	Bus and Van Repairs
PUBLIC TRANSPORTATION	Marco	176.00	Printer Contract
PUBLIC TRANSPORTATION	Quality Disposal Systems	28.97	September Services
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,726.88	Volunteer Mileage
		4,291.28	
SANITATION	East Central Solid Waste Commission	68.37	Kanabec Co Hwy Dept - Mixed Solid Waste & Recycle
		68.37	
SHERIFF	Aspen Mills	579.83	Jacket (2), Patches, Boots - EM
SHERIFF	AT&T Mobility	1,421.67	Monthly Service
SHERIFF	Bakke, Joseph	100.00	Decoy Pay, Alcohol Compliance Checks per Deputy Schulz
SHERIFF	Bakke, Joseph	100.00	Decoy Pay, Tobacco Compliance Checks per Deputy Schulz

SHERIFF	Children's Hospitals and Clinics of MN	895.00	S.A. Exam
SHERIFF	Coborn's Inc.	820.97	BADGES Gift Cards \$400 (2) + fees
SHERIFF	EATI	31.18	Parts for Squads
SHERIFF	Frisch, Justin	200.43	Reimbursement for Mock Neck, Streamlight Battery Stick (2), LED Conv. Kit (2)
SHERIFF	Griffin, Zach	30.00	Reimbursement for Pullover Shirt
SHERIFF	McGriff, Annabel	100.00	Decoy Pay, Alcohol Compliance Checks per Deputy Schulz
SHERIFF	McGriff, Annabel	100.00	Decoy Pay, Tobacco Compliance Checks per Deputy Schulz
SHERIFF	Mora Motor Vehicle Inc.	350.00	Title Transfers (14) - Vehicle Forfeitures
SHERIFF	O'Reilly Auto Parts	29.22	Headlight for Squad
		4,758.30	
SHERIFF - 911 EMERGENCY	Granite Electronics	4,349.26	Dispatch Console Cleanup Project
SHERIFF - 911 EMERGENCY	Motorloa Solutions	6,345.00	VESTA
SHERIFF - 911 EMERGENCY	Schmitt, Kelly	196.63	Mileage & Meals - AMEM Conference at Breezy Point Resort
SHERIFF - 911 EMERGENCY	Schmitt, Kelly	266.78	Mileage & Meals - ARMEA Conference at Fortune Bay Casino
		11,157.67	
SHERIFF - CITY OF MORA	AT&T Mobility	44.72	Monthly Service
		44.72	
SHERIFF - JAIL/DISPATCH	Aspen Mills	68.96	Belt Keepers 4pk (3)
SHERIFF - JAIL/DISPATCH	Bob Barker	1,128.60	Gloves - small, med, large, xl (90 pks)
SHERIFF - JAIL/DISPATCH	Coborn's Inc.	9.07	Inmate Supplies - Toothpaste
SHERIFF - JAIL/DISPATCH	Marco	273.00	Standard Payment
SHERIFF - JAIL/DISPATCH	ODP Business Solutions LLC (Office Depot)	20.00	Legal Pads
SHERIFF - JAIL/DISPATCH	Oslin Lumber	79.25	Lumber, Misc. Nails & Screws, Bits
SHERIFF - JAIL/DISPATCH	Quality Disposal Systems	238.22	September Services
SHERIFF - JAIL/DISPATCH	Schmitt, Kelly	376.36	Mileage & Meals - ProPhoenix Conference at Kalahari Resort
SHERIFF - JAIL/DISPATCH	Stellar Services	199.89	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	186.98	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	97.80	Canteen

SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,116.68	Inmate Meals 10/8/22 - 10/14/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>4,140.13</u>	Inmate Meals 10/15/22 - 10/21/22
		10,934.94	
UNALLOCATED	Government Management Group	<u>3,750.00</u>	2021 CAP Report
		3,750.00	
57 Claims Totaling:		<u><u>\$ 41,689.31</u></u>	

Agenda Item #3b

Regular Bills - Road & Bridge

11/1/2022

Vendor	Amount	Purpose
DeJong, George	190.68	Uniform Allowance
Diamond Mowers	921.82	Repair parts
H & L Mesabi	294.00	Shop supplies
H & R Construction	23,817.40	Guard rail repair
Houston Engineering	4,277.00	CD 2 Inspection
Johnson Hardware and Rental	86.99	Shop supplies
Kanabec County Highway Dept	90.55	Petty Cash, Postage
Kanabec County Coordinator	66.03	Postage
Little Falls Machine	1,819.77	Shop supplies
MN Dept of Transp	2,720.16	Pavement testing
Morton Salt	17,266.41	Salt
North Central International	2,852.06	Repair parts
Northern States Supply	274.77	Shop supplies
Safety-Kleen Systems	428.60	Parts washer cleaning
Sanitary Systems	160.00	Restroom rental
Scientific Sales	59.50	Safety glasses
Scott's Lawn & Landscapes	932.41	Lawn care
USIC Locating	90.00	Locates
Ziegler	132.22	Repair parts
19 Claims Totaling:	<u>56,480.37</u>	

Agenda Item #4

November 1, 2022

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 11/1/22

SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$1,355.86
Quality Disposal	\$4,447.60
Arthur Township	\$500.00
Total	\$6,303.46

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (September)	\$3,947.60	\$3,947.60
WASTE MANAGEMENT (September)	\$1,355.86	\$1,355.86
Sub-Total	\$5,303.46	\$5,303.46
Recycling Center Incentive Payments:		
Quality Disposal (September)	\$500.00	\$500.00
Arthur Township (September)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$6,303.46

Date received in County Coordinators Office: Various dates in October

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

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

Expenditure: 01-391-392-0000-6211 = \$45,634.37

Current SCORE Funds balance is = \$74,715.94

Agenda Item #5

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Approve Collective Bargaining Agreement and Memorandum of Understanding with Local 106	b. Origination: Negotiation Committees
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #___ - 11/1/22

WHEREAS the negotiating committee has presented the Board with a proposed 2023-2025 bargaining unit agreement and memorandum of understanding between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106, and

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

BE IT RESOLVED to approve a 2023-2025 bargaining unit agreement and memorandum of understanding between Kanabec County and the Law Enforcement Labor Services, Inc., Local 106;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign said 2023-2025 bargaining unit agreement and memorandum of understanding.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: Correction to Resolution #13-10/18/22 Authorizing a Tax Forfeit Land Sale	b. Origination: Auditor Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following date correction in Resolution #13 – 10/18/22:

WHEREAS the Deputy Auditor Property & Tax has presented the Kanabec County Board of Commissioners with a recommended list of parcels to be included in a tax forfeited property sale; and

WHEREAS the minimum bids for the tax forfeited property sale have been set by the Board as follows:

Township	PID	Section	Legal Description	Acres	Conditions	Min Bid
Arthur	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3	1.00		\$12,000.00
Ford	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15.00		\$38,900.00
Haybrook	07.00105.20	4	NE1/4 of SW1/4	40.00		\$12,000.00
Haybrook	07.00130.00	4	N1/4 of NW 1/4 of SW1/4	10.00		\$3,000.00
Peace	12.02285.00	6	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16		\$500.00
Whited	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93		\$15,000.00
City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16		\$10,000.00

THEREFORE BE IT RESOLVED that the Board hereby authorizes the sale of said properties through an online format at www.publicsurplus.com beginning at 9:00a.m. on 11/21/22 and ending at noon on 11/14/22.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

November 1, 2022

REQUEST FOR BOARD ACTION

a. Subject: Clifton Larson Allen Agreement for Audit and Non-Audit Services 2022-2027	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator on behalf of Denise Snyder, Auditor/Treasurer

e. Board action requested:

Approve attached agreement with Clifton Larson Allen for Audit and Non-Audit Services 2022-2027.

Resolution #__ - 11/1/22

WHEREAS Clifton Larson Allen provides audit and non-audit services to Kanabec County, and

WHEREAS the terms and conditions of the services are specified in the attached Master Services Agreement and Statement of Work- Audit Services, and

WHEREAS the Auditor Treasurer finds these terms and conditions acceptable; and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Master Services Agreement with Clifton Larson Allen LLP for Audit and Non-Audit Services for 2022-2027.

BE IT FURTHER RESOLVED the Board Chair and Auditor Treasurer are authorized to sign said agreement.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Statement of Work - Audit Services

October 17, 2022

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated October 17, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Kanabec County ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2022.

Douglas P. Host is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the the governmental activities, each major fund, and the aggregate remaining fund, which collectively comprise the basic financial statements of Kanabec County, and the related notes to the financial statements.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of federal awards.
- Prepare data collection form

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over

compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of your financial statements and that your annual report will be issued by September 30, 2023. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those

risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of internal controls
- Improper revenue recognition
- Lack of adequate segregation of duties
- Capital assets may not be reported at the correct amount
- Accruals may not be properly recorded

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, Government Auditing Standards, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on

major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include

acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying

to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' reports thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic

site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could

impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the December 31, 2022 engagement should approximate \$77,175 (\$73,500 for the audit and \$3,675 for the technology fee) for the audit, entering the information in the Data Collection Form SF-SAC and for creating the single audit reporting package. These fees include auditing two major programs for single audit proposes. The above audit fees include \$5,000 for the preparation of the financial statements and notes. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective

responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Kanabec County.

CLA

ORG: CliftonLarsonAllen LLP

NAME: Douglas P. Hust

TITLE: Principal

SIGN: Douglas P. Hust

DATE: 10-17-22

Client

ORG: _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____



Master Services Agreement

Kanabec County
18 N Vine Street
Mora, MN 55051
MSA Date: October 17, 2022

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Kanabec County ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 90 days or more overdue and will not be resumed

until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You also agree to compensate us for any time and expenses, including time and expenses of legal counsel, we may incur in responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings that we are asked to respond to on your behalf.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or

damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA, the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice of law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your

confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally

identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Kanabec County anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from October 17, 2022, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Douglas P. Host

Principal

218-825-2948

doug.host@claconnect.com

Response:

This MSA correctly sets forth the understanding of Kanabec County

CLA

ORG: Clifton Lanson Allen LLP

NAME: Douglas P. Host

TITLE: Principal

SIGN: Douglas P. Host

DATE: 10-17-22

Client

ORG: _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____