

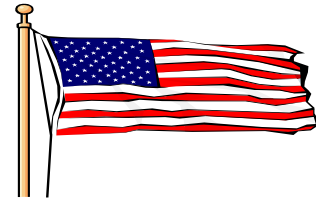
# Kanabec County Board of Commissioners

## Regular Meeting Agenda The Meeting of September 6, 2022

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

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

Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2489 393 6726



### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m71828f667d9f2c2238e6c77a25b6ee05>

Meeting number: 2489 393 6726

Password: tKw3zqtuX55 (85939788 from video systems)

**To be held at:** Kanabec County Courthouse  
Boardroom #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

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

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

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

9:30am Denise Snyder, Auditor/Treasurer- Tax Calculations & Discuss Letter from Wadena County Commissioner Discussing County Program Aid and Tax Disparity

9:45am Ryan Carda, Environmental Services/GIS Technician- Planning Commission's recommendations for the proposed Ordinance Placing a Moratorium on the Sale of Hemp Derived Tetrahydrocannabinol (THC) Food and Beverages within the County of Kanabec

Kathy Burski, Community Health Director & Brian Smith, Sheriff- Data to Support the Proposed Interim Ordinance

**10:00am Public Hearing-** INTENT TO ADOPT AND ENACT AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN THE COUNTY OF KANABEC

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

**Access Code:** 2489 393 6726

**10:30am Public Comment**

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

Access Code: 2489 393 6726

10:45am Kim Christenson, HR Specialist- a. Re-Evaluation Result Sign Technician  
b. Job description Re-Evaluations

10:50am Chad Gramentz, Public Works

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**Other business to be conducted as time is available:**

1. Minutes
  - a. August 2, 2022 Amended Meeting Minutes
  - b. August 16, 2022 Meeting Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. SCORE Claims
5. Request to Hire EDA Executive Director Above Step A
6. MCIT Dividend 2022
7. Future Agenda Items
8. CLOSED SESSION: Union Negotiation Strategy--(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. Discuss any other matters that may come before the County Board

ADJOURN

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, September 6, 2022**  
**9:05 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Presentation – Ellie White, WIC Coordinator, WIC presentation  
-See attached page 2
4. Director's Report page 3
  - Staffing – Case Management RN, Home Health Aide, Case Aide, Regional Prevention Coordinator
  - WIC ME Evaluation
    - See attached letter page 5-7
  - Coronavirus Update/Response Activities
5. Peer Recovery Support Services Agreement
  - Action Requested
  - See attached Agreement, Addendum A- Budget and resolution page 9-17
6. Request to Apply for Grant Funding for Dental Services
  - Action Requested
  - See attached resolution page 18
7. Request to Apply for Public Health Partners' Grant for School Sealant Programs
  - Action requested
  - See attached resolution page 19
8. Financial Reports
  - see attached
  - Trial Balance page 21-23
  - July, 2022 Financial Report page 25
9. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 27-35
10. Other Business
11. Adjourn

## Who can participate in WIC?

### -Women

- Pregnant Women
- Breastfeeding women who have had a baby within the past year
- Women who have had a baby within the past six months
- Women who have been pregnant within the past six months

-Infants from birth to 1 year of age

-Children from 1 year of age to their 5th birthday

## Who can apply for the WIC Program?

- Pregnant women
- Mothers and fathers with an infant or child under the age of 5
- Foster parent(s) or guardian(s) with an infant or child under age 5

## What are the additional eligibility requirements for the WIC Program?

You must live in Minnesota

- Each state provides WIC benefits to its residents
- You will usually receive WIC services in the community where you live
- You do not need to be a U.S. citizen

You or your child has a health risk or could benefit from nutritious foods.

- Health and nutrition needs will be assessed by a qualified health professional at your WIC appointment.

## Studies show that pregnant women using WIC services:

- Eat more of the foods that provide key nutrients (like vitamin A, vitamin C and iron) needed for babies to grow and develop well.
- See doctors earlier during their pregnancies.
- Have more babies delivered full term.
- Have more babies born at a healthy weight.

## Studies show that for infants whose mothers used WIC services during their pregnancy:

- Infant mortality is reduced and more babies are born without significant health problems.

## WIC provides:

- Breastfeeding help and support or formula with iron for babies who are not being breastfed.
- Information about starting solid foods at the right time and in the right way.
- Support for weaning from the bottle at the right age to protect your baby's teeth.
- Parenting support.

## Studies show that children on WIC:

- Eat more of the foods that provide key nutrients (like vitamin A, vitamin C and iron).
- Are more likely to grow and develop well during childhood.
- Have better blood iron levels (less iron-deficiency anemia).
- Are more likely to see a doctor regularly for check-ups and to get their shots on time.
- Are better with words and have a better memory for numbers.

## Studies also show that:

- \$1.77 to \$3.13 is saved in Medicaid costs for every \$1.00 the WIC program spends serving pregnant women.
- Pregnant women using WIC services have fewer babies that weigh too little (less than 5 and 1/2 pounds) when born. It costs an extra \$30,000 to \$70,000 to help a small baby grow to a normal weight.
- More information: About WIC - How WIC Helps (USDA FNS website)

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

**Staffing: Case Management RN, Home Health Aide**

Case Manager R.N. - received no applications so extended deadline through 9/7/2022

Home Health Aide – still accepting applications but currently holding our own

Case Aide resignation – will assess if work can be absorbed internally and make a decision whether or not to fill position after that assessment is complete

Regional Prevention Coordinator – closed 8/31/2022

**WIC ME Evaluation**

The MN Department of Health conducted a Management Evaluation of the WIC Program in July and August. Kanabec County WIC met standards in all areas evaluated and no response is needed. There were a few recommendations that staff will implement.

-See letter provided.

**Coronavirus information and response activities**

Due to the constantly changing environment, Director will provide an update the day of the meeting.





*Protecting, Maintaining and Improving the Health of All Minnesotans*

August 29, 2022

Kathryn Burski, CHS Administrator  
Kanabec County Public Health  
905 East Forest Avenue  
Mora, MN 55051

Dear Ms. Burski:

I am writing to provide you the results of the Management Evaluation (ME) of the Kanabec County WIC Program that I, Mei Yeh, WIC Consultant, conducted in July and August 2022. The Management Evaluation is part of the ongoing monitoring of local WIC agencies. I would like to express my appreciation to Ellie White, WIC Coordinator, and the Kanabec County WIC staff for the courtesy and cooperation during the evaluation process.

My overall review during the Management Evaluation included Nutrition Services, Breastfeeding — Services, Participant Certification, Civil Rights, Referrals, Program Integrity Practices, WIC Card and Formula Security, Record Retention, and Program Administration. I reviewed a sampling of participant records, local program reports, and files. At the conclusion of the ME, we discussed the results of the review in a video call. Due to COVID-19, this was a remote ME with video observations. I will plan a field visit to provide technical assistance after the WIC waivers are no longer in place.

### **Overall Impressions**

The Kanabec County WIC program successfully adapted to remote services and maintains flexibility during the COVID pandemic. Despite the added challenges brought on by the pandemic, the participation rate in Kanabec WIC is stable, with a slight 5% uptick of caseload from Federal Fiscal Year (FFY) 2020. The average monthly participation is 470 in FFY 2022. Breastfeeding support effort continues to be a priority. Breastfeeding initiation rates are at 80% and above since 2018. The preliminary 2021 breastfeeding initiation rate is 82%, which is above the state average of 80%.

WIC staff strive to maintain high quality, responsive services to families. All program standards are met.

### **Strengths**

- **Program Management and Collaboration**

Kanabec County WIC is a well-organized, strong community nutrition program. There is open communication and cohesive teamwork among staff. New staff training, annual observations and chart reviews are conducted thoroughly and timely. Ongoing staff learning and development is evident. Documentation for nutrition assessment, education contacts and Initial Contacts are 100%. Although the Separation of Duties (SOD) requirement is waived during the Public Health Emergency, SOD documentation is maintained at 73%.

The collaboration between WIC and other areas of the agency offers continuous support to WIC families. Ellie White, WIC Coordinator, maintains positive relationships with local agency coordinators and keeps an open dialogue with the state WIC agency. We appreciate her contributions to the WIC program. Staff are supportive and responsive to the temporary change of the increased cash-value benefits (CVB) issuance, and recent challenges around formula recall and shortage.

- **Nutrition Services and Health Promotion**

Strong nutrition services were evident in chart reviews and observations. Staff actively inquire if there are recent height, weight, and hemoglobin measurements to provide a comprehensive health assessment. There is also a consistent effort in promoting health behaviors to prevent anemia. Staff are knowledgeable with community resources and provide customized referrals to WIC families. Digital resources and printed education materials are shared with families by texts or mailing. Staff use a designated WIC mobile phone to facilitate direct and responsive communications and services. Staff demonstrate participant-centered services (PCS) skills and interact with families warmly and patiently. They build rapport and trust by active listening, pausing to invite conversation, and tailor education based on individual needs. Nutrition counseling is engaging and personalized. The Kanabec Family Health Facebook page is attractive, and regularly pushes out critical updates about WIC, health promotion messages, and community resources and events. The positive reputation and connection with the community increases the program effectiveness and reach to families.

#### **Recommended Actions**

The following are recommendations. A written response is not necessary; however, I encourage you to consider these recommendations to enhance the quality and integrity of your program.

1. Review and add the USDA Non-discrimination Statement (NDS) for materials locally developed for the public, include WIC information that are published online. See MOM Section 1.10.
2. Ensure Drug and Harmful Substance Abuse education and resources are given and documented for all new families. Based on observations and interview, the education and resources are provided, but documentation for materials given is missing in some charts reviewed.
3. Work with staff to use the specific subject title to clearly demonstrate that WIC procedures are followed. For examples: use *soy food-issuance reason* for soy approval and issuance; and use *PE* and *PE update* notes for Presumptive Eligibility (PE). Although supporting information can be found in participant's record, recording information under a specific subject title helps to achieve consistency of documentation standard across the state.
4. Continue to advance Participant-Centered Services (PCS) skills, particularly summarizing and goal setting techniques. Staff are encouraged to help families identify a specific, concrete, and measurable goal that addresses their unique nutrition risks or health concerns. When a goal is established by participants, it can motivate, guide behaviors, and promote continuum of care. This work helps participants achieve desirable health outcomes.
5. The goal of Minnesota WIC is to make Registered Dietitian services available to WIC participants. When a staff opening occurs, consider employing or contracting with a credentialed nutrition professional to enhance nutrition care and address special nutrition needs in your communities.

**Required Actions**

The Kanabec County WIC Program met the standards in all areas evaluated. Therefore, a written response to the Management Evaluation is not required. We consider the evaluation complete. I am available to assist your WIC staff in any way that would be helpful. Please do not hesitate to contact me at [mei.yeh@state.mn.us](mailto:mei.yeh@state.mn.us) or 651-201-4412.

The Kanabec County WIC program is an asset to the community and a pleasure to work with. Thank you for your commitment and services to WIC families.

Sincerely,

A handwritten signature in cursive script that reads "Mei Yeh".

Mei Yeh, MS RDN  
MDH WIC Consultant

cc: Ashley Berg, Family Health Supervisor  
Ellie White, WIC Coordinator  
State Project file



## **PEER RECOVERY SUPPORT SERVICES CONTRACT**

THIS CONTRACT, by and between Kanabec County dba. Kanabec County Community Health (hereinafter COUNTY), 905 East Forest Ave., Suite #127; Mora, MN 55051 and True Directions Inc. (hereinafter PROVIDER), 106 E. Maple Street, Mora, MN 55051.

### **WITNESSETH:**

WHEREAS, the COUNTY through its American Rescue Plan funding, has chosen to contract for Peer Recovery Support Services (PRSS) in Kanabec County:

WHEREAS, the COUNTY desires to provide Peer Recovery Support Services to enhance the efficiency, quality, effectiveness and accessibility of recovery services for area residents;

WHEREAS, the PROVIDER assures that their organization is in compliance with MN Statutes regarding Substance Use Disorder Services; and that the PROVIDER has personnel that are duly qualified and licensed according to the professional standards in Minnesota.

NOW THEREFORE, in consideration of the mutual covenants contained herein; the parties do agree as follows:

#### **1. TERM**

The term of this AGREEMENT is from September 6, 2022 to December 31, 2024 the date of signature by the parties notwithstanding, and unless earlier terminated as provided herein.

#### **2. PURCHASE OF SERVICE**

A. THE PROVIDER agrees to provide Peer Recovery Support Services to Kanabec County residents age 18 and older with substance use concerns.

B. The PROVIDER, will provide the following services in a prompt and professional manner:

- a. Manage an on-call system of PRSS services for community member to access when needed (to include nights and weekends).
- b. Provide a referral process/system for the community to assist people to access services.

- C. The PROVIDER must provide quarterly progress/service updates to Kanabec County Community Health.
- D. PROVIDER will bill third party insurance whenever possible and only invoice the County for the difference between the negotiated rate and payments from insurance.
- E. PROVIDER must be prepared to execute contracts within sixty (60) days from the Notice of Intent to Negotiate.

### 3. REQUIREMENTS

#### A. Audits, Reports, Records and Monitoring Procedures

The PROVIDER will:

- (a) Maintain records which reflect all revenues, costs incurred and services provided in the performance of the Agreement.
- (b) Agree that the County, an independent auditor hired by the County, the State Auditor or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonable and necessary for a minimum of six years from the end of this contract pursuant to Minnesota Statute 16C.05, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, and accounting procedures and practices of the PROVIDER which are relevant to the PROVIDER's performance and determination of the agreed upon payment rate under this Agreement.

#### B. Standards

- (a) The PROVIDER shall comply with all applicable Federal and State Statutes and regulations as well as local ordinances now in effect or hereafter adopted.
- (b) Failure to meet the requirements of Section a. above may be cause for cancellation of the Agreement effective the date of receipt of the Notice of Cancellation.

#### C. Material, Work Performance and Ownership of Work Product(s)

Any work product, including but not limited to, software programs containing county data, documentation, memoranda, correspondence, and files generated by the PROVIDER in the course of this work for the county shall be the sole property of the county. All such work products must be surrendered to the county at the completion of the Agreement. Work products which are subject to the Government Data Practices Act, Minnesota Statutes, Chapter 13 and regulations thereto must not be removed from the county.

#### D. Data Privacy

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the PROVIDER's performance of this Agreement is governed by the Minnesota Government Data Practices Act,

Minnesota Statutes 1984, Section 13.01 et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The PROVIDER agrees to abide by these statutes, rules and regulations and as they may be amended. The PROVIDER agrees to implement and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPPA Public Law 104-191), as it may be amended from time to time.

E. Nondiscrimination

PROVIDER will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. PROVIDER must refrain from such discrimination as a matter of its contract with County. "Person" includes, without limitation, a County employee, PROVIDER's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to: fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any PROVIDER program or activity. (Pursuant to Minn. Stat. Chapter 364 and Minn. Stat. 181.59).

F. Indemnification

The PROVIDER agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the Provider in the performance of this agreement.

G. Insurance Requirements

The PROVIDER agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified:

- A. Commercial General Liability/Professional Liability with contractual liability coverage in the amount of the County's tort liability limits set forth in Minnesota Statute 466.04 and as amended from time to time.
- B. Automobile coverage in the amount of the County's tort liability limits set forth in Minnesota Statute 466.04 and as amended from time to time.
- C. Worker's Compensation in statutory amount.

Prior to the effective date of this Agreement, the PROVIDER will furnish the County with a current and valid proof of insurance certificate indicating insurance

coverage in the amounts required by this agreement. This certificate of insurance shall be on file with the County throughout the term of the agreement. As a condition subsequent to this agreement, PROVIDER shall insure that the certificate of insurance provided to the County will at all times be current. The parties agree that failure by the PROVIDER to maintain a current certificate of insurance with the County shall be a substantial breach of the contract and payments on the contract shall be withheld by the County until a certificate of insurance showing current insurance coverage in amounts required by the contract is provided to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' notice thereof to the County.

#### 4. INDEPENDENT CONTRACTOR

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the PROVIDER as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. The PROVIDER is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The PROVIDER represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other person, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall have no contractual relationship with the County and shall not be considered employees of the County.

Neither the PROVIDER nor its employees will at any time be construed to be employees of the County. The PROVIDER is responsible for its employees' compensation, fringe benefits and all insurance coverage.

#### 5. SUBCONTRACTING AND ASSIGNMENT

The PROVIDER shall not enter into any subcontract for performance of any services contemplated under this agreement; nor novate or assign any interest in the agreement without the prior written approval of the County. Any assignment or novation may be made subject to such conditions and provisions as the County may impose.

If the provider subcontracts the obligations under this agreement, the provider shall be responsible for the performance of all obligations by the subcontractors.

#### 6. MODIFICATIONS

Any material alteration, modification or variation shall be reduced to writing as an amendment and signed by the parties. Any alteration, modification or variation deemed not to be material by agreement of the COUNTY and the PROVIDER shall not require written approval.

A budget review will be conducted annually and may be amended upon agreement of both parties.

7. MERGER

It is understood and agreed that the entire agreement of the parties is contained herein and this Agreement supersedes all oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this Agreement are incorporated or attached and deemed to be part of the Agreement.

8. PERFORMANCE

All services performed by the PROVIDER pursuant to this Agreement shall be performed to the satisfaction of the County, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. Services not performed in accordance with the terms and conditions of RFP and contract shall be considered a material breach and shall be cause for immediate termination by County. The PROVIDER shall not receive payment for work found by the County to be unsatisfactory, or performed in violation of federal, state, or local law, ordinance, rule or regulation. In the event of work found to be unsatisfactory in any reasonable respect the County shall provide the PROVIDER with written notice describing the work found to be unsatisfactory in any reasonable respect and thirty (30) days to correct the unsatisfactory service performed. PROVIDER shall work with the County to correct the unsatisfactory service to County's mutual satisfaction within thirty (30) days of said notice, if service is not corrected to the satisfaction of the County, it shall be considered a material breach and shall be cause for immediate termination by County.

9. CONTRACTOR DEBARMENT SUSPENSION AND RESPONSIBILITY

Federal Regulation 45 CFR 92.35 prohibits the county from purchasing goods or services with federal money from PROVIDERS who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subdivision 2, provides the Commissioner of Administration with the authority to debar and suspend PROVIDERS who seek contracts with the county. PROVIDERS may be suspended or debarred when it is determined through a duly authorized hearing process, that they have abused the public trust in a serious manner.

10. CERTIFICATION

By signing this agreement, the contract certifies that it and its' principals\* and employees:

- (a) Are not presently debarred , suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
- (b) Have not within a three year-period preceding this agreement: 1) been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local government) transaction,

- 2) violating any federal or state antitrust statutes, or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements or receiving stolen property; and
- (c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local government) transaction, 2) violating any federal or state antitrust statutes, or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- (d) Are not aware of any information and possess no knowledge that any subcontract(s), that will perform work pursuant to this agreement, are in violation of any of the certifications set forth above; and
- (e) Shall immediately give written notice to the contract manager should the contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining or performing a public (federal, state, or local government) transaction, violating any federal or state antitrust statute, or committing embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

\*Principals, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of subsidiary division or business segment, and similar positions).

#### 11. CONSIDERATION AND TERMS OF PAYMENT

PROVIDER will, by the fifteenth (15) of the month following services provided, bill the COUNTY at 905 Forest Ave. East, Suite 127, Mora, MN 55051 for services provided that were not covered by a third party. The rate billed will be \$60.08 per hour. PROVIDER will follow the agreed upon budget (see attached Addendum A). Agreed upon budget and payment for services not covered by insurance is not to exceed \$30,000 per calendar year.

The PROVIDER will collect any deductible/co-insurance amounts from the client and will provide a reasonable payment plan. The PROVIDER will not accept gratuities or payment in any form from any patient for services performed under this Agreement.

#### 12. CANCELLATION

This CONTRACT may be canceled by the COUNTY or PROVIDER at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such cancellation the PROVIDER shall be entitled to payment for services satisfactorily performed. It is also understood that this project is grant funded and if the grant funding is reduced or eliminated this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, the parties have caused this CONTRACT to be duly executed  
intending to be bound thereby.

KANABEC COUNTY COMMUNITY  
HEALTH BOARD

ATTESTED BY:

\_\_\_\_\_  
Chairman/or Representative      Date

\_\_\_\_\_  
County Coordinator      Date

COUNTY: Kanabec County Community  
Health

Form Approved:

\_\_\_\_\_  
Community Health Director      Date

\_\_\_\_\_  
County Attorney      Date

PROVIDER: True Directions Inc.

\_\_\_\_\_  
Executive Director

## Appendix A

## True Directions, Inc. Proposed Budget

## Peer Recovery 24 x 7 Uninsured Support Services: Kanabec County

Budget Category	Category Description	Fiscal Year 2022 (Aug-Dec)	Fiscal Year 2023	Fiscal Year 2024
Kanabec 24 x 7 PRSS	Hrly Rate for Peer Recovery Uninsured	\$67.70	\$67.70	\$67.70
After Hours Support	Weekly stipend o \$150 for after- hours PRSS rotation/52 weeks	\$3,000.00	\$7,800.00	\$7,800.00
Administrative	24 x 7 PRSS monthly fee of \$433.00; administrative meetings/program oversight, training, executive director meetings, contractual quarterly meetings	\$2,165.00	\$5,196.00	\$5,196.00
Travel	Travel Reimbursement maximum, per current state mileage rate	\$250.00	\$250.00	\$250.00
Data Management	System for PRSS Kanabec only. HIPAA compliant. Consultant fee \$1000.00	\$1,000.00		
Marketing and Printing	Letters, brochures, banners, PowerPoint, website updates, billboards	\$3,500.00	\$2,460.00	\$2,260.00
PRSS Cell	I Phone Verizon Service (85 monthly) PRSS \$1,000 for phone purchase; Screen/Case Protection (60), Insurance (16 monthly). One Talk 15 monthly	\$1,640.00	\$1,392.00	\$1,392.00
Landline	Landline Phone Upgrades	\$500.00	\$500.00	\$500.00
<b>TOTALS</b>		<b>\$12,055.00</b>	<b>\$17,598.00</b>	<b>\$17,398.00</b>

**Percentage of Intake Unknown**

NOTE: 24x7 Kanabec uninsured hourly rate for services not included in final amounts shown each calendar year.

**Resolution # KCCH – 9/6/2022**  
Peer Recovery Support Services Resolution

**WHEREAS**, the Kanabec County Board authorized up to a total of \$90,000 for peer recovery services for 2022, 2023 and 2024 from ARPA funds by Resolution #19 on 2/15/2022; and

**WHEREAS**, a request for proposals was advertised online May 16, 2022 and in the Kanabec County Times newspaper May 19, 2022; and

**WHEREAS**, the following bid was received on June 30, 2022 for Peer Recovery Support Services: True Directions Inc.

**WHEREAS**, the bid, not to exceed \$90,000 each year for the three (3) year period met the requirements of the RFP for Peer Recovery Support Services and was submitted by True Directions Inc.

**WHEREAS**, a detailed budget and contract was presented before the Board and included herein; and

**WHEREAS**, the County Attorney has reviewed and approved said contract.

**THEREFORE BE IT RESOLVED**, the Kanabec County Community Health Board accepts the purchase of service contract and budget for Peer Recovery Support Services submitted by True Directions Inc; and

**BE IT FURTHER RESOLVED** to authorize the Board Chair and Kanabec County Community Health Director to sign the Agreement.

**Resolution # KCCH – 9/6/22**

**Grant Application for Funding Children's Dental Services Resolution**

**WHEREAS,** Children's Dental Services has been providing dental services for children and pregnant women up to age 27 at the Public Services Building since January, 2018; and

**WHEREAS,** Kanabec County Community Health is in need of funding to continue to provide this service to our community, and

**WHEREAS,** the Community Health Director is requesting permission to apply for grant funding and to accept such funding if approved, from agencies such as Citizens Community Bank, East Central Energy's Roundup program and other such institutions to continue the much needed dental services for community members.

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

## **Resolution # KCCH – 9/6/22**

### **Public Health Partners' Grant for School Sealant Programs Resolution**

**WHEREAS**, according to the Center for Disease Control (CDC), dental tooth decay is one of the most common chronic diseases among children. Untreated cavities can cause pain and infections that may lead to problems with eating, speaking, playing, and learning, and children who have poor oral health often miss more school and receive lower grades than children who don't, and

**WHEREAS**, dental sealants, which are thin coatings applied on the chewing surfaces of back teeth (molars) can protect against 80% of cavities, and

**WHEREAS**, Kanabec County has been designated a Dental Health Professional Shortage Area (DHPSA), and

**WHEREAS**, Kanabec County Community Health has an opportunity to apply for a Public Health Partners' Grant for School Sealant Programs (SSP grant) to identify and cultivate relationships with public health partners and referral sources in the community to bring School Sealant programs to the community, and

**WHEREAS**, the Community Health Director is requesting permission to accept the Public Health Partners' grant funding for School Sealant Programs if approved, as well as sign a contract with the State of Minnesota, through its Department of Health.

**THEREFORE BE IT RESOLVED** the Community Health Board approves the Kanabec County Community Health Director to accept the Public Health Partners' grant for School Sealant Program funds if approved, to identify and cultivate relationships with public health partners and referral sources in the community to bring a School Sealant program to the community. Contract would begin 11/1/2022 and end July 15, 2023 for up to \$5,000.



Sheila

8/26/22 10:31AM

As of Date: 07/2022

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

Save Report: N

Comment:

FUND

Range From 15

Thru 15

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

## TRIAL BALANCE REPORT

Sheila

8/26/22 10:31AM

15 Community Health Fund

TRIAL BALANCE REPORT

As of 07/2022

Report Basis: Modified Accrual

Account	Beginning Balance	Actual This- Month	Actual Year- To- Date	Current Balance
----- Assets -----				
1001 Cash	395,429.81	24,296.21-	61,605.97	457,035.78
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	24,296.21-	425,837.84-	457,035.78
--- 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	272,565.48-	1,313,450.84-	1,313,450.84-
2925 Expenditure Control	0.00	296,861.69	1,578,073.15	1,578,073.15
Total Fund Balance	721,134.92-	24,296.21	264,622.31	456,512.61-
Total Liabilities and Balance	882,873.62-	24,296.21	425,837.84	457,035.78-
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				

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



TRIAL BALANCE REPORT

As of 07/2022

Report Basis: Modified Accrual

Sheila

8/26/22 10:31AM

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>
----------------	------------------------------	-------------------------------	----------------------------------	----------------------------



# Kanabec County Community Health - Board Financial Report

15-484

Through June 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
Pilt-Housing Authority			0.00							
Rev	0		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
Cares Act COVID-19 Grant										
Rev	0		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
Local Public Health Infrastructure			470,406.52	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	11,535.47
Rev	486,597.00	35.02%		46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,359.40	32,500.28
Exp	378,817.00	58.31%	220,897.17							
Prevent Infectious Disease			9,037.11	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	0.00
Rev	28,087.00	32.53%		1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	1,032.06
Exp	28,088.00	34.82%	9,079.08							
Environmental Health			8,775.12	9.00	33.00	0.00	0.00	8,730.12	3.00	0.00
Rev	25.00	35100.48%		0.00	0.00	0.00	0.00	648.66	131.93	206.15
Exp	5,883.00	21.74%	1,279.09							
Healthy Communities-Adult Health			191,673.09	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	53,983.12
Rev	271,960.00	70.48%		16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	24,908.81
Exp	275,208.00	45.75%	125,912.68							
Healthy Communities-Health Improvement			360,046.21	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	56,768.65
Rev	548,531.00	65.64%		29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	56,378.88
Exp	528,486.00	57.96%	306,328.76							
Healthy Communities-Family Health			395,688.16	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62	86,784.53
Rev	714,440.00	55.38%		35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31	50,764.83
Exp	596,634.00	46.49%	277,350.46							
Emergency Preparedness			150,535.38	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	3,000.00
Rev	131,761.00	99.07%		16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	15,474.17
Exp	118,620.00	79.74%	94,584.00							
Assure Access-Case Management			219,215.58	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	25,196.39
Rev	357,900.00	61.25%		27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	44,470.64
Exp	351,493.00	63.44%	222,995.06							
Assure Access-Home Care			300,596.10	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	35,297.32
Rev	528,000.00	56.93%		82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	79,367.87
Exp	784,072.00	59.45%	486,510.20							
Agency Totals										
Rev	3,067,301.00	58.23%	1,786,075.47	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59	272,565.48
Exp	3,067,301.00	56.25%	1,725,236.50	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,851.42	305,103.69

amount has changed

outstanding payments/payments not yet posted

Workforce Dr 20,489.27

CTC

DFC

FAP

LCTS

LPHG

MCH

MIECHV

PHEP

RPC

SHIP

TANF

WIC

Covid State

CMCOA

MN Choice

Admin asst

mental hith

Suicide Prev

Covid Federal

Home care

29,369.16 estimate only see note below

146,096.60

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.

25

26

26

**Board Meeting 09/06/22**

**Abstract Totals for Commissioner Vouchers**

<b>Board Meeting 09/06/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	36,283.45	34	71
Abstract #2			
<b>Totals</b>	<b>36,283.45</b>	<b>34</b>	<b>71</b>

**Abstract Totals for Auditor Vouchers**

<b>Board Meeting 09/06/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Sheila  
8/31/22

2:33PM

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  
8/31/22 2:33PM  
15 Community Health Fund

Vendor Name		Rpt Acct	Amount	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula			Service Dates			Paid On Bhf #	On Behalf of Name
26	434 Ability Network Inc 15-484-487-8453-6211		224.82	Aug billing svc/eligibility		22m-0123185	Services & Charges	N
25	15-484-493-8452-6211		190.75	Aug billing svc/eligibility		22m-0123185	Services & Charges	N
24	15-484-496-8447-6211		265.70	Aug billing svc/eligibility		22m-0123185	Services & Charges	N
	434 Ability Network Inc		681.27		3 Transactions			
27	104 Ace Hardware 15-484-450-0000-6412		59.97	surge protectors		307654	Office Supplies	N
28	15-484-450-0000-6412		12.99	clock		307654	Office Supplies	N
	104 Ace Hardware		72.96		2 Transactions			
64	538 Berg/Ashley 15-484-487-8453-6331		99.25	Jul/Aug MIECHV mileage			Mileage & Meals	N
63	15-484-496-8447-6331		98.13	Jul/Aug home care mileage			Mileage & Meals	N
	538 Berg/Ashley		197.38		2 Transactions			
1	185 Bergstadt/Jennifer 15-484-496-8449-6331		145.63	Jul/Aug HHA mileage			Mileage & Meals	N
	185 Bergstadt/Jennifer		145.63		1 Transactions			
2	1396 Biever/Laurie 15-484-496-8449-6331		283.13	Jul/Aug HHA mileage			Mileage & Meals	N
	1396 Biever/Laurie		283.13		1 Transactions			
4	1275 Bromwich/Amanda 15-484-496-8448-6331		11.88	August HM mileage			Mileage & Meals	N
3	15-484-496-8449-6331		270.00	Jul/Aug HHA mileage			Mileage & Meals	N
	1275 Bromwich/Amanda		281.88		2 Transactions			
5	1312 Campbell/Mindy 15-484-496-8449-6331		57.50	Jul/Aug HHA mileage			Mileage & Meals	N
	1312 Campbell/Mindy		57.50		1 Transactions			
30	1101 Card Services 15-484-450-0000-6411		25.64	batteries		537790	Supplies	N
29	15-484-487-8456-6411		8.96	bleach		537790	Supplies	N
	1101 Card Services		34.60		2 Transactions			
6	3646 Felland/Becky 15-484-496-8447-6331		65.63	July home care mileage			Mileage & Meals	N

Sheila  
8/31/22 2:33PM  
15 Community Health Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	No.	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Descripti	1099
3646	Felland/Becky					65.63		1 Transactions	Paid On Bhf #	On Behalf of Name	
1298	Gajewski/Farrah										
8	15-484-469-8440-6331					75.63	June DPC mileage			Mileage & Meals	N
7	15-484-496-8447-6331					138.12	Jul/Aug home care mileage			Mileage & Meals	N
1298	Gajewski/Farrah					213.75		2 Transactions			
1326	Hansen/Erika										
65	15-484-496-8447-6331					187.00	August HC mileage/finger print			Mileage & Meals	N
1326	Hansen/Erika					187.00		1 Transactions			
4184	Health Dimension Rehabilitation Inc										
32	15-484-496-8447-6211					1,035.00	December consult svcs			Services & Charges	N
33	15-484-496-8447-6211					690.00	January consult svcs			Services & Charges	N
34	15-484-496-8447-6211					960.00	February consult svcs			Services & Charges	N
35	15-484-496-8447-6211					1,050.00	March consult svcs			Services & Charges	N
36	15-484-496-8447-6211					1,020.00	April consult svcs			Services & Charges	N
37	15-484-496-8447-6211					1,005.00	May consult svcs			Services & Charges	N
38	15-484-496-8447-6211					4,136.88	July PT svcs			Services & Charges	N
39	15-484-496-8447-6211					32.90-	attempted visit credit			Services & Charges	N
4184	Health Dimension Rehabilitation Inc					9,863.98		8 Transactions			
324	Healthcare First										
31	15-484-496-8447-6211					104.74	August HHCAHPS fee		5305735	Services & Charges	N
324	Healthcare First					104.74		1 Transactions			
234	Holland/Jeff										
9	15-484-496-8447-6331					388.75	July home care mileage			Mileage & Meals	N
10	15-484-496-8447-6331					446.88	August home care mileage			Mileage & Meals	N
234	Holland/Jeff					835.63		2 Transactions			
3095	Isanti County Public Health										
40	15-484-485-8468-6880					3,661.32	July hlthy eat/active living			Grant Admin- Pass thru	N
41	15-484-485-8468-6880					1,725.68	July well- being strategy			Grant Admin- Pass thru	N
3095	Isanti County Public Health					5,387.00		2 Transactions			
386	ITSavvy LLC										
42	15-484-496-8447-6405					950.53	HP Pro book 450 G9 notebook		01365068	Computers & Hardware	N
386	ITSavvy LLC					950.53		1 Transactions			

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



Sheila  
8/31/22 2:33PM  
15 Community Health Fund

## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	1099
2162 Kanabec County Information Systems							
43	15-484-450-0000-6380			3rd qtr IS svcs	6258	Interdepartmental Charges	N
44	15-484-450-0000-6203			second qtr phone service	6260	Telephone	N
2162 Kanabec County Information Systems							
				2 Transactions			
132 Kanabec Publications							
45	15-484-450-0000-6450			annual subscription 9/22-23		Publications & Subscriptions	N
				1 Transactions			
1308 Lejonvarn/Kirsten							
62	15-484-469-8440-6331			August DPC mileage		Mileage & Meals	N
58	15-484-487-8450-6331			Jul/Aug TANF mileage		Mileage & Meals	N
59	15-484-487-8453-6331			Jul/Aug MIECHV mileage		Mileage & Meals	N
61	15-484-490-8489-6331			July COVID mileage		Mileage & Meals	N
60	15-484-496-8447-6331			Jul/Aug home care mileage		Mileage & Meals	N
				5 Transactions			
1308 Lejonvarn/Kirsten							
				274.38			
667 Lighthouse Child & Family Services LLC							
46	15-484-490-8489-6211			reflective practice session	7166	Services & Charges	Y
				06/13/2022			
				1 Transactions			
667 Lighthouse Child & Family Services LLC							
				150.00			
377 Marco Inc							
47	15-484-450-0000-6341			Sharp Mx5070v copier agmt	32304808	Rental & Service Contracts Copier	N
				1 Transactions			
1143 McKesson Medical-Surgical Govt Solution							
50	15-484-481-8481-6432			PHNC supplies		Medical Supplies	N
48	15-484-481-8481-6432			PHNC supplies	19639574	Medical Supplies	N
52	15-484-487-8453-6411			MIECHV supplies	19691373	Supplies	N
51	15-484-496-8447-6432			home care supplies	19691604	Medical Supplies	N
71	15-484-487-8453-6411			MIECHV supplies	74997734	Supplies	N
70	15-484-496-8447-6432			Home care supplies	74997734	Medical Supplies	N
49	15-484-496-8447-6432			Home care supplies	9713020	Medical Supplies	N
				7 Transactions			
1143 McKesson Medical-Surgical Govt Solution							
				359.28			
8040 Miller, Patti							
13	15-484-485-8444-6331			CTL mileage		Mileage & Meals	N
11	15-484-485-8474-6331			Coalition mileage		Mileage & Meals	N
12	15-484-485-8474-6411			coalition supplies		Supplies	N

3.2

Sheila  
8/31/22 2:33PM  
15 Community Health Fund

## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name		Rpt		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Accr	Amount	Warrant Description	Service Dates	Paid On Bhf #	On Behalf of Name
8040	Miller, Patti		1,446.77		3 Transactions		
1354	Miner/Brian						
14	15- 484- 485- 8480- 6331		255.49	Jul/Aug mileage/meals			Mileage & Meals
15	15- 484- 485- 8480- 6411		37.02	RPC supplies- easel paper			Program Supplies
1354	Miner/Brian		292.51		2 Transactions		
4134	Mora Area Chamber Of Commerce						
53	15- 484- 450- 0000- 6245		150.00	annual membership		2022- 105	Registration & Membership Dues
4134	Mora Area Chamber Of Commerce		150.00		1 Transactions		
1311	Nelson/Erika						
16	15- 484- 493- 8452- 6331		93.13	July CM mileage			Mileage & Meals
1311	Nelson/Erika		93.13		1 Transactions		
52	Olson/Autumnn						
66	15- 484- 487- 8450- 6331		13.75	Jul/Aug TANF mileage			Mileage & Meals
67	15- 484- 487- 8451- 6331		31.25	August HP mileage			Mileage & Meals
68	15- 484- 487- 8453- 6331		161.88	Jul/Aug MIECHV mileage			Mileage & Meals
69	15- 484- 493- 8452- 6331		3.75	August CM mileage			Mileage & Meals
52	Olson/Autumnn		210.63		4 Transactions		
632	Pine County Health & Human Services						
54	15- 484- 485- 8468- 6880		2,115.62	July hlthy eat/active living			Grant Admin- Pass thru
55	15- 484- 485- 8468- 6880		1,675.32	July tobacco strategy			Grant Admin- Pass thru
56	15- 484- 485- 8468- 6880		2,555.90	July well- being strategy			Grant Admin- Pass thru
632	Pine County Health & Human Services		6,346.84		3 Transactions		
1030	Ringler/Jennie						
17	15- 484- 496- 8449- 6331		184.38	Jul/Aug HHA mileage			Mileage & Meals
1030	Ringler/Jennie		184.38		1 Transactions		
1322	Ringler/Jezzalyn						
18	15- 484- 496- 8449- 6331		212.50	Jul/Aug HHA mileage			Mileage & Meals
1322	Ringler/Jezzalyn		212.50		1 Transactions		
16326	Sarkisyan/Amber						
19	15- 484- 496- 8449- 6331		183.75	Jul/Aug HHA mileage			Mileage & Meals
16326	Sarkisyan/Amber		183.75		1 Transactions		

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



Sheila  
8/31/22 2:33PM  
15 Community Health Fund

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor Name		Rpt		Amount	Warrant Description		Invoice #		Account/Formula Descripti	
No.	Account/Formula	Accr			Service Dates		Paid On Bhf #		On Behalf of Name	
57	1303 Survey Systems Data Collection Specialis			1,457.38	Partners in hlthy lvg survey	22- 13479			Services & Charges	N
	15- 484- 485- 8468- 6211			1,457.38	1 Transactions					
20	1083 Swanson/Lori			1.25	Aug WW Hlth eat/active mileage				Mileage & Meals	N
21	15- 484- 485- 8468- 6331			62.50	Aug SHIP all strat mileage				Mileage & Meals	N
	1083 Swanson/Lori			63.75	2 Transactions					
23	1268 Tomczak/Kristi			31.27	Aug HM mileage				Mileage & Meals	N
22	15- 484- 496- 8448- 6331			264.98	Jul/Aug HHA mileage				Mileage & Meals	N
	1268 Tomczak/Kristi			296.25	2 Transactions					
15 Fund Total:				36,283.45	Community Health Fund		34 Vendors		71 Transactions	
Final Total:				36,283.45	34 Vendors		71 Transactions			

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	Fund	AMOUNT	Name
	15	36,283.45	Community Health Fund
All Funds		36,283.45	Total
			Approved by,
			.....
			.....
			.....



# 9:30am Appointment

September 6, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Discuss Letter from Wadena County Commissioner Discussing County Program Aid and Tax Disparity	<b>b. Origination:</b> Wadena County Commissioner Bill Stearns
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b> Board of Commissioners and Denise Snyder, Auditor/Treasurer

**e. Board action requested:**

- a. Discuss the letter received by the Kanabec County Commissioners from Wadena County Commissioner Bill Stearns
- b. Review tax calculation process and information (Denise Snyder, Auditor/Treasurer)

---

**f. Background:**

Supporting Documents: None    Attached: ☒

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

**Coordinators Comments:**



## Wadena County Board of Commissioners

Wadena County Courthouse, 415 Jefferson Street South, Wadena, MN 56482  
Clerk of the Board Ryan Odden, County Coordinator [ryan.odden@wcmn.us](mailto:ryan.odden@wcmn.us) (218) 631-7779

---

August 26, 2022

Commissioner xx

Re: County Property Tax Disparity

Honorable Commissioner X,

At the August 9<sup>th</sup> Wadena County Board of Commissioners meeting, the board discussed one of our long term concerns of tax disparity between counties. The attached editorial from Commissioner Bill Stearns, who is our longest serving commissioner having been on the county board since 2003, was published in the local papers to inform our citizens of the situation we face as a county. He has seen the changes across the decades and has recognized what has caused issues that we struggle with as highly taxed county.

Please take 3 minutes to read what he has put together and the rest of the county board has approved as one of our legislative priorities. Look at the list and your county is on it. Compare your county to others and see how property tax disparity affects your county.

The last two sheets, which are on legal sized paper, show two scenarios one at 50% and the other at 60% of the funding needed to bring our counties closer to equitable taxes.

Please feel free to reach out if you have any questions or would like to talk to me about this issue.

Sincerely,

Ryan Odden, PE  
Wadena County Coordinator, Clerk to the Board

CC: Commissioners of Kanabec, Carlton, Mille Lacs, Pennington, Sibley, Mcleod, Waseca, Freeborn, Todd, Chisago, Beltrami, Itasca, Houston, Cook, Pine  
Juile Ring and Matt Hilgart from the Association of Minnesota Counties

Attachments: Commissioner Stearns Tax Disparity Editorial  
Full State Comparison of tax on a \$250,000 home  
50% Scenario Sheet  
60% Scenario Sheet  
Proposed Timeline for a Disparity Payment

## County Property Tax Disparity

Counties were formed and operate under the “Dillion” rule. Which means they were formed by the Legislature of the State of Minnesota. This is in contrast to the Cities of Minnesota which were formed by the citizens that live there under the “Home Rule Charter” laws. The main difference is that the Cities can do anything they want as long as there is not a Statute stating they cannot. Counties on the other hand cannot do anything unless there is a Statute stating they can do something, and in addition they have to do everything the State says they must do either through a State Statute or an Administrative Rule.

The Minnesota Legislature has been passing laws with unfunded mandates for years. In addition Minnesota Governor’s administrations have been formulating Administrative Rules and imposing them on Counties for years also. This has resulted in Billions of dollars of unfunded mandates that the Counties have had to backfill through the County Property Tax Levy.

The Counties with the highest land and property values have had the least burden put on their taxpayers. The Counties with the lowest land and property values have had the highest tax burden put on their taxpayers.

The Counties with the lowest tax rates and lowest homeowner tax burden are:

County	2021 tax rate	County tax on a \$250,000. Home
Dakota	.22716	\$535
Rock	.22722	\$535
Washington	.27435	\$646

The Counties with the highest tax rates and the highest homeowner tax burden are:

County	2021 tax rate	County tax on a \$250,000. Home
Kanabec	.89715	\$2111
Carlton	.82593	\$1943
Wadena	.80738	\$1900

The state average county tax rate is .47665, while the median county tax rate is .45430

This is “untenable”. Where is the “One Minnesota”?

If a person or married couple who work in the State of Minnesota has a net taxable income of \$100,000. He, She or they have the same tax burden no matter which County they live in. It matters not if they live in Hennepin, Rock, Dakota, Kanabec or Wadena. They all pay the same income tax. Not true of the property tax. If you are lucky enough to live in a County with a high taxable value you have a much lower Property Tax burden.

There is a theory that County lines in the State of Minnesota were drawn up so no one would have more than a days ride by horse and buggy to their County Seat town. There is no way of knowing whether this is true or not. However, one thing that is certain is that they were not drawn up so the tax burden for the billions of dollars in unfunded State mandates were fairly distributed among all property taxpayers.

The County of Wadena in 1964 had ten (10) people employed in it's "Welfare" office. This is now called the Human Services office and has 58 employees. Since 1964 Wadena County has grown by only 1400 people. The growth of this department has been dictated by Statutes and Administrative Rules of the central state government; not the County Commissioners. The County Commissioners are being forced to unfairly tax their constituents at exorbitant rates just to fill the unfunded mandates of the central state government.

It is time to equalize the property tax in the State of Minnesota.

County	2014 Population	2021 Pay 2022 TMV R&P	2022 NTC		County Program Aid (CPA)	2022 Certified Tax Levy (Line 1+Line 2)	2022 County Tax Rate	2022 County Tax on \$250,000 House Homesteaded
			Tax Rate	Initial Levy				
DAKOTA	411,507	57890854544	21.630	\$131,248,553	\$13,365,094	144,613,647	0.21630	\$509
ROCK	9,555	2954127279	23.966	\$6,140,090	\$393,280	6,533,370	0.23966	\$564
WASHINGTON	249,109	38598564000	27.532	\$114,562,570	\$7,244,230	121,806,800	0.27532	\$648
CASS	28,570	7,668,647,637	29.034	\$23,718,611	\$393,280	24,111,891	0.29034	\$683
MURRAY	8,475	3291718773	29.099	\$7,916,343	\$393,280	8,309,623	0.29099	\$685
ANOKA	342,612	40,691,004,174	29.614	\$130,175,962	\$13,501,714	143,677,676	0.29614	\$697
MAHNOMEN	5,503	2501294073	30.443	\$25,281,351	\$627,932	25,909,283	0.30443	\$716
ST LOUIS	200,840	21,901,556,698	30.492	\$148,149,709	\$8,346,823	156,496,532	0.30492	\$717
CROW WING	63,371	12550992938	31.650	\$41,838,794	\$1,069,311	42,908,105	0.31650	\$745
FILLMORE	20,783	4218959299	32.932	\$11,466,100	\$461,662	11,927,762	0.32932	\$775
LAC QUI PARLE	6,922	2365570270	33.464	\$6,083,332	\$393,280	6,476,612	0.33464	\$787
CARVER	97,162	16,429,422,600	34.170	\$59,854,750	\$2,719,105	62,573,855	0.34170	\$804
KITTSO	4,440	1385218600	35.459	\$4,063,674	\$393,280	4,456,954	0.35459	\$834
BECKER	33,272	6,484,252,450	35.607	\$22,741,168	\$603,135	23,344,303	0.35607	\$838
NOBLES	21,574	4539843502	36.365	\$15,208,057	\$393,280	15,601,337	0.36365	\$856
LYON	25,746	4254251544	37.590	\$14,837,820	\$673,347	15,511,167	0.37590	\$884
TRAVERSE	3,392	1847961921	37.972	\$5,805,053	\$393,280	6,198,333	0.37972	\$893
WINONA	51,109	5404206007	37.998	\$18,642,884	\$2,242,503	20,885,387	0.37998	\$894
HENNEPIN	1,210,720	2.02859E+11	38.535	\$892,698,786	\$6,673,346	899,372,132	0.38535	\$907
JACKSON	10,266	3287335101	38.592	\$11,053,376	\$393,280	11,446,656	0.38592	\$908
FARIBAULT	14,124	3558080300	38.687	\$11,944,673	\$393,280	12,337,953	0.38687	\$910
REDWOOD	15,573	4216579550	38.725	\$13,884,650	\$393,280	14,277,930	0.38725	\$911
RENVILLE	15,067	4544629793	39.099	\$15,197,754	\$393,280	15,591,034	0.39099	\$920
HUBBARD	20,596	3902140649	39.181	\$15,637,109	\$412,891	16,050,000	0.39181	\$922
LINCOLN	5,788	1756320606	39.276	\$5,559,366	\$393,280	5,952,646	0.39276	\$924
POPE	10,982	2590111152	39.472	\$9,041,075	\$393,280	9,434,355	0.39472	\$929
PIPESTONE	9,336	2239801988	39.830	\$7,559,376	\$393,280	7,952,656	0.39830	\$937
COTTONWOOD	11,633	3224596235	40.103	\$11,083,295	\$393,280	11,476,575	0.40103	\$944
RICE	65,180	7397477300	40.597	\$28,392,111	\$2,665,996	31,058,107	0.40597	\$955
STEVENS	9,836	2232990848	40.711	\$7,705,420	\$424,474	8,129,894	0.40711	\$958
OTTER TAIL	57,612	11213123599	41.065	\$44,616,045	\$1,120,850	45,736,895	0.41065	\$966
LAKE OF THE WOODS	3,921	692990339	41.325	\$2,632,625	\$393,280	3,025,905	0.41325	\$972
MARSHALL	9,420	4507409400	41.335	\$4,689,703	\$393,280	5,082,983	0.41335	\$973
BIG STONE	5,124	1,529,428,169	41.523	\$5,001,031	\$393,280	5,394,311	0.41523	\$977
BLUE EARTH	65,620	8,892,335,550	42.319	\$38,365,888	\$2,180,506	40,546,394	0.42319	\$996
NORMAN	6,643	1840728630	43.007	\$6,902,876	\$393,280	7,296,156	0.43007	\$1,012
BROWN	25,463	3,805,265,599	43.217	\$13,877,106	\$843,983	14,721,089	0.43217	\$1,017
WRIGHT	129,946	18123563929	43.751	\$82,515,779	\$4,742,146	87,257,925	0.43751	\$1,029
SCOTT	138,727	11020257826	44.080	\$71,466,317	\$4,005,683	75,472,000	0.44080	\$1,037
CLEARWATER	8,794	1,148,613,600	44.229	\$5,427,659	\$706,250	6,133,909	0.44229	\$1,041
DOUGLAS	36,789	6517428560	44.697	\$29,544,308	\$893,431	30,437,739	0.44697	\$1,052
GRANT	5,923	1874241279	45.279	\$7,250,645	\$393,280	7,643,925	0.45279	\$1,065
WILKIN	6,503	2092415701	45.473	\$8,335,339	\$393,280	8,728,619	0.45473	\$1,070
DODGE	20,352	3674024600	46.204	\$15,254,814	\$583,798	15,838,612	0.46204	\$1,087
RED LAKE	4,048	712901258	46.480	\$2,817,927	\$393,280	3,211,207	0.46480	\$1,094
POLK	31,545	5854845700	46.602	\$25,210,915	\$664,085	25,875,000	0.46602	\$1,097
MEEKER	23,122	3564747930	46.843	\$15,004,277	\$743,526	15,747,803	0.46843	\$1,102
GOODHUE	46,480	7934978200	47.181	\$39,202,450	\$936,362	40,138,812	0.47181	\$1,110
AITKIN	15,762	3,335,156,073	47.424	\$15,640,292	\$393,280	16,033,572	0.47424	\$1,116
YELLOW MEDICINE	10,127	2884464427	47.707	\$11,391,523	\$393,280	11,784,803	0.47707	\$1,123
MOWER	39,356	5128515300	47.832	\$21,649,116	\$1,609,787	23,258,903	0.47832	\$1,125
RAMSEY	529,506	61098814800	48.067	\$333,500,011	\$5,243,601	338,743,612	0.48067	\$1,131
WABASHA	21,376	3530722700	48.453	\$15,119,268	\$679,969	15,799,237	0.48453	\$1,140
STEARNS	153,326	16581909300	48.462	\$80,568,349	\$6,803,651	87,372,000	0.48462	\$1,140
CHIPPEWA	12,132	2,681,034,424	48.817	\$11,545,284	\$393,280	11,938,564	0.48817	\$1,149
OLMSTED	150,201	21020872105	49.008	\$107,853,935	\$4,968,942	112,822,877	0.49008	\$1,153
SWIFT	9,453	2632736631	49.097	\$11,293,120	\$393,280	11,686,400	0.49097	\$1,155
MORRISON	32,859	4068635300	51.656	\$18,577,098	\$1,381,431	19,958,529	0.51656	\$1,215

CLAY	61,196	6,930,072,950	53.520	\$35,910,480	\$2,627,999	38,538,479	0.53520	\$1,259
KOOCHICHING	13,018	1098536677	54.256	\$3,717,576	\$1,112,424	4,830,000	0.54256	\$1,277
BENTON	39,518	3,684,556,600	54.697	\$19,481,413	\$1,931,531	21,412,944	0.54697	\$1,287
LAKE	10,695	2021328280	54.896	\$11,211,769	\$393,280	11,605,049	0.54896	\$1,292
SHERBURNE	91,223	3292518142	55.397	\$51,003,868	\$3,898,695	54,902,563	0.55397	\$1,303
NICOLLET	33,350	4491203200	56.169	\$22,902,877	\$1,241,192	24,144,069	0.56169	\$1,322
LE SUEUR	27,791	4622429603	56.764	\$23,780,972	\$830,556	24,611,528	0.56764	\$1,336
KANDIYOHI	42,258	6115009789	57.514	\$33,941,354	\$1,394,350	35,335,704	0.57514	\$1,353
STEELE	36,532	4631958299	57.541	\$25,618,079	\$1,429,604	27,047,683	0.57541	\$1,354
WATONWAN	11,095	2130881600	57.959	\$10,442,584	\$421,554	10,864,138	0.57959	\$1,364
MARTIN	20,295	4496134700	58.437	\$6,727,422	\$393,280	7,120,702	0.58437	\$1,375
ROSEAU	15,663	1536208600	59.218	\$8,105,382	\$711,038	8,816,420	0.59218	\$1,393
ISANTI	38,397	4247627900	59.743	\$23,924,742	\$1,871,689	25,796,431	0.59743	\$1,406
PINE	29,196	3375097553	60.432	\$19,396,875	\$1,255,800	20,652,675	0.60432	\$1,422
COOK	5,231	1736017373	61.065	\$10,603,825	\$393,280	10,997,105	0.61065	\$1,437
HOUSTON	18,766	2462063902	61.120	\$12,138,401	\$737,326	12,875,727	0.61120	\$1,438
ITASCA	45,639	5893173029	62.201	\$39,783,165	\$1,482,977	41,266,142	0.62201	\$1,464
BELTRAMI	45,770	3,912,162,050	62.741	\$24,767,770	\$2,319,057	27,086,827	0.62741	\$1,476
CHISAGO	54,134	6,693,411,000	63.240	\$42,463,695	\$2,322,037	44,785,732	0.63240	\$1,488
TODD	24,266	3010582173	63.304	\$16,166,845	\$1,054,105	17,220,950	0.63304	\$1,490
FREEBORN	30,831	4199287798	64.194	\$24,859,531	\$1,061,464	25,920,995	0.64194	\$1,510
WASECA	19,029	2884233197	67.197	\$16,809,302	\$586,875	17,396,177	0.67197	\$1,581
MCLEOD	35,942	861748511	68.011	\$16,873,237	\$1,398,473	18,271,710	0.68011	\$1,600
SIBLEY	14,919	19181926392	71.037	\$15,859,120	\$393,280	16,252,400	0.71037	\$1,672
PENNINGTON	14,119	1536630998	73.442	\$10,523,349	\$636,471	11,159,820	0.73442	\$1,728
WADENA	13,768	1244505400	78.491	\$9,158,689	\$672,326	9,831,015	0.78491	\$1,847
MILLE LACS	25,862	2637890822	79.065	\$19,572,885	\$1,259,455	20,832,340	0.79065	\$1,860
CARLTON	35,576	3,244,752,017	82.608	\$28,548,544	\$1,653,981	30,202,525	0.82608	\$1,944
KANABEC	15,966	1521278854	86.771	\$12,250,367	\$810,501	13,060,868	0.86771	\$2,042
				\$118,352,768	\$145,659,444	\$264,012,212	0.47479	
								0.45839

State Average County Tax Rate 0.47931

State Median County Tax Rate 0.46204

**Even if only a few of our Counties are hurting we cannot consider the State of the State Healthy!**

### County Property Tax Disparity Formula

County	2022 NTC		Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7	
	2020 Pay 2021	Tax	Initial	2022	2022	2022	State Max	State	County Property	
	TMV R&P	Rate	Levy	County Program	Certified	County	County	County Disparity	Tax Disparity	
	Population			Aid	Tax Levy	Tax Rate	Tax Rate	Tax Rate	Amount	
				(CPA)	(Line 1+Line 2)			(Line 5 -Line 4)	(Line 6 X Line 3)	
KANABEC	15,966	1,521,278,854	86.771	\$12,250,367	\$810,501	13,060,868	0.86771	0.5	-0.36771	-\$4,802,612
CARLTON	35,576	3,244,752,017	82.608	\$28,548,544	\$1,653,981	30,202,525	0.82608	0.5	-0.32608	-\$9,848,439
MILLE LACS	25,862	2,637,890,822	79.065	\$19,572,885	\$1,259,455	20,832,340	0.79065	0.5	-0.29065	-\$6,054,920
WADENA	13,768	1,244,505,400	78.491	\$9,158,689	\$672,326	9,831,015	0.78491	0.5	-0.28491	-\$2,800,954
PENNINGTON	14,119	1,536,630,998	73.442	\$10,523,349	\$636,471	11,159,820	0.73442	0.5	-0.23442	-\$2,616,085
SIBLEY	14,919	19,181,926,392	71.037	\$15,859,120	\$393,280	16,252,400	0.71037	0.5	-0.21037	-\$3,419,017
MCLEOD	35,942	861,748,511	68.011	\$16,873,237	\$1,398,473	18,271,710	0.68011	0.5	-0.18011	-\$3,290,918
WASECA	19,029	2,884,233,197	67.197	\$16,809,302	\$586,875	17,396,177	0.67197	0.5	-0.17197	-\$2,991,621
FREEBORN	30,831	4,199,287,798	64.194	\$24,859,531	\$1,061,464	25,920,995	0.64194	0.5	-0.14194	-\$3,679,226
TODD	24,266	3,010,582,173	63.304	\$16,166,845	\$1,054,105	17,220,950	0.63304	0.5	-0.13304	-\$2,291,075
CHISAGO	54,134	6,693,411,000	63.240	\$42,463,695	\$2,322,037	44,785,732	0.63240	0.5	-0.13240	-\$5,929,631
BELTRAMI	45,770	3,912,162,050	62.741	\$24,767,770	\$2,319,057	27,086,827	0.62741	0.5	-0.12741	-\$3,451,133
ITASCA	45,639	5,893,173,029	62.201	\$39,783,165	\$1,482,977	41,266,142	0.62201	0.5	-0.12201	-\$5,034,882
HOUSTON	18,766	2,462,063,902	61.120	\$12,138,401	\$737,326	12,875,727	0.61120	0.5	-0.11120	-\$1,431,781
COOK	5,231	1,736,017,373	61.065	\$10,603,825	\$393,280	10,997,105	0.61065	0.5	-0.11065	-\$1,216,830
PINE	29,196	3,375,097,553	60.432	\$19,396,875	\$1,255,800	20,652,675	0.60432	0.5	-0.10432	-\$2,154,487
ISANTI	38,397	4,247,627,900	59.743	\$23,924,742	\$1,871,689	25,796,431	0.59743	0.5	-0.09743	-\$2,513,346
ROSEAU	15,663	1,536,208,600	59.218	\$8,105,382	\$711,038	8,816,420	0.59218	0.5	-0.09218	-\$812,698
MARTIN	20,295	4,496,134,700	58.437	\$6,727,422	\$393,280	7,120,702	0.58437	0.5	-0.08437	-\$600,774
WATONWAN	11,095	2,130,881,600	57.959	\$10,442,584	\$421,554	10,864,138	0.57959	0.5	-0.07959	-\$864,677
STEELE	36,532	4,631,958,299	57.541	\$25,618,079	\$1,429,604	27,047,683	0.57541	0.5	-0.07541	-\$2,039,666
KANDIYOHI	42,258	6,115,009,789	57.514	\$33,941,354	\$1,394,350	35,335,704	0.57514	0.5	-0.07514	-\$2,655,125
LE SUEUR	27,791	4,622,429,603	56.764	\$23,780,972	\$830,556	24,611,528	0.56764	0.5	-0.06764	-\$1,664,724
NICOLLET	33,350	4,491,203,200	56.169	\$22,902,877	\$1,241,192	24,144,069	0.56169	0.5	-0.06169	-\$1,489,448
SHERBURNE	91,223	3,292,518,142	55.397	\$51,003,868	\$3,898,695	54,902,563	0.55397	0.5	-0.05397	-\$2,963,091
LAKE	10,695	2,021,328,280	54.896	\$11,211,769	\$393,280	11,605,049	0.54896	0.5	-0.04896	-\$568,183
BENTON	39,518	3,684,556,600	54.697	\$19,481,413	\$1,931,531	21,412,944	0.54697	0.5	-0.04697	-\$1,005,766
KOOCHICHING	13,018	1,098,536,677	54.256	\$3,717,576	\$1,112,424	4,830,000	0.54256	0.5	-0.04256	-\$205,565
CLAY	61,196	6,930,072,950	53.520	\$35,910,480	\$2,627,999	38,538,479	0.53520	0.5	-0.03520	-\$1,356,554
MORRISON	32,859	4,068,635,300	51.656	\$18,577,098	\$1,381,431	19,958,529	0.51656	0.5	-0.01656	-\$330,513
30										-\$80,083,739

State Average County Tax Rate 0.47931

State Median County Tax Rate 0.46204

**Even if only a few of our Counties are hurting we cannot consider the State of the State Healthy!**

County Property Tax Disparity Formula

County	2014 Population	2020 Pay 2021 TMV R&P	2022 NTC Tax Rate	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6	Line 7
				Initial Levy	County Program Aid (CPA)	2022 Certified Tax Levy (Line 1+Line 2)	2022 County Tax Rate	State Max County Tax Rate	State County Disparity Tax Rate (Line 5 -Line 4)	County Property Tax Disparity Amount (Line 6 X Line 3)
KANABEC	15,966	1,521,278,854	86.771	\$12,250,367	\$810,501	13,060,868	0.86771	0.6	-0.26771	-\$3,496,525
CARLTON	35,576	3,244,752,017	82.608	\$28,548,544	\$1,653,981	30,202,525	0.82608	0.6	-0.22608	-\$6,828,187
MILLE LACS	25,862	2,637,890,822	79.065	\$19,572,885	\$1,259,455	20,832,340	0.79065	0.6	-0.19065	-\$3,971,686
WADENA	13,768	1,244,505,400	78.491	\$9,158,689	\$672,326	9,831,015	0.78491	0.6	-0.18491	-\$1,817,853
PENNINGTON	14,119	1,536,630,998	73.442	\$10,523,349	\$636,471	11,159,820	0.73442	0.6	-0.13442	-\$1,500,103
SIBLEY	14,919	19,181,926,392	71.037	\$15,859,120	\$393,280	16,252,400	0.71037	0.6	-0.11037	-\$1,793,777
MCLEOD	35,942	861,748,511	68.011	\$16,873,237	\$1,398,473	18,271,710	0.68011	0.6	-0.08011	-\$1,463,747
WASECA	19,029	2,884,233,197	67.197	\$16,809,302	\$586,875	17,396,177	0.67197	0.6	-0.07197	-\$1,252,003
FREEBORN	30,831	4,199,287,798	64.194	\$24,859,531	\$1,061,464	25,920,995	0.64194	0.6	-0.04194	-\$1,087,127
TODD	24,266	3,010,582,173	63.304	\$16,166,845	\$1,054,105	17,220,950	0.63304	0.6	-0.03304	-\$568,980
CHISAGO	54,134	6,693,411,000	63.240	\$42,463,695	\$2,322,037	44,785,732	0.63240	0.6	-0.03240	-\$1,451,058
BELTRAMI	45,770	3,912,162,050	62.741	\$24,767,770	\$2,319,057	27,086,827	0.62741	0.6	-0.02741	-\$742,450
ITASCA	45,639	5,893,173,029	62.201	\$39,783,165	\$1,482,977	41,266,142	0.62201	0.6	-0.02201	-\$908,268
HOUSTON	18,766	2,462,063,902	61.120	\$12,138,401	\$737,326	12,875,727	0.61120	0.6	-0.01120	-\$144,208
COOK	5,231	1,736,017,373	61.065	\$10,603,825	\$393,280	10,997,105	0.61065	0.6	-0.01065	-\$117,119
PINE	29,196	3,375,097,553	60.432	\$19,396,875	\$1,255,800	20,652,675	0.60432	0.6	-0.00432	-\$89,220
16										-\$27,232,309

State Average County Tax Rate 0.47931  
State Median County Tax Rate 0.46204

Even if only a few of our Counties are hurting we cannot consider the State of the State Healthy!

# Timeline for County Property Tax Disparity Payment

## ***On or before:***

September 30<sup>th</sup> County Preliminary Levy Due

November 30<sup>th</sup> County final levy due if a County is filing a request for the Tax Disparity Payment

The County must also file the form requesting a Tax Disparity Payment at the same time.

December 30<sup>th</sup> The Commissioner of Revenue will notify the County filing for the Tax Disparity Payment if it qualifies and what the payment will be. The Commissioner will then subtract the payment amount from the County's final levy filing and notify the State Auditor, the State Assessor and the County of the adjusted final levy amount that will now become the final Certified County Levy.

July 20<sup>th</sup> The Commissioner of Revenue will send to the Tax Disparity Payment to the County

One further safeguard to the State Treasury that could be implemented.

The State Auditor's office has a minimum Guideline for Counties unrestricted fund balance. It wants each County to have six months reserve of unrestricted fund balance. That is 50% of the total of the County's annual budget. The legislature could put in language that says for every dollar that the county has over 100% of its unrestricted fund balance reserve one dollar will be subtracted from its Tax Disparity Payment.

**KANABEC COUNTY 2018-2022**  
**TMV\_TC\_LEVY\_RATE COMPARISONS**

	<b>KANABEC COUNTY</b>				
	Taxable Market Value	Taxable Net Tax Capacity	Certified Levy	Local Tax Rate	County Program Aid
2022	1,521,279,200	14,846,085	12,882,128	86.7710	1,183,396
2021	1,424,742,300	13,938,613	12,504,911	89.7150	1,191,242
2020	1,373,999,100	13,293,500	12,285,713	92.4190	1,194,206
2019	1,294,941,493	12,351,804	11,503,248	93.1310	1,098,443
2018	1,231,190,400	11,603,919	11,201,868	96.5360	1,063,055

# 9:45am Appointment

September 6, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Background Information on the Proposed Interim Ordinance Placing a Moratorium on the Sale of Hemp Derived Tetrahydrocannabinol (THC) Food and Beverages within the County of Kanabec	<b>b. Origination:</b> Kanabec County Community Health & Kanabec County Planning Commission
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Ryan Carda, Environmental Services/GIS Technician; Kathy Burski, Community Health Director; and Brian Smith, Sheriff

**e. Board action requested:**

**Ryan Carda, Environmental Services/GIS Technician-** Planning Commission's recommendations for the proposed Ordinance Placing a Moratorium on the Sale of Hemp Derived Tetrahydrocannabinol (THC) Food and Beverages within the County of Kanabec

**Kathy Burski, Community Health Director & Brian Smith, Sheriff-** Data to Support the Proposed Interim Ordinance

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**f. Background:**

Supporting Documents: None      Attached: ☒

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



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

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## **Kanabec County Planning Commission Meeting Minutes of August 22, 2022**

### **MINUTES ARE CURRENTLY UNAPPROVED**

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

**EX-OFFICIAL PRESENT:** none

**MEMBERS ABSENT:** Rhonda Olson

**EX-OFFICIAL ABSENT:** Chad Gramentz

**STAFF:** Ryan Carda – Environmental Services Tech.

**APPLICANT REPRESENTATIVE(S):** Patti Miller

**PUBLIC ATTENDING:** Jerry Sutton, Diane Sutton, Hope Murray, Dennis Beier, Jeanne McNally

**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 Earl Bracewell to approve the agenda as presented.  
All in favor, motion carried.

### **Approval of Minutes:**

A motion was made by Pat O'Brien, seconded by Earl Bracewell to approve the minutes from July 25, 2022 as presented.  
All in favor, motion carried.

### **Old Business:**

None.

### **New Business:**

Public Hearing – AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN THE COUNTY OF KANABEC:

#### *Staff presentation:*

- Ryan Carda presented the findings of the Environmental Services Office
  - Public Health, the Coordinator's Office, and the County Commissioners sent the Interim THC Ordinance to the Planning Commission
  - The Interim Ordinance was sent to Scott Anderson for review, and he sent back recommended edits, which would be suggested to be used after consulting with the Coordinator's Office and the Public Health Office

#### *Applicant presentation:*

- Patti Miller – Kanabec County Public Health
  - Public Health supports the moratorium because it will allow them time to conduct research

- and develop a plan for addressing the matter
- Many staff in Public Health will be contributing to development of a future ordinance and other model ordinances will be looked at for reference
  - Earl Bracewell
- Asked about whether there is a plan in place for the ordinance and if there is funding to cover the work needed
  - Wayne Zaudtke
- Asked if law enforcement would be involved with the planning process
  - Patti Miller
- Said that Sheriff Brian Smith has been involved in the process and supports it
  - Dennis McNally
- Mentioned that there are already liquor and tobacco licenses that are given by the County and that if there are issues the licenses can be revoked
  - Patti Miller
- Responded that Public Health requires training to renew licenses
  - Wayne Zaudtke
- Asked about law enforcement testing for impaired drivers
- Various items were discussed amongst the Planning Commission members, staff, and Patti Miller including the difference between THC products and CBD oil products, legality of marijuana in general, limiting access of THC products to vulnerable groups like youth, and the goal of adopting an interim ordinance

*Public hearing comments:*

- Jeanne McNally
  - Asked about the provision for allowing businesses operating prior to July 1<sup>st</sup>, 2022 to continue to operate

*Conclusion of public hearing:*

- Earl Bracewell
  - There seems to be no issue with the moratorium
- Wayne Zaudtke
  - Asked about what is going to be studied
- General discussion about control and enforcement and that many areas will be looked at during the development of the future ordinance

*Board action:*

- A motion was made by Earl Bracewell, seconded by Doug Sabinash, to recommend approval of the Interim Ordinance to the County Board, specifically the draft containing the edits made by Scott Anderson.  
All in favor, motion carried.

**Public Hearing Comment:**

- Patti Miller thanked the Planning Commission for supporting the Interim Ordinance.

**Adjourn:**

A motion was made by Doug Sabinash, seconded by Pat O'Brien to adjourn the meeting at 7:54pm.  
All in favor, motion carried.

Respectfully submitted,  
Ryan Carda  
Recording Secretary

**COUNTY OF KANABEC**  
**ORDINANCE NO. \_\_\_\_**

**AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE  
OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND  
BEVERAGES WITHIN THE COUNTY OF KANABEC**

The County of Kanabec HEREBY ORDAINS:

**SECTION 1: Purpose and Intent**

- A. The County of Kanabec (the “County”) recognizes significant public interest in new State laws that took effect July 1, 2022, that now make it legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), the cannabis ingredient extracted from hemp.
- B. The County held a public hearing on the topic of using an Interim Ordinance to put in place a moratorium related to hemp derived cannabis.
- C. The purpose of the moratorium is to allow the County of Kanabec/Kanabec County Community Health time to complete a study to determine whether to effectuate changes to the Zoning Ordinance and/or County Code that would regulate the sales, testing, manufacturing, and distribution of cannabis and cannabidiol (CBD) for medical, recreational, and other purposes, in addition to the sale of hemp derived tetrahydrocannabinol (THC) food and beverages, and regulate the placement and circumstances under which land and structures may be used for such purposes.
- D. Minnesota Statutes Section 394.34 allows the County to adopt a temporary Interim Ordinance for a period of up to twelve (12) months from the date it is effective to allow for such study and adoption in order to protect public health, safety and general welfare of its citizens.

**SECTION 2: Prohibition**

- A. Pursuant to Minnesota Statutes 394.34, the County hereby adopts and approves this Interim Ordinance establishing a moratorium temporarily prohibiting within the County of Kanabec the sales of hemp derived tetrahydrocannabinol (THC) food and beverages.
- B. During the effective period of this Interim Ordinance, the County of Kanabec will prohibit the sales of hemp derived tetrahydrocannabinol (THC) food and beverages pending completion of the above referenced study and the determination of whether the County should adopt appropriate official controls.

- C. In addition, no application related to the license, use, development, variances, conditional use permits, or any other planning or licensing application that involved the sales, testing, manufacturing, or distribution of cannabis, medical or recreational, in any way, and cannabidiol products shall be accepted or considered during the effective period of this Interim Ordinance.
- D. Pre-existing businesses, established and operating before July 1<sup>st</sup> 2022, that prior to July 1, 2022, undertook the sales of hemp derived tetrahydrocannabinol (THC) food and beverages, will be allowed to continue to operate as they were before the effective date of this Interim Ordinance, but may not expand the scope of those operations in any way during the period of time in which this Interim Ordinance is in effect.
- E. Kanabec County may enforce any provision of this Interim Ordinance by any and all means authorized by Kanabec County Ordinances and State Statutes.
- F. Every section, provision, or part of this Interim Ordinance is declared severable from every other section, provision, or part thereof to the extent that if any section, provision, or part of this ordinance shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

### **SECTION 3: Effective Date and Duration**

- A. This interim ordinance shall be in effect for a period of twelve (12) months from the date of adoption, unless earlier terminated by the Kanabec County Board of Commissioners.
- B. This interim ordinance is hereby adopted by the County Board of Kanabec County this \_\_\_\_ day of August, 2022 and shall take effect upon adoption.

### **COUNTY OF KANABEC**

By: \_\_\_\_\_  
Board Chairperson

ATTEST

By: \_\_\_\_\_  
County Coordinator

This interim ordinance was published in the Kanabec County Times on

\_\_\_\_\_, 2022.

# 10:00am PUBLIC HEARING

September 6, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> PUBLIC HEARING- REGARDING INTENT TO ADOPT AND ENACT AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN THE COUNTY OF KANABEC	<b>b. Origination:</b> Community Health Department
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

**INTENT TO ADOPT AND ENACT AN INTERIM ORDINANCE PLACING  
A MORATORIUM ON THE SALE OF HEMP DERIVED  
TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN  
THE COUNTY OF KANABEC**

**NOTICE IS HEREBY GIVEN** that the Kanabec County Board of Commissioners intends to adopt and enact an interim ordinance placing a moratorium on the sale of hemp-derived Tetrahydrocannabinol (THC) food and beverages within Kanabec County. A public hearing will be held on this topic at 10:00 a.m. on September 6, 2022 at the Kanabec County Board Room #164; 18 North Vine Street, Mora, MN 55051 and via WebEx during the Kanabec County Board of Commissioners Regular Meeting.

**To attend virtually via WebEx:**

Phone number: 1-408-418-9388

Meeting ID (access code): 2489 393 6726

The subject matter and general purpose of the ordinance will be to temporarily prohibit the sales of hemp-derived THC food and beverage products within Kanabec County.

Comments may be submitted in writing prior to the meeting at:

Kanabec County Coordinator  
18 North Vine Street, Suite 181  
Mora, MN 55051

Or via email at [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us)

*For further information, contact the office of the Kanabec County Coordinator at 679-6440 or [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us) or visit our website at [kanabeccounty.org](http://kanabeccounty.org)*

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**f. Background:**

This notice ran in the legal notice section of the Kanabec County Times on 8/25/22 and as a display ad in the Advertiser on 8/28/22.

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:** As of 9/2/22 no written comments regarding this proposed interim ordinance had been received by the Coordinator's Office.

## **RESOLUTION #\_\_\_\_-9/6/22**

**WHEREAS**, Minnesota laws that took effect July 1, 2022, now make it legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), a cannabis ingredient extracted from hemp; and

**WHEREAS**, Minnesota Statutes Section 394.34 allows the County to adopt a temporary Interim Ordinance for a period of up to twelve (12) months from the date it is effective to allow for such study and adoption in order to protect public health, safety and general welfare of its citizens; and

**WHEREAS**, the Kanabec County Planning Commission held a public hearing on the topic of using an Interim Ordinance to put in place a moratorium on sales of hemp derived tetrahydrocannabinol (THC) food and beverages within Kanabec County 8/22/22; and

**WHEREAS**, the Kanabec County Planning Commission made recommendation to the Kanabec County Board of Commissioners to adopt and enact an interim ordinance placing a moratorium on the sale of hemp derived tetrahydrocannabinol (THC) food and beverages within Kanabec County; and

**WHEREAS**, the Kanabec County Board of Commissioners held a public hearing on the topic of using an Interim Ordinance to put in place a moratorium on the sale of hemp derived tetrahydrocannabinol (THC) food and beverages within Kanabec County on 9/6/22;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners does hereby ordain and enact on September 6, 2022 the INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN THE COUNTY OF KANABEC as recommended by the Kanabec County Planning Commission;

**BE IT FURTHER RESOLVED** that this interim ordinance shall take effect upon adoption and shall remain in effect for a period of twelve (12) months from the date of adoption, unless earlier terminated by the Kanabec County Board of Commissioners.

# 10:45am Appointment

## Item a

September 6, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Job Description Re-evaluations	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kim Christenson, HR Specialist

**e. Board action requested:**

Approve the following resolutions:

#### Resolution #\_\_ – 09/06/22

Sign Technician Evaluation

**WHEREAS** the board did by Resolution #9 – 09/06/22 refer the position of Sign Technician the pay plan consultant for review, and

**WHEREAS** the board has been presented with the results of that study;

**BE IT RESOLVED** to accept the following ranking for the “Sign Technician” position, which results in Pay Range 9:

Category	Rank	Points
Qualifications	q24	57
Decisions	d16	36
Problem Solving	p10	41
Relationships	r8	36
Effort A	ea11	12
Effort B	eb9	5
Hazards	h19	38
Environment	n8	26
<b>TOTAL POINTS</b>		<b>251</b>

#### f. Background:

The pay consultant finished scoring the Sign Technician job description. The new pay grade is a Grade 9, it was previously ranked at a Grade 8. Memo from pay consultant attached.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

**From:** Pat Wamser [mailto:pat.wamser@mrnet.org]  
**Sent:** Monday, August 22, 2022 12:04 PM  
**To:** Kim Christenson <kim.christenson@co.kanabec.mn.us>  
**Cc:** Katie Laven <katie.laven@mrnet.org>  
**Subject:** Sign Technician

Hi Kim,

I have reviewed the job description for Sign Technician, noting the updates to the previous job of Sign Person. Following is a proposed evaluation:

Dept	Title	Qualifications		Decisions		Problem Solving		Relationships		Effort A		Effort B		Hazards		Environment		Total Points	Grade
PW	Sign Technician	q24	57	d16	36	p10	41	r8	36	ea11	12	eb9	5	h19	38	n18	26	251	9
PW	Sign Person	q24	57	d16	36	p9	31	r7	29	ea11	12	eb9	5	h19	38	n18	26	234	8

Based on the additional responsibilities noted in the job description, the Decision Making and Problem Solving ratings have increased, resulting in a Grade 9 assignment. If you have any questions about the evaluation and want to discuss it, please don't hesitate to contact me. If this evaluation is acceptable, please let me know and I will reflect that in our records.

Thanks Kim!

Pat

**Pat Wamser**  
 Compensation Director  
 Main: 763-253-9100 | Direct: 612-251-0029  
 MRA | 5980 Golden Hills Dr | Golden Valley | MN | 55416  
[pat.wamser@mrnet.org](mailto:pat.wamser@mrnet.org) | [www.mrnet.org](http://www.mrnet.org)



# 10:45am Appointment

## Item b

September 6, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Job Description Re-evaluations	<b>b. Origination:</b> Coordinator
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kim Christenson & Kris McNally

**e. Board action requested:**

Approve the attached resolution for re-evaluation of job descriptions. Resolution accepting job titles that remained on same pay grade

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**f. Background:**

Job descriptions are evaluated on a 3 year cycle. Job descriptions were sent out to department heads for updating then sent back to the Coordinator's Office for further review.

There were 6 job descriptions up for review this year. Job descriptions were sent to the department heads for review. At this time the department heads felt there was no need to make any changes to the job descriptions.

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## RESOLUTION #\_\_ - 09/06/22

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the following positions are on the rotation schedule for 2022:

Department	Position
Probation	Corrections Agent
Probation	Senior Agent
Probation	Career Agent
Probation	Probation Director
Public Works-ES	ES/GIS Technician
Public Works-Highway	Hwy Maintenance Lead Worker

and,

**WHEREAS** the job descriptions were given to the Department Heads for updating and returned to the County Coordinator and HR Specialist for final review, and

**WHEREAS** the County Coordinator and HR Specialist has examined the above job titles and feel changes made do not warrant further review by the pay consultant and should remain at the same pay grade;

**BE IT RESOLVED** that it is the decision of the county board to accept and approve the remaining job descriptions with updates made.

**September 6, 2022**  
**10:50am Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

1. Demolition quotes for the old County Jail Resolution #1 (09-06-22)
  - Window installation quotes to be provided at meeting

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**Resolution #1 (9-6-22)**  
**Demolition Quotes for the old County Jail**

WHEREAS the following price quotes were received on August 25, 2022 for the demolition of the old Kanabec County Jail:

Stafford Trucking Inc.	\$112,000.00
Hjort Excavating Inc.	\$124,027.50
MM Miller Brothers Excavating	\$147,000.00
Black's Excavating	\$196,000.00

WHEREAS the low quote of \$112,000.00 was submitted by Stafford Trucking Inc, and

THEREFORE BE IT RESOLVED to accept the bid of \$112,000.00 from Stafford Trucking Inc., for the demolition of the old Kanabec County Jail, and

BE IT FURTHER RESOLVED to authorize the Board Chair and County Coordinator to sign the contract.

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## Agenda Item #1a

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

#### AMENDED MINUTES

**August 2, 2022**

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, August 2, 2022 pursuant to adjournment with the following Board Members present on-site: Les Nielsen, Dennis McNally and Craig Smith. Absent: Rick Mattson. Staff present on-site: 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 participate remotely.

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

Action #1 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agenda with the following modification: Move Agenda Item #6, Courthouse Parking for 4<sup>th</sup> Tuesday of the Month (Veteran's Coffee Talk) to 10:00am when Veteran Service Officer Erica Bliss is present.

Action #2 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the July 19, 2022 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	3,121.62
Arthur Twp	497.83
Braham Public Schools	1,161.79
Brunswick Twp	71.59
Comfort Twp	434.72

Dearborn National Life Insurance Co	773.97
East Cent. Reg Dev Commission	86.61
East Central Energy	216.37
East Central Energy	1,180.61
East Central School District	105.17
Ford Twp	2,331.18
Further	581.40
Grass Lake Twp	789.06
Haybrook Twp	574.16
Health Partners	6,360.28
Hillman Twp	350.49
Hinckley-Finlayson Schools	3,855.38
Kanabec County Auditor HRA	7,200.00
Kanabec County Auditor-Treas	8,259.96
Kanabec Twp	940.22
Knife Lake Twp	374.12
Kroschel Twp	2,709.17
Lambright, Christian	500.00
Life Insurance Company of North America	684.63
Miller, Jason	500.00
Minnesota Energy Resources Corp	9,161.68
Minnesota Energy Resources Corp	51.40
MNPEIP	10,950.76
MNPEIP	146,271.16
Mora Municipal Utilities	19,852.49
Mora Public Schools	4,923.16
Office of MN.IT Services	1,338.65
Ogilvie Public Schools	3,035.72
Peace Twp	354.37
Pomroy Twp	2,237.62
Southfork Twp	64.79
The Hartford Priority Accounts	5,846.13
Verizon Wireless Aircards	1,010.28
Verizon Wireless Aircards	360.11
VSP Insurance Co	528.42
Whited Twp	101.52

**41 Claims Totaling: \$ 249,748.59**

Action #4 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to recess the meeting at 9:02am to a time immediately following the Community Health Board.

Action #CH5 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the Community Health Board Agenda with the following addition: Central MN Healthcare Preparedness Coalition Resolution.

Certified Public Health Nurse Kirsten Lejonvarn met with the County Board to give a presentation regarding immunizations. Information only, no action was taken.

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

Community Health Director Kathy Burski presented a proposed interim THC Ordinance.

**9:16am** – County Attorney Barbara McFadden Arrived.

Action #CH6 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to move forward with the process of adopting the proposed interim THC Sales Moratorium Ordinance by Planning Commission review to be following by a public hearing and further Board discussion.

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

### **Resolution #CH7 – 8/2/22**

#### **Central MN Healthcare Preparedness Coalition Resolution**

**WHEREAS**, according to the Public Health Emergency Preparedness (PHEP) BP1 2022-2023 recurring grant duties Kanabec County Community Health is required to: Maintain Health Care Coalition (HCC) signed membership, ensure CHB representation on the Health Care Coalition steering/advisory committees, and report back to Kanabec County Community Health Board, Directors and Emergency Preparedness Coordinators on actions, information, and other important items; and

**WHEREAS**, Kanabec County Community Health has maintained membership on the Central MN Healthcare Preparedness Coalition for many years through an MOU and is presenting this annual update of that MOU for approval.

**THEREFORE BE IT RESOLVED**, the Kanabec County Community Health Board approves the Community Health Administrator signing the Annual Signature Form and agree to

be a member of the coalition as required and agrees to collaborate and assist other healthcare facilities/agencies as resources allow during times of disaster/crisis, as described in the CMHPC MOU.

Action #CH8 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the payment of 93 claims totaling \$35,881.08 on Community Health Funds.

Action #CH9 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to adjourn Community Health Board at 9:25am and to meet again on Tuesday, September 6, 2022 at 9:05am.

The Board of Commissioners reconvened.

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

**Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Adam's Pest Control, Inc.	250.00
Applied Concepts, Inc.	894.00
Applied Concepts, Inc.	5,990.00
AREMA Arrowhead Region Emergency Mgmt	100.00
Aspen Mills	201.00
Aspen Mills	2,573.62
Aspen Mills	2,155.65
Auto Value	24.98
Blue Star Graphics	36.00
Bob Barker	11.78
Bob Barker	1,124.11
Bowland, Tim	102.32
Bracewell, Earl	88.75
Braham Motor Service	739.26
Brownells, Inc	2,696.94
C & D Auto	576.60
Children's Hospitals and Clinics of MN	1,000.00
CLIA Laboratory Program	180.00
Curtis, Michael	724.63

Granite Electronics	199.99
Gratitude Farms	500.00
Hamilton Funeral Homes	430.00
Henry Schein	523.33
Hoefert, Robert	1,003.13
Horizon Towing	1,127.44
IT SAVVY	515.82
IT SAVVY	24.98
Kanabec County A/T	2,545.56
Kanabec County A/T	2,545.56
Kanabec County Soil & Water	15,176.00
Kanabec County Soil & Water	5,000.00
Kanabec Publications	623.57
Lakeland Printers Inc	30.00
Lakeland Printers Inc	10.00
Larkin Hoffman Daly & Lindgren Ltd	7,758.00
Larkin Hoffman Daly & Lindgren Ltd	421.24
League of MN Cities	94.00
MACO-MOMS	750.00
Marco	3,216.80
Marco	131.30
MCAA	50.00
McNally, Dennis	85.00
Michael Keller, Ph.D., L.P.	650.00
Milaca Chiropractic Center	85.00
MN Alliance on Crime	150.00
Mora Municipal Utilities	266.12
Motorola Solutions	14,920.46
Motorola Solutions	188,780.60
Motorola Solutions	8,573.73
MRA	231.25
North Central Fabricators, LLC	3,221.25
North Metro Animal Care & Control	1,225.00
Novus Glass	345.00
Oak Gallery	15.39
O'Brien, Pat	92.50
ODP Business Solutions, LLC	71.71
ODP Business Solutions, LLC	53.76

ODP Business Solutions, LLC	53.08
Office Depot	47.88
Office Depot	56.67
Office of MNIT Services	604.00
Olson, Rhonda	85.00
O'Reilly Auto Parts	58.08
Priority Dispatch Corporation	5,317.80
Priority Dispatch Corporation	365.00
Ramsey County	1,445.00
Ramsey County	1,445.00
Recovering Hope Treatment Center	1,579.00
RELX Inc. DBA LexisNexis	225.00
Schmitt, Kelly	106.00
Scotts Lawn & Landscapes	107.38
Sea Change Print Innovations	29.00
SHI	159.00
SHI	159.00
SHI	159.00
SHI	159.00
SHI	159.00
SHI	159.00
SHI	159.00
SHI	954.00
State of Minnesota - BCA	680.00
Stellar Services	153.90
Stellar Services	106.31
Stellar Services	64.62
Stenstrom Collision & Detail	26.00
Summit Food Service Management	4,035.42
Summit Food Service Management	4,103.86
Summit Food Service Management	4,051.47
SWIFT	87.24
Uline	507.24
Van Alst, Lillian	1,354.38
Wickeham, Teresa	388.50
Zaudtke, Wayne	76.88

**92 Claims Totaling: \$ 309,980.84**

**Road & Bridge Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Beaudry Oil & Propane	33,541.33
Bjorklund Companies	1,958.98
Black's Excavating	300.00
Campbell, Gary	600.00
Central McGowan	256.17
EGT Testing	1,500.00
Federated Co-ops	120.50
Granite Ledge Electrical	1,695.00
Houston Engineering	7,436.18
IT Savvy LLC	783.40
Johnson Hardware	114.95
Kanabec County Highway Dept	122.90
Knife River Corp	678.38
McGriff, Anders	312.00
Mora Municipal Utilities	962.42
Mustang Signs & Graphics	190.00
North Central International	764.59
Northern States Supply	97.53
Nuss Truck	85,864.45
Sanitary Systems	160.00
Trueman Welters	671.43
USIC Locating	30.00
Wallace, Bruce	58.98
Widseth Smith Nolting	2,620.50
Willmert, Reid and Ross	6,395.00
Wm. D. Scepaniak, Inc.	473,348.54
<b>26 Claims Totaling:</b>	<b><u><u>\$ 620,583.23</u></u></b>

Environmental Services/GIS Technician Ryan Carda met with the County Board to present an Interim Use Permit Application for a Vacation Rental.

Action #11 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the Interim Use Permit Application for a Vacation Rental, located at 2595 300<sup>th</sup> Ave, Brook Park, owned by Jaramie Wood.

Action #12 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

## **Resolution #12a – 8/2/22**

**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 Knife Lake Sportsmen’s Club for a bingo event to be held at Northwoods Steakhouse, 2732 Hwy 65, Mora, MN 55051 on October 20, 2022.

## **Resolution #12b – 8/2/22**

### **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	\$1,023.41
Quality Disposal	\$3,954.40
Arthur Township	\$1,000.00
Total	\$5,977.81

County Coordinator Kris McNally led a discussion regarding a one-time special distribution from MCIT in the amount of \$107,414. The Board expressed consensus to table allocation of these funds until the next County Board meeting when all County Commissioners are present.

**9:46am** – The Chairperson recessed the meeting for a break.

**9:55am** – The Board of Commissioners reconvened.

County Coordinator Kris McNally led a discussion regarding the purchase of an application tracking system.

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

### **Resolution #13 - 8/2/22**

**WHEREAS** the current application tracking system is expiring December 31, 2022, and

**WHEREAS** the County Coordinator and HR Specialist have viewed various application tracking systems and would like to sign an agreement with ApplicantStack by SwipeClock;

**BE IT RESOLVED** to approve an agreement with SwipeClock for the county's application tracking system;

**BE IT FUTHER RESOLVED** that the HR Specialist is authorized to sign the agreement with SwipeClock for said system.

Veteran Service Officer Erica Bliss met with the County Board to discuss matters concerning her department.

*Action #14* – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #14a – 8/2/22**

#### **Resolution Granting Authorization to Apply for the MDVA Operational Enhancement Grant**

**WHEREAS** the County Veterans Service Office recommends we apply for the MDVA Operational Enhancement Grant. This is an annual grant offered to counties and;

**WHEREAS** grant money must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance

the operations of the county veterans service office as specified in *Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2*. And

**BE IT RESOLVED** the Kanabec County Board authorizes the application of the Veterans Operational Grant for FY23.

**THEREFORE BE IT RESOLVED** that Kanabec County Veterans Service Officer Erica Bliss is authorized to sign the grant application.

## **Resolution #14b – 8/2/22**

### **Resolution to Accept the MDVA Operational Enhancement Grant and Enter Into a Grant Contract with the MN Department of Veterans Affairs**

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the County accept the MDVA Operational Enhancement Grant and hereby agrees to enter into a Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program;

**BE IT FURTHER RESOLVED** said grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

**BE IT FURTHER RESOLVED** by the Kanabec County Board of Commissioners that Erica Bliss, the County Veteran Service Officer, be authorized to execute the Grant Contract for the above-mentioned Program on behalf of the County.

Commissioner Dennis McNally led a discussion regarding the proposed reservation of the Courthouse parking lot on the 4<sup>th</sup> Tuesday of each month from 8:00am – 12:00pm for Veteran's Coffee Talk.

The Board expressed consensus for Veteran Service Officer Erica Bliss to work with County Sheriff Brian Smith in an effort to relocate Coffee Talk to the Jail Training Room. The jail facility would provide more parking spaces as well as a more accessible meeting room at ground level.

Deputy Auditor Property & Tax Tim Jacobs met with the Board to determine a plan of action for tax forfeit parcel 12.02185.00 located at 3232 Hwy 65. The estimated cost to clean up the property is \$14,000. The Board expressed consensus to obtain a quote to demolition all structures on the property, to move forward with the clean-up on trash on the property, and to notify adjoining landowners of the property's availability status.

**10:50am** – The Chairperson called for public comment in the room and online three times. None responded.

**10:51am** – The Chairperson closed public comment.

The Board expressed consensus to move Closed Session, Union Negotiation Strategy to the next meeting when the full Board is present.

Future Agenda Items: Warman Property; Allocation of funds from one-time special MCIT distribution; Closed Session – Union Negotiation Strategy

Action #15 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to recess the meeting at 10:50am to a Board Budget Work Session on August 9, 2022 at 9:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, August 9, 2022 at 9:00am pursuant to recess with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, and Craig Smith.

Action #16 – The Chairperson adjourned the meeting. The Board will meet again in Regular Session on Tuesday, August 16, 2022 at 9:00am.

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

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

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

## Agenda Item #1b

### PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**August 16, 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, August 16, 2022 pursuant to adjournment with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. 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.

The Chairperson administered the Oath of Office to Commissioner Alison Holland.

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

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

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
CW Technology	3,225.40
Verizon Wireless Cell Phones	3,113.38
East Central Energy	85.44
Martin, Josh	500.00
New Look Center	500.00

Nosbush, Brian	500.00
Peterson, Tysonn	500.00
Schultz, Craig	500.00
Consolidated Communications	1,141.63
Kanabec County Auditor HRA	3,876.43
Kwik Trip Inc	17,139.53
Minnesota Department of Finance	6,503.00
Quadient Finance USA, Inc.	4,500.00
Spire Credit Union	5,281.49
East Central Energy	170.58
Evenson, Rick & Ling/Val	500.00
Gossen, John	500.00
Harp, Larry	500.00
Libra, Alyssa	500.00
Segelstrom, Natasha	500.00
Thao, Chongneng	500.00
Woods, Robert	500.00

**22 Claims Totaling: \$ 51,036.88**

Action #4 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to recess the meeting at 9:02am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:02am on Tuesday, August 16, 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 #FS5 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

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

Fiscal Supervisor Jessica Gravich met with the Board for an introduction. Information only, no action was taken.

Action #FS6 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the payment of 108 claims totaling \$212,645.97 on Welfare Funds.

Action #FS7 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:07am and to meet again on September 20, 2022 at 9:05am.

The Board of Commissioners reconvened.

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

<b>Revenue Fund</b>	
<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Accurate Controls Inc	72.50
Ace Hardware	2,826.96
Adam's Pest Control	125.00
Adam's Pest Control	125.00
Advanced Correctional Healthcare	18,464.14
ALPHA Training & Tactics LLC & Sales	1,300.00
American DataBank	150.25
Aspen Mills	52.95
Aspen Mills	302.84
Aspen Mills	49.49
Association of MN Counties	150.00
AT&T Mobility	1,367.88
AT&T Mobility	44.74
Auto Value Mora	160.71
Barbo, Elizabeth	1,600.00
Bio-Tec Emergency Services, LLC	500.00
Coborn's Inc.	917.85
Coborn's Inc.	23.94
Curtis, Michael	672.88
DS Solutions	546.00
East Central Regional Juvenile Center	4,335.00
Election Systems & Software Inc	205.00
Eric Hanson Consulting	5,500.00
Fairview Health Services	45.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00

Glen's Tire	199.49
Glen's Tire	742.77
Grainger	121.76
Grainger	49.23
Granite City Jobbing Co	280.00
Granite City Jobbing Co	530.20
Gratitude Farms	500.00
Handyman's Inc	319.44
Handyman's Inc	145.32
Hoefert, Robert	1,080.00
Horizon Towing	536.88
Industrial Health Services Network Inc	229.00
Jacobs, Tim	23.75
Johnsons Hardware	38.44
Kanabec County Highway Department	169.44
Kanabec County Highway Department	719.80
Kanabec County Highway Department	69.28
Kanabec Publications	551.00
Kanabec Publications	271.79
KnowBe4 Inc.	2,018.25
LexisNexis (RELX Inc)	189.08
LexisNexis (RELX Inc)	225.00
Marco	159.00
Marco	134.68
McNally, Kris	363.50
Methven Funeral and Cremation Services	400.00
Metropolitan Mechanical	1,725.05
Metropolitan Mechanical	1,725.05
Michael Keller, Ph.D., L.P.	650.00
Midcontinent Communications	259.91
Minnesota Monitoring, Inc.	132.00
MNCVSO	180.50
Mora Bakery	47.50
Oak Gallery	35.18
Office Depot	58.01
ProPhoenix Corporation	57,775.64
Quality Disposal Systems	222.65
Quality Disposal Systems	235.62

Quality Disposal Systems	28.97
Quality Disposal Systems	238.22
River Valley Forensic Services, P.A.	1,000.00
River Valley Forensic Services, P.A.	250.00
RS EDEN	23.10
Rupp, Anderson, Squires & Waldspurger, PA	506.00
Sea Change Print Innovations	1,229.77
SHAH Software, Inc.	26,840.00
Snyder, Denise	65.63
State of Minnesota - Dept of Transportation	300.00
Stellar Services	13.96
Summit Companies	632.00
Summit Food Service Management	4,065.38
Summit Food Service Management	4,089.96
Tinker & Larson Inc	124.80
Tinker & Larson Inc	1,558.20
Van Alst, Lillian	1,674.38
Young, Kathy	39.38

**76 Claims Totaling: \$ 163,376.09**

### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace Hardware	146.19
Aramark	348.88
Auto Value	3,978.24
Braham Motor Service	227.40
Capitalone Trade Credit	759.97
Central McGowan	230.45
Central Pension Fund	357.20
Crawford	343.67
Diamond Mowers	1,861.98
Federated Co-ops	139.99
Glens Tire	1,479.52
Gopher State One-Call	25.65
Johnson Hardware and Rental	57.44
Kanabec County Highway Dept	82.21

Kanabec Publications	730.00
Knife River	197.40
Kwik Trip	118.25
Marco	1,160.95
Mille Lacs County Public Works	1,801.31
Newman Traffic Signs	7,455.18
ODP	739.36
Pomp's Tire Service	4,033.60
Power Plan	1,836.12
Quality	189.31
Summit Companies	632.00
Usic Locating	60.00
Wiacom	675.30

**27 Claims Totaling: \$ 29,667.57**

County Coordinator Kris McNally gave an update regarding the proposed interim ordinance placing a moratorium on the sale of hemp derived THC food and beverages within Kanabec County. The Planning Commission will hold a public hearing on this issue on August 22<sup>nd</sup> at 7:00pm. The County Board will conduct a public hearing on the proposed interim ordinance in conjunction with their regular meeting on September 6<sup>th</sup>.

County Coordinator Kris McNally led a discussion regarding a special one-time distribution from MCIT. The Board expressed consensus to table discussion regarding allocation of the funds until further review of the proposed 2023 budget has been conducted.

HR Specialist Kim Christenson met with the Board to request sending an updated job description to the pay consultant for review and scoring.

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

### **Resolution #9 - 8/16/22**

**WHEREAS** policy #P-106 states that job descriptions for existing positions that change substantively must be reviewed by the Board; and

**WHEREAS** policy #P-106 further states that the Board may authorize sending the revised job description to the pay consultant for scoring; and

**WHEREAS** the job description for the Highway Sign Technician has been updated resulting in substantive changes; and

**BE IT RESOLVED** to approve sending the updated job descriptions to the pay consultant for review and scoring.

Action #10 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #10a - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Central Minnesota Council on Aging for a partial term commencing immediately and expiring January 7, 2025.

### **Resolution #10b - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Drainage Authority Board.

### **Resolution #10c - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the East Central Regional Development Commission for a partial term commencing immediately and expiring January 2, 2024.

### **Resolution #10d - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Economic Development Advisory for a partial term commencing immediately and expiring January 2, 2024.

### **Resolution #10e - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Housing Redevelopment Authority Board for a partial term commencing immediately and expiring January 3, 2023.

### **Resolution #10f - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Lakes & Pines Community Action Council Board for a partial term commencing immediately and expiring January 7, 2025.

## **Resolution #10g - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Law Library Board for a partial term commencing immediately and expiring January 3, 2023.

## **Resolution #10h - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the North TH 65 Corridor Coalition for a partial term commencing immediately and expiring January 3, 2023.

## **Resolution #10i - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Public Works Committee.

## **Resolution #10j - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Railroad Authority Board for a partial term commencing immediately and expiring January 7, 2025.

## **Resolution #10k - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the LELS Local 106 Union Negotiation Committee commencing immediately and expiring January 2, 2024.

## **Resolution #10l - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the LELS Local 107 Union Negotiation Committee commencing immediately and expiring January 2, 2024.

Rick Mattson led a discussion regarding a potential ballot question to determine whether Kanabec County should continue levying dollars to provide Extension programs and employing Extension Staff within the county.

The Board expressed consensus to defer to the Extension Committee for further exploration of options to provide cost effective Extension programs and staff in the county.

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

department.

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

## **Resolution #11 – 8/16/22**

Sheriff's Office – Unrestricted- Assigned Fund

**WHEREAS** the Kanabec County Sheriff's Office budgets revenue each year to fund future capital equipment expenses, and

**WHEREAS** the Sheriff's Office believes it would be in the best interest of the County to be able to carry unspent revenue over from one year to the next in an unrestricted, assigned fund to build a fund balance and reduce future levy impact,

**THEREFORE BE IT RESOLVED** to approve the Sheriff's Future Capital Equipment fund 01-201-000-0000-6685 as an Unrestricted-Assigned Fund for effective in budget year 2022.

Brian Smith presented the Sheriff's Office Quarterly Report. Information only, no action was taken.

The Commissioners gave reports regarding the boards and committees in which they participate.

**10:17am** – The Chairperson recessed the meeting.

**10:25am** – The Board reconvened.

Future agenda items: Soil & Water Grant Administration follow up

**10:30am** – The Chairperson called for public comment. Those that responded included:

Tina Simons	Questions regarding the process of canvassing elections.
Mark Jewell	Comments regarding resources for homelessness in the community.

**10:44am** – The Chairperson closed public comment.

Action #12 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to close the meeting at 10:45am pursuant to the Open Meeting Law, MN Statute

§13D.03 to discuss matters related to labor negotiations strategy. Those present during the closed portion of the meeting include Commissioners Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland, and Craig Smith; as well as County Coordinator and Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #13 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to return to open session at 11:46am.

Action #14 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to recess the meeting at 11:47am and to meet again for a budget work session on Tuesday, August 23, 2022 at 9:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, August 23, 2022 at 9:00am pursuant to recess with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, and Alison Holland. Absent: Craig Smith.

Action #15 – The Chairperson recessed the meeting and the Board will meet again for a Budget Work Session on Tuesday, August 30, 2022 at 9:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday August 30, 2022 at 9:00am pursuant to recess with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland, and Craig Smith.

Action #16 – The Chairperson adjourned the meeting. The Board will meet again in Regular Session on Tuesday, September 6, 2022 at 9:00am.

Signed \_\_\_\_\_

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

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

## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor-Treasurer	8,224.96	Vehicle Leases & Maintenance	Various
Kanabec County AT ACH_VISA	2,035.65	See Below	
Kanabec County Auditor HRA	530.00	HRA - T. Smith, A. Sanborn, C. Ling	Various
Minnesota Energy Resources Corp	7,066.77	Gas Utilities - Transit, Courthouse, PSB, Jail	Various
Office of MN.IT Services	1,338.65	Monthly Service	IS
Ling, Valerie	500.00	Driveway Permit Refund	Highway
Simon Momanyi Nyamari	500.00	Driveway Permit Refund	Highway
Kanabec County Auditor HRA	106.00	HRA - J. Gravich	Welfare
Card Seviles (Coborn's)	115.31	Wellness Supplies	Employee Wellness
Midcontinent Communications	462.48	Monthly Service	Various
MNPEIP	11,007.17	8.22 Health Reserves	HR
Bender, Wayne	600.00	Driveway Permit Refund	Highway
Chamberlain Oil	2,665.56	Shop Supplies	Highway
East Central Energy	1,461.45	Intersection Lighting	Highway
Minnesota Energy Resources Corp	51.40	Natural Gas for Garage	Highway
Paulson, Joshua	75.00	Mail Box Permit Refund	Highway
Dearborn National Life Insurance Co	773.97	Short Term Disability Premiums	Employee Benefits
Health Partners	6,434.92	9.22 Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	664.85	9.22 Accident, Group Hospital, Critical Illness Insurance	Employee Benefits
MNPEIP	145,123.07	9.22 Health Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	6,273.89	9.22 Life Insurance & Long Term Disability Insurance	Employee Benefits
VSP Insurance Co	534.52	9.22 Vision Insurance Premiums	Employee Benefits
<b>22 Claims Totaling:</b>	<b><u><u>\$196,545.62</u></u></b>		

Kanabec County AT ACH_VISA	22.99	Amazon - Urethane Foam Tape	Building Maintenance
	1,079.12	SupplyHouse - Liebert Unit Motor	Building Maintenance
	71.53	Partstown - Mixer Safety Switch	Building Maintenance
	90.00	Amazon - Filter	Building Maintenance
	369.42	Bulk Ind - Fire Sprinkler Heads	Building Maintenance
	128.70	Partstown - Mixer Safety Magnets	Building Maintenance
	273.89	Amazon - Dryer Booster Fan	Building Maintenance
<b>7 Claims Totaling:</b>	<b><u>2,035.65</u></b>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 9/6/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	Aaron's Total Car Care	2,229.89	2008 Impala Repairs
ASSESSOR	Bowland, Tim	112.93	Mileage to St. Cloud and Meals
ASSESSOR	Marotte, Amber	259.74	Mileage, Meal, Lodging
ASSESSOR	MNCCC Lockbox	800.04	CAMA Application/Valuation Service
ASSESSOR	State of MN, Property Tax Division	50.00	Sales Verification - PACE
ASSESSOR	State of MN, Property Tax Division	50.00	Special Ag - PACE
ASSESSOR	Von Eschen, Tina	372.40	Reimbursement for Mileage to Conferences/Seminars (5) and MAAO Registration
		<b>3,875.00</b>	
BUILDINGS MAINTENANCE	G & N Enterprises	60.80	True Bowl Cleaner
BUILDINGS MAINTENANCE	High's Quality Woodcraft, Inc	8,187.00	Custom Cabinets - Remove Damaged, Reinstall New due to Water Damage from Storm (Insurance Claim)
		<b>8,247.80</b>	
COMPUTER EXPENSES	Apex Software	5,000.00	Cama Sketch Conversion
COMPUTER EXPENSES	M&I Lockbox: MCCC	110.00	MS Excel Productivity - Adv Online Training, KY
COMPUTER EXPENSES	Marco Business Products	5,894.05	Network Printer Purchase, A/T Office
		<b>11,004.05</b>	
COUNTY ATTORNEY	MN Attorney General's Office	192.53	Grand Jury Expenses
		<b>192.53</b>	
COUNTY COORDINATOR	Marco, Inc.	477.00	Printer Lease

COUNTY COORDINATOR	Office Depot DBA: ODP Business Solutions LLC	60.57	Colored Paper, Legal Pads, Expanding File Folders, Business Paper
		<b>537.57</b>	
COUNTY CORONER	Hamilton Funeral Home	860.00	Removal & Transport (2), Body Bag (2)
		<b>860.00</b>	
COUNTY EXTENSION	Klodd, Annie	122.00	Mileage Reimbursement for 2022 Fall for All Presentation at Sapsucker Farms
COUNTY EXTENSION	Patras, Dianne	47.88	Mileage Reimbursement for 2022 Fall for All Presentation at Sapsucker Farms
		<b>169.88</b>	
COUNTY RECORDER	Government Forms & Supplies	38.25	Notary Stamp
		<b>38.25</b>	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	1,309.00	Court Appt Attorney Fees, 1/21 - 6/17
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	331.50	Court Appt Attorney Fees, 5/20 - 7/29
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	195.50	Court Appt Attorney Fees, 3/3 - 8/12
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	1,742.50	Court Appt Attorney Fees, 1/13 - 8/9
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	3,145.00	Court Appt Attorney Fees, 12/10/21 - 5/27/22
COURT ADMINISTRATOR	McKinnis & Doom PA	204.00	Court Appt Attorney Fees, 7/22 - 8/9
COURT ADMINISTRATOR	McKinnis & Doom PA	34.00	Court Appt Attorney Fees, 8/23
		<b>6,961.50</b>	
ELECTIONS	DS Solutions	906.25	Online Election Judge Training Annual Maint & Course Setup
ELECTIONS	Election Systems & Software Inc.	2,549.37	P2022 Programming DS200
ELECTIONS	Sea Change Print Innovations	434.54	G2022 Supplies
		<b>3,890.16</b>	
ENVIRONMENTAL SERVICES	Bracewell, Earl	88.13	Planning Commission Per Diem and Mileage
ENVIRONMENTAL SERVICES	Eric Hartman Rock County Planning & Zoning	250.00	MN Assoc. Planning & Zoning Admin Conference

ENVIRONMENTAL SERVICES	Kanabec Publications	38.67	Public Hearing Notice, Planning Commission - THC Ord Review
ENVIRONMENTAL SERVICES	McNally, Dennis	85.00	Planning Commission Per Diem and Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	92.50	Planning Commission Per Diem and Mileage
ENVIRONMENTAL SERVICES	Rinke Noonan	102.50	One Watershed One Plan SRW
ENVIRONMENTAL SERVICES	Sabinash, Douglas	86.25	Planning Commission Per Diem and Mileage
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	78.75	Planning Commission Per Diem and Mileage
		<b>821.80</b>	
HUMAN RESOURCES	Further	581.40	Administrative Fees for August
HUMAN RESOURCES	MRA	46.25	Compensation Services, EDA Follow Up
HUMAN RESOURCES	PD's Embroidery	51.49	Recognition Plaque, Kientop
		<b>679.14</b>	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	429.00	Detention - Electronic Bracelet, July 2022
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	210.00	REAM Grant, July 2022
PROBATION & JUVENILE PLACEMENT	RS EDEN	37.65	Drug Testing - Samples Sent to Lab
		<b>676.65</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	500.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	ACE Hardware	293.78	Fair Supplies
PUBLIC TRANSPORTATION	Auto Value	132.44	Bus & Van Parts
PUBLIC TRANSPORTATION	Curtis, Michael	1,826.00	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Robert	1,325.00	Volunteer Mileage
PUBLIC TRANSPORTATION	Mora Municipal Utilities	264.93	Utilities for 300 Industrial Park Rd
PUBLIC TRANSPORTATION	Van Alst, Lillian	2,038.13	Volunteer Mileage
		<b>6,380.28</b>	
SHERIFF	Applied Concepts, Inc.	2,995.00	DSR Enhanced Counting Unit-Radar Display, Antenna Remote, etc.
SHERIFF	Aspen Mills	2,064.76	Body Armor and Carrier (2)
SHERIFF	EATI	11,350.99	Parts for Squads - Warning Lights, Brackets, Mesh Partitions, etc.
SHERIFF	Griffin, Zach	187.98	Reimbursement for Tac Pants, Beanie, Softshell Jacket, Knee Pads
SHERIFF	Horizon Towing	214.75	Towing Services (1)

SHERIFF	IT SAVVY	889.87	Computer
SHERIFF	Northland Business Systems	6,827.42	Winscribe Contract 10/21/22 - 10/20/23
SHERIFF	River Valley Forensic Services, P.A.	250.00	Contract Monthly Medical Examiner Service, July 2022
SHERIFF	Streicher's	1,203.45	9mm Practice Rounds
		<b>25,984.22</b>	
SHERIFF - 911 EMERGENCY	IT SAVVY	889.87	Computer
SHERIFF - 911 EMERGENCY	Motorola Solutions	2,115.00	VESTA
SHERIFF - 911 EMERGENCY	ProPhoenix Corporation	745.00	User Conference Registration, KS
		<b>3,749.87</b>	
SHERIFF - ATV	Auto Value	43.99	Rachet Tie Down Strap for ATV
SHERIFF - ATV	Thomas Sno Sports	313.82	ATV Carburetor Repair - Kit, Fuel, Labor
		<b>357.81</b>	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control, Inc.	250.00	Prevention Plus
SHERIFF - JAIL/DISPATCH	Bob Barker	17.94	Toothbrushes
SHERIFF - JAIL/DISPATCH	Bob Barker	159.03	27 Pairs of Shoes
SHERIFF - JAIL/DISPATCH	IT SAVVY	1,779.74	Computers
SHERIFF - JAIL/DISPATCH	Marco	251.00	Standard Payment
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,100.00	\$10 Phone Cards (50), \$20 Phone Cards (30)
SHERIFF - JAIL/DISPATCH	Stellar Services	280.49	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	206.26	Canteen
SHERIFF - JAIL/DISPATCH	Stevens, Joel	34.36	Reimbursement -Alarm Clocks (2) for Huber Inmates
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,031.14	Inmate Meals 8/6/22 - 8/12/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,051.47	Inmate Meals 8/13/22 - 8/19/22
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,095.30	Inmate Meals 8/20/22 - 8/26/22
SHERIFF - JAIL/DISPATCH	Ziegler Inc.	5,466.45	Generator Service Contract
		<b>21,723.18</b>	
STATE FISCAL RECOVERY ARP	CliftonLarsonAllen	46.20	ARPA Consultation - Professional Services
STATE FISCAL RECOVERY ARP	East Central Veterinarians	141.89	Kanabec County K-9

STATE FISCAL RECOVERY ARP	Granite Electronics	7,287.64	Part of New Camera System in Jail
STATE FISCAL RECOVERY ARP	Motorola Solutions	<u>136,475.42</u>	Motorola ARMER radio accessories, programming, hardware, etc.
		<b>143,951.15</b>	
UNALLOCATED	CliftonLarsonAllen	29,717.31	FY2021 Audit Services
UNALLOCATED	Kanabec Publications	210.27	Public Hearing Notice THC Ord (Times & Advertiser), 7/19 County Board Minutes
UNALLOCATED	Kanabec Soil & Water Cons.	4,041.93	SWCD Staff Time, Reimbursements, AIS Survey, Fair Booth, AIS Raffle Items, Newspaper Ad & Sponge for Boat Inspector
UNALLOCATED	Knife Lake Improvement District	6,815.00	Curly Leaf Pond Weed Treatment on Knife Lake
UNALLOCATED	Larkin Hoffman Daly & Lindgren LTD	<u>256.16</u>	Interest 2022 Parcel 22.01205.00
		<b>41,040.67</b>	
VETERAN SERVICES	Kanabec Publications	229.75	Golf Thank You and Digital Boost
VETERAN SERVICES	Mora Bakery	<u>32.06</u>	Donuts - Coffee Talk
		<b>261.81</b>	
WATER PLAN	RMB Environmental Laboratories Inc	<u>25.00</u>	New Baby Well Testing - Nitrates
		<b>25.00</b>	
<b>89 Claims Totaling:</b>		<u><u><b>\$281,428.32</b></u></u>	

# Agenda Item #3b

## Regular Bills - Road & Bridge

### 9/6/2022

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A&E Cleaning	1,000.00	Office cleaning
Auto Value	2,703.47	Repair parts
Beaudry Oil & Propane	13,306.79	Diesel fuel
Bjorklund Companies	4,907.65	Class 5 gravel
Granite Ledge Electrical	1,820.00	Street light repair
Houston Engineering	4,475.50	CD 2 Inspection
Johnson Hardware	222.31	Shop supplies
Kanabec County Highway Dept	146.95	Petty Cash, Postage
Kanabec Publications	40.00	Bid ad
Knife River Corp	1,093,690.69	Class 5 gravel and SAP 033-617-010
Midwest Machinery	545.74	Repair parts
MN Petroleum Marketers	627.50	Gas pump repair
Mora Utilities	972.16	Electric and water
Newman Traffic Signs	80.30	Signs
Northpost	5,656.50	Mail box posts
Novus Glass	305.00	Windshield
Olson Power	546.49	Repair parts
Premier Asphalt	13,282.50	Patching
Sanitary Systems	160.00	Restroom rental
Kevin Schiferli	204.10	Uniform Allowance
Sir Lines-A-Lot	172,866.53	KCP 22-07 striping and hwy parking lot
Trueman Welters	551.47	Repair parts
Uline	834.70	Shop supplies
USIC Locating	30.00	Locates
Widseth Smith Nolting	8,954.00	Engineering
Ziegler	7,083.59	Repair parts
<b>26 Claims Totaling:</b>	<b><u><u>1,335,013.94</u></u></b>	

# Agenda Item #4

September 6, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> SCORE Claims – July	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 2 minutes	<b>d. Presenter(s):</b> None

**f. Board action requested:**

### Resolution #\_\_ – 9/6/22

#### 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	\$1,043.18
Quality Disposal	\$4,255.00
Arthur Township	\$500.00
Total	\$5,798.18

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (July)	\$3,755.00	\$3,755.00
WASTE MANAGEMENT (July)	\$1,043.18	\$1,043.18
Sub-Total	\$4,798.18	\$4,798.18
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (July)	\$500.00	\$500.00
Arthur Township (July)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$5,798.18</b>

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

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

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

*Expenditure: 01-391-392-0000-6211 = \$33,276.35*

*Current SCORE Funds balance is = \$87,073.96*

# Agenda Item #5

September 6, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request to Hire a Candidate Above Step A	<b>b. Origination:</b> EDA Hiring Committee
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

### Resolution #\_\_\_ - 9/6/22

**WHEREAS**, Kanabec County has a full-time EDA Executive Director position vacant; and

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

**WHEREAS**, said candidate has 20+ years of economic development experience in addition to a master's degree; and

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

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

**WHEREAS**, the Economic Development Hiring Committee is recommending hiring this candidate at Grade 17, Step F (\$43.18/hour);

**THEREFORE BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby authorizes the Coordinator's Office to proceed with hiring said candidate at Grade 17, Step F contingent on an acceptable background study and reference checks.

**f. Background:**

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

# Agenda Item #6

September 6, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> MCIT Dividend 2022	<b>b. Origination:</b> Minnesota Counties Intergovernmental Trust (MCIT)
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Discuss the 2022 MCIT dividend payment.

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



**MCIT**

Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100, St. Paul, MN 55103-1885 • 651.209.6400 • 1.866.547.6516 • MCIT.org

RECEIVED AUG 26 2022

**BOARD OF  
DIRECTORS**

**Felix Schmiesing**  
*Chair  
Sherburne County  
Commissioner*

**Ron Antony**  
*Vice-chair  
Yellow Medicine  
County  
Commissioner*

**Randy Schreifels**  
*Secretary/Treasurer  
Stearns County  
Auditor-Treasurer*

**Don Wachal**  
*Jackson County  
Commissioner*

**Marcia Ward**  
*Winona County  
Commissioner*

**Kirk Peysar**  
*Aitkin County  
Auditor*

**Jack Swanson**  
*Roseau County  
Commissioner*

**Kevin Corbid**  
*Washington County  
Administrator*

**Ben Grimsley**  
*Becker County  
Commissioner*

August 23, 2022

Kim Christenson  
Administrative Assistant  
Kanabec County  
18 N Vine St Ste 181  
Mora, MN 55051

**RE: 2022 DIVIDEND NOTICE**

Dear Kim,

In deciding to announce a dividend in 2022 the MCIT Board of Directors considered a number of factors that have the potential of impacting the financial strength of the Trust; specifically,

- historical and projected return on investments
- changes in reserves due to loss trends involving developing workers' compensation claims attributed to PTSD, jail suicides, inmate deaths not attributed to suicide and allegations of failing to provide adequate medical treatment to inmates; law enforcement use of force
- impact of increased cost of property and casualty reinsurance, changes in terms and conditions of coverage, and increased MCIT retention

Recognizing that dividends are a reflection of past performance that are fueled by investment income and positive claims development the board relied heavily upon preliminary financial audit data and the reserve analysis performed by Actuarial Advisors to affirm the soundness of the board's decision to announce a **\$7M Dividend in 2022.**

Workers' Compensation Dividend	\$7 million
Property/Casualty Dividend	\$0

**Your 2022 Dividend is as follows:**

- Workers' Compensation \$84,475

This is MCIT's 32<sup>nd</sup> consecutive annual dividend to members. The dividend is fully allocated to the workers' compensation division noted to have produced better than

2022 Dividend Notice  
August 23, 2022  
Page 2

expected claim results in 2021. Although a dividend was not supported in the property casualty division this year, that division remains financially strong with member contributions sufficient to cover the operational costs and exposure to risk.

The MCIT Board of Directors remains committed to the fiscal health of the organization and will continue to annually evaluate the merits of returning fund balance.

We are providing this letter to you for purposes of 2023 planning. The actual dividend payment will be issued in mid-November of this year.

MCIT's success is attributable to the long-term commitment of its membership. Members have been steadfast in their dedication to this venture often using dividend monies to invest in and enhance their own risk management and loss control efforts. This dividend is a reward for your hard work.

Thank you for your ongoing participation in MCIT.

Sincerely,

A handwritten signature in black ink, appearing to read 'F. Schmiesing', followed by a horizontal line and a small flourish.

Felix Schmiesing, Sherburne County Commissioner  
MCIT Trust Chair

cc: Board Chair