



# Kanabec County Board of Commissioners

## Regular Meeting Agenda

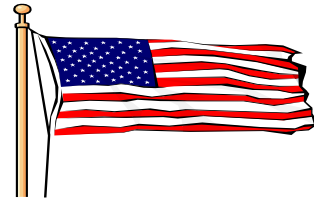
The Meeting of April 4, 2023

- 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: 2497 486 4883



### **Video Meeting link:**

[https://kanabecounty.webex.com/kanabeccounty/j.php?MTID=m6579f8c821e5d0b6d5893fb834aa6125](https://kanabecounty.webex.com/kanabecounty/j.php?MTID=m6579f8c821e5d0b6d5893fb834aa6125)

Meeting number: 2497 486 4883

Password: YJmNjrE329 (95665743 from video systems)

**To be held at:** Kanabec County Courthouse  
Boardroom #164  
317 Maple Avenue East  
Mora, MN 55051

Please use the Maple Ave entrance and parking Lot.

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

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

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

9:00am a. Call to Order  
b. Pledge of Allegiance  
c. Agenda approval

9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2497 486 4883

9:20am Recess county board to a time immediately following the CHB.  
**Community Health Board**

9:35am Recess county board to a time immediately following the FSB.  
**Family Services Board**

9:40am Darren Mayers, Board Conservationist, MN Board of Water and Soil Resources (BWSR) and Deanna Pomije, District Manager, Kanabec Soil & Water Conservation District- Discuss the Snake River Watershed Memorandum of Agreement (signed in 2020)

10:10am Erica Bliss, VSO- Request to Apply for CVSO Competitive Grant

10:15am Brian Smith, Sheriff –

- a. Request for Approval for Employee Leave of Absence Beyond 30 Days- Jailer/Dispatcher- Educational Leave
- b. Request for Approval for Employee Leave of Absence Beyond 30 Days Deputy- FMLA/Extended Medical Leave
- c. Sheriff's Office Quarterly Update

10:35am Chad Gramentz, Public Works

10:45am Denise Snyder, Auditor/Treasurer- 2022 Annual Report

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Other business to be conducted as time is available:

1. Minutes- March 21, 2023
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. SCORE Claims
5. Gambling Request- Premise Permit (Fish Lake Resort) Application for the Ogilvie Lions
6. Resolution Authorizing the Sale of Properties Pursuant to Minnesota Statutes Section 373.01
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, April 4, 2023**  
**9:20 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
  - Staffing
  - Annual Reporting
  - Community Health Assessment and Planning
  - Disease Surveillance
  - Opioid Settlement Funds
  - Cannabis Legalization
4. Speaking Agreement with Lighthouse Child & Family Services
  - Action requested
  - See attached Speaking Agreement and resolution page 4-5
5. Clinical Laboratory Agreement w/ Elmhurst University
  - Action requested
  - See attached Agreement and resolution page 6-16
6. Additional compensation transit request
  - Action requested
  - See attached Agreement and resolution page 17
7. Financial Reports
  - see attached
  - Trial Balance page 18-20
  - February 2023 Financial Report page 21
8. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 22-29
9. Other Business
10. Adjourn

Kanabec County Community Health/Timber Trails  
Director's Report  
April 2023

**Staffing:**

**Home Health Aide** – part-time intermittent positions are still available

**Annual Reporting:**

Because community health boards were asked to complete the Cost & Capacity Assessment during the year, we were only required to submit finance and staffing reports for the annual reporting this year. Normally we would also be required to provide information on performance measures for the six areas of public health responsibility as well. The annual reporting was due on March 31.

**Community Health Assessment and Planning:**

Two meetings were held in March to garner public and stakeholder input on current issues affecting people's health and well-being. Email invitations were sent to stakeholders within the community, members of advisory groups and coalitions, people who indicated they would be interested (from surveys), Public Service Announcements were sent to radio and newspapers, posters were hung in area businesses, and the information was on social media and our website. While attendance was small, there were good conversations in both groups.

The meeting consisted of a presentation of data, discussion about what might be missing/what are people seeing that the data does not show and then we asked people to prioritize the issues. The top priorities were:

1. Food/food access
2. Mental Health
3. Connectedness
4. the following were all tied for fourth place
  - a. Housing
  - b. Health care/Health Literacy
  - c. Healthy Lifestyles

The next step will be to hold another community meeting(s) to help create a Community Health Improvement Plan. We will look at what resources are available in the community to address the priority areas, where gaps exist, and who can assist with filling the gaps and what can be done. We will set goals and measures as part of the plan.

The Community Health Assessment and Community Health Improvement Plan documents will be provided to the Board for approval upon completion.

**Disease Surveillance:**

- Seasonal influenza activity remains low across MN and nationally.
- RSV numbers in MN are still higher at this point in the year compared to the same time of the year in the past three years.
- COVID numbers in Kanabec County have decreased since February (96 cases) to 21 so far in March (as of 3/28). As you would suspect, hospitalizations were also down in March with three being admitted and one to ICU compared to 9 hospital admits and one ICU admit in February.

**Opioid Settlement Funds:**

The advisory group has had several meetings to discuss how to prioritize the use of these funds. It is still a bit difficult to plan for the fund use as there are still lawsuits to be settled and total amounts of funding to be received are not known. We will receive funding for a period of 18 years but the amount will vary from year to

year. So far the group has decided that it would like to focus on primary prevention.

Any recommendations from that group will come to the Board for the final decision of how to expend funds.

**Cannabis Legalization:**

The bill to legalize adult use cannabis continues to make its rounds at the Capitol. It appears that some recommendations for stronger language around local control of zoning and land use and caps on total licenses depending on population may be added. The two revisions would:

1. Require any business seeking a state cannabis license to first receive a local land use compatibility statement.
2. Allow a local government to limit (by ordinance) the total number of licensed cannabis retailers based on following population criteria:
  - a. Cities of first class and counties: one license for every 10,000 people
  - b. Cities of second class: at least four licenses plus one for every 5,000 people over 45,000
  - c. Cities of the third class at least two licenses
  - d. Cities from 5,000-10,000 people, at least one license
  - e. Cities under 5,000 people, at least one license.



THIS AGREEMENT (the “Agreement”) made and entered into this date of \_\_\_\_\_BETWEEN

Client (the “Client”)  
Kanabec County Community Health  
905 East Forest Avenue, Suite 127  
Mora, MN 55051

AND

Lighthouse Child & Family Services (LCFS)  
160 3<sup>rd</sup> Avenue Northwest  
Milaca, MN 56353

#### Event Details

Date	Saturday, May 6, 2023 from 1:00 pm – 3:00 pm
Speaker	Elizabeth Szybatka
Event	Mora Mental Health Fair
Agenda	One hour presentation + available for one hour after
Location	Mora, MN
Fee	\$200/hour x 4 hours (includes prep and travel time) = \$800

#### Billing and Invoicing

Contact Name	Kathy Burski
Phone	320-679-6438
Email	Kathryn.burski@co.kanabec.mn.us
Company	Kanabec County Community Health
Address	905 East Forest Avenue, Suite 127 Mora, MN 55051

#### Payment Terms

Total Amount Due	\$800
<ul style="list-style-type: none"><li>Payment to be made within 45 days after the speaking engagement is complete.</li></ul>	

IN WITNESS WHEREOF the Parties have dually affixed their signatures as of the date first written above.

\_\_\_\_\_  
Client Representative

\_\_\_\_\_  
Lighthouse Representative

## **Kanabec County Community Health Board # – 4/4/2023**

Speaking Agreement with Lighthouse Children & Family Services Resolution

**WHEREAS**, Kanabec County Community Health will be hosting a Community Mental Health Fair, and

**WHEREAS**, they have chosen to provide a mental health professional to provide a one hour presentation, and

**WHEREAS**, Kanabec County has COVID Response and Recovery funds for use to expend for this purpose and Lighthouse Children and Family Services is willing and able to provide a speaker for the Community Mental Health Fair on Saturday, May 6, 2023.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director signing a speaking Agreement with Lighthouse Children and Family Services for a presentation at the Community Mental Health Fair on Saturday, May 6, 2023 for \$800.

**AFFILIATION AGREEMENT  
BETWEEN  
ELMHURST UNIVERSITY  
AND  
KANABEC COUNTY COMMUNITY HEALTH**

**THIS AGREEMENT** (the “**Agreement**”) is entered into this 23<sup>rd</sup> day of March, 2023 by and between **Kanabec County Community Health** (“**the Facility**”) and **Elmhurst University** (“**the School**”).

**WHEREAS**, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences (see Exhibit B for a list of programs and Exhibit C for program-specific requirements) in connection with students of the School.

**NOW, THEREFORE**, it is understood and agreed upon by the parties hereto as follows:

**A. SCHOOL RESPONSIBILITIES:**

1. **Provision of foundational curriculum to students.** The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School’s curriculum.

2. **Insurance and Indemnification.**

Unless otherwise specified in Exhibit C, the School shall provide proof to the Facility of professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Two Million Dollars (\$2,000,000.00) in the aggregate covering the acts of such student while participating in the program. Certificates of insurance evidencing coverage as specified above will be produced upon request.

To the extent permitted by applicable law and without waiving any defenses, School shall indemnify and hold harmless Facility and Facility’s officers, directors, trustees, medical and nursing staff, representatives and employees from and against all third-party liabilities, claims, damages and expenses, including reasonable attorneys’ fees, relating to or arising out of any act or omission of School or any of its Program Participants, agents, representatives or employees in connection with this Agreement unless actions were directed by Facility or Facility’s employees.

3. **Designation of liaison to Facility; communications relating to clinical placements.** The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

4. **School notices to students.** The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.



- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the code of conduct established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- (g) Meet the personal, ethical, and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.
- (h) Where applicable, provide evidence that he or she has met all requirements of HIPAA training, CPR certification, hepatitis B vaccination and OSHA compliance for prevention of transmission of blood borne pathogens and TB.
- (i) Where applicable, complete a criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, prior to participation in the clinical rotation. It is the Facility's responsibility to determine whether the results of any criminal background check and drug screen are acceptable and whether the student will be permitted to participate in the program based upon the results.
- (j) The School shall require students participating in the program to maintain comprehensive health insurance.

## **B. FACILITY RESPONSIBILITIES:**

1. **Provision of facilities for supervised clinical experiences.** The Facility agrees to make the appropriate facilities available to the School and provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.
2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times be responsible for patient care.
4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

5. **Designation of liaison to School; communications relating to clinical placements.** The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change of the person(s) responsible for coordinating the clinical placements.

6. **Identity and credentials of Facility supervising personnel.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. **School tour of Facility.** The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. **Provision of relevant Facility policies.** The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

9. **FERPA compliance.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

10. **Insurance and Indemnification.** The Facility shall maintain, and the Facility shall provide proof to the School of upon request, a professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000.00) per occurrence or claim and Two Million Dollars (\$2,000,000.00) in the aggregate covering the acts of the Facility and its employees or other agents in connection with the program. Such insurance coverage must be placed with an insurance carrier acceptable to the School.

To the extent permitted by applicable law and without waiving any defenses, Facility shall indemnify and hold harmless Schools and School's officers, directors, trustees, faculty, representatives and employees from and against all third-party liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of Facility or any of its Program Participants, agents, representatives or employees in connection with this Agreement.

## **C. OTHER RESPONSIBILITIES:**

1. **Compliance with patient privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality.

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students.**

(a) The School has the right to remove a student from a clinical education program. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

**D. TERM OF AGREEMENT:**

1. **TERM.** This Agreement shall be in force for an initial period of one (1) year, to commence from March 23, 2023 to March 22, 2024. **Thereafter, this Agreement shall be automatically renewed for additional one-year periods unless terminated by either party by using at least ninety (90) days written notice to the other party prior to the expiration of the current term.** In addition, this Agreement may be terminated at any time by either party by giving thirty (30) days prior written notice to the other party for substantial failure to comply with the breaching party's obligations under this Agreement.

2. **TERMINATION FOR CAUSE.** In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party. If the breach is not cured, the Agreement shall terminate at the end of the thirty-day period.

**E. ADDITIONAL TERMS:**

1. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.

2. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.
3. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
4. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.
5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
6. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, gender, national origin, ancestry, military status, sexual orientation, handicap or disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.
7. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.
8. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

**If to the Facility:**

Kathy Burski  
Director  
Kanabec County Community Health  
905 East Forest Ave., Suite 127  
Mora, MN 55051  
Phone: 320-679-6438  
Fax: 320-679-6333  
Kathryn.burski@co.kanaec.mn.us

**If to the School:**

Diane Salvador, PhD, RN, NEA-BC  
Dean, School of Health Sciences  
Elmhurst University  
190 Prospect Avenue  
Elmhurst, IL 60126  
Facsimile: 630-617-3237  
Telephone: 630-617-3344

**With a Copy to:**

Julie Suderman  
Vice President for Business and Finance, CFO  
Elmhurst University, Lehmann Hall, 023  
190 Prospect Ave.  
Elmhurst, IL 60126  
Facsimile: (630) 617-3701  
Telephone: (630) 617-3012

or to such other addresses as the parties may specify in writing from time to time.

9. **Liability.** Each party agrees that it will be responsible for, and hold the other party harmless from its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof.

10. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota, without regard to the conflict of law's provisions thereof.

11. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

12. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors, and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement.

13. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

14. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, on the day and year first set forth above.

For and on behalf of:

**KANABEC COUNTY  
COMMUNITY HEALTH**

**ELMHURST UNIVERSITY**

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**Kathy Burski**  
Director  
Kanabec County Community Health

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**Diane Salvador**  
Dean, School of Health Science  
Elmhurst University

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

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

**ELMHURST UNIVERSITY**

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**Julie Suderman**  
Vice President for Business and Finance, CFO

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

**EXHIBIT A**

**NAME OF FACILITIES**

**EXHIBIT B**

**PROGRAMS:**

**BACCALAUREATE NURSING PROGRAM**

**MASTER'S ENTRY IN NURSING PRACTICE PROGRAM**

**RN COMPLETION BACCALAUREATE PROGRAM**



## EXHIBIT C

### PROGRAM SPECIFIC REQUIREMENTS

(Each program shall have its own program specific requirement checklist)

Facility: Kanabec County Community Health

School: Elmhurst University

Program:

Facility requires:	Yes	No
1. Proof of professional and general liability insurance (paragraph B.10)	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.4.b)	<input type="checkbox"/>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4.h)		
a. Negative annual TB test or chest x-ray	<input type="checkbox"/>	<input type="checkbox"/>
b. Rubella, Rubeola and Mumps with proof of immunization or titer	<input type="checkbox"/>	<input type="checkbox"/>
c. Varicella with proof of immunization or titer	<input type="checkbox"/>	<input type="checkbox"/>
d. Hepatitis B with proof of disease/immunization or immunity by titer	<input type="checkbox"/>	<input type="checkbox"/>
e. Current American Heart Association Healthcare Provider CPR card	<input type="checkbox"/>	<input type="checkbox"/>
f. OSHA compliance for prevention of transmission of blood borne pathogens and TB	<input type="checkbox"/>	<input type="checkbox"/>
g. Proof of Flu Immunization	<input type="checkbox"/>	<input type="checkbox"/>
4. Criminal background check (paragraph A.4.i) If yes, type of check _____	<input type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.4.i) If yes, type of screening _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.2)	<input type="checkbox"/>	<input type="checkbox"/>
8. Additional insurance coverage (paragraph E.1) If yes, type of insurance and coverage required _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

### School requires:

1. Copy of relevant Facility policies (paragraph B.8)	<b>X</b>	
2. Evidence of professional and general liability insurance	<b>X</b>	
3. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	<b>X</b>	
4. Other _____	<input type="checkbox"/>	<input type="checkbox"/>

**Kanabec County Community Health Board # – 4/4/2023**  
Agreement for Clinical Laboratory Training – Elmhurst University Resolution

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

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

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

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director to sign an Agreement with Elmhurst University for Clinical Laboratory Training commencing on April 4, 2023 and terminating on March 31, 2024 unless extended by the parties.

**Kanabec County Community Health Board #     – 4/4/2023**  
Compensation for additional key duties

**WHEREAS**, there will be a vacancy in the position of Transit Operations Supervisor due to a retirement; and

**WHEREAS**, the vacancy is expected to take several months to fill; and

**WHEREAS**, the Community Health Director and Transit Director have evaluated operations and are recommending temporary assignment of some key duties to existing staff for the duration of the vacancy; and

**WHEREAS**, the duties will be performed in addition to the existing staff's regular duties; and

**THEREFORE BE IT RESOLVED** the existing staff selected to perform the additional duties will be compensated an additional \$1.00 per hour beginning on the first day of the vacancy or whenever additional duties are assigned, whichever is later and ending on the first day of the new Transit Operations Supervisor's employment.



As of Date: 02/2023  
Report Basis: 2 1 - Cash  
                  2 - Modified Accrual  
                  3 - Full Accrual

Save Report: N

Comment:

FUND                   Range From 15           Thru 15

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



Sheila  
3/29/23 10:24AM

TRIAL BALANCE REPORT  
As of 02/2023

Report Basis: Modified Accrual

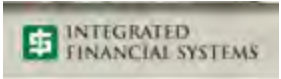
Page 2

15 Community Health Fund

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
-----Assets-----					
1001	Cash	572,797.85	82,619.20-	111,656.96-	461,140.89
1003	Audit Adjustments To Cash	3,470.58	0.00	3,470.58-	0.00
1110	Taxes Receivable - Prior & Delinquent	8,694.84	0.00	8,694.84-	0.00
1201	Accounts Receivable (Acc)	55,109.23	0.00	55,109.23-	0.00
1261	Due From Other Funds (Acc)	19,551.26	0.00	19,551.26-	0.00
1281	Due From Other Governments (Acc)	108,174.23	0.00	108,174.23-	0.00
Total Assets		767,797.99	82,619.20-	306,657.10-	461,140.89
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	40,598.49 -	22,499.96	40,598.49	0.00
2030	Salaries Payable	67,009.55 -	0.00	67,009.55	0.00
2091	Due To Other Funds (Acc)	1,864.26 -	1,864.26	1,864.26	0.00
2100	Due To Other Governments	4,508.34 -	0.00	4,508.34	0.00
2101	Due To Other Governments (Acc)	28,907.61 -	14,025.96	28,907.61	0.00
2230	Deferred Inflows	8,694.84 -	0.00	8,694.84	0.00
Total Liabilities		152,106.26 -	38,390.18	151,583.09	523.17 -
Fund Balance					
2881	Assigned Fund Balance	615,691.73 -	0.00	0.00	615,691.73 -
2910	Revenue Control	0.00	168,550.53 -	177,095.53 -	177,095.53 -
2925	Expenditure Control	0.00	212,779.55	332,169.54	332,169.54
Total Fund Balance		615,691.73 -	44,229.02	155,074.01	460,617.72 -
Total Liabilities and Balance		767,797.99 -	82,619.20	306,657.10	461,140.89 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
Total Assets		0.00	0.00	0.00	0.00
---Liabilities and Balance-----					
Liabilities					
Total Liabilities		0.00	0.00	0.00	0.00
Total Liabilities and Balance		0.00	0.00	0.00	0.00
15	Community Health Fund	0.00	0.00	0.00	0.00

Sheila  
3/29/23 10:24AM  
15 Community Health Fund

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



TRIAL BALANCE REPORT  
As of 02/2023      Report Basis: Modified Accrual

<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

Department	Budget	Total year to date/		8.33%	16.67%	91.67%	100.00%	
		% of budget	Total	January	February	November	December	
<b><u>outstanding payments/payments not yet posted</u></b>								
Pilt-Housing Authority								Workforce Dev.
Rev	0		0.00	0.00	0.00			CTC 5,237.24
Exp	0		0.00	0.00	0.00			DFC
Cares Act COVID-19 Grant								FAP 779.32
Rev	0		0.00	0.00	0.00			LCTS
Exp	0		0.00	0.00	0.00			LPHG 24,661.23
Local Public Health Infrastructure								MCH
Rev	482,287.00	1.10%	5,288.63	5,288.63	0.00			EBHV
Exp	358,571.00	26.06%	93,435.44	44,533.53	48,901.91			PHEP
Prevent Infectious Disease								RPC 14,563.56
Rev	23,100.00	3.48%	804.37	617.94	186.43			SHIP 22,850.55
Exp	22,518.00	10.27%	2,312.61	723.86	1,588.75			TANF
Environmental Health								WIC 11,115.00
Rev	30.00	10.00%	3.00	0.00	3.00			CMCOA
Exp	5,272.00	0.00%	0.00	0.00	0.00			MN Choice
Healthy Communities-Adult Health								Admin asst
Rev	276,109.00	8.20%	22,631.31	12,988.46	9,642.85			mental hlth
Exp	260,448.00	12.74%	33,176.36	16,395.40	16,780.96			Suicide Prev 2,961.74
Healthy Communities-Health Improvement								Covid Federa 7,439.41
Rev	584,957.00	5.27%	30,831.25	12,432.61	18,398.64			Home care 33,313.60 estimate only see note below
Exp	554,054.00	13.40%	74,248.62	31,508.40	42,740.22			122,921.65
Healthy Communities-Family Health								
Rev	581,672.00	26.48%	154,040.86	95,339.78	58,701.08			
Exp	538,977.00	13.81%	74,415.85	36,389.12	38,026.73			
Emergency Preparedness								SCHA Connector - We get reimbursed twice a year. Not included above.
Rev	219,775.00	16.02%	35,208.01	7,002.77	28,205.24			
Exp	185,517.00	9.54%	17,702.68	8,487.27	9,215.41			
Assure Access-Case Management								
Rev	349,564.00	12.64%	44,172.71	22,342.40	21,830.31			Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by
Exp	328,046.00	16.37%	53,702.23	24,422.66	29,279.57			paysource. Also, VA may pay up to two years after the
Assure Access-Home Care								date of service.
Rev	528,000.00	12.60%	66,550.24	34,967.26	31,582.98			
Exp	792,091.00	16.25%	128,712.55	64,076.37	64,636.18			
Agency Totals								
Rev	3,045,494.00	11.81%	359,530.38	190,979.85	168,550.53	0.00	0.00	
Exp	3,045,494.00	15.69%	477,706.34	226,536.61	251,169.73	0.00	0.00	

amount has changed

## Board Meeting 4/4/23

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 4/4/23</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	29,641.41	33	65
Abstract #2			
<b>Totals</b>	<b>29,641.41</b>	<b>33</b>	<b>65</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 4/4/23</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			



Sheila  
3/30/23 11:13AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Sheila  
3/30/23 11:13AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434	Ability Network Inc							
		15-484-487-8453-6211			238.13	March billing svc/eligibility	23M-0039879	Services & Charges	N
2		15-484-493-8452-6211			202.05	March billing svc/eligibility	23M-0039879	Services & Charges	N
1		15-484-496-8447-6211			281.42	March billing svc/eligibility	23M-0039879	Services & Charges	N
	434	Ability Network Inc			721.60	3 Transactions			
31	185	Bergstadt/Jennifer							
		15-484-496-8449-6331			127.73	Feb/Mar HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer			127.73	1 Transactions			
32	1396	Biever/Laurie							
		15-484-496-8449-6331			184.06	Feb/Mar HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie			184.06	1 Transactions			
33	3094	Burski/Kathy							
		15-484-450-0000-6331			68.12	March admin mileage		Mileage & Meals	N
34		15-484-450-0000-6331			8.00	admin parking		Mileage & Meals	N
35		15-484-450-0000-6411			15.38	supplies		Supplies	N
	3094	Burski/Kathy			91.50	3 Transactions			
4	937	Courtyard St. Cloud							
		15-484-485-8480-6331			785.02	lodging SAPST training	73112852	Mileage & Meals	N
	937	Courtyard St. Cloud			785.02	1 Transactions			
57	1463	Coyote Moon Grille							
		15-484-490-8489-6289			300.00	banquet rental	230504	Staff Development	N
	1463	Coyote Moon Grille			300.00	1 Transactions			
36	1326	Hansen/Erika							
		15-484-496-8447-6331			302.61	Feb/Mar home care mileage		Mileage & Meals	N
	1326	Hansen/Erika			302.61	1 Transactions			
6	4184	Health Dimension Rehabilitation Inc							
		15-484-496-8447-6211			9,508.44	February PT services		Services & Charges	N
	4184	Health Dimension Rehabilitation Inc			9,508.44	1 Transactions			
5	324	Healthcare First							
		15-484-496-8447-6211			104.74	March HHCAHPS	5352002	Services & Charges	N
	324	Healthcare First			104.74	1 Transactions			

Sheila  
3/30/23 11:13AM  
15 Community Health Fund

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



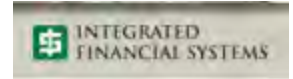
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1323	Johnstone/Kristi					
37	15-484-496-8447-6331	P	41.88	December home care mileage		Mileage & Meals N
38	15-484-496-8447-6331		311.13	Jan-Mar home care mileage		Mileage & Meals N
1323	Johnstone/Kristi		353.01	2 Transactions		
1308	Lejonvarn/Kirsten					
39	15-484-487-8450-6331		13.10	March TANF mileage		Mileage & Meals N
40	15-484-487-8453-6331		110.70	Feb/Mar EBHV mileage		Mileage & Meals N
41	15-484-487-8457-6331		7.86	March MCH mileage		Mileage & Meals N
1308	Lejonvarn/Kirsten		131.66	3 Transactions		
667	Lighthouse Child & Family Services LLC					
60	15-484-487-8453-6211		300.00	2/14/23 MIECHV time	7207	Services & Charges N
61	15-484-487-8453-6211		19.65	2/14/23 mileage	7207	Services & Charges N
7	15-484-487-8453-6211		300.00	1/17/23 MIECHV time	7207 prev voided	Services & Charges N
8	15-484-487-8453-6211		28.12	1/17/23 mileage	7207 prev voided	Services & Charges N
667	Lighthouse Child & Family Services LLC		647.77	4 Transactions		
377	Marco Inc					
9	15-484-450-0000-6341		787.11	MX5070v copier agmt	014-1357865-00C Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions		
1143	McKesson Medical-Surgical Govt Solution					
59	15-484-450-0000-6411		36.32			Supplies N
14	15-484-490-8489-6432		51.72	COVID-19 supplies	20405719	Medical Supplies N
13	15-484-496-8447-6432		9.64	home care supplies	20405719	Medical Supplies N
58	15-484-496-8447-6432		98.28	home care supplies	20418908	Medical Supplies N
11	15-484-487-8453-6411		20.67	EBHV suppliles	20432752	Supplies N
10	15-484-496-8447-6432		22.31	Home care supplies	20432752	Medical Supplies N
1143	McKesson Medical-Surgical Govt Solution		238.94	6 Transactions		
198	Mille Lacs Co. Community & Veterans Ser					
15	15-484-485-8468-6880		2,229.10	Feb hlthy eating strategy		Grant Admin- Pass thru N
16	15-484-485-8468-6880		835.92	Feb tobacco strategy		Grant Admin- Pass thru N
17	15-484-485-8468-6880		2,026.67	Feb well-being strategy		Grant Admin- Pass thru N
18	15-484-485-8468-6880		557.29	Feb active living strategy		Grant Admin- Pass thru N
198	Mille Lacs Co. Community & Veterans Ser		5,648.98	4 Transactions		
8040	Miller, Patti					
64	15-484-485-8444-6331		124.45	suicide prevention mileage		Mileage & Meals N

Sheila  
3/30/23 11:13AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
62	15-484-485-8480-6331		79.91	RPC mileage		Mileage & Meals	N
63	15-484-485-8480-6411		32.00	RPC program cost		Program Supplies	N
	8040 Miller, Patti		236.36	3 Transactions			
	736 Naccho						
12	15-484-450-0000-6245		260.00	annual membership fee	321602	Registration & Membership Dues	N
				07/01/2023 06/30/2024			
	736 Naccho		260.00	1 Transactions			
	52 Olson/Autumn						
42	15-484-487-8450-6331		20.96	Feb/Mar TANF mileage		Mileage & Meals	N
43	15-484-487-8451-6331		68.12	March HP mileage		Mileage & Meals	N
44	15-484-487-8453-6331		121.18	Feb/Mar EBHV mileage		Mileage & Meals	N
45	15-484-487-8457-6331		24.89	March MCH mileage		Mileage & Meals	N
	52 Olson/Autumn		235.15	4 Transactions			
	3333 Petersen/Renee						
46	15-484-450-0000-6411		57.26	March admin supplies		Supplies	N
	3333 Petersen/Renee		57.26	1 Transactions			
	632 Pine County Health & Human Services						
19	15-484-485-8468-6880		1,254.06	Feb hlthy eating strategy		Grant Admin- Pass thru	N
20	15-484-485-8468-6880		943.98	Feb tobacco strategy		Grant Admin- Pass thru	N
21	15-484-485-8468-6880		1,254.07	Feb well-being strategy		Grant Admin- Pass thru	N
22	15-484-485-8468-6880		918.14	Feb move strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		4,370.25	4 Transactions			
	1313 Quill Corporation						
23	15-484-450-0000-6412		196.11	admin office supplies	168417990/16841	Office Supplies	N
	1313 Quill Corporation		196.11	1 Transactions			
	1030 Ringler/Jennie						
47	15-484-496-8449-6331		224.67	Feb/Mar HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		224.67	1 Transactions			
	1322 Ringler/Jezzalyn						
48	15-484-496-8449-6331		236.46	Feb/Mar HHA mileage		Mileage & Meals	N
	1322 Ringler/Jezzalyn		236.46	1 Transactions			
	3174 Rosburg/Diane						

Sheila  
3/30/23 11:13AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
65	15-484-496-8447-6331		Jan/Feb home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		1 Transactions			
	1452 Sandberg/Debbie					
49	15-484-493-8452-6331		Fan-Mar CM mileage		Mileage & Meals	N
1452	Sandberg/Debbie		1 Transactions			
	1315 Sundsvold/Miranda					
50	15-484-493-8452-6331		February CM mileage		Mileage & Meals	N
1315	Sundsvold/Miranda		1 Transactions			
	167 Telander/Sarah					
51	15-484-450-0000-6331	P	December mileage		Mileage & Meals	N
52	15-484-450-0000-6331		Jan-Mar admin mileage		Mileage & Meals	N
167	Telander/Sarah		2 Transactions			
	17014 The Inn on Lake Superior					
24	15-484-490-8489-6331		Under One Roof conf lodging	R9841B	Mileage & Meals	Y
17014	The Inn on Lake Superior		1 Transactions			
	1333 Tomczak/Kailey					
53	15-484-496-8449-6331		Feb/Mar HHA mileage		Mileage & Meals	N
1333	Tomczak/Kailey		1 Transactions			
	1268 Tomczak/Kristi					
55	15-484-496-8448-6331		March HM mileage		Mileage & Meals	N
54	15-484-496-8449-6331		Feb/Mar HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		2 Transactions			
	1328 True Directions, Inc.					
26	15-484-485-8490-6285		Peer Recovery svc on call	05	Contracted Work Peer Recovery Sup	N
27	15-484-485-8490-6285		cell phone service	05	Contracted Work Peer Recovery Sup	N
28	15-484-485-8490-6285		admin costs	05	Contracted Work Peer Recovery Sup	N
29	15-484-485-8490-6285		PRSS travel	05	Contracted Work Peer Recovery Sup	N
30	15-484-485-8490-6285		PRSS treatment svcs	05	Contracted Work Peer Recovery Sup	N
1328	True Directions, Inc.		5 Transactions			
	1242 Under One Roof					
25	15-484-490-8403-6289		Under One Roof registration	UOR23-IPTC1KZE	Staff Development	N

Sheila  
 3/30/23 11:13AM  
 15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1242	Under One Roof		100.00	1 Transactions		
1214	Waschenbecker/Diana					
56	15-484-487-8451-6331		551.60	February HP mileage	Mileage & Meals	N
1214	Waschenbecker/Diana		551.60	1 Transactions		
15 Fund Total:			29,641.41	Community Health Fund	33 Vendors	65 Transactions
Final Total:			29,641.41	33 Vendors	65 Transactions	

Sheila  
3/30/23 11:13AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	29,641.41	Community Health Fund	
	All Funds	29,641.41	Total	Approved by, .....
				.....
				.....

**Kanabec County Family Services**

905 East Forest Avenue, Suite 150  
Mora, MN 55051  
Phone: 320-679-6350  
Fax: 320-679-6351

**Kanabec County Family Services Board  
Agenda**

**April 4, 2023  
9:35am**

**1. Agenda Approval**

**Pg. 1**

**2. K.C. Health & Human Services Advisory Committee**

**a. Request Acceptance of the Resignation of Appointed Chair Sadie Broekemeier**

**b. Request Appointment of Jennie Taylor for the 2023 Chairperson** **Pg. 2**

**Item a. Resolution #FS – 4/4/23**

**Health and Human Services Advisory Committee Chairperson Resignation Resolution**

**WHEREAS**, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, as well as a chair to said advisory committee who may not be a member of the County Board; and

**WHEREAS**, the appointed Chair person has resigned her position as chair;

**THEREFORE BE IT RESOLVED** that the Family Services Board accepts the resignation of Sadie Broekemeier as the Chair of the Health and Human Services Advisory Committee.



**Item b. Resolution #FS – 4/4/23**

**Health and Human Services Advisory Committee Chairperson Appointment  
Resolution**

**WHEREAS**, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, as well as a chair to said advisory committee who may not be a member of the County Board; and

**WHEREAS**, the current appointed Chair person has resigned her position as chair thus leaving a vacancy; and

**WHEREAS**, another Health & Human Services Advisory Committee member and candidate for the Chair has agreed to fill the vacancy;

**BE IT RESOLVED** that the Kanabec County Family Services Board appoints Jennie Taylor as the chairperson of the Health and Human Services Advisory committee effective April 4, 2023.

**3. Adjourn Family Services Board**

# 9:40am Appointment

April 4, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Snake River Watershed Memorandum of Agreement (2020)	<b>b. Origination:</b> Commissioner Ripka
<b>c. Estimated time:</b> 20-30 minutes	<b>d. Presenter(s):</b> Darren Mayers, Board Conservationist, MN Board of Water and Soil Resources (BWSR); and Deanna Pomije, District Manager, Kanabec Soil & Water Conservation District

**e. Board action requested:**

Discuss the Snake River Watershed Memorandum of Agreement signed in 2020.

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## MEMORANDUM OF AGREEMENT – SNAKE RIVER WATERSHED

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

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

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

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

Collectively referred to as the "Parties."

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

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

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

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

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

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



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

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

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

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

#### 6. **Administration:**

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



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

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

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

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

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

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

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

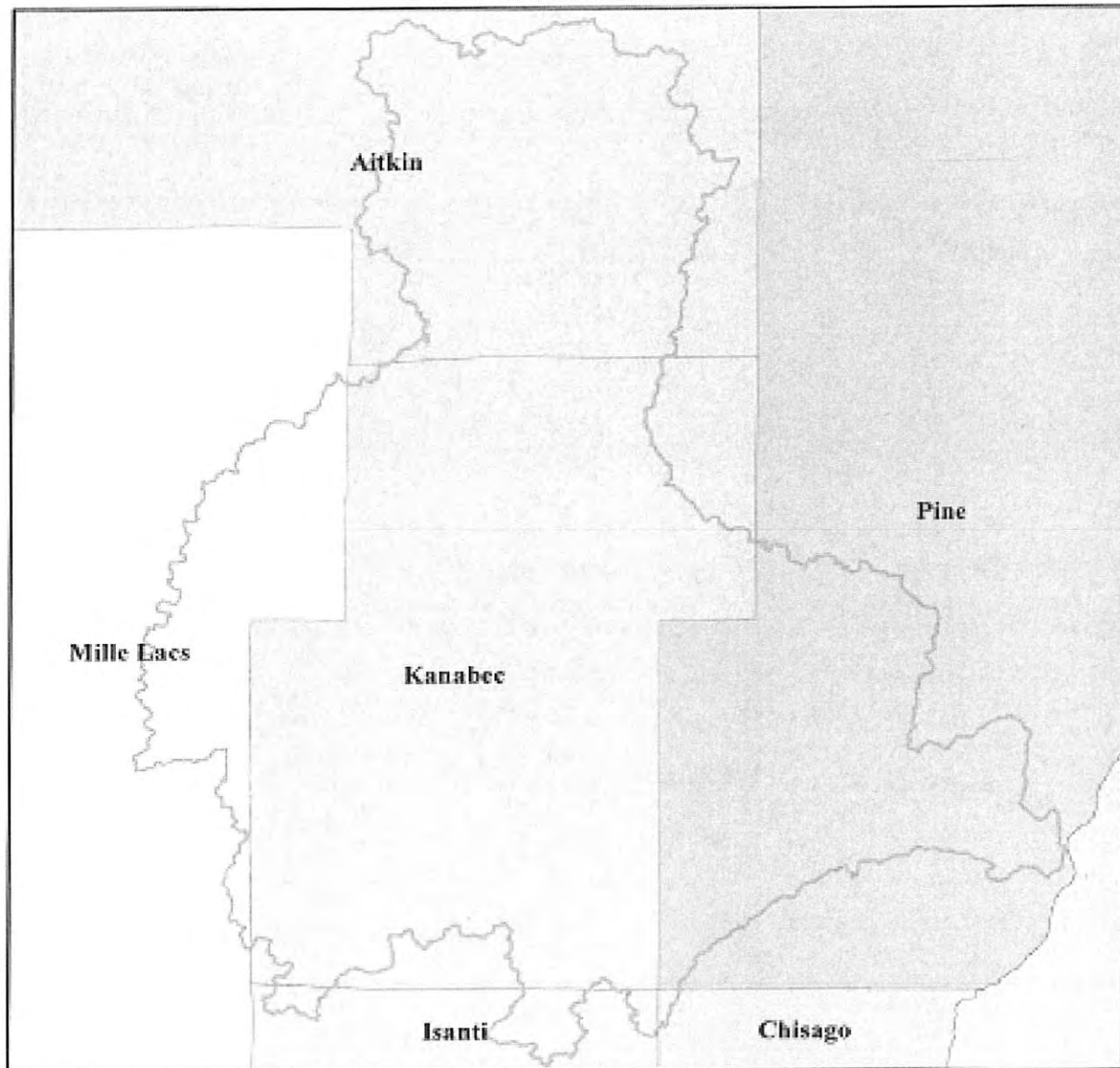
- a. Kanabec SWCD: Project Coordinator
- b. Mille Lacs SWCD: Fiscal Agent, Administration
- c. Mille Lacs- SWCD: Outreach Coordinator
- d. Pine SWCD: Notifications Coordinator
- e. Kanabec SWCD: Note Taker

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








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

# Attachment A

## Snake River Watershed One Watershed One Plan



### Watershed Percentages per County


 Snake River Watershed		
 10.2% Aitkin	 0.2% Chisago	 3.3% Isanti
 14.4% Pine	 80.3% Kanabec	 14.4% Mille Lacs

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



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

**AITKIN SWCD**

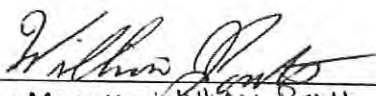
By   
Franklin Turnock → Roger Vogt  
Chair, Aitkin SWCD Board

Date February 18, 2020

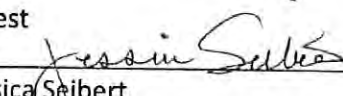
Attest  
By   
Steve Hughes  
Aitkin SWCD District Manager

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

**AITKIN COUNTY BOARD OF COMMISSIONERS**

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

Date 1/29/2020

Attest  
By   
Jessica Seibert  
Aitkin County Administrator

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

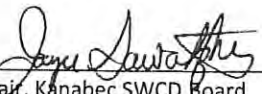
KANABEC COUNTY BOARD OF COMMISSIONERS

By M. Kallie Elin Date 1/21/2020  
Chair, Kanabec County Board of Commissioners

Attest  
By Kris McNally  
Kanabec County Administrator

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

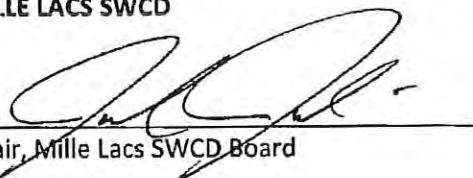
KANABEC SWCD

By  Date 1-14-2020  
Chair, Kanabec SWCD Board

Attest  
By   
Kanabec SWCD District Manager

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

MILLE LACS SWCD

By   
Chair, Mille Lacs SWCD Board


Date 2/12/20

Attest  
By   
Mille Lacs SWCD District Administrator

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

MILLE LACS COUNTY BOARD OF COMMISSIONERS

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

Attest   
By \_\_\_\_\_  
Pat Oman, Mille Lacs County Administrator

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

**PINE COUNTY BOARD OF COMMISSIONERS**

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

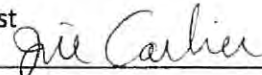
Attest D. D. M. H. Jan. 21, 2020  
Pine County Administrator

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

**PINE SWCD**

By   
Skip Thomson  
Chair, Pine SWCD Board

Date 1/8/20

Attest  
By   
Jill Carlier  
Pine SWCD District Manager

## Background:

- The Snake River Watershed Management Board (SRWMB) is an entity that was established with a Joint Powers Agreement (JPA) in 1993 in order to implement their common county water plans or to improve the water quality in the Snake River Watershed. It consists of 4 voting members, one county commissioner from the 4 counties within the watershed (Aitkin, Kanabec, Mille Lacs, and Pine).
- In 2019 the watershed received a planning grant from the Board of Water and Soil Resources (BWSR) to write a watershed wide water plan. The goal of this plan is to approach conservation of our natural resources in a more wholistic manner beyond county boundaries.
- In July-August 2022 the Snake River Watershed 1W1P Steering Committee and BWSR staff drafted proposed changes to the existing SRWMB JPA. Those changes were finalized and prepared for attorney review (not sent). One fundamental change to the JPA draft is that SWCDs in the watershed would now have representatives on the new board. The members of the new JPA would oversees the watershed-based implementation funds (WBIF) (estimated \$318 k/yr.), as well as locally generated funds from counties. (estimated \$48 k/yr.).



## Options for Future SRWMB Organization:

Entity Structure	Considerations
1. SRWMB merges with the Policy Committee	<ul style="list-style-type: none"> <li>Elected officials from counties and SWCDs meet and implement the new watershed plan jointly with WBIF funds and locally allocated funds</li> <li>Commissioners and SWCD Supervisors have equal votes.</li> <li>The JPE of both Commissioners and SWCD Supervisors would benefit from this partnership. Commissioners bringing local funds (Ins., Adm. Costs or grant match) and SWCD bring conservation expertise, all for cleaner watershed waters working together.</li> <li>8 voting members</li> <li>No duplicate of governance</li> <li>Entity would not be able to tax, invoke eminent domain, and enact ordinances</li> <li>For capital improvement projects (not planned), entity/collaboration would have to request counties to levy funds if no other partnering funds are available</li> </ul>
2. Dissolve the SRWMB	<ul style="list-style-type: none"> <li>Refer to the existing SRWMB JPA for details on dissolution. (90-day notification to members plus public hearing)</li> <li>Calls for the equal distribution of SRWMB funds based on area equation for each county</li> <li>Can funds be directed to a new entity/collaboration for use implementing the Snake Watershed Plan?</li> <li>Timeframe for dissolution may require ~1-3 year with projects currently on the books (90-day notice needed before the end of the calendar year)</li> <li>Potential threat of a new petition from citizens on dissolution of the SRWMB, whose formation was mandated by a judge in lieu of forming a Watershed District</li> <li>New Snake Watershed Entity/Collaboration would <b>not</b> have ability to tax, eminent domain, enact ordinances</li> </ul>
3. SRWMB remains, joins the new Snake Watershed Entity/Collaboration as a 9 <sup>th</sup> member	<ul style="list-style-type: none"> <li>Elected officials from counties and SWCDs meet and implement the new watershed plan jointly with WBIF and locally allocated funds</li> <li>Both Commissioners and SWCD Supervisors would benefit from this partnership. Commissioners bringing local funds (Ins., Adm. Costs or grant match) and SWCD bring conservation expertise, all for cleaner watershed waters working together.</li> <li>The new Snake Watershed Entity/Collaboration will need to approve entry into the group</li> <li>The SRWMB annual funds could contribute toward the grant's match (10%)</li> <li>Entity retains powers to levy taxes (large projects), invoke eminent domain, and enact ordinances</li> <li>Up to 8 voting members (possible 9 with the SRWMB)</li> <li>Duplication of government (could only meet 1-2 /year)</li> <li>As an Entity still retain annual expenses for insurance and audit costs</li> </ul>

# 10:10am Appointment

April 4, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Apply for MDVA Competitive CVSO Grant	<b>b. Origination:</b>
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Erica Bliss

**e. Board action requested:**

Authorization for CVSO Erica Bliss to apply for MDVA Competitive CVSO Grant FY23

Authorization for CVSO Erica Bliss to sign CVSO Competitive Grant agreement and any supporting documentation.

---

**f. Background:**

This grant is outside the annual CVSO Operational Grant and dedicated to a program/outreach for one-24 months.

Initial roll-out of the grant did not result in any recipients and participation was low. MDVA will have a new roll-out prior to end of FY23, June 2023.

A County Board Resolution may be necessary as part of the grant application process.

**Supporting Documents:** None

**Attached:** ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

**KANABEC COUNTY  
VETERANS SERVICE OFFICE**

317 Maple Ave E, Suite 291  
Mora, MN 55051

**VETERANS SERVICE OFFICER**

*Erica Bliss*  
[erica.bliss@co.kanabec.mn.us](mailto:erica.bliss@co.kanabec.mn.us)  
320-679-6380



**Resolution # \_ 4-4-2023 Regular County Board Meeting**

**WHEREAS** the County Veteran Service Officer recommends application for the MDVA CVSO Competitive Grant FY 23; This is a competitive grant available to MN County Veteran Service Offices only; and

**WHEREAS** grant funding is allowed per Minn. Stat § 197.608; and

**WHEREAS** the Kanabec County Veteran Service Office will provide programming options for veterans who wish to learn more about VA approved Complementary & Integrative options such as; Tai-Chi/Qi Gong, Meditation, Yoga and Acupuncture; and

**WHEREAS** the Kanabec County Veteran Service Office will offer opportunities for veterans to engage with nature and healthy living options; and

**WHEREAS** Kanabec County Veteran Services will develop relationships with community providers to offer monthly, bi-monthly sessions geared towards veterans' whole health; and

**WHEREAS** this grant and programming will provide education and opportunities to veterans who may want to know more about these holistic treatments but have reservations as to the benefits they can provide, therefore providing a comfortable means in the community for trying something new;

**BE IT RESOLVED** the Kanabec County Board approves the application and acceptance if awarded of the CVSO Competitive Grant FY23;

**BE IT FURTHER RESOLVED** that Kanabec County Veteran Service Officer Erica Bliss is authorized to sign the grant agreement on behalf of the Kanabec County Board.

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Chairperson,  
Kanabec County Board of Commissioners

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Date

# 10:15am Appointment

April 4, 2023

## REQUEST FOR BOARD ACTION

<b>Subject:</b> a. Approve leave of absence- educational b. Approve leave of absence- medical c. Quarterly Report	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Brian Smith

**e. Board action requested:**

**Item A. Request approval for the following resolution for a leave request (educational):**

### **Resolution #\_\_ - 4/4/23**

**WHEREAS** a Correctional Officer/Dispatcher employee has requested an education leave beginning May 15, 2023 and ending July 7, 2023, and

**WHEREAS** this leave will extend beyond 30 days and requires approval from the County Board, and

**WHEREAS** the County Sheriff would like to grant the educational leave to the employee and is requesting the County Board to approve the leave;

**BE IT RESOVLED** to approve the education leave for the employee not to exceed beyond July 7, 2023.

**Item B. Request approval for the following resolution for a leave request (medical):**

### **Resolution #\_\_ - 4/4/23**

**WHEREAS** a Deputy Sheriff employee has requested a medical leave beginning April 17, 2023, and

**WHEREAS** this leave will extend beyond 30 days and requires approval from the County Board, and

**WHEREAS** the County Sheriff would like to grant the medical leave to the employee and is requesting the County Board to approve the leave;

**BE IT RESOVLED** to approve the medical leave for the employee beginning April 17, 2023.

**Item C. Sheriff's Office Quarterly Report (Information only)**

The statistical report will be provided at the meeting.

---

**f. Background:**

There are 2 employees in the Sheriff's Office is have requested a leave of absence that will extend beyond 30 days.

County policy states that leaves beyond 30 days must be approved by the County Board.

Supporting Documents: None ☒ Attached:

<p><b>Date received in County Coordinators Office:</b></p>
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<p><b>Coordinators Comments:</b></p>
--------------------------------------

kelsey  
3/31/23 11:45AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 2

1 FUND General Revenue Fund

Report Basis: Cash

<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	Percent of Year <u>Budget</u>	25% <u>% of BDG</u>
201 DEPT	County Sheriff					
----- REVENUES -----						
01-201-201-0000-5160	Permits To Carry		6,550.00-	6,550.00-	40,000.00-	16
01-201-201-0000-5214	Police Aid		0.00	0.00	195,000.00-	0
01-201-201-0000-5320	Post Board Grant		0.00	0.00	22,867.00-	0
01-201-201-0000-5501	Fees For Services		3,915.82-	3,915.82-	14,000.00-	28
01-201-201-0000-5515	Contracts		4,500.00-	4,500.00-	29,250.00-	15
01-201-201-0000-5650	Contingency Fund		25.00-	25.00-	0.00	0
01-201-201-0000-5835	Claim Reimbursement (Ins Paid)		11,431.35-	11,431.35-	0.00	0
01-201-201-0000-5989	Fund Balance-Planned Use		0.00	0.00	100,000.00-	0
----- EXPENDITURES -----						
01-201-201-0000-6103	Salaries - Regular		344,189.35	344,189.35	1,901,647.00	18
01-201-201-0000-6105	Salaries - Part Time		3,737.04	3,737.04	65,000.00	6
01-201-201-0000-6107	Salaries - Overtime		7,213.76	7,213.76	30,000.00	24
01-201-201-0000-6113	Flex Pay		3,504.57	3,504.57	0.00	0
01-201-201-0000-6115	Holiday Pay		0.00	0.00	75,000.00	0
01-201-201-0000-6130	VEBA - County Share		5,936.00	5,936.00	0.00	0
01-201-201-0000-6153	Health Insurance - County Share		50,414.55	50,414.55	334,872.00	15
01-201-201-0000-6158	Health Reserves - County Share		1,300.00	1,300.00	0.00	0
01-201-201-0000-6163	Co Share Pera		59,209.65	59,209.65	363,486.00	16
01-201-201-0000-6175	Co Share Fica		8,418.98	8,418.98	43,939.00	19
01-201-201-0000-6189	Uniform Pay 106 Union		5,516.15	5,516.15	0.00	0
01-201-201-0000-6203	Telephone		234.27	234.27	1,000.00	23
01-201-201-0000-6204	Cellular Phones		2,200.94	2,200.94	9,500.00	23
01-201-201-0000-6205	Postage		17.25	17.25	1,800.00	1
01-201-201-0000-6211	Services & Charges		2,694.27	2,694.27	2,500.00	108
01-201-201-0000-6245	Registration & Membership Dues		6,045.55	6,045.55	7,500.00	81
01-201-201-0000-6275	Attorney & Legal Fees		200.00	200.00	0.00	0
01-201-201-0000-6289	Staff Development		3,409.54	3,409.54	14,000.00	24
01-201-201-0000-6331	Mileage & Meals		0.00	0.00	400.00	0
01-201-201-0000-6341	Rental & Service Contracts		300.00	300.00	8,000.00	4
01-201-201-0000-6405	Computers & Hardware		4,269.94	4,269.94	4,000.00	107
01-201-201-0000-6412	Office Supplies		467.48	467.48	2,000.00	23
01-201-201-0000-6415	Food & Beverage		0.00	0.00	500.00	0
01-201-201-0000-6458	Law Enforcement Supplies		13,717.00	13,717.00	15,000.00	91
01-201-201-0000-6459	Uniforms		8,921.02	8,921.02	15,000.00	59

kelsey  
3/31/23 11:45AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 3

1 FUND General Revenue Fund

Report Basis: Cash

		Percent of Year		25%
		Quarter	Year	
<u>Account Number</u>	<u>Status</u>	<u>To Date</u>	<u>To Date</u>	<u>Budget</u>
01-201-201-0000-6490	Equipment Incl Maintenance & Repairs	300.00	300.00	6,000.00
01-201-201-0000-6567	Gasoline & Oil	22,406.28	22,406.28	80,000.00
01-201-201-0000-6568	Radio Repairs	739.90	739.90	1,000.00
01-201-201-0000-6575	Car Repairs	5,526.98	5,526.98	25,000.00
01-201-201-0000-6681	Capital Equipment 5000+	13,560.38	13,560.38	15,000.00
01-201-201-0000-6685	Future Capital Equip-Critical Asset 2022	0.00	0.00	25,000.00
01-201-201-0000-6803	Miscellaneous Expenditures	75.00	75.00	3,000.00
01-201-201-0000-6837	Permit To Carry Expenditures	1,050.71	1,050.71	3,000.00
----- REVENUES -----				
01-201-201-8221-5610	Fines & Forfeitures	395.80-	395.80-	0.00
01-201-201-8221-5635	Alcohol & Drug Forfeitures	25.00	25.00	0.00
01-201-201-8221-5891	Reimbursements	286.00-	286.00-	0.00
----- EXPENDITURES -----				
01-201-201-8221-6820	State Fees	192.00	192.00	0.00
01-201-201-8221-6880	General Administration	1,046.26	1,046.26	0.00
----- REVENUES -----				
01-201-201-8223-5831	Wage Reimbursement	1,630.07-	1,630.07-	0.00
----- EXPENDITURES -----				
01-201-201-8223-6405	Computers & Hardware	26.85	26.85	0.00
01-201-201-8227-6211	Services & Charges Dog Control Ord#34	0.00	0.00	6,500.00
----- REVENUES -----				
01-201-201-8231-5431	20.608 Safe & Sober Grant	0.00	0.00	21,225.00-
01-201-201-8244-5751	Donations - BADGES (SO)	105.97-	105.97-	0.00
----- EXPENDITURES -----				
01-201-201-8244-6211	Services & Charges BADGES (SO)	4,233.43	4,233.43	0.00
01-201-201-8248-6211	Services & Charges	3,928.60	3,928.60	0.00
01-201-201-8248-6681	Capital Equipment \$5000+- Moble computer	228.82	228.82	14,000.00
01-201-201-8249-6411	Supplies - School Resource Officer	0.00	0.00	1,000.00
01-201-201-8250-6323	Maint Serv - Leased Vehicles	727.80	727.80	0.00
01-201-201-8250-6575	Addn Expenses - Leased Vehicles	250.00	250.00	0.00
01-201-201-8250-6692	Vehicle Leases	21,185.65	21,185.65	0.00
01-201-201-8250-6751	Principal - Leased Vehicles	0.00	0.00	56,000.00
01-201-201-8250-6755	Interest - Leased Vehicles	0.00	0.00	16,000.00
01-201-201-8260-6103	Salaries - Regular K-9 Unit	476.13	476.13	0.00
01-201-201-8260-6107	Salaries - K9 Overtime	1,575.72	1,575.72	0.00
01-201-201-8260-6211	K-9 Services & Charges	50.00	50.00	0.00
01-201-201-8260-6411	K-9 Supplies	793.63	793.63	0.00

kelsey  
3/31/23 11:45AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 4

1 FUND General Revenue Fund

Report Basis: Cash

		Status	Percent of Year		25% % of BDG	
Account Number			Quarter To Date	Year To Date		Budget
01-201-201-9000-6175	FICA Payroll Corrections		16,607.71	16,607.71	0.00	0
----- REVENUES -----						
01-201-203-0000-5329	Grants - Dnr		0.00	0.00	3,895.00-	0
----- EXPENDITURES -----						
01-201-203-0000-6105	Salaries - Part Time		0.00	0.00	5,815.00	0
01-201-203-7063-6490	Boat Maintenance & Repairs		0.00	0.00	300.00	0
01-201-203-7982-6575	Car Repairs		0.00	0.00	300.00	0
----- REVENUES -----						
01-201-204-0000-5301	State Grants		0.00	0.00	4,410.00-	0
----- EXPENDITURES -----						
01-201-204-0000-6105	Salaries-Part Time		0.00	0.00	3,560.00	0
01-201-204-0000-6175	Co Share Fica		0.00	0.00	250.00	0
01-201-204-0000-6211	Services & Chgs		0.00	0.00	200.00	0
01-201-204-0000-6411	Supplies		0.00	0.00	400.00	0
----- REVENUES -----						
01-201-205-0000-5751	Donations		500.00-	500.00-	8,000.00-	6
----- EXPENDITURES -----						
01-201-205-0000-6211	Services & Charges		0.00	0.00	3,000.00	0
01-201-205-0000-6411	Supplies		685.22	685.22	3,000.00	23
01-201-205-0000-6803	Miscellaneous Expenditures		0.00	0.00	1,000.00	0
01-201-205-7941-6575	Car Repairs		105.04	105.04	1,000.00	11
01-201-206-0000-6211	Services & Charges		10,268.00	10,268.00	50,000.00	21
----- REVENUES -----						
01-201-208-0000-5329	Grants - Dnr		0.00	0.00	3,154.00-	0
----- EXPENDITURES -----						
01-201-208-0000-6105	Salaries - Part Time		0.00	0.00	2,354.00	0
01-201-208-0000-6211	Services & Charges		0.00	0.00	500.00	0
01-201-208-0000-6411	Supplies		0.00	0.00	300.00	0
----- REVENUES -----						
01-201-230-0000-5515	Contracts		160,650.75-	160,650.75-	735,826.00-	22
----- EXPENDITURES -----						
01-201-230-0000-6103	Salaries - Regular		101,401.55	101,401.55	0.00	0
01-201-230-0000-6107	Salaries - Overtime		1,020.28	1,020.28	0.00	0
01-201-230-0000-6113	Flex Pay		494.82	494.82	0.00	0
01-201-230-0000-6130	VEBA - County Share		1,908.00	1,908.00	0.00	0
01-201-230-0000-6153	Health Insurance - County Share		19,530.00	19,530.00	0.00	0
01-201-230-0000-6158	Health Reserves - County Share		300.00	300.00	0.00	0



kelsey  
3/31/23 11:45AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

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1 FUND General Revenue Fund

Report Basis: Cash

		Percent of Year		25%	
		Quarter	Year	% of	
<u>Account Number</u>		<u>To Date</u>	<u>To Date</u>	<u>Budget</u>	<u>BDG</u>
01-201-230-0000-6163	Pera - County Share	18,128.69	18,128.69	0.00	0
01-201-230-0000-6175	Fica - County Share	1,459.92	1,459.92	0.00	0
01-201-230-0000-6189	Uniform Pay 106 Union	2,442.41	2,442.41	0.00	0
01-201-230-0000-6204	Cellular Phones	134.01	134.01	0.00	0
01-201-241-0000-6103	Salaries - Regular	133,867.64	133,867.64	641,848.00	21
01-201-241-0000-6105	Salaries - Part Time	10,330.06	10,330.06	70,000.00	15
01-201-241-0000-6107	Salaries - Overtime	3,709.76	3,709.76	15,000.00	25
01-201-241-0000-6113	Flex Pay	1,512.15	1,512.15	0.00	0
01-201-241-0000-6115	Holiday Pay	0.00	0.00	42,500.00	0
01-201-241-0000-6130	VEBA - County Share	2,862.00	2,862.00	0.00	0
01-201-241-0000-6153	Health Insurance - County Share	21,087.07	21,087.07	112,740.00	19
01-201-241-0000-6158	Health Reserves - County Share	650.00	650.00	0.00	0
01-201-241-0000-6163	Pera - County Share	12,793.94	12,793.94	72,424.00	18
01-201-241-0000-6175	Fica - County Share	11,385.18	11,385.18	63,319.00	18
01-201-241-0000-6189	Uniform Pay 107 Union	4,129.16	4,129.16	5,000.00	83
01-201-241-0000-6204	Cellular Phones Dispatch	93.25	93.25	600.00	16
01-201-241-0000-6289	Staff Development Dispatch	0.00	0.00	7,500.00	0
01-201-241-0000-6405	Computers & Hardware Dispatch	0.00	0.00	4,000.00	0
01-201-241-0000-6411	Supplies Dispatch	0.00	0.00	1,000.00	0
01-201-241-0000-6459	Uniforms Dispatch	459.70	459.70	0.00	0
----- REVENUES -----					
01-201-251-0000-5501	Fees For Services	140.00-	140.00-	2,000.00-	7
01-201-251-0000-5831	Wage Reimbursement	0.00	0.00	20,000.00-	0
----- EXPENDITURES -----					
01-201-251-0000-6103	Salaries - Regular	196,748.44	196,748.44	1,207,882.00	16
01-201-251-0000-6105	Salaries - Part Time	5,389.66	5,389.66	45,000.00	12
01-201-251-0000-6107	Salaries - Overtime	7,182.61	7,182.61	15,000.00	48
01-201-251-0000-6113	Flex Pay	1,590.75	1,590.75	0.00	0
01-201-251-0000-6115	Holiday Pay	0.00	0.00	65,000.00	0
01-201-251-0000-6130	VEBA - County Share	3,604.00	3,604.00	0.00	0
01-201-251-0000-6153	Co Share Health Ins	35,386.26	35,386.26	218,596.00	16
01-201-251-0000-6158	Health Reserves - County Share	750.00	750.00	0.00	0
01-201-251-0000-6163	Co Share Pera	18,029.68	18,029.68	116,241.00	16
01-201-251-0000-6175	Co Share Fica	15,679.65	15,679.65	101,550.00	15
01-201-251-0000-6189	Uniform Pay 107 Union	3,424.15	3,424.15	7,500.00	46
01-201-251-0000-6203	Telephone	790.80	790.80	2,900.00	27

kelsey  
3/31/23 11:45AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

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1 FUND General Revenue Fund

Report Basis: Cash

		Percent of Year		25%		
<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of BDG</u>
01-201-251-0000-6204	Cellular Phones Transport		145.18	145.18	857.00	17
01-201-251-0000-6205	Postage		0.00	0.00	300.00	0
01-201-251-0000-6211	Services & Charges		2,265.33	2,265.33	10,000.00	23
01-201-251-0000-6253	Electric-Water-Sewer Utilities		21,437.04	21,437.04	100,000.00	21
01-201-251-0000-6255	Gas Utilities		26,767.27	26,767.27	40,000.00	67
01-201-251-0000-6289	Staff Development		1,450.00	1,450.00	10,000.00	15
01-201-251-0000-6341	Rental & Service Contracts		1,667.76	1,667.76	23,206.00	7
01-201-251-0000-6342	Communcation Tower Rent		0.00	0.00	3,722.00	0
01-201-251-0000-6405	Computers & Hardware		0.00	0.00	3,000.00	0
01-201-251-0000-6411	Supplies		871.26	871.26	10,000.00	9
01-201-251-0000-6459	Uniforms		2,993.41	2,993.41	5,000.00	60
01-201-251-0000-6567	Gasoline & Oil		386.24	386.24	5,000.00	8
01-201-251-0000-6568	Radio Repairs		0.00	0.00	1,500.00	0
01-201-251-0000-6575	Car Repairs		229.00-	229.00-	1,000.00	-23-
----- REVENUES -----						
01-201-251-8220-5533	Booking Fees		0.00	0.00	10,000.00-	0
01-201-251-8220-5810	Rental Income		1,175.19-	1,175.19-	12,000.00-	10
01-201-251-8220-5812	Huber Law		0.00	0.00	7,000.00-	0
01-201-251-8220-5813	Housing Of Prisoners		0.00	0.00	60,000.00-	0
01-201-251-8220-5845	Canteen Revenues		1,317.92	1,317.92	10,000.00-	-13-
01-201-251-8220-5891	Medical Reimbursements		0.00	0.00	10,000.00-	0
----- EXPENDITURES -----						
01-201-251-8220-6411	Canteen Expenditures		1,682.32	1,682.32	15,000.00	11
01-201-251-8220-6415	Food & Beverage		39,924.24	39,924.24	200,000.00	20
01-201-251-8220-6430	Drugs & Medicine		42,774.55	42,774.55	200,000.00	21
01-201-251-8220-6457	Inmate Supplies		903.58	903.58	8,000.00	11
01-201-251-8250-6323	Maint Serv - Leased Vehicles		316.74	316.74	0.00	0
01-201-251-8250-6692	Vehicle Leases		2,526.63	2,526.63	0.00	0
01-201-251-8250-6751	Principal - Leased Vehicles		0.00	0.00	10,000.00	0
01-201-251-8250-6755	Interest - Leased Vehicles		0.00	0.00	2,100.00	0
----- REVENUES -----						
01-201-285-0000-5307	Grants - Dept Public Safety		29,900.42-	29,900.42-	180,000.00-	17
01-201-285-0000-5710	Interest Income		61.18-	61.18-	0.00	0
----- EXPENDITURES -----						
01-201-285-0000-6211	Services & Charges		1,711.40	1,711.40	61,146.00	3
01-201-285-0000-6289	Staff Development		1,055.00	1,055.00	3,000.00	35
01-201-285-0000-6341	Rental & Service Contracts		12,245.00	12,245.00	0.00	0

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3/31/23 11:45AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 7

1 FUND General Revenue Fund

Report Basis: Cash

		<u>Status</u>	<u>Quarter</u>	<u>Year</u>	<u>Percent of Year</u>	<u>25%</u>
<u>Account Number</u>			<u>To Date</u>	<u>To Date</u>	<u>Budget</u>	<u>% of BDG</u>
01-201-285-0000-6405	Computers & Hardware		1,207.00	1,207.00	3,000.00	40
01-201-285-0000-6411	Supplies		141.64	141.64	0.00	0
01-201-285-0000-6681	Capital Equipment 5000+		79.99	79.99	57,954.00	0
01-201-285-0000-6989	Fund Balance-Transfer To		0.00	0.00	54,900.00	0
01-201-290-0000-6103	Salaries - Regular		3,297.75	3,297.75	0.00	0
01-201-290-0000-6163	Pera - County Share		247.31	247.31	0.00	0
01-201-290-0000-6175	Fica - County Share		251.99	251.99	0.00	0
----- REVENUES -----						
01-201-290-8103-5407	97.042 Fed EMPG Grant		0.00	0.00	17,056.00-	0
----- EXPENDITURES -----						
01-201-290-8103-6105	Salaries - Part Time 97.042 Planning		0.00	0.00	24,324.00	0
01-201-290-8103-6153	Health Insurance - Co Share 97.042		0.00	0.00	3,715.00	0
01-201-290-8103-6163	Pera - Co Share 97.042		0.00	0.00	2,117.00	0
01-201-290-8103-6175	Fica - Co Share 97.042		0.00	0.00	1,846.00	0
01-201-290-8103-6204	Cell Phone 97.042 Planning		0.00	0.00	600.00	0
01-201-290-8103-6245	Membership Dues 97.042 Planning		0.00	0.00	500.00	0
01-201-290-8103-6289	Staff Development 97.042 Training		0.00	0.00	800.00	0
01-201-290-8103-6331	Mileage & Meals 97.042 Planning		0.00	0.00	300.00	0
201 DEPT	Totals County Sheriff	Revenue	219,924.63-	219,924.63-	1,505,683.00-	15
		Expend.	1,442,352.64	1,442,352.64	6,897,110.00	21
		Net	1,222,428.01	1,222,428.01	5,391,427.00	23
1 FUND	Totals General Revenue Fund	Revenue	219,924.63-	219,924.63-	1,505,683.00-	15
		Expend.	1,442,352.64	1,442,352.64	6,897,110.00	21
		Net	1,222,428.01	1,222,428.01	5,391,427.00	23
FINAL TOTALS	174 Accounts	Revenue	219,924.63-	219,924.63-	1,505,683.00-	15
		Expend.	1,442,352.64	1,442,352.64	6,897,110.00	21
		Net	1,222,428.01	1,222,428.01	5,391,427.00	23

**April 4, 2023**  
**10:35am Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Crushing Quotes                 | Resolution #1 (04-04-23) |
| 2. Mechanical Engineering Services | Resolution #2 (04-04-23) |
- 

**Resolution #1 (04-04-23)**  
**Recycle crushing and topsoil screening**

WHEREAS the following quotes were received on March 29, 2023 for the crushing of salvage concrete and salvage bituminous, and the screening of topsoil.

Bjorklund Companies	\$51,175
Larson Dirtworks	\$109,077

WHEREAS, the low quote of \$51,175.00 was submitted by Bjorklund Companies, and

WHEREAS, the price quotes are presented to the Board and included herein, and

THEREFORE BE IT RESOLVED, to accept the quote of \$51,175 by Bjorklund Companies for recycle crushing, and topsoil screening

BE IT FURTHER RESOLVED to authorize the County Engineer to execute the work detailed in the price quote.

---

**Resolution #2 (04-04-23)**  
**Mechanical Engineering Services for Boiler Replacement**

WHEREAS Widseth has provided a quote for professional mechanical engineering services for the courthouse boiler replacement, and

WHEREAS said quote is a lump sum fee of \$8,150.00 for construction documents and hourly fees for construction administration services for a total estimated cost of \$10,650, and

WHEREAS said quote was presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$8,150 plus hourly additional services by Widseth for mechanical engineering services.



27072 Polk St. Ne, Isanti MN 55040  
Ph.763-444-9301 Fax. 763-444-7258  
[blake@bjorklundcompanies.com](mailto:blake@bjorklundcompanies.com)

## Material Quote

To: Kanabec Co.  
Att: Jay  
Project: Recycle crushing, Topsoil screening  
Date: 3/20/23

Item	Units	Est. Quantity	Unit Price
Recycle Crushing 1" minus	yard	5,500	\$ 7.85
Topsoil Screening 1 1/2" minus	yard	2,000	\$ 4.00

\$43,175

\$8,000

\$51,175

This proposal is based on the following conditions

- Sales tax not included
- Pricing with mobilization included.
- If awarded project let us know asap so we can account for scheduling.
- Terms and conditions: Net due every 30 days from completion date.

OK  
Jm

Thank you for the opportunity!

*Blake Bjorklund*



Larsen Dirt Works, LLC  
14001 195th Avenue NE  
Foreston, MN 56330 US  
rich@larsendirtworks.com  
www.larsendirtworks.com

## Estimate

### ADDRESS

Kanabec County  
903 Forest Avenue East  
Mora, MN 55051

### SHIP TO

Kanabec County  
903 Forest Avenue East  
Mora, MN 55051

ESTIMATE #	DATE	EXPIRATION DATE
2146	03/24/2023	04/24/2023

### SALES REP

Rich

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Mobilization</b> To move equipment to a job	1	1,620.00	1,620.00T
	<b>Screen Topsoil w/ Sod and weeds/ton</b> Screening topsoil with sod pieces, weeds, rocks and misc material per ton raw.	3,800	5.10	19,380.00T 10,200 gm

Estimate to screen top soil pile to 1 1/2" minus. The estimate is on raw bank material not finished material. Larsen Dirtworks uses a scale in their wheel loader to measure amount of material screened. There is an average of 20% of spoils but does depend on moisture of material being screened. The price on estimate will need to be reevaluated if Kanabec County wants to measure finished material.

Kanabec County will need to be responsible for all the spoils from screening of the top soil pile. If the amount of material screened is more or less the price will be adjusted to final amount screened. Sales tax can be removed with a ST3 form. Please contact me with any questions.

SUBTOTAL

21,000.00

TAX

NA → 1,548.75

TOTAL

**\$22,548.75**

\$11,820<sup>00</sup>  
3-27-23  
gm

Accepted By

Accepted Date



Larsen Dirt Works, LLC  
14001 195th Avenue NE  
Foreston, MN 56330 US  
rich@larsendirtworks.com  
www.larsendirtworks.com

## Estimate

### ADDRESS

Kanabec County  
903 Forest Avenue East  
Mora, MN 55051

### SHIP TO

Kanabec County  
2343 Hwy 23 East  
Mora, MN 55051

### ESTIMATE #

2145

### DATE

03/23/2023

### SALES REP

Rich

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Mobilization</b>	1	3,780.00	3,780.00T
	To move equipment to a job			
	<b>Crushing - Rubble per ton</b>	7,700	11.61	89,397.00T
	crushing concrete to 1 inch minus per ton			63,855 @w

Estimate to crush rubble pile. The rubble pile consists of asphalt, concrete and concrete pipe. Larsen Dirtworks will need to first prep rubble before it can be crushed using their crusher. Larsen Dirtworks estimates prep time of around 2-2 1/2 weeks and around 1-1 1/2 weeks to crush material. Larsen Dirtworks will be using a belt scale on their conveyor to measure tonnage of material crushed. Kanabec County will be responsible for all disposal of metal and other debris from crushing rubble pile. If the amount of material crushed is more or less than the estimated amount the price will be adjusted to match the final amount crushed. We can remove sales tax with an ST3 form. Please contact me with any questions.

SUBTOTAL

93,177.00

TAX

NA -6,871.81

TOTAL

**\$100,048.81**

\$ 67,635<sup>00</sup>  
3-27-23  
JW

Accepted By

Accepted Date



March 30, 2023

Dave Mulvaney  
Building Maintenance Supervisor  
317 Maple Avenue East  
Mora, MN 55051

**Brainerd/Baxter**

7804 Industrial Park Road  
Baxter MN 56425

218.829.5117  
Baxter@Widseth.com  
Widseth.com

**RE: Proposal for Design Services: Kanabec County Court House – Boiler Replacement**

Dear Dave:

It was great to meet you and Chad on Tuesday. Thank you for tour of the mechanical system and conversation about the boiler replacement project at the courthouse in Mora. Widseth is pleased to submit this proposal to provide design services for the boiler replacement.

Per our conversations, Kanabec County is looking to replace the original seven (7) Slant Fin 375 MBH boilers and water heater which serve the entire courthouse. The new quantity of boilers will be reduced to two or three which will provide the staging needed and redundancy during a shutdown of a boiler. The boilers are currently piped with a constant speed primary system. The water heater is to be replaced with an indirect water heater which uses the boiler as a heat source. Controls for boilers and water heater will be by owner under their current contract with the control's provider.

Widseth is submitting a proposal for mechanical design services to provide construction documents for bidding of the Boiler replacement project. This will include a load design of the current building to confirm the load required.

**Construction Documents.**

- HVAC
  - Load Design of building. System reports will be available if required for inspector.
    - i. Individual rooms will not be modeled. Load design will be level by level for envelope losses, infiltration, and outside air requirements based on existing air handling unit's scheduled data.
  - Revit drawings of existing boiler room and basic equipment layout.
  - Demo plan of boilers, hydronic piping, gas piping, and water heater.
  - Design of Boilers and Connection to existing Hydronic Piping system.
  - Existing building circulating pumps shall remain.
    - i. Widseth will investigate modifying the hydronic system to a primary-secondary piping system and coordinate with the owner on future variable speed pumping techniques and pressure independent zone controls.
  - HVAC controls (Owner provided for connection to existing BAS, sequencing, pumps/valves to indirect WH)
  - Gas piping from main lines to new boilers.

**Exclusions:**

- Construction Administration (shop drawing review, questions, and Punchlist). This can be provided at hourly rates.
- DOLI Fee, Permit Fees
- Functional Commissioning of Mechanical and Plumbing
- Structural, Civil, and Electrical Engineering (Can be added at provided hourly rates)

**Owner Required items:**

- Bidding and procurement to be coordinated by owner.
  - Front End Specifications, Advertising for bid, Bid opening, etc.
- Owner shall provide accurate building plans of architectural and mechanical for load design.
- Owner shall coordinate with Control's contractor.

**Completion Date:**

- Upon Notice to proceed, Widseth expects to complete the project within 4 weeks and will work with the county on a firm completion date.

WSN is providing an Lump Sum contract to include Mechanical Services in the amount of:

- Construction Documents – Lump sum Fee: **\$8,150.00**

**Total = \$8,150.00**

- Construction Administration (estimate) – Hourly Fee for Shop Drawings, Questions, and Punchlist):  
**\$2,500.00 (estimated)**

If you have questions or would like further information regarding our proposal, we would be happy to provide you with those answers. If you agree with our proposed scope of services, please sign and return one copy of this letter for our records.

Sincerely,

Widseth Smith Nolting & Assoc., Inc.



Adam Siemers, P.E.  
Mechanical Engineer / Vice President

Attachments: General Provisions of Professional Services Agreement  
Fee Schedule 2023

c: WSN File

**Proposed by WIDSETH SMITH NOLTING & ASSOC., INC.**



Adam Siemers, P.E.  
Mechanical Engineer / Vice President

The above proposal is satisfactory and WSN is authorized to do the work as specified and in accordance with the attached General Conditions. Payment will be made monthly in accordance with the terms on the attached fee schedule.

**Accepted by:**

\_\_\_\_\_  
Dave Mulvaney, Kanabec County

\_\_\_\_\_  
Date

# General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

## ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

## ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

## ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
  - (a) Travel and subsistence.
  - (b) Specialized computer services or programs.
  - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
  - (d) Identifiable reproduction and reprographic costs.
  - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

## ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

## ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

## ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

# WIDSETH

ARCHITECTS ■ ENGINEERS  
SCIENTISTS ■ SURVEYORS

## ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

## ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

## ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

## ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

## ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

#### **ARTICLE 12. REQUESTS FOR INFORMATION (RFI)**

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

#### **ARTICLE 13. CONSTRUCTION OBSERVATION**

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

#### **ARTICLE 14. BETTERMENT**

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

#### **ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES**

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

#### **ARTICLE 16. CONTINGENCY FUND**

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

#### **ARTICLE 17. INSURANCE**

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

#### **ARTICLE 18. ASSIGNMENT**

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

#### **ARTICLE 19. NO THIRD-PARTY BENEFICIARIES**

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

#### **ARTICLE 20. CORPORATE PROTECTION**

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

#### **ARTICLE 21. CONTROLLING LAW**

This Agreement is to be governed by the laws of the State of Minnesota.

#### **ARTICLE 22. ASSIGNMENT OF RISK**

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

#### **ARTICLE 23. NON-DISCRIMINATION**

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

#### **ARTICLE 24. SEVERABILITY**

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

#### **ARTICLE 25. PRE-LIEN NOTICE**

**PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

## 2023 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$130 / Hour
Level II	\$155 / Hour
Level III	\$180 / Hour
Level IV	\$188 / Hour
Level V	\$200 / Hour
Technician	
Level I	\$ 87 / Hour
Level II	\$110 / Hour
Level III	\$130 / Hour
Level IV	\$145 / Hour
Level V	\$160 / Hour
Computer Systems Specialist	\$175 / Hour
Senior Funding Specialist	\$135 / Hour
Marketing Specialist	\$120 / Hour
Funding Specialist	\$105 / Hour
Administrative Assistant	\$ 82 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

# 10:45am Appointment

April 4, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Annual Report	<b>b. Origination:</b> Auditor/Treasurer
<b>c. Estimated time:</b> 30 minutes	<b>d. Presenter(s):</b> Denise Snyder

**e. Board action requested:**

- a. Annual ACH Resolution
- b. Resolution for 2022 donations, change funds, and routine EFT's
- c. Resolution for YE2022 restricted and assigned fund balances.  
(Fund details on pages 6-34)

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**f. Background:**

Supporting Documents: None

Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

**a. Annual ACH Resolution**

**Resolution #\_\_ - 4/4/23**

**DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS  
TO THE COUNTY AUDITOR-TREASURER OR THEIR DESIGNEE**

**WHEREAS**, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

**WHEREAS**, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

**WHEREAS**, it is required for the governing body to annually delegate the authority to make electronic funds transfers to a designated chief financial officer or the officers designee; and

**WHEREAS**, it is required that the disbursing bank keep a certified copy of adopted delegation of authority; and

**WHEREAS**, it is required that the delegated authority present a list of initiators and transfer frequency annually to the board; and

**WHEREAS**, the county desires to utilize electronic funds transfers as authorized by statute.

**THEREFORE, BE IT RESOLVED**, that the Kanabec County Board of Commissioners delegates the authority to make electronic funds transfers to the County Auditor-Treasurer, or her designee, under Minnesota Statutes 471.38.



**b. Annual Auditor Treasurer's Report**

**Resolution #      – 4/4/23**  
2022 Donations, Change Funds, Routine EFTs

**WHEREAS** certain county departments received donations in 2022, and

**WHEREAS** the County Auditor/Treasurer has monitored and tabulated all donations received;

**BE IT RESOLVED** to accept the following donations for the calendar year 2022:

**Kanabec County Donations 2022**

**SHERIFF**

Badges Program	\$500.00	
Reserves	\$6,575.00	
Project Lifesaver	\$30.00	
K-9 Unit	\$3,770.00	
Total Sheriff Donations		\$10,875.00

<b>VETERANS</b>	General	\$100.00	
	Designated incl Coffee Talk (8240)	\$2,713.00	
	EM Vets (8502)	\$6,769.50	
	DAV Vets (8501)	\$0.00	
	Total Veterans Donations		\$9,582.50

Total Donations to County in 2022	<u>\$20,457.50</u>
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**Change Funds 2022**

Auditor-Treasurer	Cash drawer	\$500.00	
Drivers-License	Cash drawer	\$100.00	
Highway	Cash drawer	\$150.00	
Recorder	Cash drawer	\$200.00	
			<u>\$950.00</u>

**KANABEC COUNTY - ROUTINE EFTS  
2022**

		<u>County</u>	
Further	Disb	Medical Reimbursement & HRA account claims	bi-weekly
County	Disb	Direct deposit payroll	bi-weekly
MNDOR	Disb	State payroll, sales & use, state general taxes	weekly, quarterly, monthly
EFTPS	Disb	Federal payroll taxes	bi-weekly
MNDPC	Disb	State Deferred Compensation plan, SO Union	bi-weekly
NACO/NACO Roth	Disb	Deferred Compensation	monthly
PERA	Disb	Retirement benefits	bi-weekly
Enterprise Fleet	Disb	Vehicle Lease pymts	monthly
Paycom	Disb	Payroll, Fed WH, State WH	bi-weekly
IRS	Rcpt	Recorders fees	anytime
USDA	Rcpt	Recorders fees	anytime
State of MN	Rcpt	Medicare payment CH	daily
Dept of Justice	Rcpt	Federal grant payments	anytime
MNDOR	Rcpt	Revenue recapture - SO, Prob, Taxes	anytime
Medicare	Rcpt	FS & CH patient claims	anytime
US Treasury	Rcpt	FS & CH federal program pymts	anytime
Simplifile	Rcpt	Recorders fees	anytime
Wells Fargo	Rcpt	Property taxes mass escrow	anytime
CoreLogic	Rcpt	Property taxes mass escrow	anytime
Landshark	Rcpt	Recorders fees	anytime

**c. Annual Auditor Treasurer's Report**

**Resolution #\_\_ – 4/4/23**

Restricted and Assigned Funds

**WHEREAS** the county maintains funds dedicated for specific public purposes, and

**WHEREAS** the Auditor/Treasurer prepared a report for the board showing the fund balances;

**BE IT RESOLVED** to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2022:

**KANABEC COUNTY  
RESTRICTED & ASSIGNED FUNDS 2022**

<b>RESTRICTED FUNDS</b>	<b>12/31/22</b>
R 911 EMERGENCY	144,238
R CWP SEPTIC LOANS	284,101
R GRAVEL TAX - RECLAMATION	96,735
R FORFEITURE FUNDS - ATTORNEY	35,969
R FORFEITURE FUNDS - SHERIFF	147,020
R LAND OFFICE TECH EQUIPMENT	113,794
R LAW LIBRARY	28,116
R PROBATION CORRECTIONAL FEES	0
R RECORDER'S EQUIPMENT	54,206
R RURAL ADDRESSING	421
R SCORE	111,603
R SHORELAND GRANT	4,090
R SW SURCHARGES	1,099,004
R TRANSIT MNDOT FARES	194,833
R WATER PLAN GRANT	15,071
R WETLAND GRANT	25,103
<b>UNRESTRICTED - ASSIGNED FUNDS</b>	
A FUTURE CAPITAL EQUIPMENT	539,701
A FUTURE CAPITAL IMPROVEMENTS	441,683
A KNIFE LAKE IMPROVEMENT DIST	20,000
A LEGAL FEE FUND ORD 27	166
A RETIREE ACCRUED SICK PAY	37,042
A SHERIFFS COMMUNITY PROGRAMS	18,247
A SHERIFFS RESERVE UNIT	38,703
A TRANSIT	691,457
A UNEMPLOYMENT	42,083
A VEHICLE POOL	122,106
A VETERANS PROGRAMS	16,636
<b>TOTAL</b>	<b>4,322,128</b>

# KANABEC COUNTY

## RESTRICTED & ASSIGNED FUNDS 2022

	<b>RESTRICTED FUNDS</b>	<b>12/31/22</b>
R	911 EMERGENCY	144,238
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	<b>UNRESTRICTED - ASSIGNED FUNDS</b>	
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	<b>TOTAL</b>	<b>4,322,128</b>

# KANABEC COUNTY

## RESTRICTED & ASSIGNED FUNDS 2022

(Auditor\Dedicated\DF2022.xls)

	<b>RESTRICTED FUNDS</b>	<b>12/31/18</b>	<b>12/31/19</b>	<b>12/31/20</b>	<b>12/31/21</b>	<b>12/31/22</b>
R	911 EMERGENCY	97,511	24,561	29,554	60,760	144,238
R	CWP SEPTIC LOANS	266,671	284,405	300,742	289,039	284,101
R	GRAVEL TAX - RECLAMATION		32,406	50,098	71,459	96,735
R	FORFEITURE FUNDS - ATTORNEY	23,513	25,771	28,601	35,348	35,969
R	FORFEITURE FUNDS - SHERIFF	135,460	143,748	129,642	154,654	147,020
R	LAND OFFICE TECH EQUIPMENT	127,737	126,140	137,540	152,906	113,794
R	LAW LIBRARY	-1,336	13,879	17,414	20,027	28,116
R	PROBATION CORRECTIONAL FEES	0	0	0	0	0
R	RECORDER'S EQUIPMENT	76,212	61,080	62,382	57,216	54,206
R	RURAL ADDRESSING	438	438	438	421	421
R	SCORE	168,050	136,476	113,200	111,237	111,603
R	SHORELAND GRANT	4,090	4,007	4,090	4,090	4,090
R	SW SURCHARGES	1,460,587	1,437,548	1,145,772	1,122,544	1,099,004
R	TRANSIT MNDOT FARES	59,449	134,866	185,204	123,720	194,833
R	WATER PLAN GRANT	15,071	15,071	15,071	15,071	15,071
R	WETLAND GRANT	25,103	25,103	25,103	25,103	25,103
	<b>UNRESTRICTED - ASSIGNED FUNDS</b>					
A	FUTURE CAPITAL EQUIPMENT	245,562	326,715	413,617	481,617	539,701
A	FUTURE CAPITAL IMPROVEMENTS	297,466	327,882	288,679	365,181	441,683
A	KNIFE LAKE IMPROVEMENT DIST		5,000	10,000	15,000	20,000
A	LEGAL FEE FUND ORD 27	168	166	166	166	166
A	RETIREE ACCRUED SICK PAY	-96,670	-18,874	44,364	43,898	37,042
A	SHERIFFS COMMUNITY PROGRAMS		22,850	26,249	19,167	18,247
A	SHERIFFS RESERVE UNIT	25,652	29,908	37,174	32,684	38,703
A	TRANSIT	412,515	316,826	539,826	688,716	691,457
A	UNEMPLOYMENT	0	0	0	0	42,083
A	VEHICLE POOL	120,238	121,458	116,815	123,268	122,106
A	VETERANS PROGRAMS		10,743	16,352	19,272	16,636
	<b>TOTAL</b>	<b>3,463,487</b>	<b>3,608,173</b>	<b>3,738,093</b>	<b>4,032,565</b>	<b>4,322,128</b>

# 911 GRANT - RESTRICTED FUND

2014 - 2022

Dept 201

Program 285

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			50,693.74
2014	STATE GRANT		96,673.98	
	INTEREST		125.10	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	98,394.88		49,097.94
2015	STATE GRANT		89,237.52	
	INTEREST		307.82	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	25,078.95		113,564.33
2016	STATE GRANT		89,237.52	
	INTEREST		375.39	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	89,923.31		113,253.93
2017	STATE GRANT		89,237.52	
	INTEREST		678.44	
	STATE REIMBURSEMENTS		0.00	
	EXPENDITURES	85,918.97		117,250.92
2018	STATE GRANT		89,237.52	
	INTEREST		850.05	
	STATE REIMBURSEMENTS			
	EXPENDITURES	109,827.59		97,510.90
2019	STATE GRANT		89,237.52	
	INTEREST		709.52	
	STATE REIMBURSEMENTS			
	EXPENDITURES	162,896.45		24,561.49
2020	STATE GRANT		89,237.52	
	INTEREST		378.09	
	STATE REIMBURSEMENTS			
	EXPENDITURES	84,623.47		29,553.63
2021	STATE GRANT		125,270.82	
	INTEREST		138.07	
	STATE REIMBURSEMENTS			
	EXPENDITURES	94,202.40		60,760.12
2022	STATE GRANT		176,850.74	
	INTEREST		156.96	
	COUNTY LEVY		54,900.00	
	STATE REIMBURSEMENTS			
	EXPENDITURES	148,430.32		<u>144,237.50</u>

\* Coordinates with annual 911 Audit report w/o levy = \$89,337.50

# CWP (MPCA) SEPTIC LOANS - RESTRICTED FUNDS

2013-2022

01-041-683

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2012	END OF YEAR BALANCE			140,836.30	
2013	SPECIAL ASSESSMENTS		65,220.05		
	LOAN PAY OFFS		17,662.98		
	INTEREST		552.36		
	MPCA LOAN PAYMENTS	68,942.96		155,328.73	*
2014	SPECIAL ASSESSMENTS		87,558.75		
	LOAN PAY OFFS		15,272.30		
	INTEREST		523.28		
	MPCA LOAN PAYMENTS	68,942.96		189,740.10	*
2015	SPECIAL ASSESSMENTS		73,281.68		
	LOAN PAY OFFS		54,936.45		
	INTEREST		586.92		
	MPCA LOAN PAYMENTS	68,942.96		249,602.19	*
2016	SPECIAL ASSESSMENTS		90,453.95		
	CLA YE14 ADJ JE#51	15,272.30			
	LOAN PAY OFFS		43,755.49		
	INTEREST		721.40		
	MPCA LOAN PAYMENTS	88,811.65		280,449.08	*
2017	SPECIAL ASSESSMENTS		72,236.53		
	LOAN PAY OFFS		21,081.01		
	INTEREST		1,163.72		
	MPCA LOAN PAYMENTS	108,680.35		266,249.99	*
2018	SPECIAL ASSESSMENTS		68,899.24		
	CLA YE14 ADJ JE#51				
	LOAN PAY OFFS		15,892.29		
	INTEREST		1,468.07		
	MPCA LOAN PAYMENTS	85,838.28		266,671.31	*
2019	SPECIAL ASSESSMENTS		72,323.12		
	LOAN PAY OFFS		29,601.28		
	INTEREST		1,647.47		
	MPCA LOAN PAYMENTS	85,838.28		284,404.90	*
2020	SPECIAL ASSESSMENTS		70,343.53		
	LOAN PAY OFFS		48,444.29		
	INTEREST		1,417.29		
	MPCA LOAN PAYMENTS	103,868.24		300,741.77	*
2021	SPECIAL ASSESSMENTS		59,076.52		
	LOAN PAY OFFS		50,715.43		
	INTEREST		403.38		
	MPCA LOAN PAYMENTS	121,898.22		289,038.88	*
2022	SPECIAL ASSESSMENTS		48,327.22		
	LOAN PAY OFFS		22,241.89		
	INTEREST		290.13		
	MPCA LOAN PAYMENTS	75,797.28		<u>284,100.84</u>	*

## GRAVEL TAX PIT RECLAMATION - RESTRICTED FUNDS

2018 - 2022

01-061.5011

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2018	2017 GRAVEL TAX			13,530.24
2019	2018 GRAVEL TAX		18,875.78	32,406.02
2020	2019 GRAVEL TAX		17,692.02	50,098.04
2021	2020 GRAVEL TAX		21,360.89	71,458.93
2022	2021 GRAVEL TAX		25,276.29	<b>96,735.22</b>



# ATTORNEY FORFEITURE - RESTRICTED FUND

2010-2022

Dept 090 Serv 2779

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2010	DRUG & ALCOHOL FORFEITURES		851.03	18,376.54
2011	DRUG & ALCOHOL FORFEITURES		2,910.95	
	OTHER FORFEITURE EXPENSES	376.48		
	EQUIPMENT	258.09		20,652.92
2012	DRUG & ALCOHOL FORFEITURES		698.86	
	OTHER FORFEITURE EXPENSES	1,457.05		19,894.73
2013	DRUG & ALCOHOL FORFEITURES		1,207.16	
	OTHER FORFEITURE EXPENSES	4,487.25		16,614.64
2014	DRUG & ALCOHOL FORFEITURES		7,373.93	
	OTHER FORFEITURE EXPENSES	241.85		23,746.72
2015	DRUG & ALCOHOL FORFEITURES		904.84	
	COPIER & TABLETS	9,001.00		15,650.56
2016	DRUG & ALCOHOL FORFEITURES		3,510.81	
	COPIER & TABLETS	2,360.32		16,801.05
2017	DRUG & ALCOHOL FORFEITURES		6,658.09	
	OFFICE FURNITURE	990.00		22,469.14
2018	DRUG & ALCOHOL FORFEITURES		1,043.56	
	OFFICE FURNITURE			23,512.70
2019	DRUG & ALCOHOL FORFEITURES		2,258.08	
	EXPENSES			25,770.78
2020	DRUG & ALCOHOL FORFEITURES		2,830.06	
	EXPENSES			28,600.84
2021	DRUG & ALCOHOL FORFEITURES		6,746.73	
	EXPENSES			35,347.57
2022	DRUG & ALCOHOL FORFEITURES		751.30	
	EXPENSES	130.00		<u><u>35,968.87</u></u>

# SHERIFF FORFEITURES - RESTRICTED FUND

2014 - 2022

Dept 201 Serv 8221

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	BALANCE BROUGHT FORWARD			72,092.12
2014	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	15,149.27	17,444.00 29,192.68	103,579.53
2015	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	7,100.44	5,647.48 11,719.75	113,846.32
2016	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	4,639.01	5,570.52 13,571.04	128,348.87
2017	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	14,041.87	23,611.51 2,896.72	140,815.23
2018	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	9,468.93	670.88 3,442.50	135,459.68
2019	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	5,884.64	11,828.92 2,343.72	143,747.68
2020	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	21,348.06	5,606.37 1,636.38	129,642.37
2021	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	7,481.67	30,140.62 2,353.03	154,654.35
2022	DRUG & ALCOHOL FORFEITURES REIMBURSEMENTS/RESTITUTION EXPENSES	11,009.21	1,344.00 2,030.70	<u>147,019.84</u>

# LAND OFFICE TECH EQUIP- RESTRICTED FUND

2014 -2022

Dept 101 Serv 2755

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			184,657.66
2014	FEES		30,855.00	
	REIMBURSEMENTS		169.62	
	CO SURVEYOR			
	LAND OFFICES (WEB)	13,757.62		
	GIS PROJECT	6,600.00		
	AT PRINTER	4,446.00		190,878.66
2015	FEES		35,238.00	
	REIMBURSEMENTS			
	CO SURVEYOR	0.00		
	LAND OFFICES TAX/CAMA	6,600.00		
	GIS PROJECT	7,600.00		
	AERIAL PROJECT	19,217.25		192,699.41
2016	FEES		38,566.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	9,300.00		
	GIS PROJECT			
	AERIAL PROJECT	14,726.25		194,739.16
2017	FEES		35,992.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	16,900.00		
	GIS PROJECT	47,884.00		
	AERIAL PROJECT	19,145.48		
	ASSR/AT SCANNER	4,720.00		
	ES/GIS Reimb (Budgeted)	6,000.00		123,581.68
2018	FEES		37,419.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	9,650.00		
	LAND OFFICES TAX/CAMA	10,200.00		
	AERIAL PROJECT	13,413.36		127,737.32
2019	FEES		39,235.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Budgeted)	12,500.00		
	LAND OFFICES TAX/CAMA	10,500.00		
	AERIAL PROJECT	17,832.58		126,139.74
2020	FEES		43,483.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Actual)	2,850.00		
	LAND OFFICES TAX/CAMA			
	BEACON	11,400.00		
	AERIAL PROJECT	17,832.58		137,540.16
2021	FEES		50,314.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Actual)	4,100.00		
	LAND OFFICES TAX/CAMA			
	BEACON	11,400.00		
	AERIAL PROJECT	19,448.32		152,905.84
2022	FEES		40,172.00	
	REIMBURSEMENTS			
	CO SURVEYOR (Actual)	3,000.00		
	LAND OFFICES TAX/CAMA	37,975.00		
	BEACON	14,712.00		
	LANDLINK	4,149.00		
	AERIAL PROJECT	19,448.34		<u>113,793.50</u>

Started in 2005

# LAW LIBRARY - RESTRICTED FUND

2007 - 2022

Dept 011 Prog 025

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2006	END OF YEAR BALANCE			(18,179.86)
2007	EXPENSES	16,092.74		
	FEES COLLECTED		26,076.00	(8,196.60)
2008	EXPENSES	12,862.57		
	FEES COLLECTED		26,636.60	5,577.43
2009	EXPENSES	13,546.85		
	FEES COLLECTED		22,603.26	14,633.84
2010	EXPENSES	14,714.61		
	FEES COLLECTED		19,730.12	19,649.35
2011	EXPENSES	15,984.19		
	FEES COLLECTED		18,236.25	21,901.41
2012	EXPENSES	22,872.80		
	FEES COLLECTED		18,630.00	17,658.61
2013	EXPENSES	15,092.23		
	FEES COLLECTED		17,762.00	20,328.38
2014	EXPENSES	18,495.85		
	FEES COLLECTED		14,250.00	16,082.53
2015	EXPENSES	16,552.99		
	FEES COLLECTED		13,135.00	12,664.54
2016	EXPENSES	14,350.30		
	FEES COLLECTED		12,515.67	10,829.91
2017	EXPENSES	15,315.31		
	FEES COLLECTED		12,950.00	(2,365.31)
2018	EXPENSES	10,940.54		
	FEES COLLECTED		11,970.00	(1,335.85)
2019	EXPENSES	8,605.19		
	FEES COLLECTED		12,990.00	
	2018 CLA AJE 59		10,829.91	13,878.87
2020	EXPENSES	6,434.41		
	FEES COLLECTED		9,970.00	17,414.46
2021	EXPENSES	9,267.10		
	FEES COLLECTED		11,880.00	20,027.36
2022	EXPENSES	2,700.00		
	FEES COLLECTED		10,788.39	<u><u>28,115.75</u></u>

# PROBATION CORRECTIONAL FEES - RESTRICTED FUND

2012-2022

Dept 252 Prog 260

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2012	YEAR END BALANCE	13,012.00		-3,654.95
2013	LOCAL FEES 2013		13,261.26	
	EXPENSES	0.00		
	WAGES EXPENSE 2013	12,500.00		-2,893.69
2014	LOCAL FEES 2014		15,588.39	
	EXPENSES	0.00		
	WAGES EXPENSE 2014	12,500.00		194.70
2015	LOCAL FEES 2015		14,432.49	
	EXPENSES	0.00		
	WAGES EXPENSE 2015	12,500.00		2,127.19
2016	LOCAL FEES 2016		9,965.17	
	EXPENSES	0.00		
	WAGES EXPENSE 2016	12,500.00		-407.64
2017	LOCAL FEES 2017		9,571.32	
	EXPENSES	0.00		
	WAGES EXPENSE 2017	9,163.68		0.00
2018	LOCAL FEES 2018		11,132.22	
	EXPENSES	0.00		
	WAGES EXPENSE 2018	11,132.22		0.00
2019	LOCAL FEES 2019		12,676.12	
	EXPENSES	0.00		
	WAGES EXPENSE 2019	12,676.12		0.00
2020	LOCAL FEES 2020		10,635.69	
	EXPENSES	0.00		
	WAGES EXPENSE 2020	10,635.69		0.00
2021	LOCAL FEES 2021		11,388.13	
	EXPENSES	0.00		
	WAGES EXPENSE 2021	11,388.13		0.00
2022	LOCAL FEES		13,503.68	
	EXPENSES	0.00		
	PROBATION REIMB	13,503.68		<u>0.00</u>

# RECORDER EQUIPMENT - RESTRICTED FUND

2007 - 2022

Dept 101 Serv 2754

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2006	YEAR END BALANCE			77,125.60
2007	FEES		45,525.00	
	EQUIPMENT	8,286.73		114,363.87
2008	FEES		37,410.00	
	EQUIPMENT	1,003.50		150,770.37
2009	FEES		38,073.00	
	EQUIPMENT	122,569.69		66,273.68
2010	FEES		34,252.00	
	EQUIPMENT	23,033.30		77,492.38
2011	FEES		31,276.00	
	EQUIPMENT	9,740.77		99,027.61
2012	FEES		36,136.00	
	SERVICES	15,006.46		120,157.15
2013	FEES		35,329.18	
	SERVICES	19,522.33		135,964.00
2014	FEES		28,050.00	
	SERVICES	16,902.56		147,111.44
2015	FEES		32,109.00	
	SERVICES	43,385.87		135,834.57
2016	FEES		35,060.00	
	SERVICES	34,235.12		136,659.45
2017	FEES		33,620.01	
	SERVICES	91,240.57		79,038.89
2018	FEES		34,098.00	
	EQUIPMENT	2,650.60		
	SERVICES	34,274.17		76,212.12
2019	FEES		35,670.00	
	EQUIPMENT	1,581.28		
	SERVICES	49,220.43		61,080.41
2020	FEES		39,530.00	
	REIMBURSEMENTS		397.50	
	EQUIPMENT	863.43		
	SERVICES	37,762.48		62,382.00
2021	FEES		45,740.00	
	REIMBURSEMENTS		0.00	
	EQUIPMENT	0.00		
	SERVICES	50,905.81		57,216.19
2022	FEES		36,520.00	
	REIMBURSEMENTS		0.00	
	EQUIPMENT	3,472.83		
	SERVICES	36,056.93		
				<b><u>54,206.43</u></b>

# RURAL ADDRESSING GRANT - RESTRICTED FUND

1992 - 2022

Dept 201 Serv 2757

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
1992	RECEIPTS		12,532.50	
	EXPENSES	29.67		12,502.83
1993	RECEIPTS		478.50	
	EXPENSES	5,915.06		7,066.27
1994	RECEIPTS	2.00	8,522.25	
	EXPENSES	54.75		15,533.77
1995	RECEIPTS		6,362.52	
	EXPENSES	15,602.08		6,294.21
1996	RECEIPTS		0.00	
	EXPENSES	5,787.50		506.71
1997	NO ACTIVITY			506.71
1998	NO ACTIVITY			506.71
1999	NO ACTIVITY			506.71
2000	NO ACTIVITY			506.71
2001	EXPENSES	16.00		490.71
2002	NO ACTIVITY			490.71
2003	NO ACTIVITY			490.71
2004	NO ACTIVITY			490.71
2005	NO ACTIVITY			490.71
2006	NO ACTIVITY			490.71
2007	NO ACTIVITY			490.71
2008	NO ACTIVITY			490.71
2009	NO ACTIVITY			490.71
2010	NO ACTIVITY			490.71
2011	EXPENSES	27.00		463.71
2012	EXPENSES			463.71
2013	EXPENSES	25.50		438.21
2014	NO ACTIVITY			438.21
2015	NO ACTIVITY			438.21
2016	NO ACTIVITY			438.21
2017	NO ACTIVITY			438.21
2018	NO ACTIVITY			438.21
2019	NO ACTIVITY			438.21
2020	NO ACTIVITY			438.21
2021	EXPENSES	17.00		421.21
2022	NO ACTIVITY			<u>421.21</u>

# SCORE GRANT - RESTRICTED FUND

2010 - 2022

Dept 391  
Program 392

YEAR	ENTRY	DEBIT	CREDIT	BALANCE	
2012	END OF YEAR BALANCE			111,421.24	
2013	EXPENSES	54,353.15			
	SCORE GRANT		55,950.00		
	COUNTY MATCH		13,868.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		252.90	123,752.14	*
2014	EXPENSES	54,353.16			
	SCORE GRANT		55,950.00		
	COUNTY MATCH		13,868.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		252.90	136,083.03	*
2015	EXPENSES	49,506.82			
	2014 Adjustments		2,898.40		
	SCORE GRANT		69,692.00		
	COUNTY MATCH		15,950.75		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		57.25	171,787.76	*
2016	EXPENSES	67,599.73			
	SCORE GRANT		68,710.00		
	COUNTY MATCH		16,933.00		
	CO STAFF SALARIES	3,386.85			
	REIMBURSEMENTS		607.14	187,051.32	*
2017	EXPENSES	65,343.22			
	SCORE GRANT		68,711.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES	3,386.85			
	REIMB to ES (Budgeted)	10,000.00			
	REIMBURSEMENTS		400.15	194,610.40	
2018	EXPENSES	102,280.50			
	SCORE GRANT		67,729.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES				
	REIMB to ES (Budgeted)	10,888.00			
	REIMBURSEMENTS		1,700.99	168,049.89	*
2019	EXPENSES	108,516.76			
	SCORE GRANT		68,710.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES				
	REIMB to ES (Budgeted)	10,888.00			
	REIMBURSEMENTS		1,943.09	136,476.22	*
2020	EXPENSES	99,755.53			
	SCORE GRANT		69,692.00		
	COUNTY MATCH		17,178.00		
	CO STAFF SALARIES	10,888.00			
	REIMBURSEMENTS		497.20	113,199.89	*
2021	EXPENSES	72,898.22			
	EXPENSES (2022)	9,113.68			
	SCORE GRANT		71,066.00		
	COUNTY MATCH		17,423.00		
	CO STAFF SALARIES	10,000.00			
	REIMBURSEMENTS		1,559.64	111,236.63	*
2022	EXPENSES	82,108.40			
	SCORE GRANT		72,440.00		
	COUNTY MATCH		17,423.00		
	CO STAFF SALARIES	10,000.00			
	REIMBURSEMENTS		2,611.62	<u>111,602.85</u>	*

\* Coordinates with annual SCORE report



# SHORELAND GRANT - RESTRICTED FUND

2015 - 2022

Dept 107 Prog 676

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	BALANCE BROUGHT FORWARD			\$4,090.00
2015	STATE GRANT 2016		4,173.00	
	COUNTY MATCH		4,090.00	
	KANABEC COUNTY ZONING	8,180.00		4,173.00
2016	STATE GRANT 2017		4,172.00	
	COUNTY MATCH		4,255.00	
	KANABEC COUNTY ZONING	8,428.00		4,172.00
2017	STATE GRANT 2018		4,090.00	
	COUNTY MATCH		4,172.00	
	KANABEC COUNTY ZONING	8,344.00		4,090.00
2018	STATE GRANT 2019		4,090.00	
	COUNTY MATCH		4,090.00	
	KANABEC COUNTY ZONING	8,180.00		4,090.00
2019	STATE GRANT 2020		4,090.00	
	COUNTY MATCH		4,173.00	
	KANABEC COUNTY ZONING	8,346.00		4,007.00
2020	STATE GRANT 2021		4,090.00	
	KANABEC COUNTY ES		83.00	
	KANABEC COUNTY ZONING	4,090.00		4,090.00
2021	STATE GRANT 2022		4,090.00	
	KANABEC COUNTY ES		0.00	
	KANABEC COUNTY ZONING	4,090.00		4,090.00
2022	STATE GRANT 2023		4,090.00	
	KANABEC COUNTY ES	4,090.00	0.00	<u><u>4,090.00</u></u>

# SW SURCHARGES - RESTRICTED FUND

## 2013 - 2022

Dept 391

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
				1,739,415.08
2013	TRANSFER TO SCORE-CO MATCH	13,868.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	COUNTY DITCH CLEANUP	196.63		1,720,318.45
2014	TRANSFER TO SCORE-CO MATCH	13,868.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	COUNTY DITCH CLEANUP	294.02		1,701,124.43
2015	TRANSFER TO SCORE-CO MATCH	17,913.00		
	TRANSFER FOR LOST TAXES	987.00		
	COUNTY DITCH CLEANUP	517.87		1,681,706.56
2016	TRANSFER TO SCORE-CO MATCH	16,933.00		
	TRANSFER FOR LOST TAXES	1,967.00		
	COUNTY DITCH CLEANUP	3,801.03		1,659,005.53
2017	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	1,722.00		
	COUNTY DITCH CLEANUP	216.14		1,639,889.39
2018	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	1,722.00		
	TRANSFER COURTHOUSE PARKING LOT	160,000.00		
	COUNTY DITCH CLEANUP	402.76		1,460,586.63
2019	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	COUNTY DITCH CLEANUP	828.37		1,437,548.26
2020	TRANSFER TO SCORE-CO MATCH	17,178.00		
	TRANSFER FOR LOST TAXES	5,032.00		
	CR 60 CONSTRUCTION R#26 12/15/20	268,747.36		
	COUNTY DITCH CLEANUP	818.79		1,145,772.11
2021	TRANSFER TO SCORE-CO MATCH	17,423.00		
	TRANSFER FOR LOST TAXES	5,462.00		
	COUNTY DITCH CLEANUP	342.76		1,122,544.35
2022	TRANSFER TO SCORE-CO MATCH	17,423.00		
	TRANSFER FOR LOST TAXES	5,345.00		
	COUNTY DITCH CLEANUP	772.17		<u><u>1,099,004.18</u></u>

**Fiscal Obligation/Reserve Account Form**

Form Revision Date 2.22.22

**Percentage Local Share**

Transit system:	Kanabec County - Timber Trails	*Cells shaded orange are editable. Cells shaded gray calculate automatically.
Program (5311):	5311	*Protected Formula Cells.
Contract Year	2022	*Cells shaded green are manually populated from contract information.
Contract number:	1048093	
Form completed by:	Helen Pieper	
Date form completed:	3/3/2023	

Item / description	Amount	Source / Comments
Previous year's Reserve Account (\$0 if none or non-existent)	\$123,720.10	From last year's report (confirm) (Amount in Column B must be \$0 or a positive number) <input type="checkbox"/> Audited gain or loss adjustment or revision from previous year(s)
Contract Total Operating Cost	\$678,000.00	*Enter number from contract.
Statutory Local Share Percentage (%)	0.00%	*Enter percentage from contract.
Statutory Local Share Amount	\$0.00	Contract operating cost * required percentage
Estimated Contract Revenue	\$13,600.00	*Enter number from contract.
Contract Fiscal Deficit Amt	\$664,400.00	Based upon executed contract
Contract Federal Share (%)	34.10%	*Enter percentage from contract.
Contract Federal share	\$226,560.40	*Enter Federal amount from contract
Contract State share	\$451,439.60	Contract total operating cost, less required local share, less required dedication of Section 5311 funds. Contract Max
Actual Operating Expenses	\$683,082.46	Should match BlackCat total operating expenses, Fiscal Obligation Report. If different, please explain in Comments section below.
Actual Revenue	\$105,955.59	Should match BlackCat revenues (fare revenue and system revenue). Fiscal Obligation Report. If the amount is different, please explain in comments section below.
Calculated Required Local Share on Actuals	\$0.00	Actual operating cost * required contract percentage
Calculation of Fiscal Deficit	\$577,126.87	Actual cost less actual revenue
Calculation of Federal Share	\$196,800.26	
If/Then for Contract Max of Federal Amount	\$196,800.26	
Calculated State Share on Actuals (or Contract Max)	\$451,439.60	Actual operating cost, less required local share, less required dedication of Section 5311 funds (or contract max)
Net Local Share	\$34,842.60	Actual Operating Expense minus Contract Max of Federal minus State Share
Excess Operating Revenue (if positive) OR additional Local Share Needed (if negative)	\$71,112.99	Calculated by formula. Should equal amounts in BlackCat generated Fiscal Obligation Report
Total Actual Federal Payments	\$139,004.61	Approved federal payments per BlackCat & Swift
Federal Calculated Amount	\$196,800.26	What the contract federal payment should have been knowing actuals
Federal Funds overpaid or (underpaid)	(\$57,795.65)	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Total Actual State Payments	\$381,439.60	Approved state payments per BlackCat & Swift
Calculated State Payment (after)	\$451,439.60	What the state contract payment should have been knowing actuals
State Overpayment or (Underpayment)	(\$70,000.00)	Amount underpaid or overpaid if positive. If overpayment is confirmed by audit, transit system to reimburse state.
Revenues or Interest income (if any)	\$0.00	In this section, include other sources of revenue derived from transit operations, such as from fares, interest income, vehicle/equipment sales, transit service contracts, donations, and refunds. Please don't include anything not derived from transit operations – e.g. tax levy, property taxes, municipal bonds or other type of municipal/county budgetary support.
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Total of "other" revenues	\$0.00	Calculated by formula
Capital or Operating Expenses	\$0.00	In this section, include local share of capital purchases or miscellaneous purchases approved by MnDOT which would be drawn down from any reserves or excess operating revenue. <input type="checkbox"/> Attached email or memo of MnDOT prior approval for use of reserve funds.
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Enter Description Here	\$0.00	
Total of "other" expenses	\$0.00	Calculated by formula
Previous year's reserve account (\$0 if none or non-existent)	\$123,720.10	Duplicated from above by formula
Excess operating revenue if positive or additional local share needed (if negative)	\$71,112.99	Duplicated from above by formula
Total of "other" revenues	\$0.00	Duplicated from above by formula
Total of "other" expenses	\$0.00	Duplicated from above by formula
Reserve account balance (If a \$0 balance – will carry forward to following year as \$0)	\$194,833.09	Calculated by formula

# WATER PLAN GRANT - RESTRICTED FUND

2015 - 2022

Dept 107 Prog 672

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	YEAR END BALANCE			15,071.00
2015	STATE GRANT 2016		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	7,536.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	84.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT	100.00		25,175.00
2016	STATE GRANT 2017		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	17,831.92		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	142.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT 2015	9,518.34		
	KC SOIL & WATER ADMIN	435.74		15,071.00
2017	STATE GRANT 2018		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	8,407.67		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	252.00		
	EDUCATION & INFORMATION			
	LAND & WATER TREATMENT	9,404.33		
	KC SOIL & WATER ADMIN			15,071.00
2018	STATE GRANT 2019		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	9,104.03		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	220.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,499.97		15,071.00
2019	STATE GRANT 2020		15,071.00	
	COUNTY MATCH		2,993.00	
	GRANT ADMINISTRATION	8,949.50		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	132.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,742.50		15,071.00
2020	STATE GRANT 2021		15,071.00	
	GRANT ADMINISTRATION	6,527.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	44.00		
	EDUCATION & INFORMATION			
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,500.00		15,071.00
2021	STATE GRANT 2022		15,071.00	
	GRANT ADMINISTRATION	5,990.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	20.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,821.00		15,071.00
2022	STATE GRANT 2023		15,071.00	
	GRANT ADMINISTRATION	6,806.00		
	GIS CONTRIBUTION			
	TESTING & LAB SERVICES	25.00		
	EDUCATION & INFORMATION	240.00		
	LAND & WATER TREATMENT			
	KC SOIL & WATER ADMIN	8,000.00		<u>15,071.00</u>

# WETLAND GRANT - RESTRICTED FUND

2015 - 2022

Dept 107 Prog 674

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2014	BALANCE BROUGHT FORWARD			\$25,103.00
2015	STATE GRANT 2016		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	123.00		
	LEGAL RETAINER	1,500.96		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER			
	GRANT ADMINISTRATION	29,355.00		\$35,692.04
2016	STATE GRANT 2017		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	0.00		
	LEGAL RETAINER	4,505.48		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	42,651.56		\$25,103.00
2017	STATE GRANT 2018		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE	135.00		
	LEGAL RETAINER	7,477.33		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	28,955.67		\$25,103.00
2018	STATE GRANT 2019		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	4,931.53		
	SUPPLIES & SOFTWARE			
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	31,636.47		\$25,103.00
2019	STATE GRANT 2020		25,103.00	
	COUNTY MATCH		16,465.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	13,798.58		
	KANABEC CO SOIL & WATER	10,000.00		
	GRANT ADMINISTRATION	17,769.42		\$25,103.00
2020	STATE GRANT 2021		25,103.00	
	SCHOOLING /CONFERENCE	425.00		
	LEGAL RETAINER	3,000.00		
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	16,678.00		\$25,103.00
2021	STATE GRANT 2022		25,103.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	7,122.75		
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	12,980.25		\$25,103.00
2022	STATE GRANT 2023		25,103.00	
	SCHOOLING /CONFERENCE			
	LEGAL RETAINER	5,180.34		
	KANABEC CO SOIL & WATER	5,000.00		
	GRANT ADMINISTRATION	14,922.66		<u>\$25,103.00</u>

# FUTURE CAPITAL EQUIPMENT (6685) - ASSIGNED FUNDS 2014 - 2022

	REVENUE				
	01.041.063 Data Process	01.041.071 Elections	01.066 Info Systems	01.102. Assessor Vehicle	01.201.201 Sheriff Equipment
YE 2013	69,700.00	30,000.00	38,115.63	3,000.00	
COUNTY LEVY 2014	8,000.00	2,500.00	19,000.00	1,500.00	
EXPENSES 2014			3,902.05		
YE 2014	77,700.00	32,500.00	53,213.58	4,500.00	
COUNTY LEVY 2015	8,000.00	2,500.00	19,000.00	1,500.00	
EXPENSES 2015			3,974.45		
YE 2015	85,700.00	35,000.00	68,239.13	6,000.00	
COUNTY LEVY 2016		2,500.00	10,100.00	1,500.00	
EXPENSES 2016		4,935.00	7,787.00		
YE 2016	85,700.00	32,565.00	70,552.13	7,500.00	
COUNTY LEVY 2017	0.00	0.00	12,000.00	1,500.00	
EXPENSES 2017	10,334.00		6,732.00		
YE 2017	75,366.00	32,565.00	75,820.13	9,000.00	
COUNTY LEVY 2018	45,000.00		12,000.00	1,500.00	
EXPENSES 2018	(8,000.00)	(10,930.20)		(2,758.66)	
YE 2018	112,366.00	21,634.80	87,820.13	7,741.34	
COUNTY LEVY 2019	106,000.00	55,000.00	32,000.00	1,000.00	
EXPENSES 2019	(44,619.00)		(52,228.32)		
YE 2019	173,747.00	76,634.80	67,591.81	8,741.34	
COUNTY LEVY 2020	0.00	50,000.00	12,000.00	1,000.00	
BETA Testing	23,902.25				
EXPENSES 2020					
YE 2020	197,649.25	126,634.80	79,591.81	9,741.34	
COUNTY LEVY 2021	0.00	55,000.00	12,000.00	1,000.00	
BETA Testing					
EXPENSES 2021					
YE 2021	197,649.25	181,634.80	91,591.81	10,741.34	
COUNTY LEVY 2022	0.00	0.00	12,000.00	6,000.00	
Budget Rollover 2022			68,000.00		
EXPENSES 2022	5,894.05	11,004.63	(11,017.71)		
YE 2022	191,755.20	170,630.17	160,574.10	16,741.34	0.00

SO Equip Board approved R#11\_8.16.2022

# KLID - ASSIGNED FUNDS

## 2019-2022

01.061.6839

2739

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2019	BUDGETED APPROPRIATION		5,000.00	5,000.00
2020	BUDGETED APPROPRIATION		5,000.00	10,000.00
2021	BUDGETED APPROPRIATION		5,000.00	15,000.00
2022	BUDGETED APPROPRIATION		5,000.00	20,000.00
				<u><u>20,000.00</u></u>

# ATTORNEY ORD 27 - ASSIGNED FUNDS

## 2008-2022

01.090.000.2767.5610

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2008	NO ACTIVITY			0.00
2009	NO ACTIVITY			0.00
2010	NO ACTIVITY			0.00
2011	NO ACTIVITY			0.00
2012	NO ACTIVITY			0.00
2013	NO ACTIVITY			0.00
2014	McBees		510.00	510.00
2015	NO ACTIVITY		0.00	510.00
2016	NO ACTIVITY		0.00	510.00
2017	Office Equipment	343.52		166.48
2018	NO ACTIVITY		0.00	166.48
2019	NO ACTIVITY		0.00	166.48
2020	NO ACTIVITY		0.00	166.48
2021	NO ACTIVITY		0.00	166.48
2022	NO ACTIVITY		0.00	<u><u>166.48</u></u>



# FUTURE CAPITAL IMPROVEMENTS (6665) - ASSIGNED 2014- 2022

01-110-810.5810

01-110-810.6665

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2013	YEAR END BALANCE			79,518.54
2014	RENT REVENUES (114.5810)		23,997.50	
	TRANSFER FROM MAINT		0.00	
	COUNTY LEVY		6,000.00	
	PSB Heating Unit	55,571.10		53,944.94
2015	RENT REVENUES (114.5810)		25,674.00	
	TRANSFER FROM MAINT		0.00	
	COUNTY LEVY		25,000.00	
	PSB Heating Unit			104,618.94
2016	RENT REVENUES (114.5810)		24,974.00	
	MCIT Dividend Chiller		50,000.00	
	MCIT Dividend Software Upgrade		50,000.00	
	COUNTY LEVY		56,500.00	
	CRTHS Chiller	24,995.00		211,097.94
2017	RENT REVENUES (114.5810)		17,974.00	
	COUNTY LEVY		152,500.00	
	CRTHS Chiller Rebate		13,827.38	
	CRTHS Chiller	99,900.00		
	CRTHS Mini Split	6,125.00		289,374.32
2018	RENT REVENUES (114.5810)		17,274.00	
	COUNTY LEVY		50,000.00	
	Transfer from SW Surcharge		160,000.00	
	Transfer from TFLS		60,000.00	
	CRTHS Parking Lot	219,182.50		297,465.82
2019	RENT REVENUES (114.5810)		26,502.00	
	COUNTY LEVY		101,578.00	
	PS Bldg Carpet	72,023.47		
	Cths Parking/Landscaping	25,639.92		327,882.43
2020	RENT REVENUES (114.5810)		26,502.00	
	COUNTY LEVY			
	Crths Roof & Painting	65,705.00		288,679.43
2021	RENT REVENUES (114.5810)		26,502.00	
	COUNTY LEVY		50,000.00	
				365,181.43
2022	RENT REVENUES (114.5810)		26,502.00	
	COUNTY LEVY		50,000.00	
				<b>441,683.43</b>

# RETIREE ACCRUED SICK PAY - ASSIGNED FUNDS

2010 - 2022

031.032.2789

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2009	YEAR END BALANCE			19,341.98
2010	COUNTY LEVY EXPENSES	5,231.60	15,254.00	29,364.38
2011	SW Settlements COUNTY LEVY EXPENSES	11,548.63	1,249.91 15,362.00	34,427.66
2012	SW Settlements COUNTY LEVY EXPENSES	7,304.00	888.27 21,096.00	49,107.93
2013	SW Settlements COUNTY LEVY EXPENSES	4,700.66	607.49 13,052.00	58,066.76
2014	SW Settlements COUNTY LEVY EXPENSES	24,088.54	238.40 16,200.00	50,416.62
2015	SW Settlements COUNTY LEVY EXPENSES	63,510.84	213.95 17,200.00	4,319.73
2016	SW Settlements COUNTY LEVY EXPENSES	21,323.06	176.08 12,500.00	-4,327.25
2017	SW Settlements COUNTY LEVY EXPENSES	52,674.31	348.04 15,000.00	-41,653.52
2018	SW Settlements COUNTY LEVY EXPENSES	80,317.17	300.80 25,000.00	-96,669.89
2019	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	66,378.80	242.04 44,000.00 99,933.00	-18,873.65
2020	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	76,056.41	62.98 85,000.00 54,231.00	44,363.92
2021	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	65,573.02	107.08 65,000.00 0.00	43,897.98
2022	SW Settlements COUNTY LEVY MCIT Dividend EXPENSES	71,894.18	38.27 65,000.00 0.00	<u><u>37,042.07</u></u>

# SHERIFFS' PROGRAMS - ASSIGNED FUNDS 2014-2022

01.2769

REVENUE SO 01.201			
	201.8244 Badges	201.8210 Project Lifesaver	201.8260 K-9 Unit
Grants 2014	2,700.00		
Donations 2014	6,624.67		
Expenses 2014	(1,563.88)		
YE 2014	7,760.79		
Grants 2015	1,200.00		
Donations 2015	7,024.75		
Expenses 2015	(6,872.89)		
YE 2015	9,112.65		
Grants 2016	0.00	4,000.00	
Donations 2016	8,526.24	1,156.50	
Expenses 2016	(7,783.70)	(4,824.00)	
YE 2016	9,855.19	332.50	
Grants 2017	0.00	0.00	
Donations 2017	8,383.40	2,000.00	
Expenses 2017	(8,210.62)	167.66	
YE 2017	10,027.97	2,500.16	
Grants 2018	0.00	0.00	
Donations 2018	16,733.44	965.00	
Expenses 2018	(8,033.94)	(908.19)	
YE 2018	18,727.47	2,556.97	
Grants 2019	0.00	0.00	
Donations 2019	13,426.41	70.00	
Expenses 2019	(11,527.98)	(402.91)	
YE 2019	<b>20,625.90</b>	<b>2,167.25</b>	
Grants 2020	0.00	0.00	
Donations 2020	4,594.00	0.00	
Expenses 2020	(1,137.74)	0.00	
YE 2020	<b>24,082.16</b>	<b>2,167.25</b>	
Grants 2021	0.00	0.00	
Donations 2021	884.46	0.00	
Expenses 2021	(7,967.13)	0.00	
YE 2021	<b>16,999.49</b>	<b>2,167.25</b>	
Grants 2022			7,500.00
Donations 2022	500.00	30.00	3,770.00
Expenses 2022	(11,064.70)		(1,655.00)
YE 2022	<b>6,434.79</b>	<b>2,197.25</b>	<b>9,615.00</b>

Board approved R#14-12/18/2019  
K-9 Board approved R#15\_6.21.2022

# SHERIFFS RESERVE UNIT - ASSIGNED FUNDS

2010-2022

01.201.205

YEAR	ENTRY	DEBIT	CREDIT	BALANCE
2009	YEAR END BALANCE			8,028.88
2010	DONATIONS		4,118.33	
	COUNTY LEVY		100.00	
	EXPENSES	2,395.23		9,851.98
2011	DONATIONS		6,183.98	
	COUNTY LEVY		100.00	
	EXPENSES	3,015.34		13,120.62
2012	DONATIONS		3,205.00	
	COUNTY LEVY		100.00	
	EXPENSES	1,196.76		15,228.86
2013	DONATIONS		4,801.00	
	COUNTY LEVY		100.00	
	EXPENSES	2,001.21		18,128.65
2014	DONATIONS		6,638.33	
	COUNTY LEVY		0.00	
	EXPENSES	1,009.86		23,757.12
2015	DONATIONS		6,524.09	
	COUNTY LEVY		0.00	
	EXPENSES	10,044.28		20,236.93
2016	DONATIONS		5,686.11	
	GRANT FUNDS		3,512.00	
	COUNTY LEVY		0.00	
	EXPENSES	15,455.33		13,979.71
2017	DONATIONS		7,998.59	
	COUNTY LEVY		0.00	
	EXPENSES	4,605.86		17,372.44
2018	DONATIONS		10,363.11	
	COUNTY LEVY		0.00	
	EXPENSES	2,083.18		25,652.37
2019	DONATIONS		5,725.00	
	CLA YE18 ADJ JE		37.00	
	COUNTY LEVY		0.00	
	EXPENSES	1,506.65		29,907.72
2020	DONATIONS		10,350.00	
	COUNTY LEVY		0.00	
	EXPENSES	3,083.76		37,173.96
2021	DONATIONS		5,750.00	
	COUNTY LEVY		0.00	
	EXPENSES	10,239.68		32,684.28
2022	DONATIONS		6,575.00	
	COUNTY LEVY		0.00	
	EXPENSES	556.30		<b><u>38,702.98</u></b>

# TRANSIT - ASSIGNED FUNDS 2011 - 2022

	REVENUE				Total
	01.140.454.6989 Unemployment	01.140.405.6665 Bldg	01.140.405.6685 Buses	01.140.454.6665 County Vehicle	
COUNTY LEVY 2011	25,969.00				
COUNTY LEVY 2012	22,948.00				
YE 2012	48,917.00				48,917.00
Transfer 2013 FB		59,451.00			
YE 2013	48,917.00	59,451.00			108,368.00
COUNTY LEVY 2014	10,000.00	150,000.00	82,000.00		
YE 2014	58,917.00	209,451.00	82,000.00		350,368.00
COUNTY LEVY 2015	10,000.00	120,000.00	15,000.00		145,000.00
EXPENSES 2015		179,621.41	72,965.75		252,587.16
YE 2015	68,917.00	149,829.59	24,034.25		242,780.84
COUNTY LEVY 2016		62,000.00	97,000.00		159,000.00
EXPENSES 2016		123,901.51			123,901.51
YE 2016	68,917.00	87,928.08	121,034.25		277,879.33
COUNTY LEVY 2017		34,981.00	354,000.00		388,981.00
COUNTY MATCH 2017			20,000.00		20,000.00
EXPENSES 2017			(75,166.00)		-75,166.00
YE 2017	68,917.00	122,909.08	419,868.25		611,694.33
COUNTY LEVY 2018		125,000.00	156,000.00		281,000.00
COUNTY MATCH 2018			0.00		0.00
EXPENSES 2018			(480,179.10)		-480,179.10
YE 2018	68,917.00	247,909.08	95,689.15		412,515.23
COUNTY LEVY 2019					0.00
COUNTY MATCH 2019					0.00
EXPENSES 2019					0.00
YE 2019	68,917.00	247,909.08			316,826.08
COUNTY LEVY 2020		203,000.00	20,000.00		223,000.00
COUNTY MATCH 2020					0.00
EXPENSES 2020					0.00
YE 2020	68,917.00	450,909.08	20,000.00		539,826.08
COUNTY LEVY 2021		68,890.00		100,000.00	168,890.00
COUNTY MATCH 2021					0.00
EXPENSES 2021					0.00
YE 2021	68,917.00	519,799.08	0.00	100,000.00	688,716.08
COUNTY LEVY 2022		2,741.00			2,741.00
COUNTY MATCH 2022					0.00
EXPENSES 2022					0.00
YE 2022	68,917.00	522,540.08	0.00	100,000.00	691,457.08

# UNEMPLOYMENT - ASSIGNED FUND

2021-2022

YEAR	ENTRY	DEBIT	CREDIT	01.031.032.6177 BALANCE
2022	COUNTY LEVY		30,000.00	
	2021 COUNTY LEVY		30,000.00	
	2022 Unemployment	2,750.61		
	2020_21 Unemployment Adj	15,165.91		
				<b><u>42,083.48</u></b>

Board approved R#12\_8.17.21

# VEHICLE POOL - ASSIGNED FUNDS

2014 - 2022

YEAR	ENTRY	DEBIT	CREDIT	Dept 031 Prog 062 BALANCE
2013	END OF YEAR BALANCE			60,812.99
2014	REIMBURSEMENTS		27,980.51	
	2014 COUNTY LEVY		0.00	
	FUEL EXPENSES	8,573.36		
	MAINT EXPENSES	3,998.91		76,221.23
2015	REIMBURSEMENTS		30,174.88	
	2015 COUNTY LEVY		0.00	
	FUEL EXPENSES	6,260.69		
	MAINT EXPENSES	6,733.53		93,401.89
2016	REIMBURSEMENTS		24,758.87	
	2016 COUNTY LEVY		0.00	
	FUEL EXPENSES	4,299.35		
	MAINT EXPENSES	4,486.21		
	VEHICLE LEASES	3,382.14		105,993.06
2017	REIMBURSEMENTS		23,644.56	
	2017 COUNTY LEVY		0.00	
	FUEL EXPENSES	4,576.43		
	MAINT EXPENSES	4,388.25		
	VEHICLE LEASES	8,441.33		112,231.61
2018	REIMBURSEMENTS		26,558.84	
	2018 COUNTY LEVY		0.00	
	FUEL EXPENSES	5,585.51		
	MAINT EXPENSES	3,969.96		
	VEHICLE LEASES	8,997.00		120,237.98
2019	REIMBURSEMENTS		18,031.38	
	2019 COUNTY LEVY		0.00	
	FUEL EXPENSES	3,475.33		
	MAINT EXPENSES	4,339.08		
	VEHICLE LEASES	8,997.00		121,457.95
2020	REIMBURSEMENTS		8,234.46	
	2020 COUNTY LEVY		0.00	
	FUEL EXPENSES	1,780.34		
	MAINT EXPENSES	2,099.58		
	VEHICLE LEASES	8,997.00		116,815.49
2021	REIMBURSEMENTS		3,719.08	
	VEHICLE SALES		12,972.21	
	FUEL EXPENSES	1,272.46		
	MAINT EXPENSES	2,703.65		
	VEHICLE LEASES	6,262.44		123,268.23
2022	REIMBURSEMENTS		5,159.92	
	VEHICLE SALES			
	FUEL EXPENSES	308.48		
	MAINT EXPENSES	875.55		
	VEHICLE LEASES	5,138.25		<u>122,105.87</u>

# VETERANS' PROGRAMS - ASSIGNED FUNDS 2014-2022

01.2768

	REVENUE 01.120			Total
	8240 Designated Donations	8501 (2018) VA Local DAV	8502 (2018) VA EM Fund	
Grants 2016				
Donations 2016				
Expenses 2016				
YE 2016	0.00			
Grants 2017				
Donations 2017				
Expenses 2017				
YE 2017	0.00			
Grants 2018		2,500.00		
Donations 2018		6,600.00		
Expenses 2018		(2,060.88)		
YE 2018	0.00	7,039.12		
Grants 2019		0.00		
Donations 2019		4,931.50		
Expenses 2019		(1,227.33)		
YE 2019	0.00	10,743.29		10,743.29
Grants 2020		0.00		
Donations 2020	3,250.00		3,700.00	
Expenses 2020	(1,841.58)	(8,360.86)	(500.00)	
YE 2020	1,408.42	2,382.43	4,200.00	7,990.85
Grants 2021		10,000.00		
Donations 2021	5,822.00		8,510.50	
Expenses 2021	(3,061.42)	(7,209.25)	(2,780.75)	
YE 2021	4,169.00	5,173.18	9,929.75	19,271.93
Grants 2022 (FY23)		10,000.00		
Donations 2022	2,713.00		6,769.50	
Reimbursements 2022			1,247.39	
Expenses 2022	(427.93)	(17,670.73)	(7,764.59)	
YE 2022	6,454.07	0.00	10,182.05	16,636.12

Board approved R#14-12/18/2019



# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

**March 21, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, March 21, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk 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 at 9:00am and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the agenda with the following addition: Closed session to discuss matters under Attorney-Client Privilege.

**9:01am** – The Chairperson called for public comment. Those that responded included:

Jessica Olen	Comments in support of Renee Crisman's request for a hearing and road maintenance regarding the Hornet Street Impassable Road Complaint per MN Statute 163.16.
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**9:07am** – The Chairperson closed public comment.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the minutes of the March 7, 2023 County Board Meeting as presented.

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

<u>Vendor</u>	<u>Amount</u>
Absolute Title LLC	1,308.00
All Seasons Title	100.00
Card Services (Coborn's)	10.24
Card Services (Coborn's)	119.48

Carl & Saengdara Boudreau	19.00
City of Mora	1,871.16
Consolidated Communications	1,138.51
E C Riders	8,540.30
East Central Energy	328.67
Joseph White and/or Emily Ruyman	10.00
Kanabec County AT ACH_VISA	2,278.46
Kwik Trip	12,123.35
Midcontinent Communications	464.38
Minnesota Department of Finance	3,595.00
Office of MN.IT Services	1,338.65
Quality Disposal	741.25
Scott M Bagley Trust	52.00
Spire Credit Union	6,534.54
Treasurer, Kanabec County	14.00
VC3, Inc.	3,308.40
Verizon Wireless	3,021.17

**21 Claims Totaling: \$ 46,916.56**

Action #4 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	475.00
Ace Hardware	71.34
Ace Hardware	71.11
Advanced Correctional Healthcare	18,800.86
Advanced Correctional Healthcare	1,040.07
Advanced Correctional Healthcare	50.00
American DataBank	146.90
Apex Software	1,175.00
Axon Enterprise Inc.	3,058.20
Axon Enterprise Inc.	2,982.88
Christenson, Kim	68.12
Christenson, Kim	28.75
Curtis, Michael	494.26
Driver and Vehicle Services	24.00
East Central Solid Waste Commission	10.00
Electric Motor Service, Inc.	1,624.18
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00

FBG Service Corporation	672.00
Fox Run Kennels	500.00
Frisch, Justin	91.94
Gertken, Adam	91.13
Gertken, Adam	1,144.38
Glen's Tire	62.61
Grainger	27.26
Hoefert, Robert	844.30
Johnson Brothers Law	846.50
Johnsons Hardware	99.99
Johnsons Hardware	106.74
Johnsons Hardware	28.98
Kanabec Publications	912.00
Kanabec Publications	651.87
Kanabec Publications	66.75
Kanabec Publications	75.00
Kanabec Soil & Water Cons.	610.28
Kanabec Soil & Water Cons.	2,296.51
Kanabec Soil & Water Cons.	947.91
Kubesh, John C	1,045.00
League of Minnesota Cities	2,250.00
Marco	159.00
McIalwain, Shanna	58.08
MEI Total Elevator Solutions	1,159.82
Michael Keller, Ph.D., L.P.	650.00
Minnesota Monitoring, Inc.	224.00
MN Fraud Investigators Association	185.00
MNCCC	77.60
MNCCC	77.60
Mora Psychological Services, PLLC	1,732.50
MRA	277.50
National PELRA	295.00
Northland Process Piping Inc	11,766.60
Northland Process Piping Inc	11,476.04
Novus Glass	275.00
ODP Business Solutions LLC	58.75
ODP Business Solutions LLC	41.50
ODP Business Solutions LLC	9.76
O'Reilly Auto Parts	197.42
Owens Auto Parts	17.94
PD's Embroidery	102.97
Pine County Attorney's Office	12.80
Premium Waters, Inc.	35.10

Ramsey County	1,473.00
RELX Inc. DBA LexisNexis	231.75
RELX Inc. DBA LexisNexis	189.08
REVIZE LLC	1,900.00
Rick's Home Furnishings	329.95
River Valley Forensic Services, P.A.	1,250.00
River Valley Forensic Services, P.A.	250.00
RMB Environmental Laboratories Inc	25.00
SHI	725.26
SIRCHIE	64.44
State of Minnesota - Dept of Transportation	300.00
Stellar Services	102.08
Sugar Lake Lodge	314.35
Summit Food Service Management	3,977.64
Summit Food Service Management	3,990.51
Swank Motion Pictures	530.00
Thomson Reuters - West	202.00
Tinker & Larson	75.05
Tinker & Larson	1,334.91
Van Alst, Lillian	1,044.73
VC3, Inc.	2,368.83
WEX	437.25
<b>83 Claims Totaling:</b>	<b><u><u>\$ 100,869.63</u></u></b>

#### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A & E Cleaning Services	950.00
Ace Hardware	453.03
EATI	95.70
Glens Tire	515.50
Gopher State One-Call	6.75
Granite Ledge Electric	846.22
Houston Engineering	6,482.37
Johnson Hardware	618.04
Kanabec County Highway Dept	65.45
Marco	330.89
MEI Total Elevator Solutions	582.90
Mille Lacs County Public Works	1,804.52
MN Energy	1,495.72
Morton Salt	12,826.02
Northern States Supply	204.10

ODP	57.15
Oslin Lumber	27.30
Power Plan	1,602.28
Schiferli, Kevin	61.59
Scott's Lawn & Landscapes	15,360.00
Wallace, Bruce	167.99
Wiacom	675.30
Ziegler	26.40

**23 Claims Totaling: 45,255.22**

County Coordinator Kris McNally led a discussion regarding a 1994 donation from the Mora Jaycees for a K-9 Unit.

Action #5 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

### **Resolution #5 - 3/21/23** **K-9 Unit Donation**

**WHEREAS**, in 1994 the Mora Jaycees made a donation of \$8,000 to Kanabec County for the purchase of a K-9 Unit; and

**WHEREAS**, no action was taken on said purchase or implementation of a K-9 Unit until additional funding became available in 2021; and

**WHEREAS**, the K-9 patrol dog and equipment was purchased and put into operation in 2022; and

**WHEREAS**, the K-9 Unit has ongoing operational expenses;

**THEREFORE BE IT RESOLVED**, to transfer the \$8,000 donation from the general revenue fund to the K-9 Unit Assigned Fund for K-9 Unit related expenses.

Action #6 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to recess the meeting at 9:18am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:18am on Tuesday, March 21, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS7 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

County Commissioner Wendy Caswell gave an update regarding the Health and Human Services Advisory Committee.

Action #FS8 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #FS8 – 3/21/23**

#### **Health and Human Services Advisory Committee Chairperson Resolution**

**WHEREAS**, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, as well as a chair to said advisory committee who may not be a member of a county board.

**BE IT RESOLVED** that the Kanabec County Family Services Board appoints Sadie Broekmeier as the chairperson to the Health and Human Services Advisory committee effective March 21, 2023.

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

Action #FS9 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #FS9 - 3/21/23**

#### **Request to Hire Two Social Workers Resolution**

**WHEREAS**, the Kanabec County Family Service Agency has had an increase of 64% in waiver cases over the last six years and a 144% increase in Aging Services Care Coordination, as well as an increase of 260% in MNChoices Assessments, and

**WHEREAS**, this growth will continue for a number of years as the agency serves more complex individuals in their homes and the population ages, and

**WHEREAS**, revenue has not increased proportionally to the growth in the number of people we are serving because of the limited capacity with staff time to provide billable services, this was noted by the HCBS Lead Agency Review completed by DHS in November, 2022 and

**WHEREAS**, at this time it is necessary to add staff to manage growth as all of the internal supports and streamlined processes that have been incorporated are not adequate for the services that need to be provided, and

**WHEREAS**, as staff time becomes limited, preventative and monitoring visits decline. The result is an increase in urgent issues taking priority and the ability of the agency to support people in their own home decreases. Billing is limited in spite of increased client numbers, and

**WHEREAS**, the plan to hire two social workers will increase capacity, and combining

MNChoices into one unit will afford the ability to better manage people needing assessments and reduce wait times for services. If these changes are not made the waiting lists for assessments and service will continue to grow, and

**WHEREAS**, the addition of two social workers will not decrease funding but will have a positive impact on the budget.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director along with the Personnel Director to hire two-full time social workers at the rate of \$27.78 which is Grade 13 A on the County's wage scale.

Action #FS10 - It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #FS10 - 3/21/23**

#### RFP for Local Homelessness Prevention Resolution

**WHEREAS**, the Kanabec County Family Service Agency will be receiving funding to prevent homelessness for at-risk families who have children in grades Pre-Kindergarten through Grade 12, and

**WHEREAS**, Isanti, Chisago and Pine Counties will be receiving this same funding and wish to cooperate in finding an agency to manage the prevention services, which include a plan for providing rental assistance, support and case management to improve housing stability, and

**WHEREAS**, funding is based on the overall county population and the number of students experiencing homelessness in the county, and because this number may vary the exact amount of funding for future years through 2028 is not yet certified, and

**WHEREAS**, an RFP has been created to find an agency capable of providing the prevention services needed to serve the at-risk families with children in grades Pre-K through 12, and

**WHEREAS**, the Director of Family Services is recommending cooperating with Isanti, Chisago and Pine Counties to provide more efficient and effective homelessness prevention services together for this at-risk population through the RFP and the choice of an agency willing and able to provide such services.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director cooperating with Isanti, Chisago and Pine Counties to provide services for at-risk families with children in grades Pre-K through 12 to prevent homelessness, and to use the funding of \$245,195, the total to be received by the four counties from the MN Department of Revenue for 2023 and to enter into a contract with the entity chosen from the RFP (attached) upon approval by the County Attorney.

Action #FS11 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried

unanimously to approve the payment of 117 claims totaling \$273,132.40 on Family Services Funds.

Action #FS12 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to adjourn Family Services Board at 9:35am and to meet again on Tuesday, April 18, 2023 at 9:20am.

The Board of Commissioners reconvened.

Jennifer Erdmann, CCAP, Lakes & Pines Emergency Services Program Manager met with the Board to request approval of a resolution Authorizing Administration of Minnesota's Housing Finance Agency's Family Homeless Prevention and Assistance Program.

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

### **Resolution #13 – 3/21/23**

#### **RESOLUTION AUTHORIZING ADMINISTRATION OF MINNESOTA HOUSING FINANCE AGENCY'S FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

October 1, 2023 – September 30, 2025

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide assistance to low-income families and youth to prevent homelessness; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has developed an application as an Administering Entity for the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance program; and

**WHEREAS**, Lakes and Pines Community Action Council, Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program.

**NOW, THEREFORE BE IT RESOLVED**, that Lakes and Pines Community Action Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency's Family Homeless Prevention and Assistance Program, in the County of Kanabec.

County Coordinator Kris McNally presented a request from the County Recorder's Office to increase the amount of the Recorder's Office change fund.

Action #14 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:



## **Resolution #14 – 3/21/23**

### **County Recorder's Change Fund**

**WHEREAS**, Kanabec County Recorder's Office is often required to make change for fees for services and recording that are paid in cash; and

**WHEREAS**, it is the consensus of the County Record and the County Auditor-Treasurer that a change fund of \$200 in cash is not sufficient to make the necessary change; and

**WHEREAS**, it is the consensus of the County Record and the County Auditor-Treasurer that a change fund of \$300 in cash would be sufficient to make the necessary change;

**THEREFORE BE IT RESOLVED** to approve the increase from \$200 to \$300 in cash for the Kanabec County Recorder's change fund.

County Coordinator Kris McNally presented a request for re-allocation of ARPA Funds and permission to proceed with an agency-wide compensation study.

Action #15 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #15 - 3/21/23**

### **Resolution Authorizing Re-Allocation of Unspent ARPA Dollars and Proceed with an Agency-Wide Compensation Study**

**WHEREAS**, the Board of Commissioners allocated \$325,000 in American Rescue Plan Funds toward the purchase of a motor grader or blade; and

**WHEREAS**, the purchase of said motor grader was made in the amount of \$284,250 leaving a balance of \$40,750; and

**WHEREAS**, the ARPA Committee is in favor of re-allocating those funds toward an agency-wide compensation study; and

**WHEREAS**, the compensation study (Option 1) is estimated to have a cost of \$26,650 through MRA who is the County's current compensation services provider;

**THEREFORE BE IT RESOLVED** to authorize the re-allocation of up to \$40,750 in ARPA funds toward the compensation study;

**BE IT FURTHER RESOLVED** to authorize the Coordinator to enter into an agreement and proceed with said compensation (Option 1) study with MRA.

Chairperson Rick Mattson presented Assistant County Assessor Jodi Lindberg with a plaque in recognition of her 25 years of service to the County.

**9:50am** – The County Board took a five minute break.

**9:55am** – The County Board reconvened.

County Attorney Barbara McFadden led a discussion regarding a request to approve two professional services agreements with Richard Hodsdon, Attorney at Law.

Action #16 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #16 – 3/21/23**

#### **Professional Services Agreement with Attorney Richard Hodsdon**

**WHEREAS**, Kanabec County is a party in a property tax litigation case; and

**WHEREAS**, the County Assessor and County Attorney believe it is in the best interest of the County to secure legal counsel with experience and expertise in this specialized legal area; and

**WHEREAS**, the County Attorney's budget allows for contracting with a consultant in this matter; and

**WHEREAS**, a highly qualified attorney has agreed to consult on the case;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Attorney to enter in to an agreement with Rick Hodsdon, Attorney at Law, for the terms and conditions specified within said agreement for professional legal services.

Action #17 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the following resolution:

### **Resolution #17 – 3/21/23**

#### **Professional Services Agreement with Attorney Richard Hodsdon**

**WHEREAS**, Kanabec County is in need of timely, temporary legal consultation on issues related to zoning, ditches, roads, and similar matters; and

**WHEREAS**, the County Attorney's budget allows for contracting with a consultant on these matters; and

**WHEREAS**, a highly qualified attorney has agreed to consult on these matters;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Attorney to enter in to an agreement with Rick Hodsdon, Attorney at Law, for the terms and conditions specified within said agreement for professional legal services.

Environmental Services Supervisor Teresa Wickeham met with the Board to provide information regarding SCORE and Block Grants. Information only, no action was taken.

Commissioner Peter Ripka gave an update regarding the Snake River One Watershed One Plan. Discussion was held regarding future potential action items. Additionally, Deanna Pomije, Kanabec SWCD District Manager addressed the Board to further discuss and clarify potential future options for the Snake River One Watershed One Plan. The Board requested that BWSR staff be scheduled for a future meeting to provide additional information. Information only, no action was taken.

Lisa Blowers, Information Systems Director met with the Board to discuss matters concerning her department.

Action #18 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

### **Resolution #18 – 3/21/23**

#### **Purchase Microsoft Office Upgrade**

**WHEREAS**, the purchase of Microsoft Office is due to be upgraded and is included in the 2023 IS Department budget for upgrade to Office 365 for all County users; and

**WHEREAS**, the following proposals were received for the migration and installation of Office 365; and

- (1) Liftoff, LLC for \$83,240.00 (Migration \$17,000.00 and Licensing \$66,240.00)
- (2) VC3 for \$75,939.60 (Migration \$17,850.00 and Licensing \$58,089.60)

**WHEREAS**, the cost of the migration will be paid from ARPA funds up to \$30,000, the cost of the licenses will be paid from IS Department budget and capital funds up to \$80,000;

**THEREFORE BE IT RESOLVED** to accept the lower quote from VC3, for migration and licensing of Office 365, with the licensing renewed yearly.

**BE IT FURTHER RESOLVED** to approve the IS Director to enter into an agreement with VC3 for said services.

Action #19 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to accept the quote of \$1,697.88 from Bluum Technology to upgrade the audio system in the County Board Room, and for funding to be included under the approved ARPA-

funded Emergency Operation Center technology upgrade.

Lisa Blowers, Information Systems Director gave a department update. Information only, no action was taken.

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

County Surveyor Tyler Kroschel met with the Board to request approval to apply for a surveying grant.

Action #20 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

**Resolution #20 – 3/21/23**  
**Survey Corner Monumentation Grant**

**WHEREAS**, Kanabec County is responsible for maintaining Public Land Survey (PLS) corners in Kanabec County, AND

**WHEREAS**, Kanabec County has many PLS corners that need to be remonumented, AND

**WHEREAS**, Kanabec County does not have a full-time County Surveyor, AND

**WHEREAS**, Kanabec County does have a part-time County Surveyor, AND

**WHEREAS**, The Minnesota Association of County Surveyors (MACS) is encouraging Minnesota Counties to apply for a grant from the Legislative-Citizen Commission on Minnesota Resources (LCCMR) which has an Environment and Natural Resource Fund (ENRTF) to be used for such projects in the state.

**NOW, THEREFORE, BE IT RESOLVED**, The Kanabec County Board of Commissioners hereby supports the application for grant funds for remonumenting PLS corners in Kanabec County.

Public Works Director Chad Gramentz continued to discuss matters concerning his department.

Action #21 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

**Resolution #21 – 3/21/23**  
**Sign Inventory Quotes**

**WHEREAS** the following quotes were received for signs and supplies inventory:

Newman Signs	\$45,526.33
MR Sign	\$47,172.50
Sign Solutions	\$57,017.69

**BE IT RESOLVED** to accept the low quote of \$45,526.33 submitted by Newman Signs.

Action #22 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

**Resolution #22 – 3/21/23**  
**Delegated Contract Process Agreement**  
**for Federal Funding**

**BE IT RESOLVED**, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Kanabec to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED**, the Board Chair and Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No.1052064”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Action #23 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

**Resolution #23 – 3/21/23**  
**Seasonal Employees**

**WHEREAS** the County Highway Department budget includes funds for the hiring of seasonal employees, and

**WHEREAS** the County Engineer has requested approval to hire two (2) seasonal employees to perform seasonal maintenance work on county grounds and highways and assist with construction observation/testing, and

**WHEREAS** the Board desires to fill these seasonal positions;

**BE IT RESOLVED** that the County Board authorizes the Public Works Director, and the County Personnel Director to hire two (2) full-time seasonal workers for the 2023 season.

**BE IT FURTHER RESOLVED** that the rate of pay for seasonal workers will be set at the time of hire by the Public Works Director and Personnel Director at \$13.42, \$14.23, \$15.08

or \$15.99 per hour, respective to seasons worked, and that the hours of work for the seasonal workers be limited to those budgeted.

Public Works Director Chad Gramentz gave a Department Update. Information only, no action was taken.

Action #24 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to close the meeting at 11:30am pursuant to MN Statute §13D.05 subd. 3(b) to discuss matters under Attorney Client Privilege. Those present during the Attorney-Client Privileged closed session were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Attorney Barb McFadden and County Coordinator & Personnel Director Kris McNally.

County Attorney McFadden left the meeting at 11:56am.

Action #25 – At 11:56am it was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to close the Attorney Client Privileged closed session and to enter into a closed session pursuant to MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the Labor Negotiation Strategy closed session of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally.

Action #26 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to end the Labor Negotiation Strategy closed session and resume the open meeting at 12:41pm.

Future Agenda Items: BWSR to provide information on the Snake River 1 Watershed 1 Plan options

Action #27 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to adjourn the meeting at 12:44pm and to meet again in regular session on Tuesday, April 4, 2023 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>
AT&T Mobility	1,510.51	Monthly Service	Sheriff
City of Mora	253.53	Utilities	Transit
City of Mora	1,561.20	Electric Utilities	Highway
Crider, Grant	3,513.21	FICA Payroll Corrections	Sheriff
Dearborn National Life Insurance Co	646.56	4.23 Short Term Disability Premiums	Employee Benefits
East Central Energy	82.60	Intersection Lighting	Highway
Health Partners	7,085.27	4.23 Dental Insurance Premiums	Employee Benefits
Holznagel, Keith	202.20	FICA Payroll Corrections	Sheriff
Kanabec County Auditor - Treasurer	10,223.64	Vehicle Leases & Maintenance	Various
Kubesh, JohnClair	10,916.98	FICA Payroll Corrections	Sheriff
Life Insurance Company of North America	594.77	4.23 Accident, Group Hosp, Critical Illness Ins Premiums	Employee Benefits
Marco	176.00	Printer Contract	Transit
Minnesota Energy Resources Corp	16,238.80	Gas Utilities	Various
Quality Disposal	262.30	Disposal Services	Jail
Segelstrom, Chad	835.88	FICA Payroll Corrections	Sheriff
Smith, Trenton	7.73	FICA Payroll Corrections	Sheriff
The Hartford Priority Accounts	6,816.31	4.23 Life & Long Term Disability Ins Premiums	Employee Benefits
Verizon Wireless Aircards	1,335.36	Aircards	Various
VSP Insurance Co	544.06	4.23 Vision Insurance Premiums	Employee Benefits
<b>19 Claims Totaling:</b>	<b><u><u>\$ 62,806.91</u></u></b>		

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 4/4/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	1st Choice Document Destruction	6.00	Shredding
		<b>6.00</b>	
AUDITOR	1st Choice Document Destruction	206.40	Shredding
AUDITOR	Kanabec Publications	3,152.79	Publish Delq Tax List 2022
		<b>3,359.19</b>	
BUILDINGS MAINTENANCE	Ace Hardware	137.60	Paint & Painting Supplies, Hose, Valve, Compound - Courthouse
BUILDINGS MAINTENANCE	Ace Hardware	34.98	Batteries - PSB
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Plus - PSB
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Alpine Diversified Services Inc.	725.00	Kitchen Exhaust Cleaning - Jail
BUILDINGS MAINTENANCE	Auto Value	45.98	Belts (2) - PSB
BUILDINGS MAINTENANCE	Auto Value	13.99	Belt - Jail
BUILDINGS MAINTENANCE	Auto Value	31.97	Belts (3) - Courthouse
BUILDINGS MAINTENANCE	Electric Motor Service, Inc	522.37	Bearings, Shop Supplies, Gasket, Labor - Courthouse
BUILDINGS MAINTENANCE	Electric Motor Service, Inc	217.22	Motor & Check Out Fee on Old Motor - Jail
BUILDINGS MAINTENANCE	Grainger	202.85	Motor, Electrical Tape - PSB
BUILDINGS MAINTENANCE	Handyman's Inc	1,281.33	Toilets (6), Gaskets, Hardware, Ceiling Panels - Courthouse
BUILDINGS MAINTENANCE	Menards	906.95	Floor Coating, Tile Panels, End Cap Mouldings, Adhesive & Remover - PSB
		<b>4,370.24</b>	



COMMISSIONERS	Ripka, Peter	128.41	Mileage to Various Committee Meetings in February & March
COMMISSIONERS	Ripka, Peter	<u>18.60</u>	Mileage to 3/21/23 County Board Meeting
		<b>147.01</b>	
COUNTY ATTORNEY	1st Choice Document Destruction	<u>72.00</u>	Shredding
		<b>72.00</b>	
COUNTY COORDINATOR	1st Choice Document Destruction	<u>36.00</u>	Shredding
		<b>36.00</b>	
COUNTY CORONER	Ramsey County	<u>530.00</u>	Post Mortem Exam/Toxicology
		<b>530.00</b>	
COUNTY EXTENSION	Regents of the University of MN	<u>19,670.25</u>	Q1 2023 MOA Billing, 4-H Educator
		<b>19,670.25</b>	
COUNTY RECORDER	Northstar Computer Forms, Inc.	175.70	Vital Records Paper
COUNTY RECORDER	Office Depot	50.03	Stapler, Dr. Grip Pen, Spoons
COUNTY RECORDER	Snyder, Denise	<u>100.00</u>	Recorder Change Fund, Increased Fund from \$200 to \$300
		<b>325.73</b>	
ECONOMIC DEVELOPMENT	Hartshorn, Jim	<u>215.43</u>	Mileage and Parking for Various Meetings in March
		<b>215.43</b>	
ENVIRONMENTAL SERVICES	Kanabec County Highway Dept	<u>31.23</u>	Postage & Fuel February 2023
		<b>31.23</b>	
HUMAN RESOURCES	Armed Forces Reserve & Community Center	60.00	Neutral Site Meeting Room Space for Mediation
HUMAN RESOURCES	ECM Publishers	584.80	Multiple Job Postings, Scotsman
HUMAN RESOURCES	SwipeClock LLC	<u>332.00</u>	Monthly Billing for April 20 - May 20, 2023
		<b>976.80</b>	

INFORMATION SYSTEMS	Marco	<u>3,267.40</u>	Phone Lease
		<b>3,267.40</b>	
PROBATION & JUVENILE PLACEMENT	1st Choice Document Destruction	72.00	Shredding
PROBATION & JUVENILE PLACEMENT	Cook, Brandon	32.75	Mileage to Field Visit at Rum River East in Cambridge
PROBATION & JUVENILE PLACEMENT	Risk & Needs Assessment, Inc.	192.00	Domestic Violence Inventory, 25 DVI Tests
PROBATION & JUVENILE PLACEMENT	RS Eden	<u>385.58</u>	3 Urine Samples Sent to Lab & 50 Nine Panel Testing Cups
		<b>682.33</b>	
PUBLIC TRANSPORTATION	Curtis, Michael	392.35	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	1,185.55	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	195.14	Bus Repairs & Oil
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,156.08	Volunteer Mileage
PUBLIC TRANSPORTATION	VC3, Inc.	<u>87.50</u>	IT Support, Repairs
		<b>3,016.62</b>	
RAILROAD AUTHORITY	Kanabec County Auditor-Treasurer	<u>792.95</u>	2023 Special Assessment 22.0427.00
		<b>792.95</b>	
SHERIFF	1st Choice Document Destruction	72.00	Shredding
SHERIFF	Aspen Mills	250.49	Brown Uniform Shirt - JK
SHERIFF	Baycom	8,457.00	Squad Computers (3)
SHERIFF	Children's Hospitals and Clinics of MN	500.00	S.A Exam
SHERIFF	EATI	718.55	Parts for New Squads
SHERIFF	Fox Run Kennels	150.00	Dog Transport Fee (3)
SHERIFF	Hohn's Auto Body & Glass	7,008.81	Squad 175 - Accident Repair
SHERIFF	Horizon Towing	241.59	Towing Services (1)
SHERIFF	Obrycki, Chaz	169.29	Uniform Allowance - Boots (2)
SHERIFF	Pine City Animal Hospital	275.00	Kennel Inspection for License (Dog Control Ord #34)
SHERIFF	SHI	62.88	Mounting Hardware for Squad
SHERIFF	State of Minnesota - BCA	75.00	DMT Training - CO

SHERIFF	State of Minnesota - BCA	75.00	DMT Training - JF
SHERIFF	Street Cop Training	398.00	Case Law Training - BT & JA
		<b>18,453.61</b>	
SHERIFF - 911 EMERGENCY	Accurate Controls Inc	145.00	Technical Support Call
SHERIFF - 911 EMERGENCY	Granite Electronics	334.00	Plantronics Headset (3)
SHERIFF - 911 EMERGENCY	Granite Electronics	207.45	Repair Headset
		<b>686.45</b>	
SHERIFF - CITY OF MORA	Baycom	2,819.00	Squad Computer
		<b>2,819.00</b>	
SHERIFF - JAIL/DISPATCH	Aspen Mills	69.99	Brown Uniform Pants - KH
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,482.78	Initial Issue Uniform - KK
SHERIFF - JAIL/DISPATCH	Bob Barker	1,134.52	Shampoo, Conditioner, Exam Gloves, Towels, Toothpaste
SHERIFF - JAIL/DISPATCH	Hippen, Derek	200.00	Uniform Allowance - Boots
SHERIFF - JAIL/DISPATCH	Hirsch, Dean	104.37	Uniform Allowance - Handcuffs & Holder
SHERIFF - JAIL/DISPATCH	Marco	273.00	Printer Contract
SHERIFF - JAIL/DISPATCH	RS Eden	6.80	Drug Testing
SHERIFF - JAIL/DISPATCH	SIRCHIE	64.44	Fingerprint Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	72.83	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	218.82	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	163.21	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,011.88	Inmate Meals 1/21/23 - 1/27/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,047.19	Inmate Meals 1/28/23 - 2/3/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,985.13	Inmate Meals 3/4/23 - 3/10/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,992.62	Inmate Meals 3/11/23 - 3/17/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,927.45	Inmate Meals 3/18/23 - 3/24/23
		<b>23,755.03</b>	
SHERIFF - RESERVES	Aspen Mills	184.91	Brown Uniform Shirt - RM
SHERIFF - RESERVES	Aspen Mills	738.83	Full Uniform - RM

		<u>923.74</u>	
STATE FISCAL RECOVERY ARP	Kanabec County Community Health	<u>9,752.38</u>	Nov & Dec '22 Peer Recovery Expenses/Community Health
		<b>9,752.38</b>	
UNALLOCATED	Quadient Leasing USA, Inc.	<u>2,086.20</u>	Postage Machine Lease - Courthouse & PSB
		<b>2,086.20</b>	
VETERAN SERVICES	1st Choice Document Destruction	30.00	Shredding
VETERAN SERVICES	Bliss, Erica	150.11	DAV Volunteer Dinner, Personalized Thank You Gifts
VETERAN SERVICES	Bliss, Erica	23.78	Coffee (2) for Coffee Talk
VETERAN SERVICES	Mora Bakery	<u>16.86</u>	Thank You to Football Players
		<b>220.75</b>	
<b>83 Claims Totaling: \$</b>		<u><u>96,196.34</u></u>	

**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**4/4/23**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Andy's Towing	622.59	Tow
Aramark	343.15	Coveralls and janitorial supplies
Beaudry Oil & Propane	21,795.95	Diesel fuel
Berndt, Steve	99.56	Mileage
Bjorklund Companies	3,170.38	Sand
Central McGowan	107.58	Welding supplies
Central Pension Fund	655.80	Training center user fee
EATI	232.58	Equipment lights
Kanabec County Highway Dept	107.53	Petty Cash, Postage
Kanabec Publications	102.60	Equipment rental bid ad
MN Dept of Transportation	453.63	Training and equipment inspection
North Central International	274.60	Repair parts
Northern States Supply	206.87	Shop supplies
Nuss Truck	301.85	Repair parts
Scott's Lawn & Landscapes	10,422.50	Snow removal
<b>15 Claims Totaling:</b>	<b>\$ 38,897.17</b>	

# Agenda Item #4

April 4, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> SCORE Claims – February	<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 #\_\_ – 4/4/23** 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	\$1,001.45
Quality Disposal	\$3,313.20
Arthur Township	\$500.00
Total	\$4,814.65

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (February)	\$2,813.20	\$2,813.20
WASTE MANAGEMENT (February)	\$1,001.45	\$1,001.45
Sub-Total	\$3,814.65	\$3,814.65
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (February)	\$500.00	\$500.00
Arthur Township (February)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$4,814.65</b>

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

**January 1, 2023 SCORE Fund balance = \$111,602.85**

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

**Expenditure: 01-391-392-0000-6211 = \$11,216.61**

**Current SCORE Funds balance is = \$100,386.24**

# Agenda Item #5

April 4, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Request	<b>b. Originating Department/Organization/Person:</b> Ogilvie Lions Club
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:** Approve the following resolutions:

### Resolution #\_\_ – 4/4/23

**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 Premises Permit Application for the Ogilvie Lions Club for charitable gambling to be held at Fish Lake Resort, 674 Fish Lake Drive, Mora, MN 55051.

**f. Background:**

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

**Date received in County Coordinators Office:** 3/28/23

**Coordinators Comments:**

The Ogilvie Lions Club has routinely submitted their annual report and has consistently demonstrated meeting the County's requirement for 75% of donated funds to remain in Kanabec County.

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**Organization Name: OGILVIE LIONS CLUBLicense Number: 00823Chief Executive Officer (CEO) GARY BAKERDaytime Phone: 320-272-4779Gambling Manager: CRAIG PETERSONDaytime Phone: 763-670-0284**GAMBLING PREMISES INFORMATION**Current name of site where gambling will be conducted: FISH LAKE RESORT

List any previous names for this location:

Street address where premises is located: 674 FISH LAKE DRIVE, MORA, MN. 55051

(Do not use a P.O. box number or mailing address.)

City:

**OR**

Township:

County:

Zip Code:

ARTHUR

KANABEC

5551

Does your organization own the building where the gambling will be conducted?

☐ Yes☒ No

If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?

☒ Yes☐ No☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?

☒ Yes☐ No☐ Don't know**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**Bank Name: SPIRE CREDIT UNIONBank Account Number: 34074Bank Street Address: 200 HIGHWAY 23City: OGILVIEState: MN Zip Code: 56358**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number):

City:

State: Zip Code:

1268 180TH AVENUEOGILVIEMN563581208 HICKORY STREETOGILVIEMN56358MN

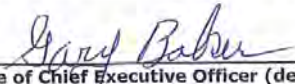


**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

<b>CITY APPROVAL for a gambling premises located within city limits</b>	<b>COUNTY APPROVAL for a gambling premises located in a township</b>
City Name: _____	County Name: <u>KANABEC COUNTY</u>
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <b>Local unit of government must sign.</b> </div>	TOWNSHIP NAME: <u>Arthur</u>
	<b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)
	Print Township Name: <u>ARTHUR TOWNSHIP</u> Signature of Township Officer: <u>Matthew</u> Title: <u>Supervisor</u> Date Signed: <u>3/27/2023</u>

**ACKNOWLEDGMENT AND OATH**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>All required information has been fully disclosed.</li> <li>I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> |
|---|---|

 <b>Signature of Chief Executive Officer (designee may not sign)</b>	<u>3-22-23</u> <b>Date</b>
--	-------------------------------

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

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

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

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

An equal opportunity employer



**LG215 Lease for Lawful Gambling Activity****LEASE INFORMATION**

Organization:	License/Site Number:	Daytime Phone:
OGILVIE LIONS CLUB	00823	763-670-0284
Address:	City:	State: Zip:
P.O. BOX 248	OGILVIE	MN 56358
Name of Leased Premises:	Street Address:	
FISH LAKE RESORT	674 FISH LAKE DRIVE	
City:	State: Zip:	Daytime Phone:
MORA	MN 56358	320-679-2117
Name of Legal Owner:	Business/Street Address:	
MERLE & LAURA MAUER	674 FISH LAKE DRIVE	
City:	State: Zip:	Daytime Phone:
MORA	MN 55051	320-679-2117
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
SAME		
City:	State: Zip:	Daytime Phone:

Check applicable item:

- ☒ **New or amended lease.** Effective date: MAY 01, 2023. Submit changes at least ten days **before** the effective date of the change.
- ☐ **New owner.** Effective date: \_\_\_\_\_. Submit new lease **within** ten days after new lessor assumes ownership.

**CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)**

<input checked="" type="checkbox"/> Pull-Tabs (paper)	<input checked="" type="checkbox"/> Electronic Pull-Tabs
<input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device	<input checked="" type="checkbox"/> Electronic Linked Bingo
<input checked="" type="checkbox"/> Bar Bingo <input type="checkbox"/> Bingo	Electronic games may only be conducted:
<input checked="" type="checkbox"/> Tipboards	1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or
<input checked="" type="checkbox"/> Paddlewheel <input type="checkbox"/> Paddlewheel with table	2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.

**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**

**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

**ALL GAMES, including electronic games:** Monthly rent to be paid: N/A%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

**BAR OPERATION:** All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES:** Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

**ALL OTHER GAMES:** Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

**BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)**

Bingo rent is limited to one of the following:

- Rent to be paid: N/A%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -**
- Rate to be paid: \$ N/A per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE (must be completed)**

The lease may be terminated by either party with a written 30 day notice. Other terms:



## LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

### ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

#### Other terms of the lease:

The lessor is responsible for the security of the cash, inventory and equipment while in their site.

The Ogilvie Lions Club will also help conduct other events, such as large prize bingo events.

<p><i>2nd Amendment BINGO Parise BINGO</i></p>	
Signature of Lessor:	Signature of Organization Official (Lessee):
<i>[Signature]</i>	<i>Craig Peterson</i>
Date:	Date:
	<i>3-31-2023</i>
Print Name and Title of Lessor:	Print Name and Title of Lessee:
<i>Meade Mauer</i>	<i>Craig Peterson Gambling Manager</i>

**Questions?** Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

#### Mail or fax lease to:

Minnesota Gambling Control Board  
1711 W. County Road B, Suite 300 South  
Roseville, MN 55113  
Fax: 651-639-4032

## Township Certification of Gambling Approval for Perpetual/Premise Permit Applications

State of Minnesota  
County of Kanabec  
Certification of the Minutes of the Town Board of Supervisors

Township of Arthur

Minutes of the meeting held: March 27<sup>th</sup>, 2023  
(date)

The minutes of the above named Town Board Meeting indicate that the request of

Ogilvie Lions Club to conduct lawful gambling  
(party requested gambling approval)

described as Charitable gambling - pull tabs, bingo, E-tabs/bingo  
(type of gambling, i.e., pull-tabs, raffle, bingo, etc)

to be conducted at Fish Lake Resort  
(name and address of facility)

was approved by the Town Board.

-----  
I, the undersigned certify that the information above has been carefully compared with the original records of the above named Town Board, Kanabec County, Minnesota, those records being in my custody, and is a true reflection of these minutes.

***In Witness Whereof, I have hereunto placed my hand and signature:***

Ashley Martin  
(signature)

Ashley Martin  
(printed name)

Certified this 31<sup>st</sup> day of March, 2023

## Business Record Details »

Minnesota Business Name

**Ogilvie Lions Club**

**Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

X-117

**Home Jurisdiction**

Minnesota

**Filing Date**

03/09/1984

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2023

**Registered Office Address**

1613 Hwy 23 PO Box 248  
Ogilvie, MN 56358  
USA

**Number of Shares**

NONE

**Registered Agent(s)**

Mike Dutton

**President**

Gary Baker  
PO BOX 248  
Ogilvie, MN 56358-3700  
USA

### Filing History

## Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	03/09/1984	Original Filing - Nonprofit Corporation (Domestic)	
	03/09/1984	Nonprofit Corporation (Domestic) Business Name (Business Name: Ogilvie Lions Club)	



<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	07/16/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	08/28/1998	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/21/2009	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/03/2009	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/03/2009	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	2/27/2013	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
	2/28/2014	Involuntary Dissolution Name Hold Release - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	5/30/2017	Annual Reinstatement - Nonprofit Corporation (Domestic)	

# Agenda Item #6

April 4, 2023

## REQUEST FOR BOARD ACTION

**a. Subject:** RESOLUTION AUTHORIZING THE SALE OF PROPERTIES PURSUANT TO MINNESOTA STATUTES SECTION 373.01

**b. Originating Department/Organization/Person:**  
Coordinator's Office

**c. Estimated time:** 5 Minutes

**d. Presenter(s):** Kris McNally

**e. Board action requested:**

\_\_\_\_\_ introduced the following Resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE SALE OF PROPERTIES PURSUANT TO MINNESOTA STATUTES SECTION 373.01 AND RATIFYING ACTIONS TAKEN BY THE COUNTY COORDINATOR PURSUANT TO RESOLUTION #14 DATED OCTOBER 14, 2020**

**WHEREAS**, Kanabec County owned the parcel and by Action #14 introduced at a meeting of the County Board on October 20, 2020 promulgated Resolution #14 authorizing the sale of property legally described as follows:

**Parcel B (2.35 Acres±):**

That part of the Northwest Quarter of the Southeast Quarter and that part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet to the point of beginning of the property to be described; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence northeasterly along said shoreline 210 feet, more or less, to the intersection with a line that bears South 42 degrees 42 minutes 55 seconds East from the point of beginning; thence North 42 degrees 42 minutes 55 seconds West 82 feet, more or less, to the point of beginning;

and the parcel legally described as follows: **Parcel C (2.60 Acres±):**

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence

North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet to the point of beginning of the property to be described; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence southwesterly along said shoreline 210 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence northwesterly and northerly along said line to the intersection with said East-West Quarter line; thence easterly along said East-West Quarter line a distance of 181.00 feet, more or less, to the point of beginning (collectively, the "Properties"); and

**WHEREAS**, the Kanabec County Board of Commissioners has determined that it no longer needs the Properties; and

**WHEREAS**, Minnesota Statutes Section 373.01, subd. 1(4) authorizes a county to sell, lease, and convey real or personal property owned by the county; and

**WHEREAS**, the purpose of this request for Board action is to authorize the County to collect and record a Quit Claim Deed signed by the Chair and Clerk of Kanabec County consistent with Minnesota Statutes Section 373.02 and also record a certified copy of County Board Resolution #14, dated October 20, 2020 within the Office of the County Recorder within and for Kanabec County Minnesota.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. Prior actions taken by the County Coordinator are hereby deemed consistent with Resolution #14 and are hereby ratified. A copy of Resolution #14, certified by the Board Clerk, shall be filed within the Office of the County Recorder, within and for Kanabec County, Minnesota.
2. The County Coordinator is further authorized to proceed with the actions required under law to sell the Properties, including, collecting from the Chair and Clerk, a signed deed, consistent with Minnesota Statutes Section 373.02 and the agreement between the County and the buyers, Frederick John Grimm and Teresa Kay Grimm. Said Quit Claim Deed shall be filed within the Office of the County Recorder, within and for Kanabec County, Minnesota.

The motion for adoption of the foregoing Resolution was duly seconded by \_\_\_\_\_, and upon vote being taken thereon, adopted this 4<sup>th</sup> day of April 2023.

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**f. Background:**

Supporting Documents: None: Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:** Based on Request of the Buyer's title company to complete the filing of a certified copy of Resolution #14 and a quit claim deed signed by the Chair and Clerk as drafted by the title company.

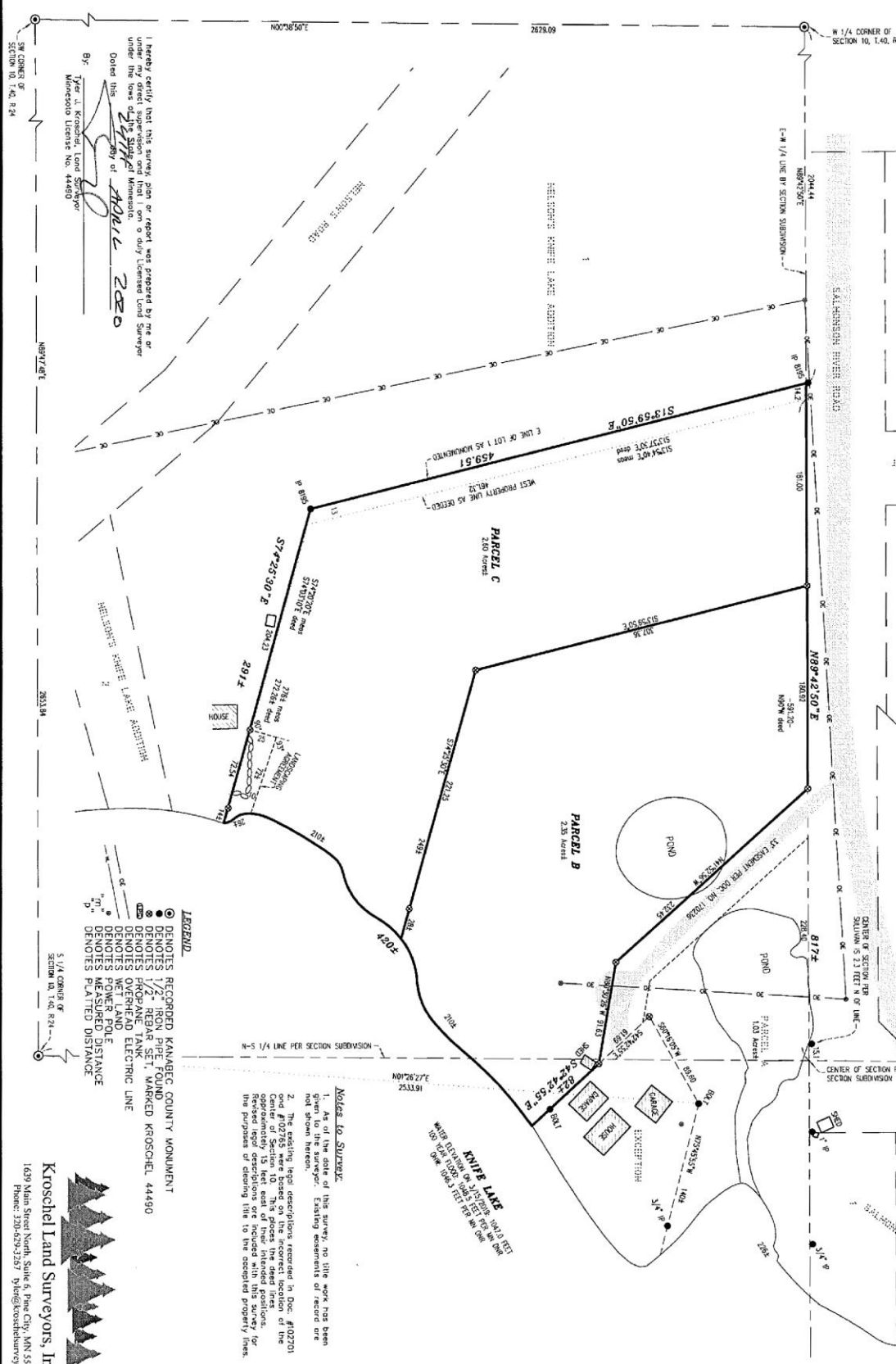


GRAPHIC SCALE  
1" = 80 Feet

# CERTIFICATE OF SURVEY FOR KANABEC COUNTY PART OF SECTION 10, TOWNSHIP 40, RANGE 24, KANABEC COUNTY, MINNESOTA



THE BASIS OF BEARS FOR THIS DRAWING IS THE KANABEC COUNTY COORDINATE SYSTEM, NAD 1983, HARN 1986 ADJUSTMENT



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 27th day of April 2020

By: Jane J. Kroschel, Land Surveyor  
Minnesota License No. 44490

**Kroschel Land Surveyors, Inc.**  
1639 Main Street North, Suite 6, Pine City, MN 55063  
Phone: 320-629-3287 | [pln@kroschelsurvey.com](mailto:pln@kroschelsurvey.com)

Quit Claim Deed (Joint Tenants)

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## Quit Claim Deed (Corrective\*)

Deed Tax Due Hereon: \$ 1.65

Dated: April , 2023

**For valuable consideration**, the County of Kanabec, a political subdivision of the State of Minnesota, Grantor, hereby conveys and quitclaims to **Frederick John Grimm and Teresa Kay Grimm**, husband and wife, **AS JOINT TENANTS**, Grantees, real property in Kanabec County, Minnesota, and legally described as follows:

That part of the Northwest Quarter of the Southeast Quarter and that part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet to the point of beginning of the property to be described; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence northeasterly along said shoreline 210 feet, more or less, to the intersection with a line that bears South 42 degrees 42 minutes 55 seconds East from the point of beginning; thence North 42 degrees 42 minutes 55 seconds West 82 feet, more or less, to the point of beginning. Kanabec County, Minnesota.

together with all hereditaments and appurtenances belonging thereto, but subject to a reservation of all iron ore and other valuable minerals in and upon the lands to Kanabec County, with the right to explore for, mine and remove the iron ore and other valuable minerals.

\*This deed transfers real property in exchange for \$3,000 or less of consideration. This deed supplements the Quit Claim Deed dated February 19, 2021 and filed on March 11, 2021 as document 273395 within the Office of the County Recorder within and for Kanabec County, Minnesota, as signed by the County Coordinator, and is hereby signed by the Chair and Clerk of the Kanabec County Board consistent with Minnesota Statutes, Section 373.02. The Grantees also intend that they be vested as joint tenants.

☐ Check here if part or all of the land is Registered (Torrens)

Affix Deed Tax Stamp Here

---

Rick Mattson, Chairperson  
Kanabec County Board of Commissioners

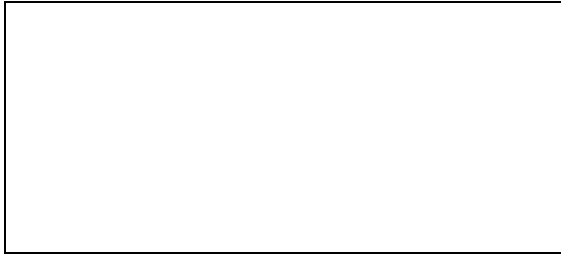
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Kris McNally, Clerk  
Kanabec County Board of Commissioners

STATE OF MINNESOTA    )  
  )       ss.  
COUNTY OF KANABEC    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by Rick Mattson, Chairperson of the Kanabec County Board of Commissioners, and Kris McNally, Clerk of the Kanabec County Board of Commissioners on behalf of the County of Kanabec, a political subdivision of the State of Minnesota, Grantor.

Notarial Stamp or Seal



\_\_\_\_\_  
Notary Public

SEND TAX STATEMENTS TO:

Frederick Grimm and Teri Grimm  
8833 Lakeview Rd  
Bloomington, MN 55438

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS)

EAST CENTRAL TITLE, LLC  
820 Howe Ave., Suite 102  
Mora, MN 55051  
File 210214