



# Kanabec County Board of Commissioners

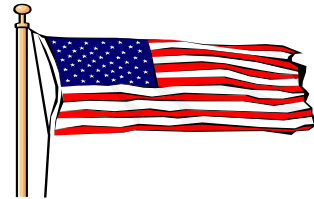
# Regular Meeting Agenda

## The Meeting of February 21, 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 in 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: 2487 339 5718



**Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m8675f30b73738a1f9b87f7d8fac2360b>

Meeting number: 2487 339 5718

Password: qQAi9fmmm78 (77249366 from video systems)

**To be held at:** Kanabec County Courthouse  
Boardroom #164  
317 Maple Ave 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: 2487 339 5718

9:20am *Recess county board to a time immediately following the FSB.*  
**Family (Human) Services Board**

9:40am Paul F. Putzier, Hydrogeologist Supervisor, DNR Groundwater Atlas Presentation

10:00am *Recess county board to a time immediately following the Drainage Authority Board.*

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**Drainage Authority Board**

10:30am Chad Gramentz, Public Works

11:00am Denise Snyder, Auditor/Treasurer- Retail Fireworks Permit form

11:10am Jim Hartshorn, EDA Director- Request for Approval for Small Business Development Center Contract Resolution

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Other business to be conducted as time is available:

1. Minutes- February 7, 2023
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Policy Review
  - a. Public Comment Policy (draft #2)
  - b. Travel Expense and Mileage Reimbursement Policy (update in process)
5. Department Head Update- Coordinator's Office
6. Future Agenda Items
7. CLOSED SESSION: Consideration of a Real or Personal Property Offer or Counteroffer –(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 Subd.3(c) (3))
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 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**

**February 21, 2023**

**9:20 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. Presentation: Jessica G., Katie H., Kristen S., Tim**  
-See attached: Mission, Vision, Values; Staff Org Chart; Program Org Chart;  
Agency Info; Agency Flyer **Pg. 2-13**
- 3. Director's Report** **Pg. 14**  
- Staffing  
- Ongoing Number of Children in Placement
- 4. Family Services/Human Services/Welfare Fund/Family Services Fund**  
- Action requested  
- See attached resolution **Pg. 15**
- 5. Lexis Nexis**  
- Action requested  
- See attached Lexis Nexis information, Agreement, resolution **Pg. 16-22**
- 6. 4<sup>th</sup> Quarter 2022 Report** **Pg. 23-34**  
-See attached report
- 7. Welfare Fund Report** **Pg. 35**  
-See attached report
- 8. Financial Report** **Pg. 36**  
-See attached report
- 9. Abstract Approval** **Pg. 37-39**  
-See attached abstract and board vendor paid list
- 10. Other Business**
- 11. Adjourn**

**Mission:** To Make a Positive and Lasting Difference in the Lives of Those We Serve

**Vision:** A safe and healthy community for all

**Ground Rules:**

1. Seek first to understand
2. Think about the Part and the Whole

**Values:**

**Accountability**

We, as diligent stewards of the public trust and public funds, provide valuable services that are based on sound science and best practices and that meet public needs to achieve our family service goals.

**Communication**

We practice timely and open communication inside and outside of the organization. Communication includes listening, validating, connecting, empowering and applying an appropriate sense of humor.

**Integrity**

We are honest and ethical in all that we do. We value integrity and professional excellence.

**Planning**

We look ahead and strategically chart a course for our work in the community.

**Respect**

We treat all people with esteem and dignity. We value individual and cultural differences including the culture of poverty and are committed to achieving a workforce that values each other both within and throughout the Department.

**Team Work**

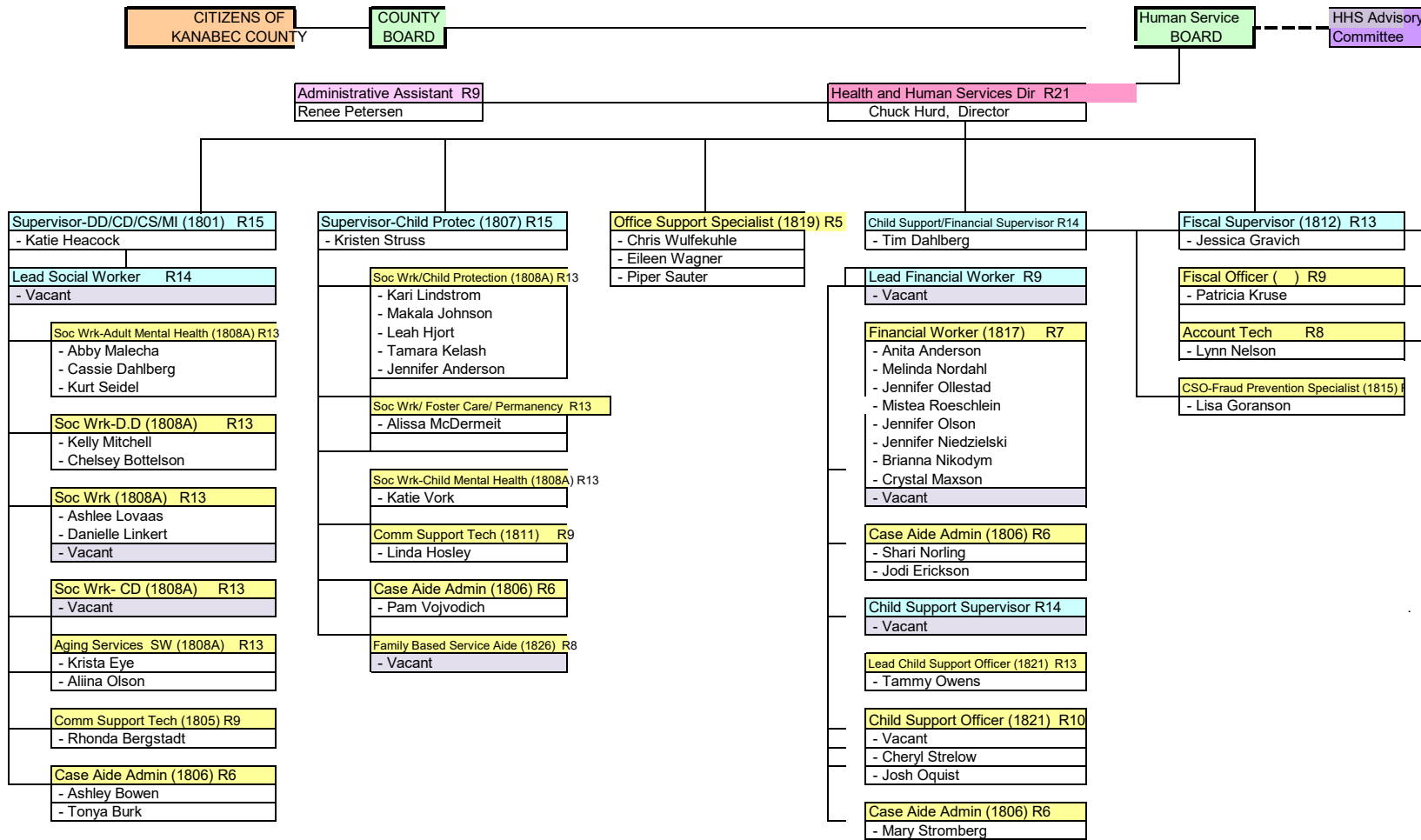
We understand the synergy that results from working with others. With partners, both within the Department and outside the Department, we find creative and effective solutions to family service issues in our community. Our partnerships are based on mutual respect and involve clients and their families, and public, private and non-profit organizations and interests.

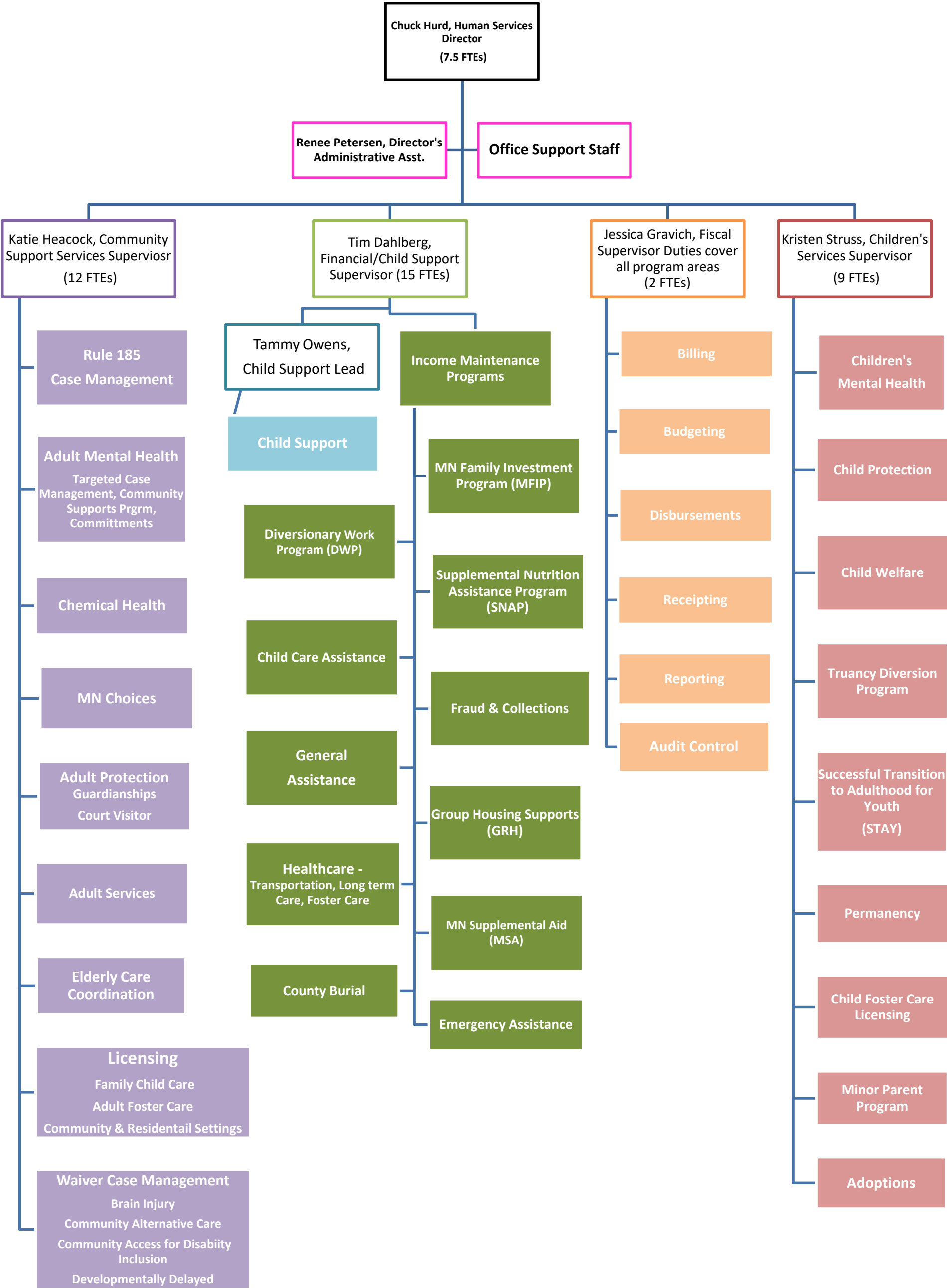
**Work Environment**

Our work environment values employees and families, supports collaboration, encourages initiative, creates leaders, and rewards effort and contribution. While our priority is to provide quality services in a timely manner, we support, whenever practical, balance between work and personal lives.



## Kanabec County Family Services





## Kanabec County Family Services

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

### Family Services

#### Status of Current Efforts

Kanabec County provides an amount of services that meets the mandates for services at the least possible cost to county tax payers. Services are designed to maximize meeting client needs while minimizing costs for clients and other tax payers. We would change the requirements mandated for program administration to allow more local options on how services are developed, provided and administered for our county. We believe we would provide more needed service in more cost effective and beneficial ways without these imposed mandates and funding requirements imposed by the Federal and State legislators and departments. Kanabec County Family Services appreciates the support of the Board at the local level to try innovative, cost effective projects to be more efficient and responsive to the community needs.

#### Funding for Family Services

State	\$ 1,160,800.00	18.29% of budget
Federal	\$ 2,234,747.00	35.21% of budget
Fee's/Misc	\$ 685,353.00	10.80% of Budget
County	\$ 2,265,305.00	35.70% of Budget
Total 2022 budget	\$ 6,346,205.00	

#### Wait lists

Currently we have no waiting list in Children's or Community Support services in Kanabec County. We have waiting lists for placements if the need is for services outside of our local foster homes. There are waiting lists for therapeutic foster care services (or they won't take our clients because they are "too behavioral" but aren't "behavioral enough" for residential or hospital settings). Financial services and Child Support have no waiting lists. We are meeting the standard processing time in over 95% of cases. Financial areas may not meet timelines due to client delay's or needing outside information to complete an application.

## Kanabec County Family Services

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### Family Service Mandates

Adult Mental Health – MN §245.462; 245.465

- Case Management Service Provider – case managers or associate employed by the county or another entity authorized by the county board to provide case management services
- County board shall use its share of mental health funds allocated by the commissioner according to the mental health plan, must develop and coordinate system of affordable and locally available adult mental health services; develop adult mental health plan with local adult mental health advisory council; provide for case management services to adults with serious and persistent mental illness; provide screening of adults upon admission to RTC or acute care hospital; administer grants and purchase of service contracts; assure mental health professionals/practitioners/case managers employed by county have training

Adult Mental Health CSP – MN §245.4712

- County boards must provide or contract for sufficient community support services within the county to meet the needs of adults with serious and persistent mental illness

Semi-Independent Living Skills SILS – MN §252.275

- Commissioner shall establish statewide program to provide support for persons with developmental disability to live as independently as possible in community. Commissioner shall reimburse county boards for SILS provided by agencies or individuals

Rule 185 – MN §9525.0012

- Case management may be provided directly by the county board or by contract. Vulnerable Adult VA/Developmental Disabilities DD/ Targeted Case Management TCM – MN §956B.0924
- County boards or providers who contract with the county are eligible to receive medical assistance reimbursement for adult targeted case management services

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### Adult Protection MN Vulnerable Adult Act MN §626.557

- County Social Services are the designated lead investigative agency for all adult maltreatment reports except those that involve services licensed by the Department of Health or the Department of Human Services.

### Waiver Case Management – MN §256B.49 and MN §256B.092

- Case Management services must be provided by a public or private agency that is enrolled as a medical assistance provider determined by the commissioner to meet all of the requirements in the approved federal waiver plans.
- Case management service activities that are provided to a person with developmental disability shall be provided directly by county agencies or under contract

### MNChoices Assessment – MN §256B.0911

- Each lead agency (counties administering or tribal and health plans under contract with commissioner) shall use certified assessors who have completed MN Choices training and certification process to complete long term care consultations

### Licensing – MN Rules 9543.0030

- County agencies are delegated responsibility to perform the following functions related to licensure of programs: accept and process license applications; conduct inspections, studies, and evaluations of programs; recommend approval or denial of applications for licensure; process variance requests; monitor compliance with applicable licensing rules; investigate allegations of license violations; investigate unlicensed programs; issue correction orders; recommend forfeiture orders and negative licensing actions; enforce orders of the commissioner; and represent the commissioner in contested case proceedings conducted under MN § Chapter 14

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### Chemical Health – MN Rule 9530.6610

- The county shall provide a chemical use assessment for all clients who do not have an assessment available to them from a tribal governing board or prepaid health plan.

### Child Protection - MN §260.012; MN Rule 9560.0216; MN Rule 9560.0525; MN Rule 9560.0535

- Accept, screen or forward every report of maltreatment, provide child protective services to any child residing in the county who is alleged to have been maltreated
- Social services agency shall provide reasonable efforts, including culturally appropriate services, to prevent placement or to eliminate the need for removal and to reunite the child with the child's family at the earliest time possible, and to finalize an alternative permanent plan
- Receive custody of children by court order or voluntary placement agreement for foster care placement, search for relative with whom to place a child

### Child Welfare Targeted Case Management – MN §256B.094

- Medical Assistance reimbursement of case management services provided by the county or tribal social services contracted vendors, based on a determination by the county or tribal social services agency to be at risk of placement, at risk of maltreatment, or in need of protection or services

### Adoption – MN §260c.325, MN Rule 9560.0110

- Social Services agency has duty to make reasonable efforts to finalize adoption of child under guardianship of commissioner of human services
- Supervise adoptive placements, perform suitability study following an adoption petition or when requested by out of state agencies, screen applications, supervise adoptive families moving into MN when requested by the prior state

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Minor Parents – MN §257.33, MN §256J.54

- Contact all pregnant or parenting minors to determine plan for themselves and child, develop a plan and provide case management services, assess education progress and assist with goals.

Children's Mental Health (CMH) – MN §245.4874, MN §245.4881

- County board must develop system of affordable and locally available CMH services coordinate delivery of CMH services provided by social services
- County board shall provide case management service for each child with severe emotional disturbance who is a resident of the county and the child's family who request or consent to the services

### **Economic Assistance**

MN Family Investment Program (MFIP) – MN §256J.09

- County agency is responsible to explain eligibility requirements of and how to apply for any assistance for which the person may be eligible, offer the person brochures that describe how to apply for assistance, and offer/accept/process applications for assistance

Food Support - M§245.771

- Local social services agencies shall administer the food stamp program with supervision from the commissioner of human services

Child Care Assistance – MN §119B.025

- The county shall verify information at initial child care applications and redeterminations

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MN Supplemental Assistance - MN § 256D.33 - .54 “Minnesota Supplemental Aid Act”

General Assistance (GA) MN § 256D.03

Health Care Programs – MN §256B.05 and 256D

- County agencies shall administer medical assistance in their respective counties under the supervision of the state agency and the commissioner of human services
- Every county agency shall provide general assistance to persons residing within its jurisdiction who meet the need requirements

Child Support Enforcement – MN §518A

- All payments ordered for maintenance or support shall be made to the public authority responsible for child support enforcement as long as the obligee is receiving or has applied for public assistance, child support or maintenance collection services

### Non-Mandated

Fraud/ Collections

- While not mandated, has led to increased cooperation in applying for assistance for the county to capture reimbursement and revenue for the county.

Aging Services Care Coordination

- Services are provided as part of DHS contracts with Managed Care Organizations, which includes a care coordinator to assist people with simplifying access to services and information, a comprehensive assessment, and developing and implementing a care plan.





# KANABEC COUNTY

## FAMILY SERVICES

### SUPPORTS AND SERVICES GUIDE



#### CHUCK HURD DIRECTOR

905 E Forest Ave Ste 150  
Mora, MN 55051  
Office Hours Monday thru Friday  
8am to 4:30pm

320-679-6350  
320-679-6351 FAX  
family.services@co.kanabec.mn.us

[www.kanabecounty.org](http://www.kanabecounty.org)

## ELIGIBILITY UNIT

Supervisor Tim Dahlberg

**HELP DESK STAFF AVAILABLE DAILY AT 320-679-6396**

**SNAP** - assists with food stability by supplementing a household's food budget

**MN Health Care Programs** - access to health care coverage

**Emergency Assistance** - assists with emergent needs surrounding housing and utilities

**County Burial** - assists with the cost of burial/cremation

**Child Care Assistance** - supplements the cost of child care for families

**Income Assistance** - provides income safety net for those who may be eligible and includes General Assistance, Minnesota Supplemental Aid, Minnesota Family Investment Program, Diversionary Work Program, and Housing Supports

## FISCAL UNIT

Supervisor Jessica Gravich

**QUESTIONS CAN BE ANSWERED BY CALLING 320-679-6350 - ASK FOR FISCAL DEPARTMENT**

Process claims and payments, billing, reporting, annual and monthly financials, budgeting

## CHILD SUPPORT & FRAUD COLLECTIONS

Supervisor Tim Dahlberg

**QUESTIONS CAN BE ANSWERED BY CALLING 320-679-6384**

**Child Support** - works with custodial and non-custodial parents in ensuring children have access to financial support

**Fraud Investigations** - investigates reports of fraud and abuse within public programs

**Collections** - works to collect funds through claims established from receipt of public assistance programs

## CHILDREN'S SERVICES

Supervisor Kristen Struss

**INTAKE WORKER AVAILABLE DAILY AT 320-679-6350 - ASK FOR CHILDREN'S SERVICES INTAKE**

**Child Protection** - assess safety and provide coordination for children and families

**Children's Mental Health** - provide case management for children with a qualifying diagnosis

**Parent Support Outreach (PSOP)** - an early intervention program providing short-term voluntary support for at-risk children and families

**Minor Parent** - provides services to pregnant or parenting minors in making appropriate decisions for themselves and their children

**Truancy Diversion** - provides interventions designed to increase student attendance and promote school engagement

**Permanency** - recruitment and retention of child foster care homes, and coordination for adoption and transfer of legal custody

## COMMUNITY SUPPORTS

Supervisor Katie Heacock

**INTAKE WORKER AVAILABLE DAILY AT 320-679-6350 - ASK FOR COMMUNITY SUPPORTS INTAKE**

**Adult Mental Health** - provide case management for persons who have a qualifying diagnosis, or for those experiencing a civil commitment.

**Waiver Case Management** - provide case management for persons served through the Developmental Disabilities, CADI, CAC or Brain Injury Waivers.

**MNChoices Assessments** - determines eligibility for Waiver Case Management, PCA, and referrals for other services. Intakes are completed through Kanabec County Public Health at 320-679-6330.

**Licensing** - Conducts licensing inspections for child care and adult foster care.

**Care Coordination** - case management services for persons age 65 and older for those living in the community with South County Health Alliance insurance

**Rule 185 Case Management** - coordination of care for persons with Developmental Disabilities living in the community. Persons may also receive SILS or prevocational services

**Adult Protection** - investigate concerns and coordinate services for vulnerable adults in the community

## **Family Service Director's Report**

February 2023

### **Staffing**

New Office Support Specialist Piper Sauter started on Monday, February 13, 2023.

### **Ongoing Update on Number of Children in Placement**

Last month we had 25 children in our care in out of home placements. We have 23 children in care this month compared to 17 last year for the same month.

**Resolution # FS 2/21/23**  
**Family Services vs Human Services Resolution**

**WHEREAS**, MN Statute Chapter 402 references Human Service boards which govern Human Service agencies, and

**WHEREAS**, in Kanabec County, the Human Service Agency has been referred to as the Family Services Agency, therefore the term Family Service Board has been historically used to describe the body that governs this agency, and

**WHEREAS**, the Welfare Fund, which is the reserve fund for the Family Services Agency, is also titled incongruously and is recommended to be made consistent to better describe its role in the finances within the agency, and

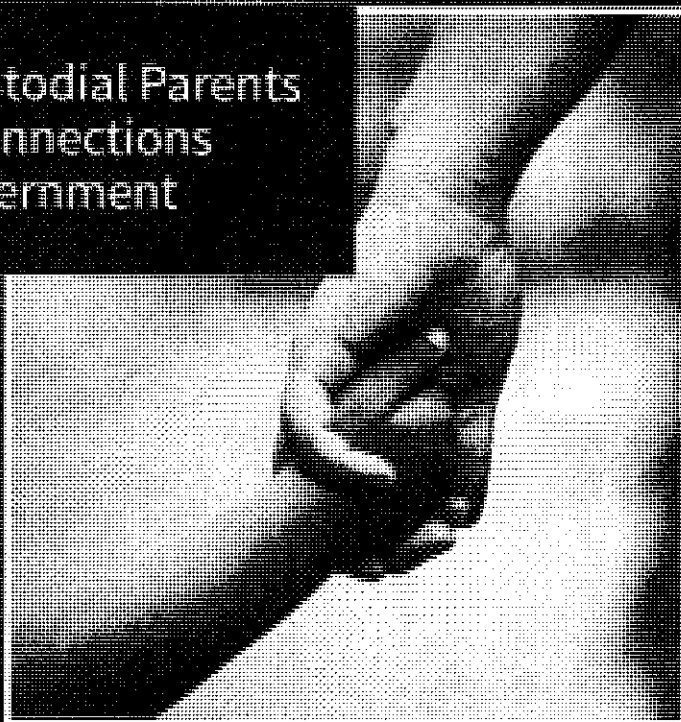
**WHEREAS**, clarification is sought in reference to the official name of the agency, its respective board, and its related fund;

**THEREFORE BE IT RESOLVED** the Human Services Board approves the use of Family Services to describe the agency itself as well as the governing board and approves the changing of the name of the Welfare Fund to now be called the Family Services Fund;

**BE IT FURTHER RESOLVED** that this resolution rescinds all previous naming resolutions of the Human Services Board and Family Service Board.

Accurint® for Government

## Better Locate Non-Custodial Parents and Restore Family Connections with Accurint® for Government



Enacted in 1975, the Child Support Enforcement (CSE) Program now faces new realities that challenge the success of this essential program:

**Changing family dynamics:** Incarceration rates have increased by more than 500% since 1975. Unwed births accounted for 10% of all births in 1975—they account for 40% today.<sup>1</sup>

**Modification of obligations:** Legislators and agencies are re-thinking the way child support obligations are established. Unrealistic payment expectations, especially in the case of incarcerated parents, are often counterproductive.

**Child support debt is growing:** Approximately 25% of all U.S. inmates owe child support. On average, an incarcerated parent with a child support order is released from prison with roughly \$20,000 in debt.<sup>2</sup>

### Child Support Statistics

On average, incarcerated parents who owe child support leave prison with nearly \$20,000 in child support debt.

2.2M U.S. citizens are incarcerated

50% are parents

25% owe child support

\$20K average child support debt

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**\$11 Billion problem**

## Investigate, Locate, and Monitor Non-Custodial Parents (NCPs)

A data-driven approach is critical to the future success of the CSE Program. Accurint for Government taps into the nation's most comprehensive and current incarceration data network, with direct jail management system interfaces to over 2,800 jails and DOC facilities. Collaborating with child support agencies across the country, we have identified a critical need for access to real-time incarceration data to successfully locate and monitor NCPs who are in the various stages of incarceration.

This incarceration intelligence gives agencies access to accurate, timely data that allows agencies to locate and monitor NCPs, with the end goal of increasing child support payments.

## Help Parents Support Their Children

Child support professionals are increasingly shifting their focus away from punitive action to strategies designed to increase family cohesion among parents and their children. Real-time incarceration data can contribute to the success of such strategies by helping agencies modify and/or reduce obligations for incarcerated NCPs.

### **This approach can facilitate several important outcomes:**

- Modification of orders during incarceration reduces uncollectible child support debt and increases the chance for a more positive financial outcome.
- Knowing where the individual is in the incarceration lifecycle improves the likelihood of success with rehabilitation programs.

- NCPs who are financially involved are more likely to remain a key part of their children's lives.

## Strengthen Agency Performance Measures with Real-Time, Accurate Data

The Child Support Performance and Incentive Act established five performance measures by which agencies are measured and funded: paternity establishment percentage, support order establishment, current collections, arrearage collections, and cost-effectiveness.

Accurint for Government helps states improve performance in each of the five measures to maximize their share of the incentive payment pool.

Our solution enables agencies to vastly improve process efficiencies, save tax dollars, and ultimately support the financial needs of dependent children.

Agencies are able to place “watches” on their NCP lists, and receive alerts when a monitored NCP is:

- Booked into custody
- Released from custody
- Incarcerated for a certain “length of stay”

*“The child support mission is aimed at improving overall child and family well-being and capacity for self-sufficiency. I challenge you to consider how your program can develop and implement practices that foster responsibility and reconnection for formerly incarcerated parents.”*

—Scott Lekan Commissioner,  
Office Of Child Support Enforcement<sup>3</sup>



Contact your LexisNexis Risk Solutions representative  
or call 1-800-869-0751 for more details.

### About LexisNexis Risk Solutions

LexisNexis® Risk Solutions harnesses the power of data and advanced analytics to provide insights that help businesses and governmental entities reduce risk and improve decisions to benefit people around the globe. We provide data and technology solutions for a wide range of industries including insurance, financial services, healthcare and government. Headquartered in metro Atlanta, Georgia, we have offices throughout the world and are part of RELX (LSE: REL/NYSE: RELX), a global provider of information-based analytics and decision tools for professional and business customers. For more information, please visit [www.risk.lexisnexis.com](http://www.risk.lexisnexis.com) and [www.relx.com](http://www.relx.com).

<sup>1</sup> Next gen child support, Deloitte (2016).

<sup>2</sup> Final Rule - Modification for Incarcerated Parents, Office of Child Support Enforcement

<sup>3</sup> Child Support Report, Office of Child Support Enforcement (April 2019)



**Kanabec County Family Services  
Accurint for Government Proposal  
January 26, 2023**

**Accurint for Government**

LexisNexis **Accurint for Government** is a powerful investigative tool used by thousands of government agencies across the country. Accurint assists investigators with enforcing laws and regulations, fighting fraud, and providing citizen-centric services. Our advanced data linking technology, known as **LexID**, enables government professionals to instantly gather and analyze current, comprehensive, and authoritative public records information, allowing them to perform their jobs more efficiently and effectively.

**Accurint** provides access to billions of public and proprietary records. With **Accurint** you can:

- Locate people and discover associations
- Uncover assets
- Investigate businesses
- Visualize complex relationships
- Map property and sex offender locations with advanced Google Maps™ technology
- Verify and uncover derogatory information regarding beneficiaries/recipients and providers

This stand-alone, Web-based service can be accessed with a unique User ID and password. Special software is not required, and any updates or upgrades are transparent to users. Search results are typically returned in seconds. The **Accurint** website is accessible 24 hours a day, 7 days a week.

**Flat Rate Plan**

1	\$130.00
2 to 4	\$120.00
5 to 10	\$110.00
11 to 25	\$100.00

**Premium Features, Flat Rate Add-ons**

News (all Types)	\$35.00
Real-Time Phones*	\$25.00
Virtual Identity	\$25.00
Contact Card Report	\$10.00
Email Search Premium	\$10.00

**Note\*** (The Flat Rate Subscription includes unlimited searching for all standard features – plus **Real-Time Phones** for new subscribers); 12-month committed term

**Account Features:**

- ✓ 24-hour search and technical support, 866-277-8407
- ✓ Free training for all users with LexisNexis consultants
- ✓ Easily accessible on-line tutorials and learning guides
- ✓ Admin portal (Epic 360) for account maintenance
- ✓ Dedicated LexisNexis Account Manager

## LexisNexis Risk Solutions

**SCHEDULE A**  
**Accrunt for Government**  
**(Per User Subscription)**

Customer Name: Kanabec County Family Services  
 Billgroup #: \_\_\_\_\_  
 LN Account Manager: Traci Grodner

This Schedule A sets forth additional or amended terms and conditions for the use of the Accrunt for Government services ("LN Services"), as set forth in the services agreement for the LN Services between Customer and the LexisNexis Risk Solutions entity as further defined therein ("Agreement"), to which this Schedule A is incorporated by reference. For purposes of the Agreement and this Schedule A, all applicable LexisNexis Risk Solutions entities shall be individually and collectively referred to as "LN". Customer acknowledges that the services provided under this Schedule A are non-FCRA services.

**1. SCHEDULE A TERM**

The term of this Schedule A will be 12 months beginning March 1, 2023 (the "Initial Term"). Following the Initial Term, this Schedule A shall automatically renew for additional periods of twelve (12) months (each one, a "Renewal Term"), unless written notice of termination is provided to either party at least sixty (60) days prior to the expiration of the Initial Term or any Renewal Term. If an account is activated after the first day of a calendar month, charges will not be pro-rated.

**2. FEES**

**2.1 User Fees:** The following table (the "Price Table") describes the agreed upon user fees (the "User Fees"):

PRICE TABLE	
Standard Features Fee (per user): Includes Real Time Phones.	\$120.00
Premium Features:	
Total Monthly User Fees (per user):	\$120.00
Minimum Number of Users	2
Total Monthly Minimum Amount	\$240.00

All of the searches and reports included in the attached Price Schedule are referred to as the "Features". The User Fees include unlimited access to all Features, excluding those Features identified herein as Excluded Features but including the Premium Features listed in the Price Table. User Fees shall be due each month for: (i) any User ID upon which any search occurs during a calendar month; and (ii) any User ID activated on Customer's account which was not used to perform any searches and is not suspended or terminated by the close of business on the last day of any calendar month. At the end of each 12-month period beginning on the effective date hereof, User Fees will be increased 3%.

**2.2 Features Not Included:** The following Features ("Excluded Features") are not included in the User Fees and shall in all cases be charged separately according to the pricing specified in the attached Price Schedule:

Bankruptcy Docket Sheet
Bankruptcy Documents
Business Link Report
Canadian Phones
Comprehensive Healthcare Business and Provider Report
Contact Card Report
Court Search Wizard
Disclosed Entity Service



January 31, 2023

Dun & Bradstreet Global Market Identifiers
Dun & Bradstreet Search and Report
DE Corporation Search and Report
Email Search Premium
FCRA Credit Reports
Federal Civil Court Records Search
Flat Rate Comprehensive Healthcare Business and Provider Report
Government Location Report
InstantID Q&A
Jail Booking Search & Report
National Motor Vehicle Accident Search and Report
News Searches
Online Batch
OSHA Investigative Reports Search
Property Deed Image
Provider Report Card
Provider Sanction Search and Report
Provider Search and Report
Real Time Person Search
Real Time Phone Search
SEC Filings
Virtual Identity Search and Report
Workplace Locator
XML

***LN standard pricing will be in effect for any new features made generally available by LN subsequent to the execution of this Schedule A.***

**2.3 Payment Amount:** Customer shall pay to LN each month the greater of: (i) the total User Fees and applicable Excluded Features fees; or (ii) the total monthly minimum amount(s) of \$240.00.

### **3. EXPIRATION**

Unless otherwise accepted by LN, the terms herein are valid if the Schedule A is signed by the Customer and received by LN on or before **February 20, 2023**.

### **4. CLOUD SERVICES**

LN is executing a multi-year plan to move certain LexisNexis Risk Solutions products and services to Microsoft Azure Cloud services. Should you have questions regarding this plan, please document and send them via email to [cloudquestions@lexisnexisrisk.com](mailto:cloudquestions@lexisnexisrisk.com).

January 31, 2023

**5. CONFIDENTIAL INFORMATION**

This Schedule A contains the confidential pricing information of LN. Customer acknowledges that the disclosure of such pricing information could cause competitive harm to LN, and as such, Customer agrees to maintain this Schedule A in trust and confidence and take reasonable precautions against disclosure to any third party to the extent permitted by local and state law.

**AGREED TO AND ACCEPTED BY: Kanabec County Family Services**

Signed: \_\_\_\_\_  
Name: Chuck Hurd  
Title: Director  
Date: 2/21/2023

**Resolution # FS 2/21/23**  
**Lexis Nexis Subscription Resolution**

**WHEREAS**, the Family Service Agency has a need to locate people to complete relative searches and fraud investigation searches for assets, and

**WHEREAS**, Lexis Nexis has an investigative tool known as LexID which enables government professionals to instantly gather and analyze current, comprehensive and authoritative public records information in order to be more efficient and effective in their work, and

**WHEREAS**, the Director and two Supervisors have viewed a demonstration by Lexis Nexis of their investigative process, and

**WHEREAS**, the Family Services Director is recommending two subscriptions to this service to be more effective and efficient in completing relative and asset searches for Children's Services and the Fraud Prevention area.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director entering into a subscription agreement with Lexis Nexis for 2 subscriptions, costing a total of \$240.00 per month, to commence on March 1, 2023 and to automatically renew unless written notice of termination is received at least 60 days prior to the termination date.

# Kanabec County Family Services

## 4<sup>th</sup> Quarter 2022 Report

### FINANCIAL ASSISTANCE

Preparer: Tim Dahlberg

#### A. Major Highlights

- Through this quarter, we've continued to see an increase in applications and interviews. For example, the number of interviews the team has completed has been 594. In comparison, within the last five years, the next highest 4<sup>th</sup> quarter interview total was 437 back in 2019. The team has done an excellent job working through this.

#### B. Challenges/Concerns

- E-SNAP (Emergency - Supplemental Nutrition Assistance Program) will be coming to an end. The last month of E-SNAP is February, with the last payment for February being issued to program recipients in March. The E-SNAP program has been providing additional SNAP funds to eligible households throughout the PHE (public health emergency). We expect to receive an influx of calls and communication from those impacted.
- DHS (Department of Human Services) is working on a plan to begin renewing eligibility for healthcare cases. During the PHE, the need for program recipients to renew their eligibility was halted. As the timeline sits right now, we are to start renewing cases in July. This will be an adjustment for enrollees and our workers.

#### C. Looking Ahead

- We are up for our SNAP ME (Management Evaluation) Review in 2023. An initial orientation meeting has been completed. The categories for this review will be certification processes, program access, and expedited SNAP processing.
- DHS is developing a number of trainings to refresh workers on the upcoming healthcare renewal reinstatement. Our team will be attending these trainings.

Program Totals as of 12/31/22		
Program	Active Cases	# of Persons Active
MN Family Investment Program (MFIP)	67	166
Diversionary Work Program (DWP)	0	0
General Assistance	86	86
MN Supplemental Assistance (MSA)	80	83
Housing Supports (Formerly GRH)	77	77
Food Support (SNAP)	880	1496
Medical Assistance and/or Medicare Savings Programs (MAXIS)	906	937
Medical Assistance (METS) *as of 1/3/23	2017	3993
MinnesotaCare (County Serviced) * as of 1/3/23	107	148

# Kanabec County Family Services

## 4<sup>th</sup> Quarter 2022 Report

### CHILD SUPPORT

**Preparer:** Tammy Owens and Tim Dahlberg

#### A. Major Highlights

- Tammy has joined the MFSRC (Minnesota Family Support and Recovery Council) Board of Directors. This is the association for child support and collection professionals.
- The build up to the child support guideline changes as of 1/1/2023 has gone well.

#### B. Challenges/Concerns

- With the continued wind-down of Public Health Emergency (PHE) policies for public assistance programs, we may see challenges along the way. We will remain attentive to our cases which may be affected.

#### C. Looking Ahead

- We are looking forward to having more up-to-date information regarding health care eligibility interface to our systems, when renewals for those programs begin. During the PHE, certain negative actions could not be taken on healthcare cases. This has caused difficulties on some child support cases where information for custodial and non-custodial parents is not current.
- COLA (Cost of Living Adjustment) time is upon us and we will be working on the reports of the cases that maybe eligible for the bi-annual increase in basic support obligations. This will affect approximately 325 or more of the cases.

CHILD SUPPORT ENFORCEMENT STATISTICS					
AREA	QUARTER ENDING				Year to Date
	3/31/2022	6/30/2022	9/30/2022	12/31/2022	
<b>Caseload By Type</b>					
Non-Public Assistance	187	187	176	182	
Arrears Only	216	219	220	204	
Public Assistance	301	300	293	292	
Foster Care	8	7	2	4	
Spousal Maintenance Only	5	5	5	5	
<b>Total</b>	<b>717</b>	<b>718</b>	<b>696</b>	<b>687</b>	
<b>Collections Report</b>					
<b>Total Collected</b>	<b>\$489,304.64</b>	<b>\$519,522.80</b>	<b>\$486,890.07</b>	<b>\$484,344.49</b>	<b>\$1,980,062.00</b>
<b>PA Collections</b>					
Current	\$203,575.89	\$193,533.62	\$202,919.48	\$201,302.05	<b>\$801,331.04</b>
Arrears	\$45,199.81	\$47,586.06	\$28,646.36	\$27,546.71	<b>\$148,978.94</b>
Spousal Maintenance					<b>\$0.00</b>
<b>Total</b>	<b>\$248,775.70</b>	<b>\$241,119.68</b>	<b>\$231,565.84</b>	<b>\$228,848.76</b>	<b>\$950,309.98</b>

## Kanabec County Family Services 4<sup>th</sup> Quarter 2022 Report

<b>NPA Collections</b>					
Current	\$164,485.64	\$180,243.66	\$169,805.84	\$177,302.46	<b>\$691,837.60</b>
Arrears	\$72,774.92	\$95,066.46	\$82,253.39	\$74,771.27	<b>\$324,866.04</b>
Spousal Maintenance	\$3,268.38	\$3,093.00	\$3,265.00	\$3,422.00	<b>\$13,048.38</b>
<b>Total</b>	<b>\$240,528.94</b>	<b>\$278,403.12</b>	<b>\$255,324.23</b>	<b>\$255,495.73</b>	<b>\$1,029,752.02</b>
<b>Current Support due</b>	\$495,710.23	\$510,630.68	\$509,397.22	\$523,274.91	<b>\$2,039,013.04</b>
<b>Current Distributed</b>	\$370,429.91	\$375,910.28	\$374,659.82	\$410,696.01	<b>\$1,531,696.02</b>
<b>% of Distribution of Current</b>	74.73%	73.62%	73.55%	78.49%	<b>75.12%</b>
<b>Cases with Arrears due</b>	409	408	406	407	
<b>Cases with Arrears Distributed</b>	198	173	178	165	
<b>% of Cases w/Arrears Payment</b>	48.41%	42.40%	43.84%	40.54%	

### FISCAL

**Reporter:** Jessica Gravich

#### A. Major Highlights

- All annual and quarterly reports were completed by the due dates.
- The 2023 Family Service Dept. budget was completed and approved.
- The 2022 Family Services Budget ended within expectations.

#### B. Challenges and Concerns

- We are still tracking the IV-E Children's Residential Facility payments that are currently not reimbursed.
- We are still keeping an eye on our fund balance. It remains positive to the previous year.

#### C. Looking Ahead

- Beginning to work on the annual audit.
- Looking at new processes for upcoming changes for the billing process.

#### D. Fiscal Fraud/Collections

- Fraud and collection are moving to Financial/Child Support Unit.
- For this quarter the following amounts were collected:

Type	Amount	County Portion	Number of Cases
------	--------	----------------	-----------------

## Kanabec County Family Services

### 4<sup>th</sup> Quarter 2022 Report

Fraud	\$0	\$0	5
Estate (MA)	\$55,227.03	\$13,806.76	8
Estate (GA)	\$0	\$0	0

#### ADMINISTRATIVE STATISTICS

AREA	1/1/2022 to 3/31/2022	4/1/2022 to 6/30/2022	7/1/2022 to 9/30/2022	10/1/2022 to 12/31/2022	Year to Date Data	2022 Approved Budget
Revenues - Income Maintenance						
State Sources	51,412	35,468	86,410	76,815	250,106	185,021
Federal Sources	243,456	223,175	221,580	230,225	918,436	1,074,843
Other Sources	68,113	58,881	6,964	57,847	191,805	137,661
Fund Balance-Planned Use					-	
Total	362,981	317,524	314,953	364,888	1,360,347	1,397,525
Expenditures - Income Maintenance						
Public Aid	99,105	136,108	109,508	90,450	435,170	490,100
Personal Services	306,436	315,761	359,823	370,574	1,352,594	1,390,172
Direct Materials	82,174	35,239	31,748	37,350	186,510	204,365
Other Expenses	668	1,761	660	1,069	4,158	4,850
Total	488,383	488,868	501,738	499,443	1,978,432	2,089,487
Revenues - Social Services						
State Sources	112,035	240,025	415,542	208,022	975,624	981,971
Federal Sources	327,356	298,609	279,934	266,783	1,172,682	1,159,904
Fees for Services	85,962	68,813	55,433	52,484	262,692	127,000
Other Sources	115,304	143,730	96,834	166,190	522,058	414,500
Fund Balance-Planned Use					-	
Total	640,657	751,177	847,743	693,479	2,933,056	2,683,375

## Kanabec County Family Services

### 4<sup>th</sup> Quarter 2022 Report

#### Expenditures - Social Services

Public Aid	352,142	426,247	439,604	486,503	1,704,495	1,691,847
Personal Services	534,768	537,238	600,621	626,663	2,299,290	2,321,727
Services & Charges	55,360	47,872	45,285	60,819	209,336	237,244
Direct Materials	2,173	3,181	1,269	3,358	9,981	14,903
Other Expenses			745	30	775	
Total	944,443	1,014,538	1,087,524	1,177,373	4,223,877	4,265,721

#### Revenues - IM & SS

State Sources	163,447	275,494	501,952	284,837	1,225,730	1,166,992
Federal Sources	570,812	521,784	501,514	497,008	2,091,118	2,234,747
Fees for Services	85,962	68,813	55,433	52,484	262,692	127,000
Other Sources	183,417	202,610	103,798	224,037	713,863	552,161
Fund Balance-Planned Use					-	
Total	1,003,638	1,068,701	1,162,696	1,058,367	4,293,403	4,080,900

#### Expenditures - IM & SS

Public Aid	451,247	562,355	549,112	576,953	2,139,666	2,181,947
Personal Services	841,204	852,999	960,444	997,237	3,651,884	3,711,899
Services & Charges	137,534	83,111	77,033	98,169	395,846	441,609
Direct Materials	2,841	4,942	1,929	4,427	14,139	19,753
Other Expenses					-	
Total	1,432,826	1,503,406	1,588,517	1,676,786	6,201,535	6,355,208

### CHILD PROTECTION

#### A. Major Highlights:

- Makayla Johnson has been hired to fill a vacancy that was created when Katie Vork took a new position with Children's Mental Health.



## **Kanabec County Family Services**

### **4<sup>th</sup> Quarter 2022 Report**

- Alissa McDermeit will be filling the position of Permanency/Licensing Worker when she returns from maternity leave.
- Family support team meetings continue to be an asset to connecting the agency with the community and school.
- Staff attended the Fall Social Work Conference in St. Louis County, attending many new trainings and area resources.

#### **B. Trainings:**

- Staff has participated in the following trainings:
- St. Louis County Fall Conference
- Communities of Practice, IV-E Foster Care.
- Makayla has completed two sessions of CORE training this quarter.

#### **C. Challenges/Concerns:**

- Limited resources and waiting lists present a challenge to address the needs of clients.
- As we approach the mid-point of the school year educational neglects and truancy cases are anticipated to increase.
- Chronic chemical use/abuse in the county and its exposure to children.
- Ongoing challenges to court hearing as part of the 10<sup>th</sup> PICK. Virtual hearings and in person hearing scheduling confusion, long wait times for families, limited GAL advocates,
- Ongoing concerns for COVID exposure to social workers and the families. This has also been a challenging in ensuring on going face to face connections as there continues to be outbreaks.

#### **D. Looking Ahead:**

- Continued development and implementing of the new Permanency/Licensing Worker .
- Increase in Educational Neglect and Truancy cases.

## **CHILDREN'S MENTAL HEALTH**

#### **A. Major Highlights:**

- Katie Vork has taken over as a children's mental health case manager
- Family support team meetings continue to be an asset to connecting the agency with the community and school.
- Staff attended the Fall Social Work Conference in St. Louis County, attending many new trainings and area resources.

#### **B. Trainings:**

- Staff has participated in the following trainings:
- St. Louis County Fall Conference

## Kanabec County Family Services

### 4<sup>th</sup> Quarter 2022 Report

- Katie completed the Rule 79 mental health training

#### **C. Challenges/Concerns:**

- Limited resources and waiting lists present a challenge to address the mental health needs of clients.
- High caseloads and several placements make it difficult to keep up with necessary paperwork.
- The new Families First requirements are difficult to implement into our already busy schedules
- Ongoing concerns for COVID exposure to social workers and the families. This has also been challenging in ensuring on going face to face connections as there continues to be outbreaks.

#### **D. Looking Ahead:**

- Anticipating even larger caseloads as the school year continues.
- Increase in Truancy cases.

## **AGING SERVICES**

**Reporter:** Aliina Olson and Krista Eye

#### **A. Major Highlights:**

- Completing initial assessments and reassessments with clients in their homes and getting to see them in person. Connecting members with the resources they need when they are at the most critical point in their lives.

#### **B. Training Attended:**

- Blue Plus Health Plan Training. Continued refresher training for MCNHOICE new roll out.

#### **C. Challenges and Concerns:**

- Among members continued concerns include isolation of older adults. Challenges as care coordinators include limited resources being in a rural area. Another challenge as care coordinators is balancing heavy caseloads that are continually growing while still devoting time to each client as they need.

#### **D. Trends:**

- Continued growth of this case load and clients turning 65 in our county.

#### **E. Looking Ahead:**

- Implementing the new MNCHOICE model for our assessments and reassessments. Learning and collaborating with Blue Plus the new managed care plan.

# Kanabec County Family Services

## 4<sup>th</sup> Quarter 2022 Report

### COMMUNITY SUPPORT PROGRAM

Reporter: Rhonda Bergstadt

#### **A. Major Highlights**

- Support groups and Holiday celebrations have been well attended. Holiday celebrations continue to welcome all.
- COVID fears appear to be decreasing with the increased vaccinations. This has allowed the general public to focus on other things. This includes mental health and the fact that mental health has not been treated equally to physical health in the past. Increased mental health services are becoming available and covered by most insurances.

#### **B. Training Attended**

- I continue to complete research and training as needed to offer the best and most effective treatment to those I serve.
- Attended St. Louis County conference. Trainings attended focused on brain health and recovery.

#### **C. Challenges and Concerns**

- Inflation continues to be a stressor for everyone.

#### **D. Looking Ahead**

- As we enter flu season (which has already started) we will continue to take precautions to limit exposure of illness to others.

#### **E. Trends**

- Technology for mental health. Mindfulness, relaxation techniques, mood charts and so on are all accessible on a smart phone. We continue to research these sites to determine which might be therapeutic and improve mental health.

### DD CASE MANAGEMENT

Reporter: Kelly Mitchell, Chelsey Bottelson

#### **A. Major Highlights**

- Continued changes to the waiver system.
- Increase in caseloads.

#### **B. Training Attended**

- Staff have attended various online and in-person trainings. Staff have new MNChoices 2.0 training to complete in upcoming quarter.

#### **C. Challenges and Concerns**

- Increase in caseloads. There has been a big increase in transfers and new referrals.
- Increase in CAC waivers.

## Kanabec County Family Services

### 4<sup>th</sup> Quarter 2022 Report

- Continued lack of staffing in Community Residential Settings; some closing due to no staffing.
- Lack of in-home providers for behavioral challenges.
- Increase in need for residential placement options for children.
- Transportation continues to be a challenge for the individuals in our area. This is a big barrier for our individuals who are seeking employment.
- Continues to be long wait lists for day programs. Many are still not functioning at full-capacity.

#### D. Looking Ahead

- Preparation for MNChoices 2.0
- Continued discussion on managing caseload sizes and new waivers.

#### E. Trends

- Continued Increase in Environmental Accessibility Adaptation referrals and referrals to ConnectAbility.
- Seeing an increase for exception rates for services for In-home supports due to higher need clients.
- Seeing an increased need in psychiatric residential treatment placements in children. Lack of beds available in the state.
- Increase in hospitalizations of children.
- Increase in high needs cases.
- Continued to see lack of PCA and in-home supports workers.
- More parents are providing PCA services to their minor children due to the option under COVID-19 and lack of staffing in our area

### KCFS - LICENSING

**Reporters:** Tonya Burk, Danielle Linkert, Ashlee Lovaas

	Family Child Care	Child Foster Care	Adult Foster Care
<b>Last Quarters No. of Providers</b>			
New Licenses	1		
Relicensings	1		2 - CRS
Off Year Visits	2		
Change of Premise			
Pending Applications	1		
Correction Orders			
Negative Actions			
Extensions			
Investigations	1		
Closed Licenses		1	1

## Kanabec County Family Services

### 4<sup>th</sup> Quarter 2022 Report

Orientation provided for (number of persons)	2	2	0
Total Number of Providers in Kanabec County	25	9-CFC 1-CFC CRS	7-AFC 13-CRS

#### A. Training Attended

- Monthly Licensor Call in Webex (FCC) –Danielle
- Monthly ELICI Trainings- Danielle
- FCC Roundtable Trainings- Danielle
- St. Louis County Conference (3 day)- Ashlee
- AFC/CRS Home Safety Checklist training (at DHS)-Ashlee
- Monthly Foster Care Webinar- Ashlee
- Licensing Investigation Training DHS (virtual 2 day)- Ashlee

#### B. Challenges and Concerns

- Pending FCC applicants expiring

#### C. Looking Ahead

- Pending FCC applicants
- Pending CFC applicants
- Transition and training for new CFC licensor

#### D. Trends

- In person Child Foster Care Orientation held every 2 months (Oct. 11, 2022 & Dec. 13, 2022)
- FCC Rule 13 Review October 27, 2022

## ADULT MENTAL HEALTH

**Reporter:** Cassie Dahlberg, Abby Malecha

#### A. Major Highlights:

- Overwhelming number of court hearings this past quarter.

#### B. Training Attended:

- The two staff attended Motivational Interviewing training and De-escalation and Trauma.

#### C. Challenges and Concerns:

- The transition from county specific court administration handling of commitment filings to the PICK 10 regional control has resulted in strain between departments.

# Kanabec County Family Services

## 4<sup>th</sup> Quarter 2022 Report

### D. Trends:

- Continuing requests for case management and assistance with mental health services in the community.

### E. Looking Ahead:

- More options for out-patient mental health therapy and evaluations have become available in Kanabec County. Services such as Adult Rehabilitation Mental Health Services (ARMHS), Personal Care Assistance (PCA), In-Home Supports (IHS), and home health care providers are unable to meet the county demands due to staffing issues.

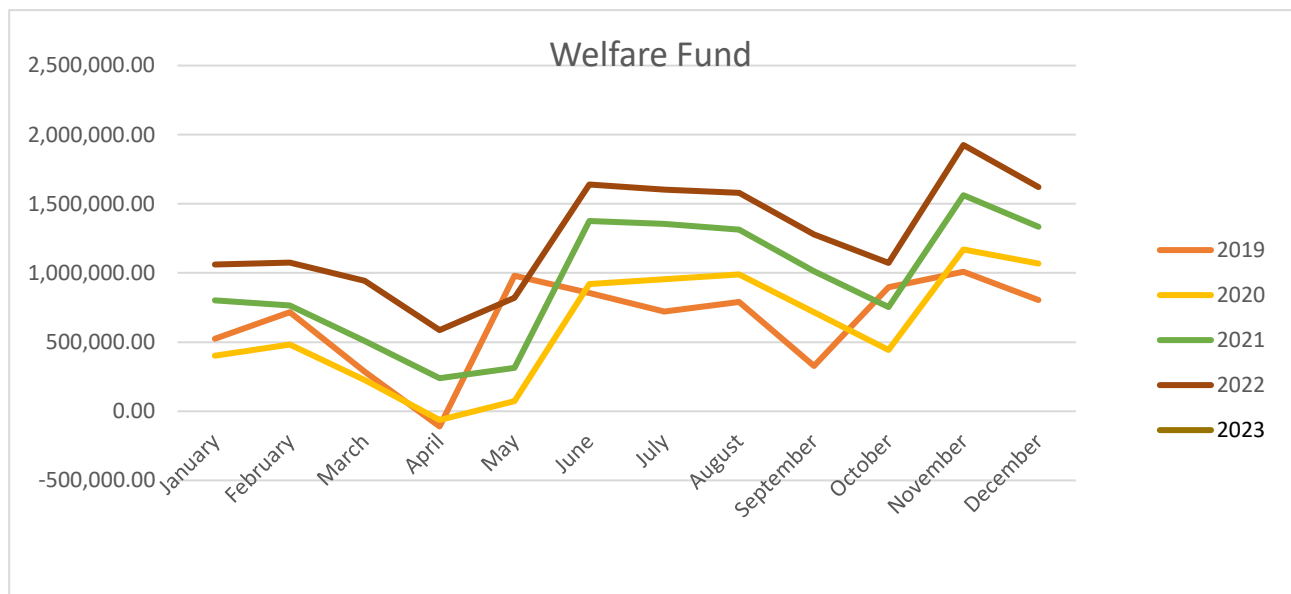
Program Area – Adult Services	01/01/2022 To 03/31/2022	04/01/2022 To 06/30/2022	07/01/2022 To 09/30/2022	10/01/2022 To 12/31/2022	Year To Date Data
<b>702 Social Services</b>					
MNChoices					
# New Assessments	14	15	22	10	61
# Reassessments	53	66	45	63	227
SCHA Community Well – New Enrollees					
# New Enrollees	13	11	16	18	
Total Members Served	157	168	184	182	
CADI Waiver					
# clients on waiver	103	104	115	121	
# adults	79	81	91	92	
# children	24	23	24	29	
# clients in residential setting	24	14	34	32	
# receiving employment services	22	21	23	24	
Relocation Services					
# receiving RSC	2	0	0	0	
<b>710 Licensing</b>					
Family Child Care					
# homes active	25	26	24	25	
# newly licensed	0	1	0	1	
# relicensed	5	5	2	1	
Child Foster Care					
# homes active	12	11	11	10	
# newly licensed	0	1	2	0	
# relicensed	0	0	2	0	
Adult Foster Care/Comm Resid Setting					
# homes active	21	20	20	20	
# newly licensed	0	0	0	0	
# relicensed	3	0	3	2	

## Kanabec County Family Services

### 4<sup>th</sup> Quarter 2022 Report

<b>730 Chemical Dependency</b>					
# Rule 25 assessments	3	1	0	0	4
# Detox paid	4	3	3	9	19
Program Area – Adult Services	01/01/2022 To 03/31/2022	04/01/2022 To 06/30/2022	07/01/2022 To 09/30/2022	10/01/2022 To 12/31/2022	Year To Date Data
<b>740 Mental Health – Adults</b>					
Residential					
# persons in CBHHS	0	0	0	0	
# inpatient setting	3	6	2	7	
# IRTS setting	1	2	2	0	
# in residential setting	6	4	3	3	
Community Supports					
# CSP clients	26	24	25	25	
# Adult services	2	1	1	1	
Case Management					
# Rule 79 clients	29	35	39	46	
# general case management clients	2	0	0	1	
Court					
# pre-petition screenings	3	4	1	9	
# judicial hearings	8	3	4	17	
<b>750 Developmental Disabilities</b>					
# DD clients – adult	64	64	64	67	
# DD clients – child	31	34	35	33	
# clients on waiver	77	78	79	84	
# SILS clients	7	7	7	6	
# clients in residential setting	31	31	29	28	
# clients in ICF-DD	1	1	1	1	
# clients in nursing home	1	1	2	2	
# receiving employment support	28	25	26	23	
# receiving Family Support Grant	0	0	0	0	
<b>760 Adult Services</b>					
# Adult Protection reports	12	25	36	35	108
# Adult Protection cases	5	8	11	7	31
# Court Visitor cases	3	1	2	1	7
# CSG Cases	4	4	4	4	
<b>Overall Number of Workgroups</b>	499	492	484	505	

	2019	2020	2021	2022	2023
January	523,556.70	401,131.39	802,602.99	1,060,669.83	1,332,846.30
February	715,738.74	483,781.08	764,375.81	1,074,400.99	
March	285,341.21	225,078.17	507,711.89	942,838.71	
April	-109,902.43	-63,141.11	239,129.82	586,755.76	
May	979,247.26	73,382.15	313,993.85	820,322.23	
June	855,820.47	920,867.09	1,376,518.14	1,638,762.92	
July	721,467.48	955,700.06	1,355,779.92	1,603,064.80	
August	791,435.79	990,235.56	1,312,346.82	1,578,429.94	
September	326,963.03	716,408.79	1,012,985.41	1,277,604.14	
October	897,606.65	443,084.51	753,774.16	1,072,396.60	
November	1,008,939.34	1,170,024.75	1,562,104.61	1,925,516.68	
December	804,618.63	1,067,709.00	1,335,030.43	1,620,823.12	
Totals	7,800,832.87	7,384,261.44	11,336,353.85	15,201,585.72	1,332,846.30
Averages	650,069.41	615,355.12	944,696.15	1,266,798.81	1,332,846.30
6 month Avg.	758,505.15	890,527.11	1,222,003.56	1,512,972.55	1,467,936.13
Rolling 12 month Avg	650,069.41	615,355.12	944,696.15	1,266,798.81	1,289,480.18





Kanabec County Family Services - Board Financial Report							Through January 2023
	Total year to date/			8.33%	16.67%	25.00%	
Department	Budget	% of budget	Total	January	February	March	
Income Main. Service							
Exp	753,602.00	7.14%	53,804.48	53,804.48			
Rev	560,191.00	1.76%	9,831.56	9,831.56			
Tax	367,731.25	1.47%	5,406.53	5,406.53			
State Shared Rev			0.00				
Recoveries							
Exp	15,600.00	0.00%	0.00	0.00			
Rev	21,600.00	3.71%	801.00	801.00			
Tax	22,100.71	1.59%	351.21	351.21			
State Shared Rev			0.00				
Burials							
Exp	25,000.00	5.35%	1,336.50	1,336.50			
Rev			0.00				
Tax			0.00				
Child Support							
Exp	379,758.00	7.22%	27,408.09	27,408.09			
Rev	404,000.00	4.05%	16,364.47	16,364.47			
Tax							
MA Services							
Exp	483,900.00	5.17%	25,016.94	25,016.94			
Rev	452,000.00	9.63%	43,537.73	43,537.73			
Tax	31,513.97	3.21%	1,011.07	1,011.07			
State Shared Rev			0.00				
Child Care							
Exp	230,950.00	0.04%	99.00	99.00			
Rev	230,776.00	0.25%	580.00	580.00			
Tax	204.64	52.01%	106.43	106.43			
State Shared Rev			0.00				
Fraud							
Exp	74,689.00	7.56%	5,646.39	5,646.39			
Rev			0.00	0.00			
Tax	73,669.03	1.64%	1,206.18	1,206.18			
State Shared Rev			0.00				
Adult Services							
Exp	5,500.00	0.00%	0.00	0.00			
Rev	8,839.00	24.49%	2,165.03	2,165.03			
Tax							
Dev. Disability							
Exp	77,429.00	5.70%	4,411.87	4,411.87			
Rev	57,015.00	0.00%	0.00	0.00			
Tax	20,054.35	1.88%	376.05	376.05			
State Shared Rev			0.00				
Mental Health							
Exp	1,225,163.00	10.79%	132,192.61	132,192.61			
Rev	797,301.00	4.14%	32,971.07	32,971.07			
Tax	421,550.57	1.71%	7,222.92	7,222.92			
State Shared Rev			0.00				
Chemical Dependency							
Exp	46,000.00	-0.04%	-17.19	-17.19			
Rev	20,000.00	2.92%	583.88	583.88			
Tax	25,579.53	3.95%	1,011.07	1,011.07			
State Shared Rev			0.00				
Child Services							
Exp	560,639.00	10.63%	59,596.08	59,596.08			
Rev	276,235.00	5.20%	14,355.49	14,355.49			
Tax	280,146.96	1.15%	3,214.13	3,214.13			
State Shared Rev			0.00				
Social Services							
Exp	1,390,604.00	7.23%	100,568.86	100,568.86			
Rev	1,267,977.00	3.87%	49,067.73	49,067.73			
Tax	120,735.36	2.29%	2,760.03	2,760.03			
State Shared Rev			0.00				
Income Main. Admin							
Exp	96,111.00	7.48%	7,188.53	7,188.53			
Rev	46,300.00	2.37%	1,095.72	1,095.72			
Tax	49,112.68	1.49%	730.81	730.81			
State Shared Rev			0.00				
Social Services Admin.							
Exp	264,091.00	7.52%	19,869.02	19,869.02			
Rev	65,000.00	0.00%	0.00	0.00			
Tax	196,041.48	1.47%	2,877.11	2,877.11			
State Shared Rev			0.00				
FS Admin							
Exp	760,823.00	8.08%	61,454.46	61,454.46			
Rev	136,263.00	2.70%	3,672.72	3,672.72			
Tax	437,921.47	2.10%	9,202.48	9,202.48			
State Shared Rev			0.00				
Agency Totals							
Exp	6,389,859.00	7.80%	498,575.64	498,575.64			
Rev	4,343,497.00	4.03%	175,026.40	175,026.40			
Tax	2,046,362.00	1.73%	35,476.02	35,476.02			
State Shared Rev			0.00				
Total Revenue	6,389,859.00	3.29%	210,502.42	210,502.42			

# Board Approval Report

SSIS pymt. batch #: 142684010

Paid Cnty Vendor				Total Payments	Total Amount
Card Services, 000011484				2	222.62
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Community Support Services	434	2	222.62		
Central Minnesota Jobs & Training, 000015800				2	5,061.41
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Statewide MFIP Employment Services	237	2	5,061.41		
Central Mn Mental Health Center, 000011298				2	1,500.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Detoxification	371	2	1,500.00		
Community Living Options Inc, 000011478				1	367.22
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Semi-Independent Living Services (SILS)	534	1	367.22		
DHS STATE OPERATED SERVICES, 000011816				7	13,219.95
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
State-Operated Inpatient	472	7	13,219.95		
EAST CENTRAL REG. JUVENILE CTR., 000012085				1	9,145.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Correctional Facilities	185	1	9,145.00		
Family Pathways, 000012298				4	2,130.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Family-Based Counseling Services	162	4	2,130.00		
Ignaszewski/Karissa, 000012959				2	11,163.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	2	11,163.00		
Kanabec County AT ACH_VISA, 000001318				1	50.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	1	50.00		
KWIK TRIP INC, 000001705				2	303.60
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Client Flex Funds	418	1	151.80		
Transportation	116	1	151.80		
Little Sand Group Homes, 000013715				1	10,311.84
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Children's Group Residential Care	183	1	10,311.84		
Nexus-Gerard Family Healing , LLC, 000012394				2	4,702.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Child Family Foster Care	181	1	994.00		
Children's Residential Treatment	483	1	3,708.00		
Nexus-Mille Lacs Family Healing, 000014598				1	16,262.60
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Children's Residential Treatment	483	1	16,262.60		
Ogilvie Public School, 000015273				1	75.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Child Respite Care	489	1	75.00		
Options Residential, 000015334				1	1,469.71
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		

# Board Approval Report

Paid Cnty Vendor			Total Payments	Total Amount
Child Family Foster Care	181	1	1,469.71	
Pep Boys, 000015531			1	1,364.63
Svc Description	Svc Code	Payments	Amount	
Transportation	116	1	1,364.63	
PHASE, Inc., 000015579			2	1,164.24
Svc Description	Svc Code	Payments	Amount	
Day Training and Habilitation	566	1	784.08	
Transportation	516	1	380.16	
Pinehaven Youth & Fam SVCS Inc, 000015643			2	6,336.00
Svc Description	Svc Code	Payments	Amount	
Children's Group Residential Care	183	2	6,336.00	
Prairie Lake Youth Programs, 000015767			1	350.00
Svc Description	Svc Code	Payments	Amount	
Correctional Facilities	185	1	350.00	
Premier Biotech Labs, LLC, 000015779			1	96.45
Svc Description	Svc Code	Payments	Amount	
Health-Related Services	118	1	96.45	
Residential Services of NE MN Inc., 000016246			2	698.74
Svc Description	Svc Code	Payments	Amount	
Children's Residential Treatment	483	1	221.20	
Semi-Independent Living Services (SILS)	534	1	477.54	
Richardson MD/Paul T, 000016136			2	3,345.00
Svc Description	Svc Code	Payments	Amount	
Adult Outpatient Psychotherapy	452	2	3,345.00	
St. Croix Water Conditioning Company, 000011553			1	402.08
Svc Description	Svc Code	Payments	Amount	
Family Assessment Response Services	164	1	402.08	
Stokes, Jessica, 000016761			2	10,075.00
Svc Description	Svc Code	Payments	Amount	
Adult Outpatient Psychotherapy	452	2	10,075.00	
Thrive TopCo, LLC, 000010757			2	590.00
Svc Description	Svc Code	Payments	Amount	
Adult Outpatient Psychotherapy	452	2	590.00	
Volunteers Of America of MN, 000017460			5	3,836.33
Svc Description	Svc Code	Payments	Amount	
Semi-Independent Living Services (SILS)	534	5	3,836.33	
Report Totals:			51	104,242.42

I hereby certify that the above amounts have been approved and allowed by the county Welfare Board for payment to the claimant as in each instance stated that said county Welfare Board authorizes and instructs the county Auditor and county Treasurer of said county to pay the same.

Signature

Title

Date

FEBRUARY 2023 BOARD REPORT			
Vendor Name	Amount		
Jen Anderson (CP Travel)	\$ 280.34		
Anoka County Sheriff (Child Support Paperwork)	\$ 80.00		
Rhonda Bergstadt (Adult Mental Health Travel)	\$ 400.21		
Cassie Dahlberg (Adult Mental Health Travel)	\$ 354.36		
Tim Dahlberg (IM Travel)	\$ 80.76		
DHS	\$ 51,471.55		
DNA Diagnostic Center Inc (Child Support Blood Tests)	\$ 81.00		
Glens Tire Inc	\$ 65.01		
Jessica Gravich (Admin Travel)	\$ 28.03		
Linda Hosley (Childrens Mental Health Travel)	\$ 453.26		
Innovative Office Solutions (Office Supplies)	\$ 1,127.72		
Makayla Johnson (Child Protection Travel)	\$ 54.60		
Joshua Dye Convene Training (Mental Health Staff Development)	\$ 40.00		
Kanabec County Attorney	\$ 6,055.20		
Kanabec County Aud Treasurers	\$ 25,499.75		
Kanabec County Aud Treas/Car Pool	\$ 369.65		
Kanabec County Family Services	\$ 15.02		
Tamara Kelash (Child Protection Travel)	\$ 279.80		
Kari Lindstrom (Child Protection Travel)	\$ 985.99		
Danielle Linkert (DD Travel)	\$ 43.89		
Ashlee Lovaas (DD Travel)	\$ 89.08		
MAFA (IM Staff Development)	\$ 45.00		
Abby Malecha (Adult Mental Health Travel)	\$ 406.10		
MAPA Conference (IM Staff Development)	\$ 85.00		
Minnesota Dept of Health (Child Support Paperwork)	\$ 40.00		
MSSA (2023 Memb Staff Dev)	\$ 130.00		
Roseau County Sheriff Office (Child Support Paperwork)	\$ 50.00		
Kristen Struss (SS Admin Travel)	\$ 75.98		
Sugar Lake Lodge (Im Staff Development Lodging)	\$ 525.46		
Timber Trails Public Transit	\$ 13,155.67		
Pamela Vojvodich (Child Protection Travel)	\$ 92.23		
Katie Vork (Childrens Mental Health Travel)	\$ 298.68		
<b>TOTAL IFS DOLLARS</b>	<b>\$ 102,759.34</b>	33	Total IFS Vendors
<b>TOTAL SSIS DOLLARS</b>	<b>\$ 104,242.42</b>	24	Total SSIS Vendors
<b>Total</b>	<b>\$ 207,001.76</b>		
<b>Cost Effective Health Insurance &amp; Medicare Part B Reimbursements</b>	<b>\$ 15,312.72</b>	50	Ins. Reimb.Vendors
<b>MA Medical Mileage</b>	<b>\$ 9,006.07</b>	14	Med Mileage Vendors
<b>Grand Total</b>	<b>\$ 231,320.55</b>		
		121	<b>Total Vendors</b>

# 9:40am Appointment

February 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> DNR Groundwater Atlas Presentation	<b>b. Origination:</b> DNR
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Paul Putzier, Hydrogeologist Supervisor

**e. Board action requested:**

### Information only

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#### **f. Background:**

The Minnesota Department of Natural Resources recently completed the Kanabec County Groundwater Atlas (Atlas Part B). The complete county atlas is made up of two parts: Geologic Atlas (Part A) is completed first by the Minnesota Geological Survey, followed by the Groundwater Atlas (Part B) completed by the DNR. We sent you hard copies of the Groundwater Atlas in summer 2022, and both parts of the atlas are available as GIS and PDF formats.

The Kanabec County Groundwater Atlas describes the pollution sensitivity and other characteristics of Kanabec County groundwater resources. It is the result of several years of field work, analysis and report preparation. Local, county and state staff find the atlas useful in:

- Water supply planning
- County Water Plans
- Land use planning
- Understanding resource availability
- Development and management efforts
- Emergency response, and others

With the publication of the Kanabec County Groundwater Atlas, the DNR offers a half-day workshop for interested parties, including county commissioners and county staff. As part of completing this multi-year, comprehensive project at no cost to the county, the county originally agreed to help host the workshop if possible as their 'skin in the game'. The workshop focuses on:

- Review of atlas content (Geologic and Groundwater)
- A summary of study results
- Real-world exercises of how to apply and use the atlas

We typically work with a local contact to schedule the workshop – finding a date, time , venue, developing an invitation list, and sending out invitations. The county contact can be anyone working for the county – environmental staff, SWCD staff, etc. Some counties will make it a meeting open to the public (Winona just held a very successful workshop with three county commissioners and many county staff (DOT, planning, environmental) in attendance and form the public who came based on newspaper notices).

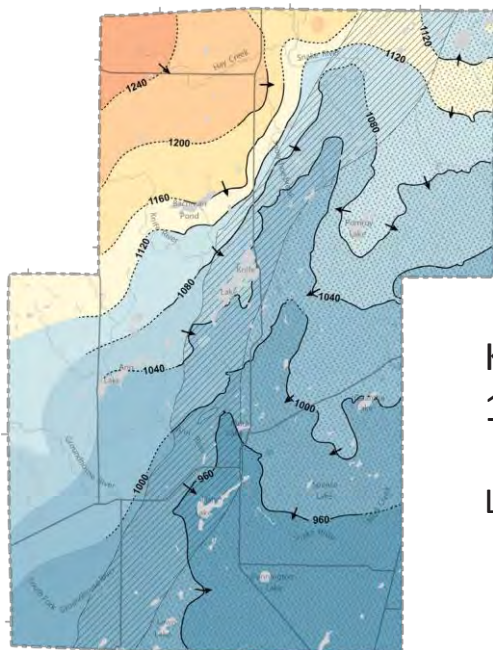
Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

Staff has communicated information about the workshop with Kanabec Soil & Water, the cities and townships, posted the information on social media, and sent public service announcements to the newspaper and KBEK.

# Groundwater Atlas of Kanabec County



**Workshop**  
**Thursday March 16, 2023**  
**9:00am–11:30am**

Kanabec County Jail Training Room  
100 S Vine St, Mora, MN 55051

Light refreshments will be available.

The workshop is taught by the **Minnesota Department of Natural Resources** and includes the following:

- A summary of the of geologic atlas by Minnesota Geological Survey (MGS)
- Review of the groundwater atlas findings by Minnesota DNR
- Real world exercises to get oriented to the atlas and how it can be used

Topics covered will include groundwater flow, groundwater sensitivity, and groundwater use and recharge. There will also be opportunities to address questions on other groundwater topics.

The atlas is available online as PDF or GIS files, and in print.

See [mndnr.gov/groundwatermapping](https://mndnr.gov/groundwatermapping)

Pre-registration is highly recommended by March 10<sup>th</sup> by contacting the Kanabec County Coordinator's Office at 320-679-6440 or email: [coordinator@co.kanabec.mn.us](mailto:coordinator@co.kanabec.mn.us)



The logo features a stylized lowercase 'm' in dark blue, with a green vertical bar integrated into the right side of the letter.

# DEPARTMENT OF NATURAL RESOURCES

February 2023

Contact: Paul Putzier, Supervisor

## County Atlas – Applications & Uses DRAFT





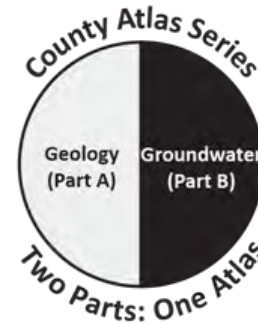
# Atlas Groundwater Sampling





# Who Uses the County Atlas?

- **Private Citizens**
- **Business & Industry**
- **Agriculture**
- **Education & Research**
- **Environmental Consultants**
- **Counties**
  - County Planning Commission/Planning Staff, Water Plan Task Force, Environmental Services Department staff, Public Works, County Engineer
- **Soil Water Conservation District (SWCD) & County Conservation Districts (CD)**
  - SWCD Managers, Technical Service staff, Watershed Project Managers
- **Cities**
  - Planning Commission/Planning Staff, City Engineering Staff, Public Works Staff – Waterworks
- **Townships**
  - Township Board of Supervisors, Township Planning Commission
- **State & Federal Agencies**
  - MPCA, MNDOT, MDA, MDH, BWSR, USGS



# How are the County Atlases Being Used?

## **Some selected ways CGAs are being used includes:**

- Planning for location and drilling of water supply wells (public, private, agricultural)
- Groundwater resource protection & management
- County Water Plans
- Education about natural resources and groundwater
- Pollution sensitivity of aquifers in planning and zoning
- Starting point for other scientific research (water & resource sustainability)
- Natural resource extraction planning (mining & quarries)
- Community development planning (land use, zoning)
- Infrastructure planning (roads, bridges)
- GIS Layers of all information available added to county databases
- Groundwater modeling for water availability and sustainability analysis
- Many others

# How are the County Atlases Being Used?

We asked participants of several recent **Atlas Workshops** how they planned to use the newly published Atlases for their counties. Here are some of the responses they gave us:

- Sensitivity for Source Water Protection analysis
- Add to county GIS layers
- Water supply and land use planning
- Wellhead protection efforts and groundwater modeling
- Wellhead protection and land use planning
- Water appropriation planning
- Locating future well sites in our city
- Septic system management
- Helpful with our landfill expansion (planning and zoning)
- As part of review for planning and zoning applications
- Education: To tell the groundwater story for our communities and citizens
- To understand bedrock and surficial aquifers
- General Knowledge, wetland function and wellhead protection
- Well sealing sensitivity and priority planning in wellhead protection planning
- For use in our delegated well code program (well construction and sealing)

# Who is using the County Atlases?

The following selected individuals provided specific examples of how they have used the County Atlas. Some of their specific examples are presented on the following pages. For examples from other resources managers, contact the DNR County Atlas Program.

- **Ray Wuolo**, Vice President and Senior Hydrogeologist, Barr Engineering
- **Jim de Lambert**, Senior Hydrogeologist and Senior Project Manager, Carlson McCain, Inc.
- **Julie Conrad**, Blue Earth County
- **Jamie Schurbon**, Anoka County Conservation District
- **John Clark**, Principal Environmental Scientist, Water Supply Planning, Metropolitan Council Environmental Services
- **William Arnold**, Ph.D. Professor, Civil, Environmental, and Geo-Engineering, University of Minnesota – Twin Cities
- **Rick Jolley**, Minnesota Pollution Control Agency Hydrogeologist
- **Gil Gabanski**, Former Hennepin County Land & Water Unit
- **Adam Beilke**, Benton County Soil and Water Conservation District
- **Amanda Guertin**, Benton County Soil and Water Conservation District
- **Wayne Cybaluk**, Sterns County Soil and Water Conservation District
- **Rick Soule**, Minnesota Department of Health, Drinking Water Protection
- **Steve Robertson**, Minnesota Department of Health, Drinking Water Protection

# Who is using the County Atlases?

The following selected individuals provided specific examples of how they have used the County Atlas. Some of their specific examples are presented on the following pages. For examples from other resources managers, contact the DNR County Atlas Program.

- **Joe Hudak**, Assistant Engineering Geologist, Minnesota Department of Transportation
- **Mindy L. Erickson**, Ph.D, Minnesota Water Science Center, US Geological Survey
- **Ryan Noe**, Researcher, Institute on the Environment, University of Minnesota
- **Heather Cunningham**, Zoning and Environmental Services Administrator, Carlton County
- **Todd Osweiler**, Rochester Public Utilities and BWSR
- **Ole Olmanson**, Tribal Hydrologist, Shakopee Mdewakanton Sioux Community
- **Kimberly Kaiser**, Pesticide & Fertilizer Management, Minnesota Department of Agriculture
- **Martin Larsen**, Olmsted County Feedlot Technician, Landowner & Farmer, Olmsted County
- **Kristi Anderson**, Hydrogeologist, Northwest AqwaTek Solutions
- **Jim Almendinger**, Former Director, St. Croix Watershed Research Station
- **Jerry Spetzman**, Chisago Lakes, Lake Improvement District
- **Rob Vix**, Drilling Manager, Cascade Drilling Companies
- **Casey Scott**, Research Specialist, Minnesota Pollution Control Agency

# Who is using the County Atlases?

The following selected individuals provided specific examples of how they have used the County Atlas. Some of their specific examples are presented on the following pages. For examples from other resources managers, contact the DNR County Atlas Program.

- **John Ringle**, Former Director, Cass County Environmental Services
- **Peter K. Kang**, Ph.D., Assistant Professor, Department of Earth & Environmental Studies, University of Minnesota Twin Cities
- **Brad Cordova**, Consulting Hydrogeologist, The Javelin Group
- **Stephanie Grayzeck Souter**, Supervisor, Planning & Performance Mgmt., Washington County
- **Mark Hauck**, Planner, Bonanza Valley Groundwater Management Area, Minnesota Department of Natural Resources
- **Ronald Wieland**, Senior Planner, Minnesota Department of Natural Resources
- **Mike Smith**, Dakota County Manager, Dakota County
- **Stan Karwoski**, Washington County Board Chair, Washington County
- **Scott Schulte**, Anoka County Commissioner and President, Association of Minnesota Counties
- **Mark Sherrill**, Consulting Environmental Scientist, Short Elliott Hendrickson
- **Stacey Stark**, University of Minnesota Duluth, Associate Director, Research Computing, Office of the Vice President for Research.
- **Lisa Lamb**, University of St. Thomas, Professor, Dept. of Earth, Environment, & Society
- **Dr. Laura Triplett**, Associate Professor of Geology at Gustavus Adolphus College

# How are the County Atlases Being Used?



## County Projects

**John Ringle** Former Director, Cass County Environmental Services

“Within a month of receiving copies of our new Cass County Geologic Atlas – Part A, we utilized it to develop a well sampling program for a selected region of the county.

There is citizen concern that with conversion of forest to agriculture and increased irrigation in what is known as the “Central Sands” region of Hubbard Wadena and Cass Counties, that groundwater degradation may increase. In fact it is already happening in some areas.

A well-water testing project was developed by our Cass SWCD staff and ESD staff, using the Part A Atlas, to gather baseline groundwater information on the west-central area in Cass County that may have the potential be impacted in the future. Using Plate 3- Surficial Geology and Plate 5- Sand Distribution Model, we used the contour lines that delineate this “Central Sands” region in Hiram and Deerfield Townships as a boundary line to do a query and develop a list of all landowners with wells within this specified region as determined by the mapping. These homeowners will be contacted this spring and offered a voluntary water test for nitrogen and e-Coli bacteria. This information will be stored for comparison with data gathered in the future.

The Part A Atlas was instrumental in providing a defendable boundary line-perimeter for developing this sampling project. When Part B gets finished, we will be able to be even more precise in selecting our sampling locations. I can hardly wait!”



# How are the County Atlases Being Used?

**Peter K. Kang**, Ph.D., Assistant Professor, Department of Earth & Environmental Studies, University of Minnesota Twin Cities

Since 2018, when I started my current position, I continue to be impressed by the MGS and DNR atlas products. The comprehensive geologic and hydrogeologic products support cutting-edge research projects that lead to better management of Minnesota's water resources.



My research group develops predictive models for groundwater systems, and the County Atlas provides critical information for those models. Recently, our team studied the feasibility of aquifer storage and recovery in four Minnesota study areas. Thanks to the County Geologic Atlas, my research team was able to successfully estimate the amount of water that can be safely stored in groundwater systems. Also, the Atlases are excellent resources for groundwater related courses that I teach at the University of Minnesota.

Examples of future research projects that will benefit from the Atlas include:

- Predicting contaminant fate and transport in groundwater systems (e.g., fate and transport of nitrate in groundwater systems)
- Groundwater-surface water interaction
- Managed aquifer recharge
- Hydrogeologic characterization and modeling for groundwater management

# How are the County Atlases Being Used?

## County Projects

**Jamie Schurbon**, Watershed Projects Manager,  
Anoka Conservation District

“The DNR and City of Coon Rapids were discussing management of Crooked Lake and future groundwater appropriations. DNR was considering a protective water elevation for the lake, below which the city would need to restrict pumping from its nearest well. The city felt that was unnecessary because the well is 400+ feet deep and unlikely to have a direct connection to the lake level. I directed those parties to the geologic atlas.” An analysis of the Atlas data answered questions the city and DNR had about water supply sustainability.”

“In another instance, I was working with a homeowner who wanted to know why they are having such a difficult time reaching groundwater (deep well) and their neighbors do not. The atlas helped me illustrate the potential differences in aquifer availability even for neighbors.”



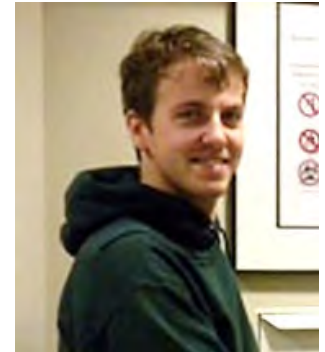
# How are the County Atlases Being Used?

## County Projects

**Adam Beilke**, formerly Water Plan Technician, Benton County SWCD

“The SWCD has used the geologic atlas for numerous reports and initiatives. Here’s a quick summary:

- We completed a **Sensitive Areas Management Plan** for Benton County. This document features an inventory of critical water resources in the County, along with guidance on development strategies to protect these critical water features. The **pollution sensitivity maps** for each of the aquifers in our county were included in the inventory and were given a high weight in the composite map of critical water resources.
- Figures pertaining to the results of the Synoptic **Well Survey** have been included in the TMDL for Little Rock Creek Watershed. These figures were referenced to reinforce the relationship between groundwater and recharge in this watershed. It also shows the connection between buried aquifers, as well as the fluctuation in groundwater levels based on seasonal precipitation.
- On numerous occasion we use the **pollution sensitivity maps** to stress the importance of having well water tested for nitrates in areas of very high sensitivity in the County.
- Our Department of Development Director contacted me in regards to a storage tank issue west of Foley. I had him consult the **pollution sensitivity map** to determine how sensitive the near-surface materials were in the area in question.”



# How are the County Atlases Being Used?

## County Projects



**Mike Smith**, Dakota County Manager, Dakota County

“The citizens of Dakota County will greatly benefit from a completed Geologic Atlas. The Atlases are a valuable information tool used by private industries and government agencies. They help inform land use policy decisions, transportation planning, water supply planning, and mining/aggregate work.

The depth and breadth of geologic understanding that is developed during the creation of the Geologic Atlases is irreplaceable. The Geologic Atlas is an essential resource for Dakota County's Delegated Well Program to ensure safe and reliable drinking water for County residents.”

## County Projects



**Scott Schulte**, Anoka County Commissioner and President, Association of Minnesota Counties

“The Geological Atlas (Part A - geological, and Part B - groundwater) is an important tool for government entities, business and industry, and private citizens. When completed, these maps help local governments make better land use, project and resource management, and planning decisions. “

# How are the County Atlases Being Used?

## County Projects



**Stan Karwoski**, Washington County Board Chair, Washington County

“The Groundwater Atlas is an important tool for counties to use to help to protect both the quantity and quality of groundwater, and in turn public health. Local government, citizens, industry, agriculture and others all benefit from the Atlas Program. The county specific Groundwater Atlas includes maps and reports identifying the direction of groundwater flow, aquifer properties, groundwater chemistry, and pollutions sensitivity of aquifers. Our county has and will benefit greatly from the ..Groundwater Atlas.

## County Projects



**Gary Bruns**, Environmental Program Supervisor, Washington County

“Our septic inspectors have used the Geologic Atlas of Washington County in their work to investigate underlying substrates while reviewing septic system applications. The Atlas has also been used by our environmental regulation team for investigation of spills, dump sites and industrial contamination. The knowledge in the atlas has helped explain our work, identify areas of concern and inform our actions to prevent or mitigate negative impact to human health and the environment.”



# County Atlas Stakeholder Workshop, Stillwater, MN



# How are the County Atlases Being Used?

## County Hazard Mitigation Plans



**Stacey Stark, Associate Director U-Spatial, Office of the Vice President for Research, University of Minnesota Duluth.**

“We use the groundwater atlas to make maps that support content in county Hazard Mitigation Plans, required plans to receive federal mitigation program funds from FEMA. We facilitate the update of these plans for almost half of all Minnesota counties. Without the

groundwater atlas, we would not have easy access to information about groundwater sensitivity and would likely leave this out of the plan.

Our primary goal is to outline potential hazards and assemble resources for jurisdictions to address mitigation actions. In the county profile section of the plans, we identify aquifer systems, the role of groundwater as a drinking water supply, and the sensitivity of the groundwater to pollution. If there are karst features in the county, we may also use the atlas in the natural hazard assessment part of the plan. Perhaps the most valuable part is getting information to a non-technical audience and county departments for future planning and education. Thank you for this valuable resource!”

# How are the County Atlases Being Used?



## Research and Education

**Dr. Laura Triplett, Associate Professor of Geology at Gustavus Adolphus College**

I rely on the geologic and hydrogeologic information in the County Atlases for both the research and teaching components of my work. I know how fortunate we are to have these resources, because colleagues in neighboring states (Iowa, Wisconsin, South Dakota) have recently told me they are envious of the quality and quantity of information we can access. Examples of how I use the Atlas in my research:

- To characterize the geologic and hydrogeologic properties in and around landslides in the Minnesota River corridor, as part of an LCCMR-funded state-wide landslide inventory project
- To identify likelihood of groundwater 'sapping' and location of erosional hotspots in watersheds of impaired streams, as part of an EPA-funded watershed implementation and monitoring project
- To identify glacial tunnel valleys and other subsurface features that may speed contaminant transport, as part of work to predict and assess hydrogeologic impacts from pipelines and other linear infrastructure

The ability to use real data from the County Atlases provides more effective training and skill-building for up-and-coming geoscientists. Examples of how I use the Atlas in my teaching:

- Students interpret the history of glacial and post-glacial landscape processes from geologic cross-sections
- Students assess groundwater susceptibility and availability from hydrogeologic maps and data<sup>17</sup>



# How are the County Atlases Being Used?

## County Projects



**Amanda Guertin, Benton SWCD Water Plan Technician, Benton County.**

“I have been using the Atlas pretty frequently.”

“After the Atlas was released we created a Sensitive Areas Management Plan (SAMP) to identify sensitive areas of the County that should be protected from development or disturbance due to critical, vulnerable, or rare water resource. The end product of the plan was a composite map which overlays the Atlas data along with numerous other data layers to create a map showing the degree of sensitivity throughout the County. Our office uses this plan, along with the Water Plan extensively for guide our focus for project implementation and the County Department of Development also uses the plans regularly.”

“With the Water Plan update, I have been using the Atlas pretty frequently. My first step in the update process was attending township meetings to get input on priority concerns. I started the discussion off by using the Atlas and our SAMP composite map to discuss the level and reason of concern for each township and then asked for comments related to these identified concerns or other concerns they have. Additionally, our office has not yet begun using SAM, PTMapp, or other modeling tools for prioritizing, so we will be relying heavily on the Atlas and our SAMP to determine our focus for the new Water Plan.”

# How are the County Groundwater Atlases Being Used?

## County Projects



**Jerry Spetzman**, Administrator Chisago Lakes Lake Improvement District, Chisago County

“Chisago County appreciates the work by the University of Minnesota (MGS) and Minnesota Department of Natural Resources to complete the Chisago County Geologic Atlas.”

“Chisago County uses the atlas to help inform land use policy decisions. Specific examples include: the Pollution Sensitivity of Near-Surface Materials map was used to help determine the location of a natural burial cemetery; the Bedrock Geology map was used to determine if sufficient quantities of ground water was available to cool a natural gas power plant; the sand distribution model was used to inform frac sand mining policy.”

“The maps (in the Atlas) provide an abundance of useful information. The map layers have been added to the Chisago County website as part of the interactive GIS map and are available for public use.”



# County Atlas Stakeholder Field Trip

Fairy Falls, Stillwater, MN





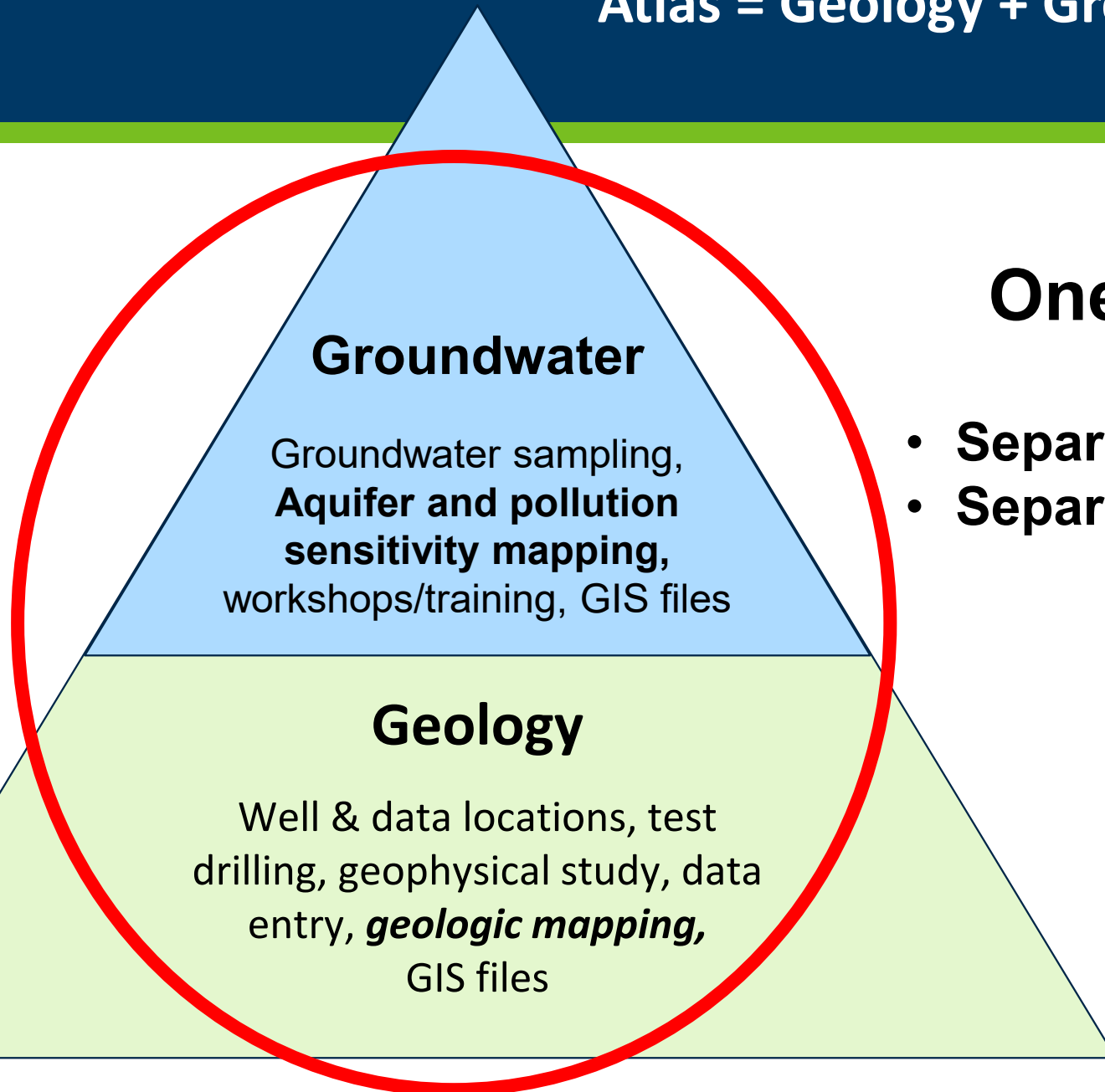
A photograph of two field workers in a wooded area. They are wearing green vests and caps. One worker is holding a clipboard and the other is holding a small device. They are standing next to a metal pole with a control box and a sensor. In the foreground, there is a brown cylindrical container with a white lid and a hose. The background shows trees with autumn foliage and a clear blue sky.

# Groundwater Atlas of Kanabec County

Kanabec County Board February 21, 2023



# Atlas = Geology + Groundwater



## One Atlas

- **Separate Staff**
- **Separate Funding**

# Atlas as Roadmap to Water Future

## Surficial aquifers: the water table

*The unsaturated zone is the area near the land surface*

*The water table becomes the water table*

*The water table topography is a river triangle confining recharge*

*The water table local water estimate*

- **Water level** to water
- **Depth** the water table elevation from the land surface elevation.



# Contents of groundwater atlas

- **Report, maps & GIS files**
- **Water chemistry & age of water**
- **Detailed mapping of aquifers in Kanabec Co.**
- **Hydrogeologic cross-sections**
- **Groundwater flow direction & depth to groundwater**
- **Pollution sensitivity of aquifers**
- **Groundwater use**
- **Any larger 'stories' about county groundwater**

# Who Uses the groundwater atlas?

- **Counties**
- **Business & Industry**
- **Agriculture**
- **Engineering Consultants**
- **Communities, cities, townships**
- **Soil Water Conservation Districts**
- **Private Citizens**
- **Researchers**
- **State & Federal Agencies**





# How are the County Atlases Being Used?



## County Planning

**Gil Gabanski**

Hydrogeologist (retired)

Hennepin County Land & Water Unit

***“..the primary source.”***



## County Projects

**Heather Cunningham**

Zoning & Environmental Services Administrator

Carlton County

***“..use the atlas monthly..”***

# How are the County Atlases Being Used?



## County Projects

**Jerry Spetzman**

Administrator Chisago Lakes  
Lake Improvement District  
Chisago County

*“interactive GIS maps for public use”*



## Water Resource Projects

**Jim de Lambert**

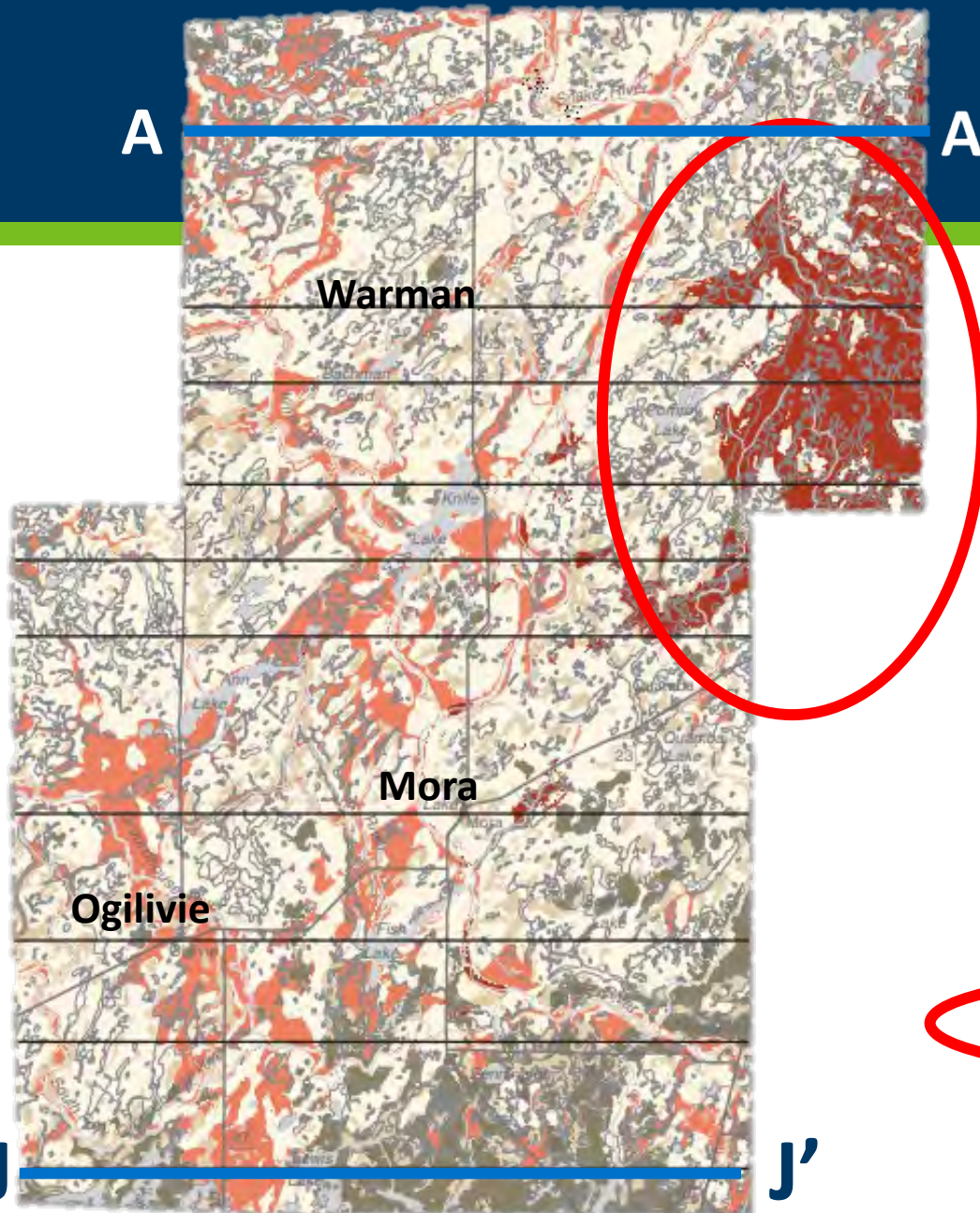
Senior Hydrogeologist  
Carlson McCain, Inc.

*“initial information source”*

# A couple highlights

- **East-west difference in hydrogeology A-A'**
- **North-south difference (District 5 & District 1)**
- **Mostly fine-grained tills, no 'great' aquifers**
- **Relatively rare occurrence buried sand aquifers.**
- **NE Kanabec - Karst (sinkhole) prone area**
- **Chloride is common in groundwater of glacial and bedrock aquifers**
- **Low arsenic concentrations across county**
- **Groundwater Use: Public 76%, Industry 16%**

# Pollution Sensitivity of Near-surface Materials



Estimated vertical travel time through near-surface materials

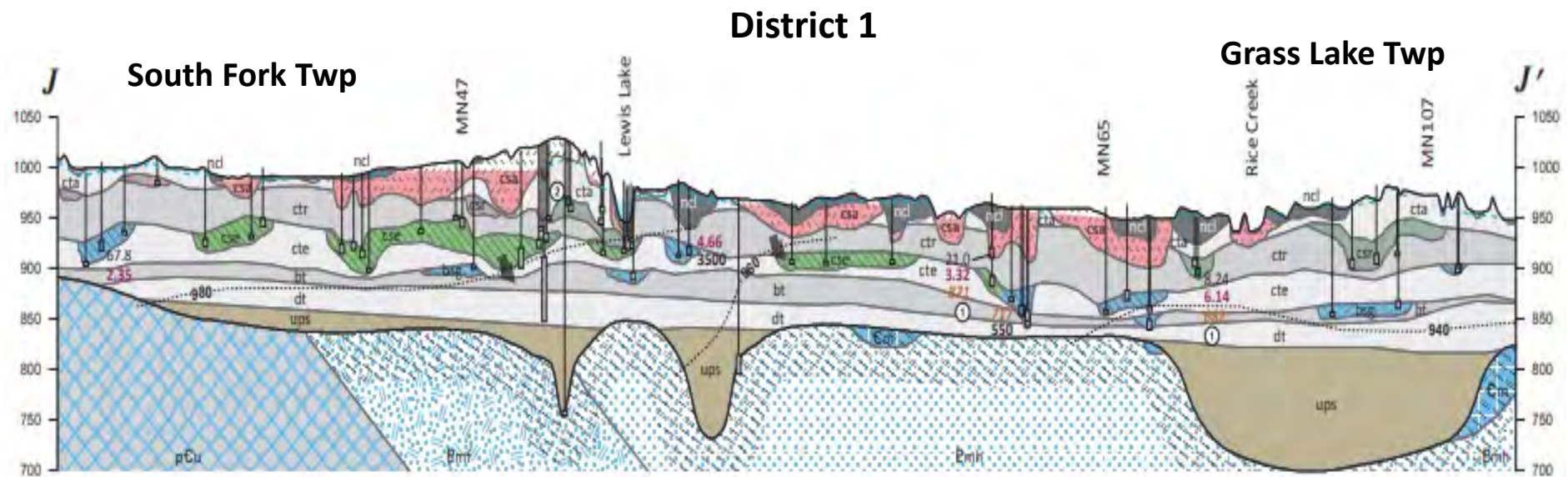
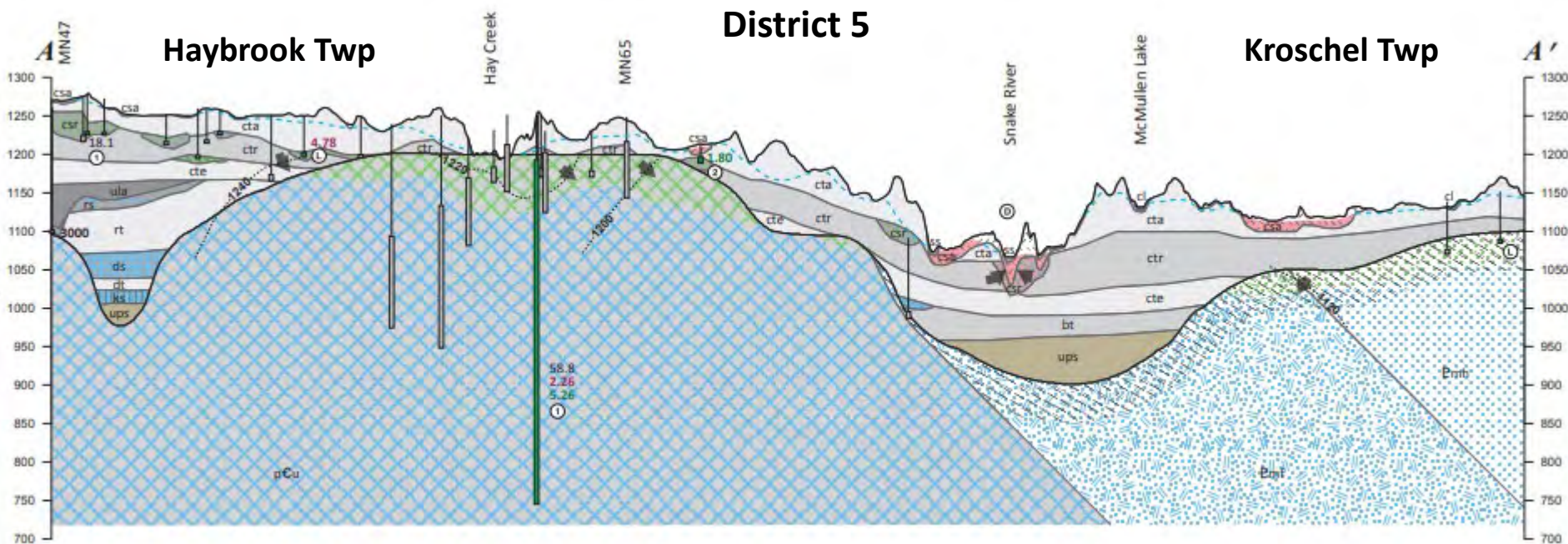
- High: hours to a week
- Moderate: a week to weeks
- Low: weeks to months
- Very Low: months to a year

Special condition

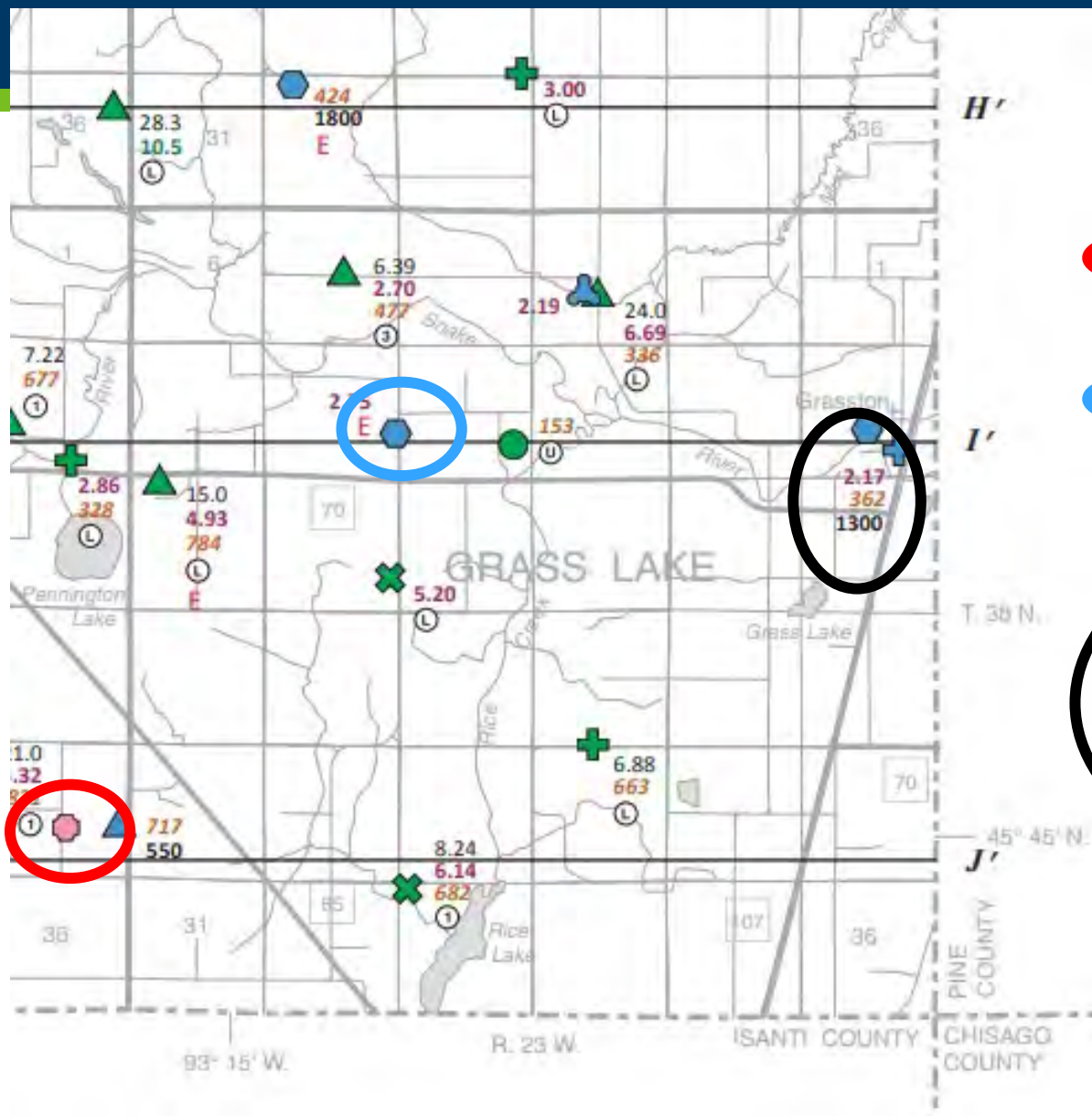
- Karst prone
- Bedrock at or near surface



# Groundwater Cross Section



# Chemistry



## Tritium age

Symbol color indicates tritium age of water sample.

**Recent:** water entered the ground since about 1953 (8 to 15 tritium units [TU]).

**Mixed:** water is a mixture of recent and vintage (greater than 1 TU to less than 8 TU).

**Vintage:** water entered the ground before 1953 (less than or equal to 1 TU).

**Not sampled for tritium.**

## Symbols and labels

**17.6** Chloride: if shown, concentration is  $\geq 5$  ppm. (\* source unknown)

**15.6** Arsenic: if shown, concentration is  $\geq 2$  ppb.

**209** Manganese: if shown, concentration is  $\geq 100$  ppb.

**1.97** Nitrate: if shown, concentration is  $\geq 1$  ppm.

**1100** Carbon-14 ( $^{14}\text{C}$ ): estimated groundwater residence time in years.

## Bedrock

**Hinckley**

**Fond du Lac**

**Precambrian crystalline**



# What's Next?







Thank you





## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

*Chad T. Gramentz, PE, Public Works Director*

903 Forest Avenue East, Mora, MN 55051

320-679-6300

### **Kanabec County Drainage Authority Board**

#### To Be Held At:

Kanabec County Courthouse

Board Room #164

317 Maple Ave E, Mora, MN 55051

#### Date and Time:

February 21, 2023, 10:00AM

#### AGENDA:

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes
4. CD 2 Project Update
5. Public Comment
6. Adjourn

**February 21, 2023**  
**Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

1. 5-year Plan
2. Advertise for Bids

Resolution #1 (2-21-23)

---

**Resolution #1 (2-21-23)**  
**Advertise for Bids**  
**2022 Construction Projects**

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
8	Reclamation	2.5 mi.	CSAH 6	CR 76
26	Reclamation	4.0 mi.	W. County Line	TH 47
43	Reclamation/Resurfacing	4.0 mi.	S. Co. Line	TH 70
Equipment Rental				

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

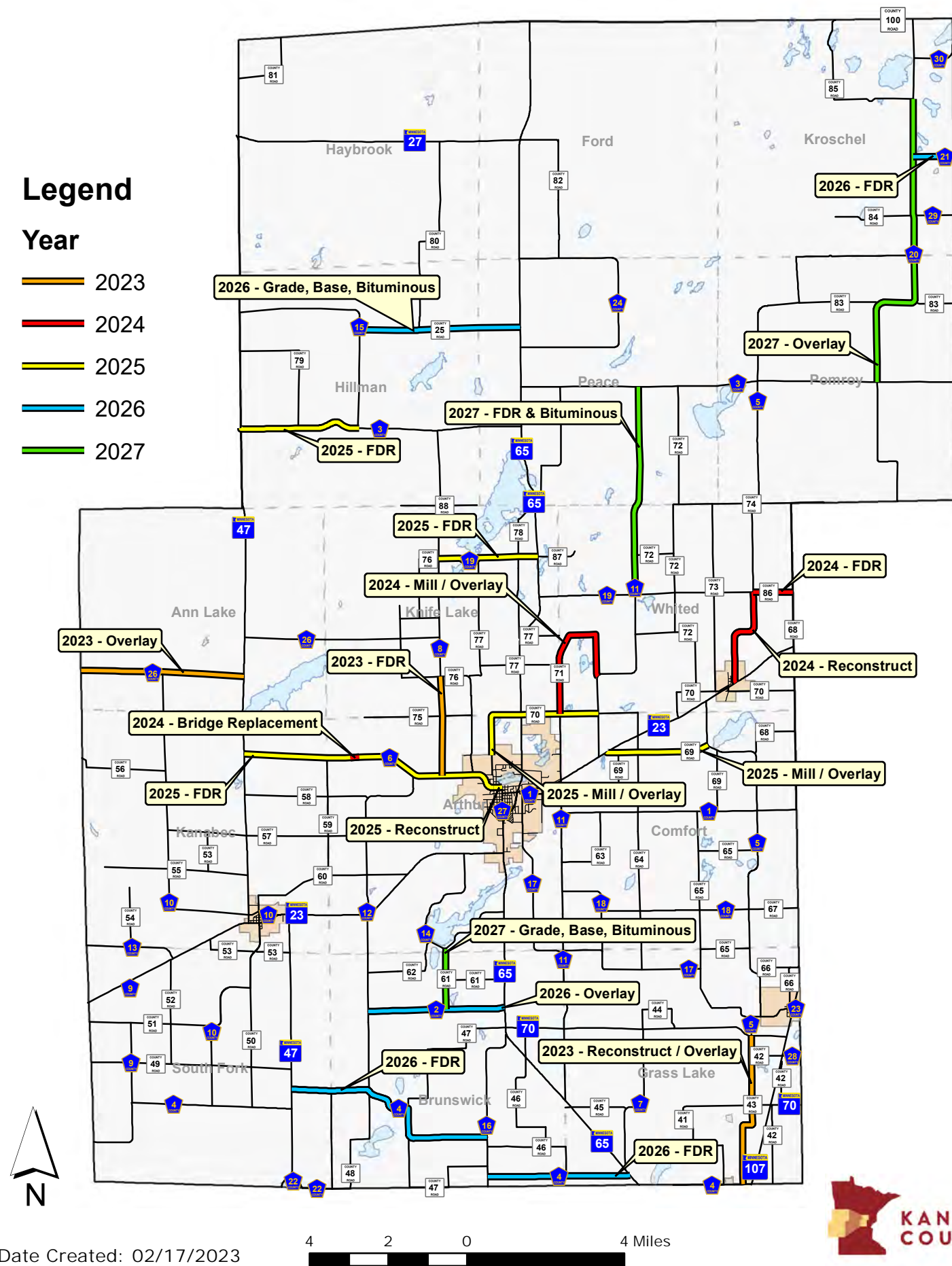
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# Kanabec County 5-Year Plan 2023 - 2027

## Legend

### Year

- 2023
- 2024
- 2025
- 2026
- 2027



<div>Kanabec County Public Works</div> <div>5-Year Plan 2023-2027</div> <div>All costs are shown x 10<sup>-3</sup></div>							Reg. State Aid	Mun. State Aid	State Aid Maintenance	Turnback	Local Road Imp.	Bridge Bonding	Federal Aid	HSIP	Fund Balance	Transportation Sales Tax	Wheelage Tax Revenue	Gravel Tax Revenue	County Levy
Year	Route	From	To	Description	Miles	Total Cost	Funding Source												
2023																			
	8	CSAH 6	CR 76	Reclamation	2.5	\$650	650												
	26	W. Co. Line	TH 47	Overlay	4.0	\$720	720												
	43	S. Co. Line	TH 70	Reconstruct/Overlay	4.0	\$1,465										600	165	55	645
																300			
Totals						\$2,835	\$1,370	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$165	\$55	\$645
2024	5	TH 23	CSAH 19	Reconstruct	2.7	\$1,800	1,800												
	6	2.5 mi W.	of Mora	Bridge replacement **	0.1	\$850	336						514						
	86	CSAH 5	E. Co. Line	Reclamation	1.0	\$260										260			
	Gravel	SE				\$400													400
	71	CR 70	CSAH 11	Mill/Overlay	3.8	\$705										340	165	55	145
Totals						\$4,015	\$2,136	\$0	\$0	\$0	\$0	\$0	\$514	\$0	\$0	\$600	\$165	\$55	\$545
2025	3	TH 47	CSAH 15	Reclamation	3.0	\$840	840												
	6	TH 47	Grove St.	Reclamation	6.7	\$1,800	400						1,400						
	6	Grove St.	Union St.	Reconstruct	0.2	\$500	200	300											
	19	CSAH 8	TH 65	Reclamation	2.6	\$700	700												
	69	TH23	CSAH 5	Mill/Overlay	4.5	\$950										900	50		
	70	W. Cent. Av	CSAH 11	Mill/Overlay	2.0	\$815											115	55	645
Totals						\$5,605	\$2,140	\$300	\$0	\$0	\$0	\$0	\$1,400	\$0	\$0	\$900	\$165	\$55	\$645
2026	2	CSAH 12	TH 65	Overlay	3.5	\$525	525												
	4	TH 47	CSAH 16	Reclamation	6.3	\$1,800	400						1,400						
	4	CSAH 16	TH 65	Reclamation	3.0	\$1,000	1,000												
	21	CSAH 20	E. Co. line	Reclamation	1.0	\$280	280												
	25	CSAH 15	TH 65	Base & Bituminous	4.0	\$1,600										1,300			300
	Gravel	EC				\$560											160	55	345
Totals						\$5,765	\$2,205	\$0	\$0	\$0	\$0	\$0	\$1,400	\$0	\$0	\$1,300	\$160	\$55	\$645
2027	11	CSAH 19	CSAH 3	Reclamation/Reconstruct	5.3	\$1,484	1,484												
	20	CSAH 3	CR 85	Overlay ***	8.1	\$2,415	483						1,932						
	Gravel	NE				\$400										200	160	40	
	61	CSAH 2	CSAH 14	Base & Bituminous	1.5	\$578										578			
Totals						\$4,877	\$1,967	\$0	\$0	\$0	\$0	\$0	\$1,932	\$0	\$0	\$778	\$160	\$40	\$0

Other Priority Projects

10	CSAH 26 to 5.8 Miles South	Grading, Base & Bituminous	5.8	\$3,500					5	Bridge 33508 over Mud Creek 1mi. NW Grasston				0.1	\$850			
17	CSAH 11 to CR 65	Grading, Base & Bituminous	4	\$2,500					17	Bridge 33519 over Mud Creek 1.5 mi. W Grasston				0.1	\$850			
60	Ogilvie to CSAH 12	Grading, Base & Bituminous	2.5	\$1,000														
62	CSAH 12 to CSAH 14	Base & Bituminous	2.5	\$750														
65	CSAH 17 to CSAH 1	Base & Bituminous	4	\$1,200														
70	CR 70 intersection	Realignment CR 70 and Quamba ST.	0.1	\$200														
76	CSAH 6 to CSAH 8	Grading, Base & Bituminous	3.25	Project Scoping required														

\*\* Federal aid funding advanced from 2026 interim financed with Fund Balance and State Aid.

\*\*\* Unsecured Federal funding, Applied for February 2023

# 11:00am Appointment

February 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Retail Fireworks Permit Form	<b>b. Origination:</b> Auditor Treasurer's Office
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Laura Birkaker, Deputy Finance

**e. Board action requested:**

Consider approval of the new Retail Fireworks Permit Form

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**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



Office of Kanabec County  
Auditor-Treasurer  
*Denise M. Snyder*  
317 Maple Ave E, Suite 261A  
Mora, Minnesota 55051  
Phone (320) 679-6430  
Fax (320) 679-6431  
denise.snyder@co.kanabec.mn.us

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February 21, 2023

Kanabec County Board of Commissioners

RE: Retail Sale of Fireworks Application

As discussed briefly at the Feb 7<sup>th</sup> board meeting, we had received a request for a retail fireworks permit application. Kanabec County had never received a request before and our Transient Merchant and Peddlers Ordinance was repealed some time ago.

I have heard that the applicant is unhappy with the progress of the application, not realizing that the county board only meets twice a month so I have included a timeline for you:

- 2/1/23 Applicant called requesting an application. I told him that we would have to put an application together and I would be in contact with him.
- 2/7/23 The Board set a \$225 application fee with the Resolution accepting the AT Fee Schedule. At that time I asked the board if they wanted to set the fee at the same as the City (\$225) or higher or lower. There was little discussion and the vote was unanimous to accept the \$225 application fee as part of the AT Fee Schedule. I asked the board at that time if they had any input as to what they would like to see on the application, to please contact me.
- 2/8/23 I called the applicant and told him that we would be taking an application to the board on Feb 21<sup>st</sup> for approval. He was concerned that he would not have enough time to order product if it took too long. I explained that there was a process here and I would get this to the next board meeting.

We felt that it was important to include the following:

- Acknowledgement of MS 624.20-624.25 which give the specifics of the fireworks legal to sell in Minnesota, addresses the Sheriff's office roll in any seizure of product and defines the legal ramifications of any violations.
- We will require a copy of the applicant's driver's license for the Sheriff to verify that this applicant is legit.
- We will require written consent from the property owner of the retail site as well as the dates they have permission to sell.
- The application will be reviewed and signed by the Sheriff before the permit can be issued. This is similar to the Display Fireworks permit process already in place by the County.

This application was a collaborative effort between the Sheriff, Coordinator and Auditor to make sure the County is covered.

Approval today of the application should get the applicant a permit by March 1<sup>st</sup>, provided they have all the required documents.

**KANABEC COUNTY APPLICATION  
RETAIL SALE OF FIREWORKS**

R# \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

01 061 5121

**Applicant instructions:**

1. This application is for a permit to sell fireworks at retail as allowed by Minnesota Statute 624.20.
2. Kanabec County will require a copy of applicant's driver's license at time of submission.
3. Written permission of property owner where retail site is located. Must include dates.
4. The annual fee of \$225.00 must be paid upon receipt of application and is non-refundable.
5. Payment shall be made payable to the Kanabec County Auditor-Treasurer.

Name of Applicant \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone (cell or other) \_\_\_\_\_ Phone (cell or other) \_\_\_\_\_

E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

Date(s) for permit to run \_\_\_\_\_ to \_\_\_\_\_

Single site location of retail within Kanabec County (include name and physical address)

**Acknowledgements:**

The applicant agrees to abide by all regulations governing the permit applied for, including Minnesota Statutes 624.20, through 624.25 as well as any township, shoreland, county and additional state or federal laws relating to this permit. The applicant further agrees to indemnify and hold harmless the county, officers and employees from any and all claims, causes of action, liabilities, losses, damage, costs and expenses, and agrees to defend any action brought against the county on any related matter, and to pay all costs and expenses incurred in connection therewith. The county shall in no way be liable for any claims or charges incurred by the applicant.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of County Sheriff \_\_\_\_\_ Date \_\_\_\_\_

Signature of Issuing Authority \_\_\_\_\_ Date \_\_\_\_\_

*PERMIT*

A permit is hereby granted to the above named applicant upon receipt of the application fee and the signature of the County Sheriff and shall run for the term of \_\_\_\_\_ to \_\_\_\_\_.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Kanabec County Auditor-Treasurer



# 11:10 Appointment

February 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request Approval for Small Business Development Center (SBDC) Contract Resolution	<b>b. Origination:</b> Central Lakes College/State of MN
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Jim Hartshorn, EDA Director

**e. Board action requested:**

Approve the following resolution:

**Resolution #\_\_\_\_\_ - 2/21/2023**

**Small Business Development Center Contract Resolution**

**WHEREAS**, Kanabec County Economic Development Authority (EDA) provides support services and consultation for area businesses as well as individuals considering business start-up; and

**WHEREAS**, the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Central Lakes College (hereinafter Minnesota State) desires to contract with Kanabec County EDA to provide Small Business Development Center (SBDC) professional and technical services; and

**WHEREAS**, providing SBDC professional and technical services locally delivers enhanced services to area businesses and entrepreneurs, as well as a revenue stream for Kanabec EDA;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County EDA Director to sign a contract with the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Central Lakes College (hereinafter Minnesota State) to provide Small Business Development Center (SBDC) professional and technical services.

---

**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**



**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
CENTRAL LAKES COLLEGE**

**PROFESSIONAL/TECHNICAL SERVICES CONTRACT**

THIS CONTRACT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Central Lakes College (hereinafter Minnesota State), and Kanabec County dba Kanabec County EDA, 18 North Vine Street, Mora, MN 55051, an independent contractor, not an employee of the State of Minnesota (hereinafter CONTRACTOR).

WHEREAS, Minnesota State, pursuant to Minnesota Statutes Chapter 136F, is empowered to procure from time to time certain professional/technical services, and

WHEREAS, Minnesota State is in need of professional/technical services, and

WHEREAS, the CONTRACTOR represents it is duly qualified and willing to perform the services set forth in this contract and

NOW, THEREFORE, it is agreed:

1. **TERM OF CONTRACT.** This contract is effective on February 1, 2023 or upon the date the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until June 30, 2023 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by Minnesota State's authorized representative.
2. **FEDERAL GRANT PROVISIONS.**
  - a. This contract is funded by Small Business Development Center Program Grant No. SBDC-21-0001-S-FY22 ("the Award"), a grant from the Small Business Administration ("Federal Awarding Agency") to the State of Minnesota through its Department of Employment and Economic Development ("DEED"). DEED awarded funding from the Grant to establish a Small Business Development Center ("SBDC") at Central Lakes College through a "Grant Contract" with an effective date of January 1, 2020.
3. **CONTRACTOR'S DUTIES. The CONTRACTOR will:**
  - a. Consistent with the purpose and constraints of the Small Business Development Center Program set forth in 15 U.S.C. § 648, the CONTRACTOR will provide counseling to small business owners and managers who have completed an approved Small Business Administration ("SBA") client intake form (SBA Form 641), completed an approved Certification Regarding Debarment Form, and who has received assistance that meets the definition of a client as defined by SBA policy ("Qualified Entity").
  - b. Counseling services provided by CONTRACTOR to Qualified Entities shall, at minimum, consist of advice on the topic(s) identified in Question 30 of the Qualified Entity's completed SBA Form 641.

- c. CONTRACTOR shall not charge Qualified Entities for counseling services.
- d. If counseling services include advice on how to package a loan application, CONTRACTOR shall perform an initial assessment of probability of financing before significant loan packaging services are offered or delivered. CONTRACTOR shall not deliver loan packaging services when probability of approval is doubtful. Evidence of all loan packaging assistance must be appropriately recorded in the prescribed management information system in the format required by DEED and Minnesota State.
- e. CONTRACTOR's initial counseling for a Qualified Entity must be a minimum of one hour (one-half hour for electronic counseling), and may not exceed 100 total hours per Qualified Entity annually without prior approval from the Regional SBDC Director.
- f. CONTRACTOR shall comply with record keeping requirements set forth in this contract, and quality standards applicable to CONTRACTOR's industry.
- g. CONTRACTOR shall record all loan packaging advice and business start-up advice information in the prescribed management information system no more than fourteen (14) days after the end of the month.
- h. CONTRACTOR preparing financial statements for Qualified Entities (e.g. cash flow projections, financial analysis, estimated or historical financial statements) must have the following disclaimer stamped or printed on them; *A contractor for the Minnesota Small Business Development Center Program has prepared the accompanying financial statement based on the assumptions provided by management. Neither the SBDC nor its personnel are licensed by the State of Minnesota to practice public accounting and therefore express no opinion or any other form of assurance on the statements or underlying assumptions.*
- i. CONTRACTOR shall identify themselves as an SBDC contractor during the initial meeting with the Qualified Entity.
- j. CONTRACTOR must not provide legal advice to Qualified Entities or practice law as defined by the State of Minnesota under this contract.
- k. CONTRACTOR is responsible to remain current in their stated field of expertise through professional development activities. CONTRACTOR is required to provide Minnesota State with documentation of a minimum of 40 hours of professional development of their choice for each program year.
- l. CONTRACTOR shall maintain appropriate records and provide all reports required by the SBDC Program. Reports shall be prepared with the following criteria:
  - i. Counseling record notes must contain sufficient detail that, if necessary, another counselor could review the Qualified Entity's file and continue the counseling relationship without interruption. Counseling records should be of sufficient detail to justify the amount of time reported and provide a clear audit trail. Each counseling session record should include at least the following: 1. Analysis of the Qualified Entity's need for counseling (e.g. description of problem, situation, or project); 2. Summary of actual work performed (prep time) and/or counseling delivered (contact time); 3. Counselor recommendations for next steps; 4. Follow-up action items required by the counselor and/or Qualified Entity; 5. Other documentation as deemed necessary. All Qualified Entity records, Qualified Entity provided information, and other information related to the Qualified Entity engagement shall be kept confidential to the extent allowed by law and maintained by the CONTRACTOR in a secure location or electronic device to maintain that confidentiality of Qualified Entity information. Qualified Entity information cannot be shared with an outside third party without prior written consent of the Qualified Entity unless required by law. This consent must be documented in the CONTRACTOR's electronic Qualified Entity file for the applicable Qualified Entity.

- m. CONTRACTOR will self-certify that they are not debarred from doing business with the federal government, and shall have completed by each person with access to SBDC records a “MnSBDC Code of Ethics Form for 2022.”
- n. CONTRACTOR shall attend a minimum of one (1) SBDC Contractor General Meeting annually to keep abreast of current program and reporting changes. If a group session cannot be attended, a one-on-one meeting will be scheduled to review updates.
- o. CONTRACTOR shall assist in the collection and documentation of Qualified Entity outcome data through the SBDC Client Attribution Form or other methods approved by the SBDC Regional Director at Minnesota State.
- p. CONTRACTORS will ensure Qualified Entity files and any other files related to SBDC work is accessible to the Minnesota State SBDC Regional Director for review upon reasonable notice. All Qualified Entity information obtained through the counseling engagement is property of Minnesota State.
- q. CONTRACTOR may be compensated to attend other meetings, training or outreach activities on behalf of the SBDC only with the prior written approval of the Minnesota State Regional SBDC Director.

#### 4. **CONSIDERATION AND TERMS OF PAYMENT.**

- a. Consideration for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall be paid by Minnesota State as follows:
  - i. Compensation of Forty-Five and 00/100 Dollars (\$45.00) per hour for up to One Hundred (100) hours.
  - ii. Reimbursement for travel and subsistence expenses actually and necessarily incurred by the CONTRACTOR in performance of this contract in an amount not to exceed Zero and 00/100 Dollars (\$0.00) provided that CONTRACTOR shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current “Commissioner’s Plan” promulgated by the Commissioner of Employee Relations attached hereto. The CONTRACTOR shall not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval for such out-of-state travel from Minnesota State’s authorized representative.
  - iii. The **total obligation** of Minnesota State for all compensation and reimbursement to the CONTRACTOR shall not exceed Four Thousand Five Hundred and 00/100 Dollars (\$4,500.00).
- b. Terms of Payment.
  - i. Payment shall be made by Minnesota State promptly after the CONTRACTOR’S presentation of invoices for services performed and acceptance of such services by Minnesota State’s authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of Minnesota State, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by Minnesota State to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR according to the following schedule:

By the 7<sup>th</sup> day of each month for services delivered during the previous month.

- ii. Payments are to be made from federal funds obtained by Minnesota State through Title II of the Small Business Development Center Act of 1980 (Public Law 96-302 and amendments thereto). If at any time such funds become unavailable, this contract shall be terminated immediately upon written notice of such fact by Minnesota State to the CONTRACTOR. In the event of such termination, CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
  - iii. Nonresident Aliens. Pursuant to 26 U.S.C. §1441, Minnesota State is required to withhold certain federal income taxes on the gross compensation paid to nonresident aliens, as defined by Internal Revenue Code §7701(b). Minnesota State will withhold all required taxes unless and until CONTRACTOR submits documentation required by the Internal Revenue Service indicating that CONTRACTOR is a resident of a country with tax treaty benefits. Minnesota State makes no representations regarding whether or to what extent tax treaty benefits are available to CONTRACTOR. To the extent that Minnesota State does not withhold these taxes for any reason, CONTRACTOR agrees to indemnify and hold Minnesota State harmless for any taxes owed and any interest or penalties assessed.
  - iv. Entertainers. Pursuant to Minnesota Statutes 290.9201, Minnesota State is required to withhold a two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers for any performance in Minnesota.
5. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.
- a. Minnesota State's authorized representative for the purpose of administration of this contract is:  
  
Name: Katherine Heppner  
Address: Central Lakes College, 501 West College Drive, Brainerd, MN 56401  
Telephone: (218) 855-8145  
E-Mail: katherin.heppner@clcmn.edu  
  
Such representative shall have final authority for acceptance of the CONTRACTOR'S services and, if such services are accepted as satisfactory, shall so certify on each invoice presented pursuant to Clause 3, paragraph b.
  - b. The CONTRACTOR'S authorized representative for the purpose of administration of this contract is:  
  
Name: James Hartshorn  
Address: 18 North Vine Street, Mora, MN 55051  
Telephone: 320-209-5031  
E-Mail: james.hartshorn@co.kanabec.mn.us
6. **CANCELLATION AND TERMINATION.**
- a. This contract may be canceled by Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
  - b. Termination for Insufficient Funding. Minnesota State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the CONTRACTOR within a reasonable time of Minnesota State receiving notice that sufficient funding is not available. Minnesota State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services

satisfactorily performed to the extent that funds are available. Minnesota State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

7. **ASSIGNMENT.** The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of Minnesota State.
8. **LIABILITY.** The CONTRACTOR shall indemnify, save, and hold Minnesota State, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by Minnesota State, arising from the performance of this contract by the CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for Minnesota State's failure to fulfill its obligations pursuant to this contract.
9. **WORKERS' COMPENSATION.** The CONTRACTOR certifies it is in compliance with Minnesota Statutes §176.181, subd. 2 pertaining to workers' compensation insurance coverage. The CONTRACTOR'S employees and agents will not be considered Minnesota State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way Minnesota State's obligation or responsibility.
10. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify Minnesota State as the sponsoring agency and shall not be released prior to receiving the approval of Minnesota State's authorized representative.
11. **MINNESOTA STATUTES §181.59.**

The Contractor will comply with the provisions of Minnesota Statutes §181.59 which require:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

12. **DATA DISCLOSURE.**
  - a. As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

- b. Independent Contractors. Minn. Stat. §256.998 requires Minnesota State to report the name, address and social security number of independent contractors to the New Hire Reporting Center of the Minnesota Department of Human Services unless this Contract is for less than two months in duration with gross earnings of less than \$250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

13. **GOVERNMENT DATA PRACTICES ACT.** The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The CONTRACTOR and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or Minnesota State.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify Minnesota State. Minnesota State will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

14. **OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.**

- a. Minnesota State shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

The CONTRACTOR hereby assigns to Minnesota State all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of Minnesota State, execute all papers and perform all other acts necessary to assist Minnesota State to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered “works made for hire” as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to Minnesota State by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR’S obligations under this contract without the prior written consent of Minnesota State’s authorized representative.

- b. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, Minnesota State at the CONTRACTOR’S expense from any action or claim brought against Minnesota State to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR’S or Minnesota State’s opinion is likely to arise, the CONTRACTOR shall, at Minnesota State’s discretion, either procure for Minnesota State the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.



15. **ANTITRUST.** The CONTRACTOR hereby assigns to the State of Minnesota any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.
16. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
17. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.
18. **STATE AUDITS.** The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by Minnesota State and the Legislative Auditor for a minimum of six (6) years from the end of the contract.
19. **SURVIVAL OF TERMS.** The following clauses survive the expiration, cancellation or termination of this contract: Liability; Publicity; Data Disclosure; Government Data Practices Act; Ownership Of Materials and Intellectual Property Rights; Jurisdiction and Venue; and State Audits.
20. **ENTIRE AGREEMENT.** This Contract represents the entire agreement between the parties and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties. This Contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this Contract and any riders, exhibits, addenda, or other document incorporated herein, this Contract shall govern.
21. **FORCE MAJEURE.** No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure the parties' duty to perform obligations shall be suspended.
22. **ADDITIONAL CERTIFICATIONS**
  - a. CONTRACTOR shall comply with the terms of the regulations and policy directives of the SBA as they are from time to time announced which contribute the SBDC strategic plan to advance the goals, objectives and priorities of the SBDC network.
  - b. Any funds provided to CONTRACTOR under this contract cannot be used, treated or converted into any type of loan.
  - c. CONTRACTOR shall comply with all local, state, and federal laws applicable to this contract.
  - d. For all expenditures of funds made pursuant to this contract, the CONTRACTOR must keep financial records, including properly executed contracts, invoices, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures. Accounting methods must be in accordance with Generally Accepted Accounting Principles.
  - e. The CONTRACTOR agrees to follow the President's Executive Order 12549 and the implementing regulation "Non-procurement Debarment and Suspension: Notice and Final Rule and Interim Final Rule," found at 53 FR 19189, May 26, 1988, as amended at 60 FR 33041, June 26, 1995, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transactions;" unless excluded by law or regulation.

- f. The CONTRACTOR shall not use or allow any subcontractor to use any federal, state, or program income funds provided under the SBDC program for direct or indirect payment of student tuition of any course of study, of any length. This also includes depositing or posting of any funds into tuition accounts or commingling funds with any accounts related to the "Small Business Management" program at any educational institution. The CONTRACTOR shall not use funds provided by the SBDC program to create or use any tuition payment or tuition subsidy or scholarship accounts and shall not use funds provided by the SBDC program to transfer other funds for tuition payment, tuition subsidy or scholarship accounts.
- g. The CONTRACTOR shall ensure that all services delivered under this grant contract and any contract, subcontract, grant, or subgrant in furtherance of this grant contract are clearly identified as services provided by the SBDC. Where the CONTRACTOR contracts, subcontracts, grants, or subgrants for services to be provided in furtherance of this grant contract by individuals who have employment or affiliation with a public or private entity other than the CONTRACTOR, the CONTRACTOR shall ensure by express language in any such contract, subcontract, grant, or subgrant that no resources of the entity are used for service delivery without the prior written authorization of the entity. Such resources include, but are not limited to, office facilities, support services, equipment, supplies, telephone, and stationery. The CONTRACTOR shall also ensure that such individuals do not promote the services of their employer or affiliated organization in the delivery of services under this grant contract.
- h. The CONTRACTOR must not use funds to pay any person for influencing or attempting to influence an officer or employee of a federal agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of any federal contract, the making of a federal grant, the making of a federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement. If the CONTRACTOR uses non-federal funds to conduct any of the aforementioned activities, the CONTRACTOR must complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying."
- i. CONTRACTOR must comply with policies and guidelines of DEED and the SBA regarding use of the SBDC brand. This includes but is not limited to compliance with graphic standards, prominent display of the SBA and Minnesota SBDC logos at the front of the regional office and any sub-regional service center offices; placement of the SBA and Minnesota SBDC logos and appropriate disclaimers on all SBDC web sites, publications, promotional pieces, informational brochures, training materials and similar items, and use of the SBDC regional name on telecommunication devices, including but not limited to answering dedicated phones, voicemail recordings, and email signatures.

The rest of this page intentionally left blank. Signature page to follow.

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

**1. CONTRACTOR:**

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)	James Hartshorn
Title	Jim Hartshorn
Date	2/7/2023   11:53:55 AM CST

By (authorized signature and printed name)
Title
Date

**2. VERIFIED AS TO ENCUMBRANCE:**

Employee certifies that funds have been encumbered as required by Minnesota Statutes §16A.15.

By (authorized signature and printed name)	Jean Beckmann
Title	Administrative Assistant
Date	2/7/2023   11:57:16 AM CST

**3. MINNESOTA STATE COLLEGES AND UNIVERSITIES  
CENTRAL LAKES COLLEGE:**

By (authorized signature and printed name)	Katherine Heppner
Title	Director of the North Central SBDC
Date	2/8/2023   8:11:38 AM CST

**4. AS TO FORM AND EXECUTION:**

By (authorized signature and printed name)	Kari Christiansen
Title	Vice President of Administrative Services
Date	2/8/2023   9:08:27 AM CST

**Certificate Of Completion**

Envelope Id: D94A90C187A144DC910A3D25B078B602

Status: Completed

Subject: Signature request on Contract Kanabec Cty-SBDC SVCS.Feb-Jun23

Source Envelope:

Document Pages: 9

Signatures: 4

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Enveloped Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

Envelope Originator:

Jaggaer Interface

30 7th St E, Ste 350

Saint Paul, MN 55101

contracts@minnstate.edu

IP Address: 199.188.157.82

**Record Tracking**

Status: Original

2/7/2023 8:37:16 AM

Holder: Jaggaer Interface

contracts@minnstate.edu

Location: DocuSign

**Signer Events**

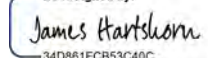
James Hartshorn

james.hartshorn@co.kanabec.mn.us

Jim Hartshorn

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:



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Viewed: 2/7/2023 11:52:09 AM

Signed: 2/7/2023 11:53:55 AM

**Electronic Record and Signature Disclosure:**

Accepted: 2/7/2023 11:52:09 AM

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Jean Beckmann

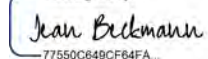
jean.beckmann@clcmn.edu

Administrative Assistant

CLC

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



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Using IP Address: 134.29.213.196

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Viewed: 2/7/2023 11:57:04 AM

Signed: 2/7/2023 11:57:16 AM

**Electronic Record and Signature Disclosure:**

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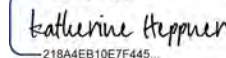
Katherine Heppner

katherine.heppner@clcmn.edu

Director of the North Central SBDC

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

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Signed: 2/8/2023 8:11:38 AM

**Electronic Record and Signature Disclosure:**

Accepted: 2/8/2023 8:10:58 AM

ID: 5619a7d5-b2eb-4bac-821b-495d6322c518

Kari Christiansen

kari.christiansen@clcmn.edu

Vice President of Administrative Services

CLC

Security Level: Email, Account Authentication  
(None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

Using IP Address: 134.29.213.196

Sent: 2/8/2023 8:11:41 AM

Viewed: 2/8/2023 9:08:22 AM

Signed: 2/8/2023 9:08:27 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/18/2020 10:57:26 AM

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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/7/2023 9:57:33 AM
Certified Delivered	Security Checked	2/8/2023 9:08:22 AM
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Completed	Security Checked	2/8/2023 9:08:27 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Minnesota State Colleges and Universities (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Minnesota State Colleges and Universities:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.noble-olson@minnstate.edu

### **To advise Minnesota State Colleges and Universities of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.noble-olson@minnstate.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Minnesota State Colleges and Universities**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Minnesota State Colleges and Universities**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to michael.noble-olson@minnstate.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Minnesota State Colleges and Universities as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Minnesota State Colleges and Universities during the course of your relationship with Minnesota State Colleges and Universities.

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

**February 7, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, February 7, 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, County Attorney Barbara McFadden, 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 Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the agenda with the following two additions: Request to Hire an Assistant County Attorney above Step A; and Auditor Treasurer's Updated Fee Schedule.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the January 17, 2023 minutes as presented.

**9:02am** – The Chairperson called for public comment. Those that responded included the following:

Mary Doughty	Comments regarding the proposed resolution to rescind Resolution #23 – 12/20/22.
Betty Will	Comments regarding the proposed resolution to rescind Resolution #23 – 12/20/22.

**9:09am** – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Township	992.88
Arthur Township	3,208.33
Braham Public Schools	7,029.43

Brunswick Township	4,767.45
Card Services (Coborn's)	49.58
Chamberlain Oil	365.69
City of Braham	2,081.61
City of Grasston	78.83
City of Mora	18,946.86
City of Mora	1,551.13
City of Ogilvie	983.12
City of Quamba	814.72
Comfort Township	3,093.35
Comm of Finance - Treas Div	7.31
Consolidated Communications	1,138.51
Dearborn National Life Insurance Co	594.4
East Central Energy	189.86
East Central Energy	1,449.01
East Central Energy	92.27
East Central Regional Dev.Commission	455.06
East Central School District	2,807.47
Ford Twp	2,779.59
Fox Run Kennels	1,000.00
Grass Lake Township	3,013.52
Haybrook Township	2,509.94
Health Partners	6,412.12
Hillman Township	1,777.51
Hinckley-Finlayson Schools	2,034.45
Isle Public Schools	4,566.99
Kanabec County	6,457.92
Kanabec County Auditor - Treasurer	8,814.22
Kanabec County Auditor HRA	3,783.80
Kanabec Township	1,332.85
Knife Lake Improvement District	718.37
Knife Lake Township	1,337.14
Kroschel Township	1,060.19
Life Insurance Company of North America	594.77
Marco	176
Marco Inc.	330.89
Milaca Public Schools	114.34
Minnesota Department of Finance	192
Minnesota Energy Resources Corp	26,638.10
Mora Public Schools	94,544.78

Office of MN.IT Services	1,338.65
Ogilvie Public Schools	17,182.43
Peace Township	1,921.89
Pine City Motor Vehicle Inc.	375
Pine City Public Schools	2.69
Pomroy Township	3,385.00
Quadient Leasing USA, Inc.	2,086.20
Quality Disposal	238.22
Quality Disposal	189.31
Southfork Township	758.52
The Hartford Priority Accounts	6,818.74
Verizon Wireless Aircards	1,343.34
VSP Insurance Co	499.68
Whited Township	1,180.71

**57 Claims Totaling: \$258,206.74**

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

**Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A and E Cleaning Services	475.00
Access	154.44
Ace Hardware	222.48
Adam's Pest Control	125.00
Adam's Pest Control	125.00
Adam's Pest Control	128.27
Advanced Correctional Healthcare	1,606.38
Advanced Correctional Healthcare	20,070.52
Advanced Correctional Healthcare	5.96
Aspen Mills	1,306.22
Aspen Mills	800.57
Aspen Mills	59.95
Aspen Mills	315.43
Association of Minnesota Counties	500.00
AT&T	70.00
Auto Value	19.98
Auto Value	15.99
Auto Value	65.97
Axon Enterprises Inc.	1,746.00
Bracewell, Earl	88.76



Carda, Eugene	88.10
Central MN Council on Aging	1,520.00
Clifton Larson Allen LLP	6,964.53
CORE Professional Services P.A.	1,050.00
Creative Forms & Concepts Inc.	1,323.71
Creative Forms & Concepts Inc.	88.78
Curtis, Michael	997.70
Curtis, Michael	139.78
East Central Regional Library	87,471.90
Election Systems & Software, Inc	4,560.37
Grainger	69.90
Granite City Jobbing Company	157.73
Gratitude Farms	500.00
Haasken Dental	205.00
Hartshorn, Jim	170.48
Hippen, Derek	6.74
Hoefert, Robert	1,688.83
Horizon Towing	631.51
Impact	4,563.00
IT SAVVY	855.61
IT SAVVY	1,084.82
IT SAVVY	3,941.94
Kanabec County Highway Dept	45.43
Kanabec County Highway Dept	57.72
Kanabec County Soil & Water	8,000.00
Kanabec Publications	84.60
Kanabec Publications	44.10
Kanabec Publications	18.00
Kanabec Publications	54.00
Kanabec Publications	16.20
Kanabec Publications	26.10
Kanabec Publications	562.00
Kastenbauer, Paul	685.22
Kennedy & Graven	269.00
KnowBe4 Inc.	2,018.25
League of Minnesota Cities	2,250.00
M & H Appliance	29.99
MACAI	100.00
MACO-MOMS	750.00
Marco	3,267.40
Marco Technologies, LLC NW 7128	932.25
Mattson Electric of Mora, LLC	1,615.00
McFadden, Barbara	78.75

Methven Funeral and Cremation Services	400.00
Minnesota Monitoring, Inc.	72.00
Minnesota Sheriffs' Association	175.00
Minnesota Sheriffs' Association	5,862.48
Mora Bakery	32.06
Mora Unclaimed Freight	109.38
North Central Bus & Equipment	182.76
North TH 65 Corridor Coalition	500.00
Northland Securities Inc	1,250.00
O'Brien, Pat	93.34
O'Brien, Pat	93.34
ODP Business Solutions, LLC	22.90
ODP Business Solutions, LLC	81.75
Office of MNIT Services	700.00
Olson, Rhonda	85.48
O'Reilly Auto Parts	105.04
Oslin Lumber	154.32
Patras, Dianne	49.78
Peterson, Ronald	90.72
Premium Waters, Inc.	11.80
Quality Disposal Systems	28.97
Ramsey County	535.00
Reliance Telephone, Inc	1,000.00
RELX Inc. DBA LexisNexis	231.75
Sabinash, Douglas	86.79
Sawatzky, Fred	79.59
St. Cloud State University	490.00
St. Cloud Technical and Community College	160.00
Stellar Services	80.08
Stellar Services	175.57
Stellar Services	184.64
Summit Food Service Management	4,002.25
Summit Food Service Management	3,993.69
Summit Food Service Management	3,999.06
SWIFT	271.56
SwipeCLock LLC	236.00
T-Mobile USA, Inc	75.00
Van Alst, Lillian	1,842.10
VC3	176.00
VC3	704.00
VC3	528.00
VC3	4,136.00
VC3	1,815.00

Verizon Wireless Services, LLC	55.00
Von Eschen, Tina	69.78
Welia Health	97.00
Zaudtke, Wayne	78.93
<b>110 Claims Totaling:</b>	<b><u>\$ 202,090.27</u></b>

#### **Road & Bridge Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A & E Cleaning Services	950.00
Aramark	577.36
Auto Value	3,107.97
Beaudry Oil & Propane	24,338.59
Cargill	5,752.63
Central McGowan	323.02
Central Pension Fund	396.00
EATI	1,105.03
Gopher State One-Call	50.00
Granite City Jobbing	104.70
Houston Engineering	4,096.23
Jacon LLC	84,731.26
Johnson Hardware	33.98
Kanabec County Highway Dept	111.00
Little Falls Machine	221.12
Mille Lacs County Public Works	1,222.27
MN Department of Public Safety	56.00
Morton Salt	25,953.93
North Central International	880.32
Northern States Supply	786.61
Nuss Truck	2,213.54
Oslin Lumber	112.50
Widseth Smith Nolting	556.00
<b>23 Claims Totaling:</b>	<b><u>\$ 157,680.06</u></b>

Action #5 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to recess to meeting at 9:21am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:21am on Tuesday, February 7, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH6 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Community Health Board Agenda as presented.

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

Action #CH7 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #CH7 - 2/7/2023**

### **Professional Health Care Network (PHCN) Contract Resolution**

**WHEREAS**, Kanabec County Community Health provides services for area residents who may or may not be insured, and

**WHEREAS**, Professional Health Care Network (PHCN) has been contracted to manage health care benefits provided by Humana to their Medicare Advantage population, and

**WHEREAS**, Kanabec County has had participating contracts with several health plans and wishes to contract with PHCN in order to serve the local Humana population, and

**WHEREAS**, if Kanabec County Community Health contracts with insurance providers, clients receive better benefits for services rendered, relieving some of the out of pocket expenses for those services and Kanabec County Community Health *is* paid directly by the insurance provider, when they otherwise may not receive payment at all;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Community Health Director to sign a contract with Professional Health Care Network to serve the Humana Medicare Advantage population locally.

Action #CH8 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

## **Resolution #CH8 – 2/7/23**

### **PHEP Coordinator Out of State Travel Resolution**

**WHEREAS**, Kanabec County Community Health's Public Health Emergency Preparedness (PHEP) Coordinator has applied for and received a stipend from the MN Local Public Health Association (LPHA) to attend the National Association of County and City Health Officials (NACCHO) Preparedness Summit in Atlanta, GA. In April; and

**WHEREAS**, if attendance is approved, PHEP Coordinator is expected to share what she has learned with regional and state partners; and

**WHEREAS**, the Community Health Director has received permission to use COVID Workforce Development funds for any expenses that are not covered with the LPHA stipend funds.

**THEREFORE BE IT RESOLVED**, the Kanabec County Community Health Board authorizes the PHEP Coordinator to attend the Preparedness Summit in Atlanta, GA. in April and for any expenses not covered by the LPHA stipend to be paid with COVID Workforce Development funds.

Action #CH9 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the payment of 108 claims totaling \$72,898.33 on Community Health Funds.

Action #CH10 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn Community Health Board at 9:41am and to meet again on Tuesday, March 7, 2023 at 9:20am.

The Board of Commissioners reconvened.

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

### **Resolution #11 – 2/7/23**

#### **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	\$1,208.22
Quality Disposal	\$3,405.60
Arthur Township	\$500.00
Total	\$5,113.82

East Central Energy Broadband Manager Dennis Rice, Business Accounts Specialist Lana Black, and Vice President/Chief Information Officer Ty Houghlum met with the County Board via WebEx to present the ECE Broadband Project update and Border-to-Border Grant Application #4 request for a resolution and support.

Action #12 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

## **Resolution #12 – 2/7/23**

### **RESOLUTION IN SUPPORT OF EAST CENTRAL ENERGY’S BROADBAND PROJECT IN KANABEC COUNTY**

**WHEREAS**, East Central Energy is working to provide efficient and affordable fiber broadband internet to its service area; and

**WHEREAS**, the mission is to provide high-speed internet to every home and business, fostering community vitality, affordable and quality health care, equitable education, a strong economy, and efficient government; now therefore, be it

**WHEREAS**, East Central Energy is applying for the 2023 Minnesota Border-to-Border Broadband Development Grant Program. The Border-to-Border Broadband Development Grant Program funds the expansion of broadband service to areas of Minnesota that are unserved or underserved; now therefore, be it

**RESOLVED**, that the governing board of Kanabec County, State of Minnesota, hereby endorses East Central Energy’s Broadband Project to provide to fiber broadband internet to its service area; and be it further

**RESOLVED**, that Kanabec County commits up to \$16,000 for the matching portion of the 2023 Minnesota Border-to-Border Broadband Development Grant Program grants received in support of East Central Energy’s Broadband Project; and be it further

**RESOLVED**, that the authorizing authority of Kanabec County does hereby adopt this resolution; and be it further

**RESOLVED**, that the Board Chair and County Coordinator are authorized to sign said resolution.

Action #13 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to submit a letter of support to East Central Energy for the 2023 Minnesota Border-to-Border Broadband Development Grant Program on behalf of the Kanabec County Board of Commissioners.

Environmental Services/GIS Technician Ryan Carda met with the County Board to present the final plat of “Boulder Estates” for approval.

Action #14 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the final plat of “Boulder Estates” as recommended by the Planning Commission, with the condition that raingardens be installed on each of the lots consistent with



the storm water plan.

Action #15 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to recess to meeting at 10:19am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 10:19am on Tuesday, February 7, 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 #FS16 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the Family Services Board Agenda as presented.

HHS Advisory Committee Chairperson Charlie Strickland Jr. met with the County Board to submit the 2023 recommended Health and Human Services Advisory Committee Membership list for approval.

Action #FS17 – Tom Roeschlein introduced the following resolution and moved its adoption:

## **Resolution #FS17 - 2/7/23**

### **Kanabec County Health & Human Services Advisory Committee Appointments**

**BE IT RESOLVED** to appoint the following members to the Kanabec County Health and Human Services Advisory Committee for 2 year terms commencing immediately and expiring January 7, 2025:

#### **Recipients of Service:**

Carol Peterson  
Charlie Strickland Jr.  
Randy Hall

#### **Citizens of the County:**

Mary Doughty  
Jennie Taylor  
Michael Anderson  
Tina Simons (Alternate)

#### **Providers of Service:**

Diane Bankers (Welia Health)  
Sadie Broekemeier (Recovering Hope)  
Denise Stewart (Lakes & Pines)

#### **Ex-Officio (non-voting):**

Chuck Hurd, Family Services Director  
Kathy Burski, Community Health Director

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

**IN FAVOR THEREOF:** Rick Mattson, Tom Roeschlein, Wendy Caswell, Peter Ripka

**OPPOSED:** None

**ABSTAIN:** Alison Holland

whereupon the resolution was declared duly passed and adopted.

Action #FS18 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn Family Services Board at 10:23am and to meet again on Tuesday, February 21, 2023 at 9:20am.

The Board of Commissioners reconvened.

Information Systems Director Lisa Blowers met with the County Board to request approval to enter into a Memorandum of Understanding with Lake Superior College for Student Training Experience/Internship.

Action #19 - It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

### **Resolution #19 – 2/7/23**

#### **Agreement for Student Training Experience/Internship – Lake Superior College Resolution**

**WHEREAS**, Lake Superior College has a Computer Information Systems Program for qualified students enrolled in the college; and

**WHEREAS**, Kanabec County's Information Systems Department has facilities for providing a suitable training experience/internship that meets the educational needs of the students enrolled in said college programs, and

**WHEREAS**, it is in the best interest of Kanabec County Information Systems Department to provide a training site where college 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; and

**WHEREAS**, a current Kanabec County Information Systems employee is enrolled in the Lake Superior College Information Systems Program and has requested to complete his training experience/internship program concurrently with his paid work time at Kanabec County; and

**WHEREAS**, this request has been approved by the appropriate Lake Superior College authority and is recommended for approval by the I.S. Director;

**THEREFORE BE IT RESOLVED** to approve the Information Systems Director to sign an Agreement with Lake Superior College and to meet said Agreement's responsibility requirements for a Student Training Experience/Internship for Chad Currier commencing January 9, 2023 through May 9, 2023.

Highway Maintenance Supervisor Nate Westling met with the County Board to request approval to purchase a motor grader.

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

## **Resolution #20 – 2/7/23**

### **Purchase Motor Grader**

**WHEREAS** the following listing quotes were received for a John Deere 672 GP Motor Grader with less than 2,000 hours located in Minnesota:

	Base Machine	Amount
RDO Equipment Co.:	2016 JD 672GP with 1976 hrs	\$215,000
McCoy Const & Forestry:	2019 JD 672GP with 813 hrs	\$310,000

**WHEREAS** RDO Equipment provided detailed quote for said 2016 JD 672GP motor grader equipped with plow wing, compaction roller, para lift, and 3yr/3,000 hr warranty:

Base Machine Equipped	\$310,250
Trade In (2002 JD 770CH)	(\$17,000)

**Net Amount: \$284,250.00**

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

**THEREFORE BE IT RESOLVED** to accept the quote of \$284,250.00 by RDO Equipment for a 2016 John Deere 672GP motor grader equipped as quoted and authorize the Public Works Director to purchase said equipment.

Kris McNally led a discussion regarding a proposed Minnesota School Board Recognition Month Proclamation Resolution.

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

## **Resolution #21 – 2/7/23**

### **Minnesota School Board Recognition Month Proclamation Resolution**

**WHEREAS**, Kanabec County Board of Commissioners recognizes the importance of public education in our community; and

**WHEREAS**, Kanabec County Board of Commissioners appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

**WHEREAS**, school board members serve as a voice that enables our community to

preserve local management and control of our public schools; and

**WHEREAS**, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

**WHEREAS**, school board members devote their knowledge, time and talents as advocates for our schoolchildren;

**WHEREAS**, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

**NOW THEREFORE, BE IT RESOLVED**, that Kanabec County Board of Commissioners recognizes and salutes the members of the School Boards of Mora, Ogilvie, Braham, Isle, Pine City, East Central, Hinckley-Finlayson and Milaca Public Schools by proclaiming February 2023 as School Board Recognition Month.

County Coordinator Kris McNally led a discussion regarding the consideration of adopting the proposed Public Comment Policy A-123. The Board requested some changes to the draft and expressed consensus to table the decision to a future meeting.

County Attorney Barbara McFadden led a discussion regarding a request to hire an Assistant County Attorney above Step A.

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

### **Resolution #22 - 2/7/23**

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

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

**WHEREAS**, said candidate has 10+ years of applicable Minnesota law practice experience in addition to a juris doctor degree; and

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

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

**WHEREAS**, the Economic Development Hiring Committee is recommending hiring this candidate at Grade 18, Step F (\$48.03/hour);

**THEREFORE BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby authorizes the Coordinator's Office to proceed with hiring said candidate at Grade 18, Step F contingent on an acceptable background study and reference checks.

County Auditor Treasurer Denise Snyder led a discussion regarding proposed updates to the fee schedule for the County Auditor/Treasurer and Assessor's Offices.

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

### **Resolution #23 - 2/7-23**

**WHEREAS**, the County Auditor/Treasurer has recommended increasing fees for certain services that would apply to the Auditor/Treasurer and Assessor's offices; and

**WHEREAS**, the employee(s) time to conduct these duties, as well as postage expenses have increased substantially since previously established; and

**WHEREAS**, the County Auditor/Treasurer has also recommended adding fees for fireworks permits; and

**WHEREAS**, the fireworks permit fees are consistent with that of the City of Mora; and

**WHEREAS** the following updated fee schedule is proposed:

			Application Required?
Abatements	(excluding clerical errors)	\$20.00	Y
Change of Taxpayer	(not ownership)	\$20.00	Y
Combination of Parcels		\$50.00	Y
Green Acre Payback		\$10.00 per year, per parcel	Y
Green Acre Payback with Split(s)		\$30.00 per year, per parcel	Y
Tax Estimates on Splits		\$30.00	Y
(all other tax estimates-simple/proposed/etc. Contact Assessors office)			
Copies/Print Screens	(if not taxpayer)	\$1.00	
Fax Services		\$1.00 per page	
Auditor's Certificate (Bonds)		\$100.00	
Tax Certification & Clearance	(if not taxpayer)	\$3.00 per parcel	
Delinquent Tax Search:			
	First ten (10) parcels	\$3.00 per parcel	
	Ten (10) plus parcels	\$1.00 per parcel	
Electronic Escrow Payment		\$1.50 per parcel	
Auctioneer License: Resident & Non-resident		\$20.00 per year	Y
Fireworks Permit (Display)		\$25.00	Y
Fireworks Retail License		\$225.00	Y
Liquor Licenses:			
	On-Sale	\$2,000.00	Y
	Off-Sale	\$350.00	Y
	Sunday	\$200.00	Y
Malt Liquor (3.2 Beer) License:			
	On-Sale	\$100.00	Y
	Off-Sale	\$50.00	Y
Wine License On-Sale & Sunday		\$1,000.00	Y
Set-up License		\$300.00	Y
Precious Metals Dealer's License		\$50.00	Y
Processing Fee for Delinquent Tax List		\$25.00	
Regulated Gatherings Permit		\$50.00	Y
Timber and Firewood Permit(s)	Appraised Value		Y
Tobacco License		\$50.00	Y

**BE IT FURTHER RESOLVED** that the Kanabec County Board of Commissioners approves the updated fee schedule as presented.

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

**11:00am** – The County Board took a five minute break.

Action #24 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to close the meeting at 11:05am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Union Negotiation Strategy. Those present during the closed portion of the meeting included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally and County Attorney Barbara McFadden.

Action #25 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to return to open session at 11:30am.

Action #26 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to close the meeting at 11:31am pursuant to the Open Meeting Law, MN Statute §13D.05 subd. 3(b) to discuss matters related to Attorney Client Privilege. Those present during the closed portion of the meeting included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally and County Attorney Barbara McFadden.



Action #27 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to return to open session at 11:37am.

Action #28 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

**Resolution #28 - 2/7/23**  
**Rescind Action #23 - 12/20/22**

**WHEREAS**, at the Regular Board Meeting on December 20, 2022 the Board of Commissioners, by a 4-1 vote, approved Action #23 to hang the Ten Commandments in the Courthouse lobby; and

**WHEREAS**, upon reconsideration of said action, the Board of Commissioners no longer desires to take action to hang the Ten Commandments in the Courthouse lobby and, furthermore, does desire to rescind Action #23-12/20/22;

**THEREFORE BE IT RESOLVED** that Action #23-12/20/22 is hereby rescinded effective immediately.

Future agenda items: SCORE Funding, Snake River One Watershed One Plan, Driver's Licensing Committee potential real estate transaction

Action #29 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:45am and to meet again in regular session on Tuesday, February 21, 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>
City of Mora	13,427.20	Electric, Water, Sewer Utilities	Various
Kanabec County Auditor HRA	106.00	February '23 VEBA - JK	Sheriff
Kwik Trip Inc	12,622.13	Gas Credit Cards	Various
Midcontinent Communications	231.97	Utilities - Mora	Transit
Minnesota Department of Finance	4,867.50	Jan. '23 State Fees and Surcharges	Recorder
Quadient Finance USA, Inc.	2,000.00	PSB Postage	Unallocated
Spire Credit Union	4,258.00	See Below	
Verizon Wireless Cellphones	2,960.72	Cell Phones	Various
Kanabec County Auditor/Treasurer	8,814.22	Vehicle Leases/Maintenance	Various
Consolidated Communications	1,138.51	Monthly Service	Various
Marco	176.00	Printer Contract	Transit
Midcontinent Communications	452.24	Monthly Service	Various
Minnesota Energy Resources Corp	19,994.48	Gas Utilities	Various
Office of MN.IT Services	1,338.65	WAN	IS
Quality Disposal	1,003.55	Solid Waste Fees	Various
VC3	3,308.40	Monthly Service	IS/ARPA
East Central Energy	12.11	Intersection Lighting	Highway
Card Services (Coborns)	130.94	Wellness Supplies	Employee Wellness
<b>18 Claims Totaling:</b>	<b>\$ 76,842.62</b>		
Spire Credit Union	38.97	Amazon - iPad Cases	Commissioners
	249.99	GODADDY - SSL Renewal	IS
	27.80	Amazon - Office Supplies	Attorney
	156.00	Realtor Assoc - MLS Qrtly Serv	Assessor
	255.00	Realtor Assoc - 2023 Member Dues	Assessor
	156.00	Realtor Assoc - MLS Qrtly Serv	Assessor
	31.83	Amazon - Office Supplies	Veteran Services

16.08	Amazon - Deputy Phone Case	Sheriff
14.99	Amazon - Prime Membership	Sheriff
200.00	USPCA K9 Training - AG	Sheriff
25.71	Amazon - Office Supplies	Sheriff
13.58	Amazon - Flash Drives	Sheriff
14.98	Amazon - Flash Drives	Sheriff
9.99	Amazon - Flash Drives	Sheriff
26.85	UPS - RMA Shipping	Sheriff
35.24	Amazon - USB Cables	Sheriff
63.62	Amazon - USB GPS	Sheriff
50.00	USPCA Membership Renew K9	Sheriff
800.00	MSA Jail Staff Training-UOF	Jail
35.04	Amazon - Jail Office Supplies	Jail
70.93	Amazon - Jail Supplies	Jail
17.68	Amazon - 2 USB Wall Chargers	E-911
32.19	Amazon - Office Supplies	Extension
0.99	Apple - Storage	Highway
11.86	Amazon - Screen Protectors, iPad	Highway
41.26	Amazon - Wall Charger, USB Cable	Highway
40.32	Amazon - Wall Charger, Car Charger	Highway
20.90	Amazon - Phone Case & Screen Protector	Highway
7.85	USPS - Postage	EDA
100.40	Amazon - Supplies	Community Health
75.96	Amazon - Office Supplies	Community Health
128.69	Amazon - Standup Desk	Community Health
103.96	Amazon - Foot Clinic Supplies	Community Health
544.39	Positive Promotions	Community Health
-22.99	Credit on Cancelled Items	Community Health
502.54	Rutgers Bay Lk Lodge - RPC	Community Health
60.59	XMIND LTD	Community Health
25.60	Availity Subscription Fee	Community Health
20.10	Amazon - Face Masks	Community Health
44.36	St Cloud Sign & Stamp-Signature	Community Health
28.98	Amazon - Ear Buds	Community Health

	20.10	Amazon - Face Masks	Community Health
	22.40	Availity Subscription Fee	Community Health
	32.00	Availity Subscription Fee	Community Health
	85.17	Amazon - Home Care Supplies	Community Health
	20.10	Amazon - Face Masks	Community Health
<b>46 Claims Totaling:</b>	<b>\$</b>	<b>4,258.00</b>	

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 2/21/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	Marco	159.00	Standard Payment
		<b>159.00</b>	
AUDITOR	American Solutions for Business	110.35	2023 MH Tax Statements 700
		<b>110.35</b>	
BUILDINGS MAINTENANCE	DKN Construction	4,333.00	Supply/Install Colored Window Frame & Glass - Courthouse Window Infill Project
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	January Cleaning Services - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	January Cleaning Services - PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	January Cleaning Services - Jail
BUILDINGS MAINTENANCE	Grainger	419.02	Pillow Block Bearings (2)
BUILDINGS MAINTENANCE	Granite City Jobbing Co	380.26	Bleach & Paper Towels - Courthouse
BUILDINGS MAINTENANCE	Granite City Jobbing Co	393.63	Trash Bags, Paper Towels, Toilet Paper - PSB
BUILDINGS MAINTENANCE	ITSAVVY	213.36	Bulk Cable 1000ft (2) - Jail
BUILDINGS MAINTENANCE	Mid-American Research Chemical	292.99	Germicid Multi-Purpose Foam Cleaner, Glass Cleaner - Courthouse
		<b>14,076.26</b>	
COMMISSIONERS	Association of MN Counties	1,050.00	2023 County Gov 101 - AH, PR, WC
COMMISSIONERS	Holland, Alison	100.87	Mileage to AMC Conference in St Paul
COMMISSIONERS	Ripka, Peter	232.73	Mileage to Jan. '23 Committee Mtgs & AMC Conference in St Paul
		<b>1,383.60</b>	

COUNTY ATTORNEY	Dunn County Clerk of Courts	7.50	Certified Copy for Court File
COUNTY ATTORNEY	ITSAVVY	759.63	Computer
COUNTY ATTORNEY	Office Depot	64.18	Back Support-Mesh, Pens
COUNTY ATTORNEY	RELX Inc DBA LexisNexis	189.08	LexisNexis January 2023 Charges
COUNTY ATTORNEY	Thomson Reuters-West	<u>2,026.00</u>	Thomson Reuters 2023 Criminal Books (4)
		<b>3,046.39</b>	
COUNTY COORDINATOR	Office Depot	85.09	Expanding File Folders, Highlighters, Tissue, Legal Size
		<u>85.09</u>	Copy Paper, Large Binder Clips
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal an Transport (2)
COUNTY CORONER	Ramsey County	1,671.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	<u>1,585.00</u>	Post Mortem Exam/Toxicology
		<b>3,656.00</b>	
COUNTY RECORDER	Office Depot	<u>53.30</u>	Desk Organizer, Flags, Post-Its, Pencils
		<b>53.30</b>	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	<u>367.50</u>	Court Appt Attorney Fees
		<b>367.50</b>	
EAST CENTRAL REGIONAL LIBRARY	East Central Regional Library	<u>100.40</u>	Corrected Invoice - Additional Staff Hours
		<b>100.40</b>	
ECONOMIC DEVELOPMENT	Hartshorn, Jim	69.43	Mileage for 2/3/23 GPS 45:93 Mtg & 2/9/23 Mtg w/ Housing
		<u>69.43</u>	Developer in Cambridge
ELECTIONS	Sea Change Print Innovations	841.77	T2023 Ballots
ELECTIONS	VC3	<u>12,247.00</u>	Security Appliance Licensing
		<b>13,088.77</b>	



ENVIRONMENTAL SERVICES	Association of MN Counties	300.00	2023 MN Assoc. Solid Waste Administrators (SWAA) Dues
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurter, PA	1,250.00	Environmental Service/Land Use-2022 4th Quarter Retainer
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurter, PA	87.50	Mileage 11/30/22 - Zoning Presentation
		<b>1,637.50</b>	
HUMAN RESOURCES	American DataBank	46.75	Background Study for New Employee
HUMAN RESOURCES	SwipeClock LLC	158.45	Additional Subscription Fees 1/27/23-3/20/23, 2/1/23-3/20/23
HUMAN RESOURCES	WEX	445.50	Administrative Fees for January
		<b>650.70</b>	
INFORMATION SYSTEMS	MNCCC Lockbox	100.00	Accelebrate Training - 2/13/23
INFORMATION SYSTEMS	VC3	9,000.00	Labor (Retainer)
		<b>9,100.00</b>	
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,487.00	Jan. 2023 Invoice for Contracted Beds at East Central Juv. Center
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	232.00	REAM Grant - January 2023
PROBATION & JUVENILE PLACEMENT	Office Depot	52.45	Flags, Gloves
		<b>4,771.45</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	550.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Curtis, Michael	480.33	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Glen's Tire	41.25	Bus Repairs & Oil
PUBLIC TRANSPORTATION	Granite Electronics	2,750.00	2023 Airtime Fees
PUBLIC TRANSPORTATION	Hoefert, Robert	1,163.28	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec Publications	562.00	Advertising
PUBLIC TRANSPORTATION	MN Public Transit Association	755.00	2023 Public Transit Dues
PUBLIC TRANSPORTATION	Premium Waters, Inc.	11.80	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,053.90	Volunteer Mileage
PUBLIC TRANSPORTATION	Welia Health	47.00	Drug Screen
		<b>7,414.56</b>	

SANITATION	East Central Solid Waste Commission	<u>60.00</u>	Kanabec Co Hwy Dept - Mixed Solid Waste & Recycle
		<b>60.00</b>	
SHERIFF	Ace Hardware	5.99	Key Battery
SHERIFF	Aspen Mills	1,565.82	Brown Pants-JA, Shirt w/ Patches-EM, Body Armor & Plates-KH, Jacket w/ Patches-CS, Vest Carrier-BT, Mock Turtle-JK, Key Keeper/Badge Holder-JK
SHERIFF	AT&T Mobility	1,464.62	Monthly Service
SHERIFF	Axon Enterprise Inc.	8,740.50	Taser Packages (2)
SHERIFF	EATI	277.82	New Squad Parts
SHERIFF	Glen's Tire	320.00	4 Used Tires - Dismount/Mount, Balance, Disposal
SHERIFF	Granite Electronics	739.90	Radio Repair
SHERIFF	Intoximeters, Inc	300.00	Intox Repair
SHERIFF	O'Reilly Auto Parts	21.77	Capsule
SHERIFF	Tinker & Larson Inc	<u>626.90</u>	Oil Changes (5), Battery
		<b>14,063.32</b>	
SHERIFF - 911 EMERGENCY	Aspen Mills	399.75	Pants, Shirts, Boots - PG
SHERIFF - 911 EMERGENCY	Motorola Solutions	<u>2,115.00</u>	Vesta Services
		<b>2,514.75</b>	
SHERIFF - CITY OF MORA	AT&T Mobility	<u>44.69</u>	Monthly Service
		<b>44.69</b>	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control, Inc.	250.00	Prevention Plus
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	303.94	December 2022 Pharmacy
SHERIFF - JAIL/DISPATCH	Aspen Mills	159.88	Shirts w/ Patches (2) - ES
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,770.55	Initial Issue-RK, Initial Issue-BJ
SHERIFF - JAIL/DISPATCH	Bob Barker	276.58	Inmate Uniforms - Jumpsuits
SHERIFF - JAIL/DISPATCH	McKesson Medical Surgical	381.49	14 Panel Drug Kits
SHERIFF - JAIL/DISPATCH	St. Louis County	331.65	2023 Regional Radio Fees

SHERIFF - JAIL/DISPATCH	Stellar Services	157.13	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	194.40	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,991.56	Inmate Meals - 2/4/23 - 2/10/23
		<b>7,817.18</b>	
SHERIFF - RESERVES	Aspen Mills	289.37	Brown Shirts w/ Patches-RS, Under shirt/Mock Turtle-RS
		<b>289.37</b>	
UNALLOCATED	Kanabec Publications	817.46	County Board Minutes 11/15, 12/6, 12/20 & Committee
UNALLOCATED	Minnesota Counties Intergovernmental Trust	2,500.00	Deductible for Claim - Jail
UNALLOCATED	Rupp, Anderson, Squires & Waldspurter, PA	88.00	Legal Services, December 2022
		<b>3,405.46</b>	
VETERAN SERVICES	Union Grill	250.00	DAV Volunteer Dinner Deposit-Reserve Date
		<b>250.00</b>	
79 Claims Totaling:		<b>\$ 88,215.07</b>	

**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 2/21/2023**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A & E Cleaning Services	1,050.00	Office cleaning
Cargill, Inc	6,307.84	Salt
Central McGowan	122.84	Welding supplies
Glens Tire	77.00	Tire repair
Gopher State One-Call	1.35	Locates
H & L Mesabi	1,859.60	Shop supplies
Johnson Hardware	204.96	Shop supplies
J.R. Oil Co	115.00	Used oil pick up
Kanabec County Highway Dept	84.60	Petty cash, postage
Kwik Trip	9.90	Car wash
LHB Inc	2,153.00	Professional engineering
Little Falls Machine	1,299.08	Repair parts
Marco	330.89	Printer fee
MN Energy	1,869.15	Heating
Morton Salt	6,525.83	Salt
Northpost	523.00	Signs
Nuss Truck	1,724.51	Repair parts
ODP	364.54	Office supplies
Owens	105.63	Repair parts
Power Plan	7,040.61	Repair parts
Pomp's Tire Service	7,376.88	Tire order
Schiferli, Kevin	20.00	Pesticide license
Scott's Lawn & Landscapes	7,863.00	Snow removal
Towmaster	3,255.23	Repair parts
Vault Health	618.76	Drug testing
Wiacom	675.30	GPS
Zep	1,880.86	Shop supplies

**27 Claims Totaling:   \$   53,459.36**

# Agenda Item #4

February 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Policy Review	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**a. Public Comment Policy (new)**

Review draft #2 of the Public Comment Policy

- a. Per Board request, the language regarding “yielding time” was removed from draft #1
- b. Per Board request, language was added regarding the prioritization of residents for allotted speaking time
- c. If edits are deemed satisfactory and the policy complete, consider approval of the policy:

### **Resolution #\_\_\_ - 2/21/23**

#### **Adoption of Kanabec County Public Comment Policy**

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

**WHEREAS**, the proposed policy is recommended in order to establish a standard of conduct and a guide to the Board and the citizens they serve for the public comment portion of board meetings;

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby adopts the Public Comment Policy effective February 21, 2023 and assigns policy number A-123.

**b. Expense & Travel Reimbursement Policy (revised)**

Discuss questions on the Expense and Travel Reimbursement Policy questions:

- a. Federal law requires meal reimbursement without overnight lodging to be treated as income subject to tax withholding and FICA deduction. The current policy provides meal reimbursement only for situations that include overnight travel.

Department Heads and staff are requesting consideration of reimbursement for meals when traveling out-of-area for county business.

Is it the Board’s desire to continue the practice of meal reimbursement only when overnight travel occurs, or to add reimbursement for out-of-area day travel that would be considered taxable income?

- b. Gratuity

The current policy does not specify whether or not gratuity should be included in expense reimbursement. Is it the Board's desire to include gratuity in the revised policy? If so, what percentage? 15%, 20%?

c. Meal Limits

The current policy does not have established maximums for meal expenses. Counties vary greatly on their established limits. Several counties use the current rate established by the State of Minnesota Management and Budget Office Commissioners plan <https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/2021-2023/Commissioners-Plan-21-23.pdf>

Reimbursement Amount. Except for high cost localities as identified by the Internal Revenue Service (IRS), the maximum reimbursement for meals including tax and gratuity shall be:

- Breakfast: \$10.00
- Lunch: \$13.00
- Dinner: \$19.00

For high cost localities as identified by the IRS (specifically excluding any cities within Minnesota), the maximum reimbursement shall be:

- Breakfast: \$12.00
- Lunch: \$15.00
- Dinner: \$23.00

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**f. Background:**

Supporting Documents: None    Attached: ☒

<b>Date received in County Coordinators Office:</b>	Draft #2 of the proposed Public Comment Policy
<b>Coordinators Comments:</b>	



## **Kanabec County Public Comment Policy**

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### **A. GENERAL**

The purpose of this policy is to set a standard of conduct and a guide to the Board and the citizens we serve at the public comment portion of the meeting.

### **B. SCOPE**

This policy applies to all individuals who wish to be heard during public comment to address a county business item.

### **C. PROCEDURE**

1. The public comment period shall be held at regular Kanabec County Board Meetings. It shall be scheduled after the Pledge of Allegiance and before the business part of the meeting. It shall be limited to no more than 18 minutes.
2. A Request for Public Comment Form will be available near the Boardroom entrance for those attending in person who would like to address the Board.
3. The Board Chair will call for public comment. Requests to speak will be handled on a priority basis as follows:
  1.
    - a. County residents who are attending in-person and have signed-in on the Request for Public Comment Form
    - b. County residents who are attending on-line
    - c. Non-county residents who are attending in-person and have signed-in on the Request for Public Comment Form
    - d. Non-county residents who are attending on-line
  - 2.
4. The Board Chair may limit the number of individual speakers to accommodate the time scheduled for the public comment period of the meeting.
5. Each speaker must be recognized by the Board Chair before speaking. After recognition, the speaker must come to the podium and stand, if able, state their name and their topic.
6. Speakers will have a maximum of three minutes to address the Board unless the time limit is waived by a Board majority. When there are a large number of speakers to be heard, the Board Chair may shorten this time.

7. Speakers shall conduct themselves in a professional, courteous manner and refrain from the use of profanity. Interruption or other interference with the orderly conduct of the Board shall not be allowed.
8. The Board Chair may limit comments if they become redundant, repetitive, irrelevant, argumentative, disrespectful, disparaging, harassing, abusive, threatening, or discriminatory, do not relate to official county business, or are not germane to a matter under consideration by the Board.
9. Campaign-type presentations are not allowed.
10. A personnel complaint against an individual county employee may not be heard initially at a Board meeting. Personnel complaints may be submitted in writing through the County Coordinator's office. Complaints against the County Coordinator may not be heard initially at a Board meeting, but may be submitted in writing to the County Board Chair.
11. Sufficient warnings may be given by the Board Chair at any time during the remarks and, in the event the speaker continues to violate the standard of conduct set forth, the Chair may then cut-off comment. Consequences for failure to comply can include ejection from the meeting.
12. The Board will not engage in dialogue with speakers and may refer the issue to staff if necessary. Questions from the Commissioners shall be limited to points of clarification.
13. Materials or handouts submitted are public information.

# Agenda Item #5

February 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Department Head Update-Coordinator's Office	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Information only

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### **f. Background:**

Per Board request, the Department Heads will begin a rotation of concise, regular updates to the Board.

Staff will provide a verbal update on operations, trends, challenges, successes, etc.

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**