

10:00am Ryan Carda, Environmental Services/GIS Technician – Final Plat Approval for Boulder Estates

10:20am *Recess County Board to a time immediately following the Family (Human) Services Board.*

**Family (Human) Services Board**

10:35am Lisa Blowers, Information Systems - Request for Approval to Provide an Internship Program for a Current Employee

10:45am Nate Westling, Highway Maintenance Supervisor- Request to Purchase Equipment

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Other business to be conducted as time is available:

1. Minutes- January 17, 2023
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. SCORE Claims
5. Consider Minnesota School Board Recognition Month Proclamation Resolution
6. Consider approval of new Public Comment Policy
7. Commissioner Reports
8. CLOSED SESSION: Union Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. CLOSED SESSION: Attorney Client Privilege—(This portion of the meeting may be closed pursuant to Minnesota Statute § 13d.05 subd. 3(b))
10. Consider Resolution to Rescind Board Action #23-12/20/22 To Hang the Ten Commandments in the Kanabec County Courthouse Lobby
11. Future Agenda Items
12. Discuss any other matters that may come before the County Board

ADJOURN

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, February 7, 2023**  
**9:20 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing –Case Manager, RN; Home Health Aide
  - Respiratory Viral Activity
  - Grants Received
  - CDC Infrastructure Grant Awards
  - Community Health Assessment and Planning
  - KCCH Brief Program Descriptions page 3-6
4. PHCN Contract page 7-31
  - Action requested
  - See attached Contract, Schedule A and resolution
5. Out of State Travel – PHEP Coordinator page 32
  - Action requested
6. KCCH 4<sup>th</sup> Quarter 2022 Report page 33-46
  - See attached report
7. Timber Trails Public Transit Annual report page 47-50
  - See attached report
8. Financial Reports page 51-53
  - see attached page 54-55
  - Trial Balance
  - Dec 2022 Financial Report
9. Abstract Approval page 56-64
  - Action Requested
  - See attached Abstract and Vendor List
10. Other Business
11. Adjourn

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

**Staffing:**

**Case Manager R.N.** – A new nurse started on January 17. She has been busy doing all of the training required for her position. We are excited for her to start serving the residents of Kanabec County.

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

**Respiratory viral activity –**

The State has been seeing flu activity go down since the last week in December. Hospitalizations have also dropped. The median age of those being hospitalized is 64. Schools have seen a decline in Influenza-like Illness in the past couple of weeks as well.

Locally, reported cases of COVID has declined to only a few a week. Again, these are only reported cases. People who test positive at home are not reported to the state.

**Grants received:**

First Citizens Foundation awarded us with \$5,000 to use toward the Dental Program.

**CDC Infrastructure Grant Awards:**

The State of Minnesota was awarded \$42.9 million for the Strengthening the U.S. Public Health Infrastructure, Workforce, and Data Systems grant (CDC Infrastructure Grant). Community health boards will receive 40% (16.4 million) of the funds for use over a five-year period.

Funds to community health boards will be distributed using a formula set out by CDC for awarding funds to states with a \$50,000 base. Kanabec County will receive \$100,519 for the five-year period.

The purpose of the funding is to recruit, retain, and train a skilled and diverse public health workforce, address longstanding public health infrastructure needs, and increase the size of the public health workforce. The grant funding is intended to be very flexible, and activities may include:

- Supporting and sustaining the public health workforce
- Retaining public health staff
- Training new and existing public health staff
- Strengthening workforce planning, systems, processes, and policies
- Recruiting and hiring new public health staff

More details about grant activities will be provided in the coming weeks.

**Community Health Assessment and Planning:**

The data gathering step is nearly complete and two meetings will be held to present the data and prioritize the local issues. We will be holding these meetings at the Public Services Building in March. Both meetings will be the same content and process but one will be held on March 14 from 9:30 am – 11:30 am and the second one will be held on March 16 from 5:00 pm – 7:00 pm.

We have a list of stakeholders/community members that will be invited. We will also extend an invitation to any community member who wishes to attend through the paper, radio, and social media.

**Brief Program descriptions:**

Included in your packet is a brief description of most of our program areas. This is just FYI, I hope to bring staff /supervisors in to talk about their program areas throughout the year. If you have any questions about any of the areas, please feel free to contact me at any time.

Below is a brief description of the many programs/services offered through Kanabec County Community Health. It is not an all-inclusive list and it can change depending upon funding.

### **WIC (Woman, Infants, and Children)**

WIC is a supplemental nutrition program that helps eligible pregnant women, new mothers, babies, and young children. It is a nutrition and breastfeeding program that helps young families eat well and healthy. WIC is designed to educate pregnant women on nutritious foods for a healthy pregnancy and delivery, support breastfeeding, help new moms meet their breastfeeding goals, and provide families' nutritious foods to their young, so they are healthy, happy, and ready to learn. It offers a variety of healthy foods, including fruits & vegetables, milk, cheese, yogurt, eggs, whole grains, cereal, peanut butter/dry beans, and more.

Who is eligible for WIC? Women who are pregnant, breastfeeding and had a baby within the last year, women who have had a baby in the past six months, or women who have been pregnant within the last six months. Also, infants up to one year and children up to age five are eligible. Fathers and foster parents with children from infant to under age five are eligible to apply if qualified.

Who qualifies? If the individual, or a family member, is currently participating in any of the following programs, they are automatically income eligible for the WIC program: medical assistance, SNAP (Food stamps), MN Family Investment Program (MFIP), Energy Assistance Program (EAP), free or reduced school lunch, or head start.

### **MECSH (Maternal Early Childhood Sustained Home-Visiting)**

MECSH is a high quality evidence based home-visiting program. It is designed for families that are currently pregnant and/or up to 6-8 weeks post discharge from hospital. Families will receive approximately 25-30 visits and will conclude when the child turns the age of two. The program is designed for families at risk for poor maternal health, poor child health, or poor developmental outcomes with socio-economic disadvantaged.

The nurse will provide support throughout the pregnancy, focusing on the mother's psychosocial and environmental issues; supporting the health and development of the family (including older children), provide opportunities for discussion, and clarify and reinforce antenatal care. Guided by a strengths-based approach, the nurse will support the mother and family to enhance their coping skills, problem solving skills, and ability to mobilize resources. Home visitors will guide new parents in developing healthy and successful parenting skills while promoting social, emotional, and physical development. Referrals to community agencies can be made throughout the program. The nurses will support families in learning the skills needed to build capacity and utilize resources appropriately to adapt and self-manage in their parenting journey.

To qualify, families must be at 200% poverty level or below or on a Minnesota Health Care Program. Effort will be placed on enrolling families prenatally, however they can be enrolled 8 weeks post hospital discharge. This means that if an infant was in the NICU for 3 months and finally goes home, we can enroll them up to 8 weeks after.

### **Child and Teen Checkups (C&TC)**

Child and Teen Checkups (C&TC) is Minnesota's Early Periodic Screening, Diagnosis, and Treatment (EPSDT) program. EPSDT is a federal program required in every state to provide comprehensive health care and dental services for children under the age of 21 who are eligible for Medicaid. Periodic examinations or screenings are delivered according to the C&TC Schedule of Age-Related Screening Standards.

Child and Teen Checkups help keep children healthy, detect possible concerns early, identify and diagnose potential health problems or disabilities and provide early interventions, help develop good health habits and encourage children to reach their full potential. The checkup includes information about physical and mental health, a head to toe physical, immunizations if needed, hearing and vision check, oral health screening and a time to ask questions and discuss your child's thoughts, feelings, and relationships.

Kanabec County's primary role is to provide outreach to the population who are already enrolled and those eligible to the C&TC program, encourage residents to choose a medical home and help connect them if needed, provide outreach and

education to local providers and agencies on the importance of child and teen checkups, and provide this check up to any eligible child.

Kanabec County does have one nurse trained to provide the head-to-toe Child & Teen Check-Up exam if needed.

### **Universal Baby Visits**

Each baby born to a family living in Kanabec County is eligible to receive a Universal Baby Visit from a Kanabec County Family Health Nurse. Our nurses offer an in-home visit for both parent and baby! Baby's weight and measurements will be assessed, Mom will be assessed in her postpartum journey, and any concerns will be discussed. Generally the visit occurs when baby is between 4-6 weeks of age, however they can be offered sooner.

### **Temporary Assistance for Needy Families (TANF) and Maternal Child Health (MCH)**

Our short-term home visiting program allows families in all stages of development to enroll and receive support and guidance from our family health nurses. We strive to connect them with resources and support family in reaching new goals. Families with children who suffer from medical conditions can also receive support from our nurses.

Kanabec County offers the Follow Along Program (FAP). This program can help track a child's development and inform the parent if they are playing, talking, growing, moving, and behaving like other children the same age. Questionnaires are sent to caregivers at different ages such as 4, 8, 12, 16, 20, 24, 30, and 36 months old. The questionnaire asks how the child is growing, playing, talking, moving, and acting. Handouts with fun activities are sent out with the results. If there are concerns, they will be shared with you and the nurse will contact you to discuss further evaluation or early help services.

### **Disease Prevention and Control (DPC)**

The Minnesota Vaccines for Children (MnVFC) program is offered at Kanabec County and is Minnesota's version of the federal Vaccines for Children program that works to make all vaccines accessible and affordable for all children within their medical homes. The population served includes children ages 0-18 who are uninsured, American Indian/Alaskan Native, covered by a Minnesota Health Care Program, or underinsured.

In addition, Kanabec County offers vaccinations for adults that are underinsured or uninsured ages 19 and older.

### **Health Promotions**

The purpose of health promotions is to promote, encourage, and support healthy and safe communities. It is the intent to build a capacity for individual, community, and system change to improve health and prevent chronic illness. This program includes but not limited to universal baby visits, car seat education provided by a certified car seat technician to qualified individuals, and work with the Amish. Our home visitor has worked closely with the Amish population.

### **Statewide Health Improvement Plan (SHIP)/Partners in Healthy Living (PiHL)**

The Statewide Health Improvement Partnership (SHIP) program supports community driven solutions in order to expand opportunities for active living, healthy eating, and commercial tobacco free living. The Minnesota Department of Health (MDH) awarded Statewide Health Improvement Partnership (SHIP) grants to counties and cities across Minnesota.

SHIP works to build a foundation of good health for all Minnesotans. SHIP provides funding opportunities for Partners in Healthy Living to continue this work, creating more opportunities for all communities in Isanti, Kanabec, Mille Lacs, and Pine Counties. Their mission is to foster healthier communities where all residents live, work, learn, and play. This is achieved by encouraging policy changes, systems changes, and changes to the built environment to help to increase access to nutritious foods, physical activity opportunities, and tobacco-free living.

Thanks to PHIL in the four county area, we have: safer walking and biking routes to school to help more kids get physical active, more farmers' markets that can provide increased access to fresh fruits and vegetables, and more workplace wellness programs directed at keeping employees health and decreasing healthcare costs for the employer and much more.



### **Emergency Preparedness**

The MDH Center for Emergency Preparedness and Response fosters integrated preparedness, response and recovery planning among state, local and tribal public health and health care partners. The mission behind this program is to strengthen response systems to minimize death, disability, and suffering from health emergencies. All public health and healthcare partners will have the knowledge, plans, and tools to respond to a public health emergency. Our Public Health Emergency Preparedness coordinator measures and evaluates response and recovery effectiveness, identifies program gaps, and implements improvement actions. They also ensure that there is a capacity to manage communication before, during, and after a health emergency.

It is the responsibility of the emergency preparedness staff members to plan, implement, and manage programs that include training exercises to enhance the efforts of health responders. Public Health will play a role in most large scale emergencies in a community. During the floods of 2016 and 2018 public health assisted in volunteer management and provided education to the community regarding clean-up, mold, drinking water safety including well water safety etc. In the event of a tornado, public health may be involved again in providing education, possibly assisting with door-to-door welfare checks in the community. In the case of a mass shooting, public health would be involved in a reunification center, helping to coordinate mental health support. It is important that plans are in place for many scenarios.

### **Regional Prevention Coordinator**

The Regional Prevention Coordinator for East Central Region 4 is responsible for working within a system of support services for people and organizations to engage in addressing the root causes of substance abuse. With these systems, the RPC can provide in-person support, information, and data to be effective, save time, implement best practices, and grow substance abuse prevention in MN communities. RPC staff support to help start and grow prevention efforts within a community by providing support on where to begin, bringing the right people to the table, creating a plan, putting the work into action, and figuring out what's working and what's not. Services provided by Regional Prevention Coordinators are guided by SAMHSA (the federal Substance Abuse and Mental Health Services Administration) principles designed to build and maintain effective prevention programming within a Strategic Prevention Framework. Funded by the Minnesota Department of Human Services, Behavioral Health, Housing, and Deaf & Hard of Hearing Services Administration (BHDH).

### **Better Together Coalition**

Concerned community members formed the Methamphetamine Task Force in 2002. The Substance Abuse Coalition of Kanabec County was established in 2006 when community members expanded their mission to also prevent alcohol, tobacco and other drug use. Many efforts to educate, change policies, and provide help for those in need have been, and continue to occur, through the work of our local community members. The Coalition has been funded through a number of long term grants over the year with the Drug Free Communities Grant being the most recent. It was funded through the DFC Grant from 2009-2019. Since 2019 the Coalition has been partially funded through the Family Services Collaborative. In 2021, the Substance Abuse Coalition of Kanabec County (SACK) changed its name to the **Better Together Coalition of Kanabec County**. While continuing to promote substance use prevention the coalition will also work to address mental health/wellness, resiliency, and recovery.

Changing the coalitions name means we can encompass a broader vision to promote mental wellness, resiliency, substance use prevention, and recovery. There is not a linear approach to prevention and building a healthy community takes time, resources, and commitment. We are proud of the work we have done and the collaborative partnerships we have built. We know we our communities are better when we come together and now our name matches our mission.

Better Together strives to include the following sectors of our community: Youth, Parents, Businesses, Media, Schools, Youth-Serving Organizations, Law Enforcement, Justice/Corrections, Faith-Based Organizations, Civic and Volunteer Groups, Healthcare, State and Local Government, Other Organizations Involved in Reducing Substance Abuse, and High-Risk Sub-Populations.

### **Home Care**

Kanabec County Community Health (KCCH) offers a variety of Home Care Services to meet the needs of the community. Registered Nurses provide home visits to clients for health assessments, teaching, medication management, wound care and other direct nursing care. Contracted therapy services can be provided for physical therapy, occupational therapy, and speech therapy. A home health aide is offered to provide help with personal cares and any home management needs.

Payment for home care services can include Medicare, Veterans benefits, medical assistance, major insurance plans, and private pay.

### **Public Health Nurse Clinic**

This program is offered by appointment only every Wednesday and every other Thursday for either foot care or medication management. Visits include a short health history, vitals check, thorough foot/lower leg inspection, nail trimming, symptom, health concern discussion, health education and annual depression screening and cognitive screening. A registered nurse will take the time to listen and discussion any health related questions. The medication management nurse clinic visits require an order from a doctor. A registered nurse will assess current medication and drug interactions, provide education on side effects, and provide assistance with refills, and set up and education on medications.

### **Case Management**

Case Management helps elderly and disabled residents live in their communities as independently as possible. Case Managers can provide individuals and their loved ones with information about available resources and can help navigate through the assessment and application process. The team will assist individuals with understanding the different options, resources and services available to them. The case management team will provide individual evaluation and care planning by working with individuals and caregivers to develop short and long term needs based on physical, social, emotional, and financial factors. A MnChoice assessment is available to a person of any age with a disability or in need of long-term services and supports. It is provided by a nurse who will come to you and perform an assessment to determine what your needs are and what a plan of service would look like.

### **Nuisance**

Responding to public health nuisance.

When community members contact Kanabec County and file a nuisance complaint, staff review and investigate if necessary. They will also bring in other agencies if needed (MN Pollution Control, shoreland etc.). If a complaint is found to be a nuisance. Kanabec County Community Health will take steps to have a homeowner remediate the issue.

A public health nuisance is defined by Minnesota law as any activity or failure to act that adversely affects public health. Clutter or general poor housekeeping is not considered a public health nuisance. Accumulations of clothing, household good, magazines, or other examples of hoarding behavior are not necessarily a public health nuisance.





## Master Service Agreement

This MASTER SERVICE AGREEMENT ("Agreement") is made and entered into this [\_\_\_\_] day of [\_\_\_\_\_] (the "Effective Date") by and between PROFESSIONAL HEALTH CARE NETWORK, LLC, an Arizona limited liability company ("PHCN"), and PROFESSIONAL CARES, LLC, an Arizona limited liability company ("PC") (Collectively, "PHCN") and [\_\_\_\_\_] ("PROVIDER").

PHCN has entered into agreements with certain managed care and at-risk entities ("Payors"), which may require that home health care services be delivered and/or coordinated to their respective enrollees ("Members").

PHCN desires to contract with PROVIDER to be available to administer certain of these services and PROVIDER is willing to supply such services to the Payors attributed enrollees designated by PHCN.

PROVIDER represents and warrants that it has the full power and authority to execute this Agreement on behalf of those entities and locations included in the attached Schedule C (the "Agency Roster") and bind those entities and locations on Schedule C to the terms and conditions of the Agreement.

**NOW THEREFORE**, PHCN and PROVIDER agree to the following terms and conditions.

### **1. RESPONSIBILITIES OF PROVIDER**

**1.01 General:** PROVIDER shall to the extent requested by PHCN, provide the services described on Schedule A hereto (the "Services") to Members designated by PHCN. PROVIDER shall coordinate the provision of Services to Members pursuant to this Agreement with all other providers involved in each such Member's care. Upon PHCN's request for Services, PROVIDER assumes full responsibility for accepting the Member for the provision of Services. PROVIDER shall cooperate with and, when medically appropriate, utilize third party vendors selected by PHCN for designated Services.

**1.02 Qualifications:** PROVIDER represents and warrants that:

- (a) All of PROVIDER's employees, agents and representatives hold and shall continue to hold all federal, state and local licenses, registrations, certifications and training required by law, regulation and accreditation standards in order to render the Services pursuant to this Agreement and shall be held to the same standard of PROVIDER as set forth in this Agreement, and shall have demonstrated competency, clinical experience and training in each type of clinical service they will provide.
- (b) PROVIDER shall check for sanctions on an ongoing basis. At PHCN request, PROVIDER shall provide to PHCN copies of applicable licenses and other evidence of qualifications along with sufficient documentation proving that PROVIDER is not on an exclusion list from either the OIG or CMS.
- (c) PROVIDER is duly licensed to provide the Services and shall furnish to PHCN copies of PROVIDER's valid license, certificate and accreditation applicable to the Services itemized on Schedule A hereto. In lieu of such accreditation, PROVIDER must demonstrate substantial evidence of compliance with current recognized applicable accreditation bodies.

(d) Currently, and throughout the term of this Agreement, including any extended term due to Orderly Termination, neither PROVIDER, nor any of its employees, agents who may perform any of the Services or obligations under this Agreement, shall (i) have been convicted of a criminal offense that would trigger exclusion from federal program participation or (ii) be listed by a federal agency as currently suspended, debarred, excluded or otherwise ineligible for federal program participation (including as reflected on the Cumulative Sanctions Report of the United States Health and Human Services Office of the Inspector General, or the United States General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs). Any breach of this representation and warranty shall result in immediate termination of this Agreement with respect to the affected individual or entity, in addition to any other available remedies.

**1.03 Performance Standards:** PROVIDER shall render the Services with the same standard of care, skill and diligence customarily used by similar providers in the community in which such Services are rendered. PROVIDER also agrees to comply with the terms and conditions of the PHCN Provider Manual, as amended from time to time, made available online at PHCN's website (the "Provider Manual"). PROVIDER will periodically review the online Provider Manual for updates.

**1.04 Payor Service Standards:** PROVIDER understands and acknowledges that the Payors have individually established certain required service standards that must be met when Services are provided to their Members. Such service standards are set forth in the Payor contracts, manuals, policies, and procedures and may be updated from time to time by Payor. These standards shall be disclosed or made available to PROVIDER by PHCN. PROVIDER shall abide by such service standards as applicable.

**1.05 Quality Improvement Process:** PROVIDER shall fully cooperate with PHCN quality management, utilization review, data capture, satisfaction surveys, complaint, grievance, credentialing and re-credentialing programs, including participating in OASIS data sharing, to the extent of connecting directly to PHCN systems. PROVIDER acknowledges that PHCN may coordinate Quality Improvement Programs through third parties for the purposes of patient treatment planning, quality scoring and transitions of care, for this reason PROVIDER shall cooperate with such third parties to the same extent PROVIDER is required to cooperate with PHCN and applicable law. PROVIDER further agrees to fully cooperate with PHCN to comply with any applicable Payor quality assurance, quality improvement, accreditation, risk management, utilization review, utilization management, clinical trial and other administrative policies, procedures or guidelines, as amended from time to time. This may include, but is not limited to, The Joint Commission, the National Committee for Quality Assurance, and the Health Plan Employer Data and Information Set guidelines. Nothing in this Agreement shall render PHCN responsible for the manner or means by which PROVIDER renders the Services nor shall in any way affect PROVIDER's obligation to exercise independent medical judgment in rendering health care Services to Members. The PROVIDER may log complaints regarding the quality assurance program to the:

Executive Director  
PHCN (Professional Health Care Network, LLC) 7600 N. 16<sup>th</sup> Street, Suite  
140  
Phoenix, Arizona 85020

**1.06 Referrals:** PROVIDER shall contact PHCN prior to referring a Member to any individual, institution, or ancillary health care provider.

**1.07 Equipment:** PROVIDER shall maintain all medical equipment including, but not limited to, imaging, diagnostic and/or therapeutic equipment ("Equipment") in acceptable working order and condition and in accordance with the Equipment manufacturer's recommendations for scheduled service and maintenance. If applicable, PROVIDER shall provide PHCN, Payor or their representatives with access to such Equipment for inspection and an opportunity to review all records

reflecting Equipment maintenance and service history. Such Equipment shall only be operated by qualified technicians with appropriate training and required licenses and certifications. Equipment owned and/or operated by PROVIDER shall comply with all standards for use of such Equipment and technician qualifications as established by PHCN or Payors. PROVIDER agrees to comply with all requests for information related to Equipment and/or the qualifications of PROVIDER's personnel for use of same. In the event the Equipment or PROVIDER's use of the Equipment fails to meet PHCN or a particular Payor's standards, PROVIDER shall not use Equipment while providing services to such Payor's Members.

**1.08 Personnel Cancellation:** After PROVIDER has accepted Services and start of care date ("Start of Care") has been confirmed, PROVIDER is responsible for delivery of the service on the agreed-upon Start of Care, and shall in the event of any personnel cancellation, supply a qualified caregiver replacement. In the event that PROVIDER cannot service the Member, PROVIDER shall notify PHCN within twelve (12) hours prior to the agreed Start of Care of its inability to meet the Start of Care. PROVIDER shall only accept those cases that it has the ability to staff.

**1.09 Compliance with Laws and Accreditation Bodies; Notice of Certain Actions:**

- (a) PROVIDER shall comply with all applicable federal, state and local laws, rules and regulations, and if applicable, recognized accrediting bodies. PROVIDER shall cooperate with PHCN in responding to regulatory and/or accreditation inquiries, including without limitation surveys of PROVIDER's premises and records.
- (b) PROVIDER shall notify PHCN within seven (7) days if there is a change affecting PROVIDER or any PROVIDER's licensure, accreditation or certification, or if a professional, accrediting, regulatory legal body serves notice that it may take any action due to deficiencies, poor performance or failure to comply with standards, rules or regulations imposed by such professional, accrediting, legal or any regulatory body initiates an investigation of PROVIDER. PROVIDER shall give PHCN immediate written notice of:
  - i. Termination, suspension, exclusion or voluntary withdrawal of PROVIDER from any state or federal health care program, including but not limited to Medicare and Medicaid; and
  - ii. Any settlements or judgments in connection with a lawsuit or claim filed or asserted against PROVIDER alleging professional malpractice.
- (c) To the extent that the rates charged by PROVIDER pursuant to the Reimbursement Schedule hereof represent a discount or reduction in the amount PROVIDER generally charges for the Services, the parties agree to comply at all times with the provisions commonly known as the "discount safe harbor".
- (d) If, due to PROVIDER's noncompliance with statutory and regulatory requirements or applicable Payor Agreements, sanctions or penalties are imposed on Payor, Payor may, in its sole discretion, offset such amounts paid to PHCN against any amount ultimately due to PHCN. PHCN may then offset such amounts against any amount ultimately due to PROVIDER.

**1.10 Incidents and Complaints:** PROVIDER shall inform PHCN within 24 hours of any incident or circumstance (i.e. sentinel event) relating to any Services which have, or has the potential to, adversely affect the health or safety of a Member and/or of PROVIDER's receipt of any oral or written complaint or grievance relating to Services provided hereunder. PROVIDER shall provide copies to PHCN of documentation and such other information related to any such incident and shall fully cooperate with PHCN in any investigation of such incident or complaint. As requested by PHCN, PROVIDER shall cooperate in any grievance and appeals procedures to resolve disputes that may arise between a Payor and its Member.

**1.11 Unsatisfactory Personnel:** PROVIDER shall, as warranted, immediately restrict, suspend or terminate any personnel member from providing or arranging Services to Members in the following circumstances: (i) the person ceases to meet the licensing/certification requirements or other standards set forth herein; (ii) PHCN or PROVIDER reasonably determines that there are serious deficiencies in the

professional competence, conduct or quality of care of the person which affects or could adversely affect the health or safety of Members; or (iii) PHCN reasonably demands that such person be restricted, suspended or terminated from providing Services to Members. In any such case, the obligation to compensate PROVIDER shall be limited to the Services authorized, and PROVIDER shall not reassign the individual to provide Services under this Agreement without the prior approval of PHCN.

**1.12 Substitution:** If any service not listed in Schedule A is required by PHCN, PROVIDER shall use reasonable efforts to provide such service at the agreed-upon Reimbursement Schedule.

**1.10 Accurate Information:** PROVIDER represents and warrants that all information (including without limitation information contained in the credentialing application materials and information contained in authorization requests and claims submitted), which PROVIDER has furnished to PHCN is true and accurate, and that PROVIDER shall promptly notify PHCN of any material change in such information, including to notify PHCN of any material changes to the Agency Roster within 7 days of occurrence.

**1.11 Access to Books and Records:**

- (a) During the term of this Agreement and for ten (10) years following termination of this Agreement, PHCN, applicable Payors, accreditation organizations, the United States Department of Health and Human Services and the Comptroller General of the United States along with their duly authorized agents, during regular business hours and upon reasonable notice and demand, shall have access to, which shall include on-site inspections, all information and records related to Services rendered by PROVIDER under this Agreement or to the effectiveness of PHCN's utilization management, quality improvement claims management and payment and other programs. PROVIDER shall compile information necessary for the expeditious completion of such audit or inspection in a timely manner and shall provide copies at no expense to any of the foregoing that may make such request.
- (b) PROVIDER shall preserve and make available all of its records pertaining to performance for a period of ten (10) years and for such period, if any, as is required by applicable statute. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of ten (10) years from the date of termination or of any resulting final settlement.
- (c) In order to ensure compliance under this Agreement, PROVIDER acknowledges and agrees to retain all contracts, books, documents, papers, and other records related to the provision of Services to benefit plans including, but not limited to, Medicare, Medicaid, dually insured, commercial members and/or as related to PROVIDER's obligations under this Agreement for a period of not less than ten (10) years or as is required by applicable law.

**1.12 Additional Payor Sources:** PROVIDER shall promptly notify PHCN when it becomes aware of any additional primary or secondary payer sources for any Member.

**1.13 Employer Obligations:** PROVIDER shall maintain full responsibility as employer of its personnel for payment of their wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state and local income taxes, social security taxes, worker's compensation, unemployment, and disability coverage.

**1.14 Insurance:**

- (a) During the term of this Agreement and, with respect to claims-made coverage, for a period of 5 years after the termination of this Agreement, PROVIDER and PROVIDER's employees, agents, and representatives will maintain at PROVIDER's expense, in amounts satisfactory to PHCN's credentialing and re-



credentialing requirements, comprehensive general and professional liability, and workers compensation insurance coverages. PROVIDER shall maintain automobile liability insurance for automobiles used in the delivery of Services under this Agreement in amounts that meet all state and local requirements. Such insurance shall include "tail" or prior acts coverage necessary to avoid any gap in coverage and shall be provided through a licensed carrier acceptable to PHCN. PROVIDER shall provide PHCN with a certificate evidencing such coverages upon request and prior written notice of any cancellation or non-renewal of any such coverage if not replaced with comparable coverage or of any other material adverse change in such coverage.

(b) PROVIDER agrees to ensure that any nurse or other licensed professional who performs an activity pursuant to this Agreement on its behalf and who is not an employee of PROVIDER carries the same insurance coverage PROVIDER is required to maintain.

**1.15 Credentialing/Re-Credentialing/Ongoing Credentialing:** PROVIDER agrees to adhere to PHCN's credentialing, re-credentialing and ongoing credentialing policy and document request therein timely. A copy of PHCN's credentialing process can be found in the Provider Manual or embedded within the PHCN Provider Portal. Failure to provide credentialing documents or to meet credentialing deadlines indicated by PHCN can lead to access removal to the Provider Portal, suspension, or termination of this Agreement.

**1.16 Compliance Program:** PHCN maintains a compliance program to detect and prevent illegal and unethical activities. Such Program is described in the Provider Manual and includes PHCN's compliance hotline for reporting suspected fraud, abuse or other illegal or unethical activities. PROVIDER agrees that PROVIDER and all of its employees, agents, or representatives who may perform any of the Services or obligations under this Agreement shall be informed of such Program and hotline and instructed to report accordingly. PROVIDER further represents, warrants and covenants that it has and shall maintain a corporate compliance program to detect and prevent illegal and unethical activities and that such program complies with applicable federal and state laws, regulations, and guidelines.

## **2. RESPONSIBILITIES OF PHCN**

**2.01 General:** PROVIDER agrees that PHCN may grant access to PROVIDER's Services under this Agreement to Payors and their Members. PHCN makes no representations or guarantees concerning the number of Members that will be referred to PROVIDER or volume or value of Services under this Agreement.

**2.02 Payor Contracts and Manuals:** PROVIDER authorizes PHCN to act on its behalf when negotiating terms and conditions of Payor contracts and to represent and warrant to Payors that PROVIDER will abide by the terms and conditions of such Payor contracts as well as applicable Payor manuals, policies, procedures and guidelines. PHCN shall disclose or make available to PROVIDER such applicable Payor terms and conditions, manuals, policies, and procedures.

**2.03 Payments:** PHCN shall compensate PROVIDER for Services that are covered under the Member's plan or policy ("Covered Services") as provided in Article 3 below.

## **3. COMPENSATION**

**3.01 General:** PROVIDER shall bill PHCN for authorized Services rendered by the PROVIDER. Initial claim submissions shall be filed within one hundred twenty (120) days of the date of service. Resubmission of unclear claims or claim appeals must occur within one hundred eighty (180) days of the original date of determination. Claims received after this filing deadline may be denied, and PROVIDER cannot bill the Member for such denied claims. PROVIDER shall not bill any Payor directly

unless PROVIDER has obtained prior written consent from PHCN in each instance. PHCN shall have one hundred eighty (180) days from the date of service to inform PROVIDER of any payment made in error to PROVIDER and shall be obligated to provide sufficient supporting documentation.

PROVIDER agrees to refund Payor for any such claims payments within thirty (30) days of receiving notice from PHCN or becoming aware of such claims. PHCN or the applicable Payor may recoup payment from PROVIDER for Services that were billed to Payor which were covered under this Agreement, PROVIDER may not bill the Member for such recouped claims. PROVIDER agrees to resubmit identified claims to PHCN in accordance with the terms and conditions stated in this Agreement within thirty (30) days of receiving notice from PHCN. PHCN agrees to process these resubmitted claims within forty-five (45) days of receipt from PROVIDER.

**3.02 Rates:** PHCN shall pay PROVIDER the rates set forth in the reimbursement schedule ("Schedule A") for the Services provided in accordance with this Agreement. These rates are all inclusive and PROVIDER shall receive no additional compensation, including but not limited to, for reports, information exchanges, sales tax or other Services contemplated by this Agreement.

**3.03 Payment Terms:**

- (a) PHCN shall pay PROVIDER the undisputed amount payable under this Agreement for authorized Covered Services within forty-five (45) days after PHCN's receipt of a properly completed, accurate, non-duplicated invoice containing all required data elements as specified in the Provider Manual ("Clean Claim") from PROVIDER or the period of time required by applicable law.
- (b) If PROVIDER believes that PROVIDER has been underpaid for a Covered Service, or if there is no payment for a Covered Service, PROVIDER must submit a request for reconsideration in accordance with the reconsideration and appeal process and timeframes specified in the Provider Manual. Requests for reconsideration received after such timeframe may be denied, and PROVIDER cannot bill any Member or other person for such denied claims.
- (c) PROVIDER understands and agrees that, except as otherwise required by law, PROVIDER is prohibited from disclosing PROVIDER rates under this Agreement to any Member, Payor or other third party for any reason.

**3.04 Non-Covered Services and Reimbursement to PHCN:** Notwithstanding the forgoing, PHCN shall not be obligated to pay for, and PROVIDER shall not be reimbursed for, any payment made for any Services:

- (a) That were not (i) requested by PHCN (except for any emergency Services); (ii) authorized by PHCN; or (iii) in accordance with the physician plan of care;
- (b) Delivered to a Member not enrolled in the Payor's health plan at the time Services were delivered; or
- (c) If the respective Payor was not the primary payer at the time Services were delivered.

In the event that PROVIDER fails to reimburse PHCN as per this section, PHCN shall have the right to recoup said funds, including but not limited to, through recoupment or offsetting claims.

**3.05 Limitation on Billing Members:**

- (a) PROVIDER agrees that in no event, including but not limited to nonpayment by PHCN, insolvency of PHCN or breach of this Agreement, shall PROVIDER bill, charge, collect a deposit from, seek compensation, remuneration or reimbursement from, or have any recourse against a Member or persons acting on their behalf for amounts that are the legal obligation of PHCN. PROVIDER further agrees that this provision shall survive the termination of this Agreement regardless of the cause giving rise to such termination and supersedes any oral or

written contrary agreement now existing or hereafter entered into between PROVIDER and Members, or persons acting on behalf of a Member. Modifications to the provisions of this section shall become effective no earlier than the date permitted by applicable law.

- (b) If PHCN denies payment to PROVIDER due to PROVIDER's failure to comply with any of the provisions of this Agreement, PROVIDER shall not bill the Member for the denied amounts.
- (c) Unless otherwise directed by PHCN, PROVIDER shall not collect any applicable co-payment, deductible or coinsurance from Members.
- (d) With respect to services for which payment is denied because the services are not medically necessary, PROVIDER shall not charge the Member for such services unless, in advance of the provision of such services, the Member agrees in writing to accept the financial responsibility for such services.

#### **4.0 TERM AND TERMINATION**

**4.01 Term:** Upon execution by both parties, this Agreement shall be in effect for one (1) year commencing on the Effective Date ("Initial Term"). At the conclusion of the Initial Term, this Agreement shall automatically renew for successive one (1) year terms ("Renewal Term") unless either party gives written notice of non-renewal at least ninety (90) days prior to the end of the Initial Term or a Renewal Term and subject to earlier termination as provided in Section 4.02 of this Agreement.

**4.02 Termination:** (i) Either party may terminate this Agreement if any warranty, representation or material covenant of the other party contained herein is untrue or is breached during the term hereof, and any such breach is not cured to the satisfaction of the other party within fifteen (15) days after receipt of the written notice by the non-breaching party; (ii) PHCN may terminate this Agreement immediately upon written notice to PROVIDER in the event of PROVIDER's loss of licensure, exclusion from participation in any governmental program, or insolvency; and (iii) Either party, at its option may terminate this Agreement at any time upon ninety (90) days written notice to the other party.

**4.03 Orderly Termination:** Upon termination of this Agreement, or termination of a Service under this Agreement, PROVIDER shall fully cooperate with PHCN to transition Members so that Members are not left without medically necessary care. Such cooperation shall include, without limitation, the timely provision of all information requested by PHCN and all necessary clinical coordination to transfer Members to a new provider. PROVIDER shall, at PHCN's request, continue to provide the Covered Services to any Member receiving the Services at the time of such termination for the longer of (i) the date Services have been transitioned or the course of treatment has been completed, whichever is earlier or, (ii) the period of time required by law. PHCN shall pay PROVIDER in accordance with the rates hereunder for such Covered Services.

#### **5.0 MISCELLANEOUS TERMS**

**5.01 Assignment/Subcontracting/Sub-delegation:** PROVIDER may not transfer, assign sub-delegate, subcontract, or otherwise give access to this Agreement, including its rates, to any other party, including any affiliate or other party that acquires an interest in PROVIDER or that PROVIDER acquires, whether through a stock or asset purchase, or that is otherwise merged into or that PROVIDER merges into on or after the Effective Date without the prior written consent of PHCN, which shall not be unreasonably withheld or delayed.

#### **5.02 Non-Disclosure and Confidentiality; Non-Solicitation; Non-Compete:**

- (a) PROVIDER shall not disclose the terms of this Agreement, including but not limited to any Reimbursement Schedule, without the prior written consent of PHCN.
- (b) To the extent PROVIDER has access to such information, PROVIDER shall not disclose to a third party the terms and conditions of any Payor contract,



manual, policy, procedure, guideline or any information of a confidential nature acquired regarding a Payor, except to PROVIDER's agents as necessary for PROVIDER's performance under this Agreement, or as required by this Agreement, or applicable federal, state and local law, rule or regulation.

- (c) PROVIDER and PHCN shall maintain the confidentiality of all protected health information regarding Members in accordance with all applicable federal laws and regulations, including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). PROVIDER shall provide PHCN with all records and information necessary to carry out PHCN's utilization management, quality improvement, claims management and payment and other relevant programs at no cost to PHCN and shall obtain any consent(s) which may be required to allow such disclosure to PHCN and to allow PHCN to disclose such information to third parties for such purposes.
- (d) PROVIDER acknowledges that in order to provide the Services hereunder, it may from time to time receive proprietary or confidential information from PHCN, including without limitation, Member identification, customer and client identification and lists, accounts, business operating methods, programs, policies, procedures and forms. PROVIDER shall keep such information confidential and (unless otherwise required by law) shall not disclose it to any person except as authorized in writing by PHCN.
- (e) During the term of this Agreement, PROVIDER shall not request, advise or solicit any client, customer, supplier, or Member serviced by PROVIDER pursuant to this Agreement to curtail, terminate or cancel their relationship with PHCN or its affiliates or otherwise disparage PHCN.
- (f) During the term of this Agreement, PROVIDER shall not willfully or knowingly disparage any Payor or directly or indirectly cause a Member to disenroll from an applicable Payor program at any time. PROVIDER shall not willfully or knowingly interfere with a Payor's direct or indirect contractual relationships, including, but not limited to, those with its Members or other providers.
- (g) PROVIDER shall not make any public announcement or press release with respect to its relationship to PHCN described in this Agreement or any other matter in connection with this Agreement without the prior written consent of PHCN.
- (h) The provisions of this section shall survive the termination of this Agreement. PROVIDER acknowledges that, if the provisions of this section are breached, the damage to PHCN shall be irreparable and thereby shall entitle PHCN to obtain immediate and permanent injunctive relief restraining PROVIDER from such breach or threatened breach of the provisions hereof, without need to post any bond. PROVIDER further acknowledges that such injunctive relief is in addition to any other legal or equitable remedies PHCN may be entitled to under this Agreement.

**5.03 Indemnification:** Both parties shall defend, indemnify and hold harmless either party, Payors, Members, and applicable state and federal agencies, including their officers, directors, employees, agents and stockholders, ("Indemnified Parties") from and against any and all claims, liabilities, losses, damages, costs or expenses of any kind (including reasonable attorneys' fees) ("Indemnified Amounts") incurred by the Indemnified Parties as a result of either parties acts or omissions, but only to the extent that such Indemnified Amounts are caused by the negligence, wrongful act or omission, or breach by either party, including but not limited to, either parties non-compliance with applicable law, such as, but not limited to, applicable laws pertaining to fraud, waste and abuse.

**5.04 Use of Name:** Neither party may use any trade name or service mark of the other party or any material protected by patents, trademarks, or copyrights without the express written permission of the other party, except that either party, or applicable Payors, may list the other party, or applicable Payors, in any relevant directory of services and related marketing materials of such party, or, in PHCN's case, of any Payor directories.

**5.05 Independent Contractors:** The parties enter into this Agreement as independent contractors, and nothing contained in this Agreement shall be construed to create a partnership, joint venture, agency or employment relationship between the parties or any of their respective officers, directors or employees.

**5.06 Provider Portal:** PROVIDER understands and acknowledges that under this Agreement, no PROVIDER is entitled to access the PHCN Provider Portal ("Portal"). PHCN, in its sole discretion, shall determine whether a PROVIDER has access to the Portal but shall not unreasonably withhold such access.

**5.07 PHI Breaches:** Each Party shall report within two (2) calendar days to the other party any use or disclosure of protected health information ("PHI") in violation of this Agreement of which either party becomes aware. At the time of a reported breach the parties shall (i) identify the nature of the unauthorized use or disclosure; (ii) identify the PHI used or disclosed; (iii) identify who made the unauthorized use or received the unauthorized disclosure; (iv) identify what has been done or shall be done to mitigate any deleterious effect of the unauthorized use or disclosure; (v) identify what corrective action has been taken or shall be taken to prevent future similar unauthorized use or disclosure; and (vi) provide such other information, including a written report, as reasonably requested by the covered entity.

**5.08 Ownership and Use of Data and Information:** PHCN shall own all data, documents, software programs and other information generated in the performance of this Agreement. This provision shall not prohibit PROVIDER from owning data specific to its Members and created by PROVIDER. Subject to the confidentiality obligations under this Agreement and those imposed by law, PHCN shall have the right to use any such information in the general course of its business.

**5.09 Amendment and Waiver:**

- (a) Subject to the provisions of subsection (b) and (c) of this Section, no amendment or modification of this Agreement shall be valid or binding unless set forth in writing and duly executed by a duly authorized signatory of the party against whom enforcement of the amendment, modification, supplement or waiver is sought. Waiver by either party of an event of default or breach of the provisions of this Agreement shall not constitute a waiver of any other event of default or breach or right on a future occasion.
- (b) PHCN may modify any provision of this Agreement upon thirty (30) days prior written notice to PROVIDER, with the exception of reimbursement rates as set forth in Schedule A hereto which requires duly authorized signature by both parties under this Agreement. PROVIDER shall be deemed to have accepted PHCN's modification if PROVIDER does not object to such modification, in writing, within the thirty (30) day notice period.
- (c) Amendments required by legislative, regulatory or other legal authority, as reasonably determined by PHCN, shall not require the consent of PROVIDER and shall be effective immediately upon PROVIDER's receipt of notice of amendment.

**5.10 Entire Agreement:** This Agreement contains the entire agreement between the parties, supersedes all discussions and writings by and between the parties which may have occurred prior to or contemporaneously with entering into this Agreement and shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

**5.11 Governing Law:** This Agreement shall be governed by the laws of the State of Arizona.

**5.12 Regulatory and Payor Addenda:** PROVIDER agrees to comply with Regulatory and Payor Addenda where applicable and attached hereunto or referenced therein. To the extent of any inconsistency between an Addendum and the Agreement, the Addendum shall control.

**5.13 Severability:** If any provision of this Agreement is held to be invalid or unenforceable under current and future laws, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated, as long as the invalid provision is not material to the overall purpose and operation of this Agreement.

**5.14 Notices:** Notices provided hereunder shall be given in writing and sent to the addresses below by hand delivery, facsimile (to the extent a facsimile number is provided below), certified mail, return receipt requested, United States mail postage prepaid, or nationally recognized overnight courier. Any address or name specified may be changed by a notice given by the addressee to the other party in accordance with this section. Any notice of demand or other communication shall be deemed given and effective as of the date of receipt.

Provider Name: <u>Kanabec County Community Health</u>	PHCN
Attention to: <u>Kathy Burski</u>	Attention to: VP, Network Management
Address <u>905 Forest Ave. E.</u>	7600 N. 16 <sup>th</sup> Street,
<u>Suite 127</u>	Suite 140
<u>Mora, MN 55051</u>	Phoenix, Arizona, 85020

**5.15 Headings:** The headings in this Agreement are for convenience only and shall not be considered a part hereof or affect the construction or interpretation of any provisions of this Agreement.

**5.16 Counterparts/Electronic Storage of Documents:** This Agreement may be executed simultaneously in two or more counterparts, each of which shall constitute but one and the same instrument. The parties agree that the original of this document, including the signature page, may be scanned and stored in a computer database or similar device and that any printout or other output readable by sight, the reproduction of which accurately reproduces the original of this document, may be used for any purpose just as if it were the original, including proof of the content of the original writing.

**5.17 Survival of Obligations:** Termination of this Agreement for any cause shall not release either party from any liability which at the time of termination has already accrued to the other party or which thereafter may accrue in respect to any act or omission occurring prior to termination from any obligation which is expressly stated herein to survive termination.

**5.18 Non-Discrimination:** Neither PROVIDER nor PHCN shall discriminate in employment or provision of Services with respect to age, race, color, religion, veteran status, sex, sexual orientation, national origin, disability, place of residence, health status, type of payer and source of payment or any other category protected by law and will ensure their facilities are accessible as required by Title III of the Americans With Disabilities Act of 1991. PHCN and PROVIDER agree they shall comply with any laws, executive orders and regulations regarding equal opportunity and affirmative action that may apply to a Payor or its subcontractors.

**5.19 Arbitration:**

(a) **Disputes with PHCN:** Any dispute relating to this Agreement shall be settled by binding arbitration conducted in accordance with the Health Care Arbitration Rules of the NHA Alternative Dispute Resolution Services.

(b) **Disputes with Payor:** PROVIDER acknowledges and agrees that any dispute

between PROVIDER and Payor with respect to or involving the performance under, termination of, or interpretation of any Payor Agreement may be required to be submitted to binding arbitration. If applicable, PROVIDER further acknowledges and agrees that this obligation may also require that PROVIDER bear certain costs, administrative fees, arbitrator compensation, attorneys' fees, and other expenses related to the arbitration.

**5.20 Participation in Federal Health Care Programs:** PROVIDER shall provide Services to Members enrolled in government payor programs, including but not limited to Medicare, Medicaid, and TRICARE, in accordance with the terms and conditions specific to the programs and in applicable Payor contracts. PROVIDER hereby represents that PROVIDER and all employees, subcontractors and/or independent contractors of PROVIDER providing or who will provide Services under this Agreement, including without limitation health care, utilization review, medical social work and/or administrative services, each will maintain full participation status in the programs in which they are enrolled. PROVIDER further represents that PROVIDER and all employees, subcontractors and/or independent contractors are not excluded from participation in any government payor program, including but not limited to Medicare, Medicaid, and TRICARE. PHCN may terminate this Agreement immediately upon PROVIDER's failure to adhere to the terms of this provision, Schedule B, and the Medicare Advantage First Tier Entity-Downstream Provider Addendum.

**5.21 Provider-Patient Relationship:** Nothing in this Agreement shall be construed to interfere with or in any way alter any provider-patient relationship or be interpreted to discourage or prevent communications necessary and appropriate for the delivery of health care services, including communications regarding treatment options, communications regarding coverage and appeal rights or any other communications expressly protected under applicable law.

**5.22 Limitations on Damages:** Notwithstanding anything in this Agreement to the contrary or provided for under any applicable law, rule or regulation, no party shall, in any event, be liable to any other party, either in contract or in tort, for any consequential, incidental, indirect, special or punitive, damages of such other party, including loss of future revenue, income or profits, diminution of value or loss of business reputation or opportunity relating to the breach or alleged breach hereof, whether or not the possibility of such damages has been disclosed to the other party in advance or could have been reasonably foreseen by such other party.

**5.23 Termination by Payor:** PROVIDER agrees that a Payor may terminate or suspend PROVIDER's participation from one or more lines of business and/or provider networks covered by applicable Payor contracts with proper notice as set forth in such Payor contracts.



**PROVIDER AGREEMENT  
SCHEDULE A  
Reimbursement Schedule  
(ATTACHED)**





**PROVIDER AGREEMENT  
SCHEDULE B  
Medicare Advantage Regulatory  
Addendum**

**(Provisions of Schedule B apply only to services rendered to eligible enrollees covered under a Payor's Medicare Advantage plan ("Members"))**

**Additional Provisions:** PHCN and PROVIDER agree to the following provisions:

- A. Compliance with Laws:** PROVIDER shall comply with and is subject to all applicable Medicare program rules and regulations, as implemented and as amended by the Centers for Medicare and Medicaid Services (CMS), including without limitation federal and state regulatory agencies right to audit PROVIDER's operations, books, records and other documentation related to PROVIDER's obligations under this Agreement, as well as all other federal and state laws, rules and regulations applicable to individuals and entities receiving federal funds, including without limitation Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act and the Rehabilitation Act of 1973. PROVIDER shall require every health care professional employed by or under contract with PROVIDER that render health services under this Agreement comply with this provision.
- B. Federal Funds:** PROVIDER acknowledges that payment from payer to PHCN for services to Medicare Advantage enrollees is derived in whole or in part from federal funds received by payer from CMS, and that PROVIDER shall be subject to those laws, rules and regulations applicable to individuals and entities receiving federal funds.
- C. Record Maintenance and Confidentiality:** In order to ensure compliance under this Agreement, PROVIDER acknowledges and agrees to retain all contracts, books, documents, papers and other records related to the provision of services to Medicare members and/or as related to PROVIDER's obligations under this Agreement for a period of not less than ten (10) years. PROVIDER agrees to safeguard the privacy of any information that identifies a particular enrollee, maintain records in a timely and accurate manner, and ensure timely access by enrollees to the records at a reasonable time and in a reasonable manner upon written request by the enrollee.
- D. Right to Inspect:** PROVIDER agrees to give the United States Department of Health and Human Services, the Comptroller General of the United States, or their designees, the right to audit, evaluate, and inspect books, contracts, medical records, Member care documentation, or other records related to the care of Medicare Advantage Members for a period of no less than ten (10) years from the final date of the contract period or the completion of any audit, whichever is later, which period may be extended only in accordance with the terms of 42 CFR 422.502(e)(4).
- E. Data Collection/Accurate Information:** With respect to Medicare Advantage Members, PROVIDER acknowledges that payer is required by CMS to maintain a health information system that collects, analyzes and integrates all data necessary to compile, evaluate and report certain statistical data related to costs, utilization and quality, and such other matters as CMS may require from time to time. PROVIDER hereby agrees to submit to PHCN or payer, upon request, all information and/or data necessary for payer to fulfill these obligations, and within the timeframes specified by PHCN or payer to meet CMS requirements. PROVIDER hereby represents and warrants that all data, including but not limited to, encounter data and other information submitted to PHCN by PROVIDER shall be truthful, reliable, accurate and complete, and upon request by PHCN, PROVIDER agrees to certify that such information is truthful, reliable, accurate and complete.

PROVIDER further agrees to hold harmless and indemnify PHCN and payer for any fines or penalties that may incur due to PROVIDER's submission of inaccurate or incomplete data.

- F. Member Communication:** The parties acknowledge and agree that nothing contained in this Agreement is intended to interfere with or hinder communications between the health care PROVIDER and members regarding Member treatment. PROVIDER will discuss with member their health status and all medical care and treatment options which PROVIDER and/or member's treating physician deems clinically necessary and appropriate, regardless of any coverage or payment determinations made by PHCN or payer.
- G. Medically Necessary Services:** Nothing contained herein is intended by PHCN to be a financial incentive or payment that directly or indirectly acts as an inducement to PROVIDER to limit medically necessary services.
- H. Non-discrimination:** PROVIDER will not discriminate against any enrollee on the basis of any factor related to health status, including without limitation, medical condition, including mental and physical illness, claims experience, receipt of health care, medical history, genetic information, evidence of insurability, including conditions arising out of acts of domestic violence, or disability. PROVIDER agrees to observe the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.
- I. Cooperation:** PROVIDER agrees to cooperate with any independent quality review and improvement organization utilized by or under contract with payer pertaining to the provision of services for Medicare Advantage enrollees. PROVIDER shall comply with applicable PHCN and payer policies and, if requested by PHCN, shall cooperate in developing and implementing medical policy, quality assurance programs, and medical management programs applied to Medicare Advantage enrollees.
- J. Participation in Medicare:** PROVIDER hereby represents that PROVIDER and all employees, subcontractors and/or independent contractors of PROVIDER providing or who will provide services under this Agreement, including without limitation health care, utilization review, medical social work and/or administrative services, each maintain full participation status with the Medicare program. PHCN may terminate this Agreement immediately upon PROVIDER's failure to adhere to the terms of this provision.
- K. Standards of Care:** PROVIDER and PHCN agree to provide all covered benefits to Medicare Advantage enrollees in a manner consistent with professionally recognized standards of care.
- L. Additional Termination Provisions:** Notwithstanding any provision in this Agreement, the following termination provisions shall apply to PROVIDER if rendering services to Medicare Advantage enrollees:
- (1) PHCN may terminate this Agreement immediately upon request of payer due to PROVIDER's loss or suspension of licensure or certification, or sanction by Medicare.
  - (2) PHCN may terminate this Agreement upon thirty (30) days prior written notice to PROVIDER for PROVIDER's failure to cooperate and/or comply with any of the provisions of this Agreement.
  - (3) If PROVIDER wishes to terminate this Agreement without cause, it must provide the other party with no less than sixty (60) days prior written notice, given in accordance with the terms of the notice provision of this Agreement.
- M. Delegation Requirements:** PROVIDER understands and acknowledges that if any of the Payor's activities or responsibilities under its contract with CMS, related to the provision of services to Medicare Advantage enrollees, are delegated to other partners, the following requirements will apply to written arrangements with any related entity, subcontractor, or provider:
- (1) Must specify delegated activities and reporting responsibilities.
  - (2) Must either provide for revocation of the delegation activities and reporting requirements or specify other remedies in instances where CMS or the payer determine that such parties have not performed satisfactorily.
  - (3) Must specify that the performance of the parties be monitored by the payer on an ongoing basis.
  - (4) Must specify the credentialing process will be reviewed and approved by the M+C organization and the M+C organization must audit the credentialing process on an ongoing basis.



- (5) Must specify that the related entity, contractor, or subcontractor must comply with all applicable Medicare laws, regulations and CMS instructions.
- (6) Must state that, if the payer delegates selection of providers, contracts, or subcontractors to another organization, the payer retains the right to approve, suspend, or terminate any such arrangement.

- N. Appeals:** PROVIDER will adhere to Medicare's appeals procedure for Medicare Advantage enrollees, including the procedures for expedited appeals. PROVIDER shall gather and forward information on enrollee appeals to PHCN or payer to the extent required by law or regulation so as to enable payer to meet the CMS required timeframes for grievances and appeals.
- O. Compliance with Policies:** To the extent that a Medicare Advantage requirement is found in a policy or other procedural guide of PHCN and/or payer and is not otherwise specified in this Agreement, PROVIDER will comply with those policies, and procedures with regard to the provision of care to Medicare Advantage enrollees. Written notice of material changes to applicable policies shall be provided to PROVIDER prior to the effective date of such changes.
- P. Failure to Comply:** If PHCN denies payment to PROVIDER due to PROVIDER's failure to comply with any of the provisions of this Agreement, PROVIDER shall not bill the enrollee for the denied amounts.
- Q. Amendment:** PHCN may amend this Agreement as needed to comply with applicable state and federal laws, rules and regulations, and shall provide PROVIDER with written notice of such amendment and its effective date. Unless required by such law, rule or regulation, PROVIDER's signature will not be required to implement such amendments.



**PROVIDER AGREEMENT  
SCHEDULE C  
Agency Company Roster**

(attached)

**PROVIDER AGREEMENT  
ADDENDUM  
HIPAA Business Associate**

PHCN may disclose to PROVIDER, and PROVIDER may disclose to PHCN Individually Identifiable Health Information ("Protected Health Information," or "PHI") as that term is defined in 45 C.F.R. Part 160.103, which is subject to the privacy and security provisions of the Health Insurance Portability and Accountability Act as amended and supplemented by Subtitle D (Privacy) of Title XIII of Division A of the American Recovery and Reinvestment Act of 2009, and their respective implementing regulations codified at 45 C.F.R. Parts 160 and 164 (Subparts A & E) ("Privacy Rule") and 45 C.F.R. Parts 160 and 164 (Subparts A & C) ("Security Rule") each as amended from time to time (collectively, "HIPAA"). The following provisions shall apply to the extent that either PHCN and/or PROVIDER is considered a Business Associate of the other.

- 1. Defined Terms:** Unless otherwise indicated in this HIPAA Business Associate Addendum ("Addendum"), all capitalized terms shall have the meanings ascribed in HIPAA. As used in this Addendum, PHI is limited to the Protected Health Information received from, or received, maintained, created or transmitted on behalf of, the parties in the performance of services under this Agreement. PHI includes electronic PHI, as applicable.
- 2. Use and Disclosure of Protected Health Information:** The parties shall not use or disclose PHI except as expressly permitted by this Addendum or HIPAA. Except as otherwise specified in this Addendum, either party may use or disclose PHI only as necessary to fulfill obligations under this Agreement.

  - (a) Pursuant to this Agreement, the parties provide services that may involve the use and disclosure of PHI. The parties may make any and all use of PHI necessary to perform their obligations under this Agreement, provided that such use would not violate HIPAA or this Addendum. The parties may disclose PHI for the purposes authorized by this Addendum only to their employees, subcontractors or agents. Any use or disclosure not permitted or required by this Addendum is prohibited.
  - (b) Unless otherwise limited herein, the parties may, as necessary to perform their obligations under this Agreement, use PHI in their possession for the parties' proper management and administration and to fulfill any present or future legal responsibilities of the parties, provided such uses are permitted under state and federal law. In accordance with this Addendum, the parties may disclose PHI in their possession to third parties to fulfill any present or future legal responsibilities of PHCN and/or PROVIDER, provided that the party notifies the other party in writing and represents that the disclosures are required by law, and that PHI will remain confidential and will be used or further disclosed only as required by law.
  - (c) In addition to using the PHI to perform the services set forth in this Agreement, the parties may use PHI for data aggregation purposes relating to the health care operations of the parties and/or Payors, if authorized under this Agreement. However, in using PHI for data aggregation purposes, the parties cannot disclose PHI to a third party pursuant to this Addendum absent PHCN's explicit authorization.
- 3. Protected Health Information Security:** Each party shall develop, implement, maintain and use appropriate administrative, technical, and physical safeguards that reasonably and appropriately protect the integrity and confidentiality of all PHI received from or on behalf of the other party including, but not limited to, safeguards necessary to ensure that: (i) the PHI disclosed is not used or disclosed except as is permitted or required in this Addendum or under the law; (ii) access to the PHI disclosed is limited to authorized personnel of the parties; (iii) the parties' security systems and procedures will be consistent with leading professional industry standards to protect the PHI; and (iv) the parties'

administrative, physical and technical safeguards comply with the HIPAA Security Rule safeguards. Each party shall document and keep these security measures current.

- 4. Protection of Exchanged Electronic Information Transactions:** If either party conducts any standard electronic transaction for or on behalf of the other, both shall be held responsible to comply, and shall require that any subcontractor or agent acting on their behalf for such electronic standard transactions comply, with each applicable requirement of 45 C.F.R. Part 162. Each party shall not enter into, or permit its subcontractors or agents to enter into, any trading partner agreement in connection with the conduction of any standard electronic transaction for or on behalf of the parties that: (a) changes the definition, Health Information condition or use of Health Information elements or segments; (b) adds any Health Information elements or segments to the maximum defined Health Information set; (c) uses any code or Health Information elements that are either marked "not used" in the standard's implementation specification or are not in the standard's implementation specifications; or (d) changes the meaning or intent of the standard's implementation specifications.
- 5. Report Breaches:** Each party shall report within forty-eight (48) hours to the other party any acquisition, access, use or disclosure of PHI not provided for by this Addendum of which either party becomes aware. The parties shall at least: (a) identify the nature of the unauthorized use or disclosure; (b) identify the PHI used or disclosed; (c) identify who made the unauthorized use or received the unauthorized disclosure; (d) identify what has been done or what should be done to mitigate any deleterious effect of the unauthorized use or disclosure; (e) identify what corrective action has been taken or shall be taken to prevent future similar unauthorized use or disclosure; and (f) provide such other information, including a written report, as reasonably requested by the parties or any affected Payor.
- 6. Downstream Contracts:** Except as provided in Section 2, prior to disclosing PHI to any third party, PHCN and/or PROVIDER shall enter into written agreement with such third party. The agreement shall include provisions equivalent to those contained herein restricting the third party from using or disclosing PHI other than as provided by this Addendum or HIPAA.
- 7. Addendum and Correction:** The parties shall make PHI available for amendment and amend or correct such PHI that is part of a Designated Record Set as required by HIPAA.
- 8. Accounting/Tracking:** To the extent required by the Privacy Rule, each party shall keep an accounting of information regarding all disclosures of PHI that it makes, and shall make such information available to relevant Payors. Such an accounting shall not be necessary if the disclosure was for purposes of "payment or health care operations," as such terms are defined by 45 C.F.R. Part 164.
- 9. Access to Books and Records:** To the extent required by HIPAA, each party shall make available to the Secretary of the U.S. Department of Health and Human Services ("HHS"), immediately upon request, a copy of its internal practices, books, and records relating to the use or disclosure of PHI for purposes of determining HIPAA compliance. Each party also agrees, upon receipt of a written request, to make available to the other party all records, books, agreements, policies and procedures relating to the use or disclosure of PHI within two (2) days for the purpose of enabling the other party to determine compliance with the terms of this Addendum. Each party also agrees to provide this information to the other party within forty-five (45) days of receipt of written request from the other party so that it may respond to a request for an accounting from an individual of all PHI disclosures in accordance with 45 C.F.R. Part 164.528.
- 10. Return/Destruction of PHI:** PROVIDER and PHCN shall continue to protect all PHI in accordance with the terms of this Addendum and HIPAA. The parties agree that this provision shall survive termination of the Agreement.

- 11. Breach/Termination:** If either party reasonably determines that the other party has breached a material term of this Addendum and any such breach is not cured to the satisfaction of the other party within fifteen (15) days after written notification of the breach by the non-breaching party, the non-breaching party may terminate this Agreement immediately upon notice in accordance with the terms of this Agreement.
- 12. De-Identified Health Information:** Either party may use or disclose De-Identified Information (as such is defined in 45 C.F.R. Part 164) collected or otherwise provided under this Agreement, provided such use and/or disclosure is in compliance with HIPAA and this Addendum.
- 13. Notice of Privacy Practices:** The parties shall comply with HIPAA requirements for providing notice of privacy practices regarding the use and disclosure of PHI.
- 14. Changes in Law:** To the extent there are material changes to HIPAA and/or other applicable law following the date this Agreement is executed (including state law not pre-empted by HIPAA), the parties agree that this Agreement shall be deemed to conform to the requirements of applicable law.



**PROVIDER AGREEMENT  
ADDENDUM  
MEDICARE ADVANTAGE FIRST TIER ENTITY-DOWNSTREAM  
PROVIDER**

This Medicare Advantage PHCN-PROVIDER agreement addendum is intended to add contract language required by the Centers for Medicare and Medicaid Services (CMS) for participation in the Medicare Advantage (MA) program. Except as provided in this addendum, all other provisions of this Agreement between First Tier Entity and Downstream Provider not inconsistent herein shall remain in full force and effect.

Whereas, CMS requires that specific terms and conditions be incorporated into the agreement between a Medicare Advantage Organization (MAO) and all providers, including Downstream Providers, to comply with the Medicare laws, regulations and CMS instructions, including but not limited to, the Medicare Prescription Drug Improvement and Modernization Act of 2003. (Pub. L. 108-73) (MMA); and

Whereas, PROVIDER desires to provide services to Medicare beneficiaries who enroll in the MA program; and

Whereas, PHCN desires that PROVIDER provide services to Medicare beneficiaries who enroll in the MA program; and

Whereas, PHCN and PROVIDER agree to comply with the terms and conditions specified by CMS in the form of this addendum to the agreement between PHCN and PROVIDER.

NOW, THEREFORE, the parties agree as follows:

**DEFINITIONS**

**Agreement** – the agreement (including all in-force schedules, addenda and amendments) between the provider that specifies the contractual relationship between the First Tier Entity and Downstream Provider for the provision of services to enrollees.

**Downstream Provider** - an entity or individual that is contracted by a First Tier Entity to provide services to enrollees. A Downstream Provider may be, but is not limited to, physicians, ancillary providers, and other health care providers.

**First Tier Entity** – the entity that contracts with a MAO to provide services to enrollees. A First Tier Entity may be, but is not limited to, medical groups, individual practice associations (IPA), and hospitals.

**Centers for Medicare and Medicaid Services (CMS)** – the agency within the Department of Health and Human Services that administers the Medicare program.

**Completion of Audit** – completion of audit by the Department of Health and Human Services, the General Accounting Office, or their designees of a MAO, MAO contractor or related entity.

**Final Contract Period** – final contract period between CMS and the MAO with whom the First Tier Entity has entered into an agreement.

**Medicare Advantage (MA)** – an alternative to the traditional Medicare program in which private plans run by health insurance companies provide health care benefits that eligible beneficiaries would otherwise receive directly from the Medicare program.



**Medicare Advantage Organization (MAO)** – a health plan that has entered into a contract with CMS to provide services to Medicare beneficiaries under the MA program.

**Member** – an individual who has enrolled in or elected coverage through a MAO. A member is also known as an enrollee.

### **REQUIRED PROVISIONS**

PHCN and PROVIDER agree to the following:

1. PROVIDER agrees to retain and to grant the Department of Health and Human Services (HHS), the Comptroller General or their designees the right to collect, inspect, evaluate and audit any pertinent information related to Medicare Members, including books, contracts, medical records, patient care documentation, computer or other electronic systems and other records of PROVIDER, subcontractors or related entities for a period of ten (10) years from the end of the Final Contract Period or Completion of Audit, whichever is later. PROVIDER agrees to make available its premises, physical facilities and equipment, its records relating to Medicare Members, and any additional relevant information as may be required by CMS [42 CFR Parts 422.504 (e)(2-4) and 42 CFR 422.504 (i)(2)(i-ii)].
2. PROVIDER agrees to abide by all federal and state laws regarding confidentiality and disclosure of medical records or other health and enrollment information it maintains and ensure such information is released only in accordance with applicable law or pursuant to court order or subpoena, maintain records and information in an accurate and timely manner, safeguard the privacy of the beneficiary's information, and create procedures that specify: (1) for what purposes the information will be used within the organization; and (2) to whom and for what purposes it will disclose the information outside the organization [42 CFR Parts 422.118 and 422.504 (a)(13)].
3. PROVIDER agrees to hold harmless and protect members from incurring financial liabilities that are the legal obligation of the MAO, PHCN or PROVIDER. In no event, including but not limited to, nonpayment or breach of an agreement by the MAO, PHCN, PROVIDER, or other intermediary, or the insolvency of the MAO, PHCN, PROVIDER, or other intermediary, shall PROVIDER bill, charge, collect a deposit from or receive other compensation or remuneration from a member. PROVIDER will not take any recourse against the member, or a person acting on behalf of the member, for services provided. This provision does not prohibit collection of applicable coinsurance, deductibles, or co-payments, as specified in the MAO evidence of coverage. This provision also does not prohibit collection of fees for non-covered services, provided that, pursuant to CMS instructions, the member was informed in advance of the cost and elected to have non-covered services rendered [42 CFR Parts 422.504 (g) and (i) (3) (i)].
4. PROVIDER understands and acknowledges that it is not required to indemnify MAO against any civil liability for damage caused to a Member as a result of the MAO's denial of medically necessary care [42 CFR 422.212].
5. PROVIDER agrees that it will continue to provide health care benefits: (1) for all Members, for the duration of the contract period for which CMS payments have been made; and (2) for Members who are hospitalized on the date the MAO's contract with CMS terminates, or, in the event of an insolvency, through discharge [42 CFR Part 422.504 (g)(2)(i-ii)].
6. PHCN agrees to pay PROVIDER promptly as agreed to in this Agreement between PHCN and PROVIDER [42 CFR 422.520 (b)].
7. PROVIDER agrees that its performance or other activities are consistent and comply with PHCN's contractual agreement with the MAO, which includes the PHCN agreement that its performance or other activity are consistent and comply with the MAO's contractual obligations with CMS [42 CFR Parts 422.504 (i) (3) (iii)].
8. PROVIDER agrees to comply with CMS reporting requirements as specified in Sec 422.310 (risk adjustment data) and Sec 422.516 (informational data) and to certify that such information is reliable, accurate, complete and truthful based on the PROVIDER's best knowledge, information and belief [42 CFR Parts 422.504 (a)(8) and (I)(3), 422.310 and



422.516].

9. PROVIDER agrees to comply with all Medicare laws, regulations and CMS instructions, including but not limited to, all CMS accountability provisions, which may be more fully documented in the MAO's policies and procedures [42 CFR 422.504 (i)(4)(v)].
10. PROVIDER agrees to comply with federal laws and regulations designed to prevent or ameliorate fraud, waste and abuse, including, but not limited to, applicable provisions for federal criminal law, the False Claims Act (31 U.S.C. 3729 *et seq.*) and the anti-kickback statute (section 1128B(b) of the Act) [42 CFR 422.504 (h)(1)].
11. PROVIDER agrees that it will participate in all formal consultation mechanisms established by MAO's regarding medical policies, quality improvement programs and medical management procedures and that it will follow all practice and utilization management guidelines. PROVIDER agrees that all decisions with respect to utilization management, enrollee education, coverage of services, and other areas in which the guidelines apply are consistent with the guidelines [42 CFR 422.202(b) and (c)].
12. PROVIDER agrees that it will participate in MAO provider selection and evaluation processes, including credentialing and recredentialing, and will comply with MAO's documented process with respect to providers and suppliers as set forth in Sec 422.204(b) [42 CFR 422.204 (h)(1)].
13. PROVIDER agrees that if an MAO utilizes a physician incentive plan in compliance with Sec. 422.208, PROVIDER will meet any requirements as required by such code section and plan [42 CFR 422.208].
14. PROVIDER agrees that beneficiaries eligible for both Medicare and Medicaid shall not be responsible for any plan cost sharing for Medicare A and B services when the state is responsible for paying those amounts. For those dual-eligible members, the PROVIDER will accept the MAO First Tier Entity payment as payment-in-full or will separately bill the appropriate state source for any amounts above the Medicaid (or Medi-Cal) cost sharing [42 CFR 422.504 (g)(1)(iii) and 2010 Medicare Advantage Call Letter pgs 12-13].



**THEREFORE**, the authorized representatives of the parties have executed this Agreement, including all schedules and addenda, to be executed in its name and on its behalf as of the Effective Date first written above.

**PROVIDER, on behalf of itself and those locations and entities on Schedule C  
(Downstream Provider)**

County of Kanabec dba Kanabec County Community Health

\_\_\_\_\_  
PROVIDER NAME

\_\_\_\_\_  
SIGNATURE

Kathy Burski

\_\_\_\_\_  
PRINT NAME

Director

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

320-679-6333

\_\_\_\_\_  
FAX NUMBER

akthryn.burski@co.kanabec.mn.us

\_\_\_\_\_  
EMAIL

**FIRST TIER ENTITY**

**Professional Health Care Network (PHCN)**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



PHCN Provider Agreement  
"Schedule A"  
Reimbursement Schedule

\*\* Units are per visit \*\*

\*\* Each visit is up to two (2) hours \*\*

PROVIDER NAME: Kanabec County Community Health						
MEDICARE FEE SCHEDULE						
HCPCS	MOD1	MOD2	MOD3	DISCIPLINE	DESCRIPTION	Units RATE
G0299				RN visit	Skilled services performed by a qualified nurse (RN)	1 \$150
G0300				LPN visit	Skilled services performed by a qualified nurse (LPN)	1 \$150
G0151				Physical Therapy visit	Skilled services performed by a qualified physical therapist	1 \$160
G0152				Occupational Therapy visit	Skilled services performed by a qualified occupational therapist	1 \$160
G0153				Speech-Language Pathology visit	Skilled services performed by a qualified speech-language pathologist	1 \$158
G0155				Medical Social Worker visit	Skilled services performed by a qualified clinical social worker	1 \$172
G0156				Home Health Aide visit	Skilled services performed by a qualified home health aide	1 \$65
G0157				PT Assistant visit	Skilled services performed by a qualified physical therapist assistant	1 \$160
G0158				OT Assistant visit	Skilled services performed by a qualified occupational therapist assistant	1 \$160

Routine supplies are included in the visit rate.

All referrals must be directed to PHCN for authorization. PROVIDER must have prior authorization to render services to patients, with the exception of the 72 hour retro-authorization allowance for initial start of care requests.

PHCN will authorize initial authorization requests made within 72 hours of start of care.

Claims without written prior authorization will be denied.

All claims must be submitted within one hundred twenty (120) days of the date of service. Claims submitted after said date will be denied for untimely filing.

Behavioral health and infusion therapy are excluded

Visit notes must be signed by the patient or patient representative at the time services are rendered.

**\*HIPPS CODES ARE REQUIRED FOR REIMBURSEMENT\***

PHCN Initial \_\_\_\_\_

Provider Initial 7

**Resolution KCCH # - 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.

**Resolution #    KCCH- 2/7/2023**  
**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.

**Kanabec County Community Health (KCCH)**  
**Report to County Board**  
**October - December 2022**

**Major Highlight(s):**

The Public Health Corps/AmeriCorps staff person has been an amazing addition and has been able to do a lot of work on the Community Health Assessment document. She has also assisted with the gathering of data and putting together a presentation for when we start the prioritization process.

**Audits/site visits completed:**

- Vaccination Site Visit was held on 10/31/2022. The monitoring visit was conducted mainly with Kirsten L., the nurse that oversees the program. The follow-up report was sent to the Director with no items needing follow-up.
- The PHEP site visit was conducted on 11/22/2022. The Regional Public Health Emergency Preparedness Consultant met with Kate, Public Health Emergency Preparedness Coordinator and the Director. The program was meeting all required deliverables. No follow-up required.

**Audits/site visits upcoming:**

- None currently scheduled

**Grants submitted/notification:**

- Two Grants for continuing the Dental Program were submitted. Received \$3,000 from Operation Round-Up/East Central Energy and \$5,000 from First Citizens Bank Foundation.

**Upcoming grants:**

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

**Community Health Assessment / Community Health Improvement Plan:**

As discussed in Major Highlights, the Public Health Corps/AmeriCorps staff person has been able to work on gathering data through a variety of sources and surveys. Together with the Director, two community presentations are being planned, one during the day and one in the evening where the prioritization of issues to be working on during the planning cycle will occur. After the prioritization happens, interested community members/stakeholders will look at resources available to address the priority issues and a Community Health Improvement Plan will be drafted. It is anticipated that this will take 1-3 additional meetings.

**Opioid Settlement Grant:**

Meeting of the smaller internal group with new Commissioner Representation is scheduled for the end of January 2023. At that meeting, data will be presented, community presentations planned, and next steps decided.

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

- Department Administrative meetings
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Statewide Community Health Services Advisory Committee (SCHSAC) Retreat
- Community Opioid Task Force meeting (Welia)
- Weekly check-in calls with Helen (Timber Trails)
- Local Public Health Association Meeting and Annual Conference



- Mental Health Strategic Planning Cohort
- Ace's & Resilience Resource Commons for Communities
- SCHA Directors Meetings
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Central Directors meetings (Public Health)
- LPHA Opioid Settlement Learning Session
- Check-in with MDH Public Health System Consultant
- Family Home Visiting check in calls with the state – quarterly
- Anoka-Ramsey Nursing Advisory Committee
- PHEP Oversight Committee/COVID Response & Recovery Committee
- Local Public Health calls with MN Department of Health (COVID Response and Recovery)
- Lakes & Pines Annual Board Meeting
- Better Together Coalition Meetings
- PHEP Budget Period 4 Rollout meeting
- Meet with City of Mora regarding THC Edibles/possible moratorium
- SCHA Rural Stakeholders Meeting
- Numerous webinars regarding Opioid Settlement Funds/Resources/Best Practices
- Numerous webinars regarding THC/Cannabis
- Meetings with three new Health Plans – Blue Plus, UCare, Medica

#### **Other work:**

- Presented at Mental Health Resource Event at Mora Public Schools
- Presented Opioid Information/piloted survey at Annual Fall Township Board Meeting
- Amend Budget twice per Board/Coordinator request
- Day to day management of workforce, grant compliance, reporting, monitoring
- Interviewing for new staff
- Complete Performance Reviews
- Weekly fiscal duties - deposits

#### **Trends:**

- Change is a constant. If it is not staff changes, there are changes in programs, finances, laws, reporting. There is always something changing.

#### **Concerns and Challenges:**

- Being able to spend an appropriate amount of time with the planning and assessment process. Also the Opioid Settlement Fund Process.
- As the Public Health Emergency ends, people/insurance companies will have to start paying for testing and vaccination for COVID. This change may be a hardship for some. Also some of the waivers that have been put in place or program requirements that were relaxed will change back and that may be confusing to some residents. Staff will most likely need to spend additional time assisting residents through the transition.
- The addition of three health plans has been a challenge to manage. While not a large number of people have enrolled in these plans, Staff have had to be trained to provide services in the different plans.

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



## ***Family Health***

**Reporter: Ashley Berg, Family Health Supervisor**

Acronym definitions:

WIC = Women, Infant and Children supplemental nutrition program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH – Maternal Child Health Programs

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

C&TC = Child & Teen Check-up

CQI – Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA – Health Families America (Evidence-Based)

UBV – Universal Baby Visit

## **Major Highlights**

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

- WIC participation decreased in quarter four with the average number of participants at 435 but with a participant rate of 96%. The overall number of participants has decreased, however participation rate remains the same.
- WIC has extended the increased cash value benefit for fruits and vegetables through September 2023. This benefit has been in effect since October 2021. Families receive \$24 per child, \$43 for a pregnant woman, and \$41 for a postpartum woman each month.
- The state WIC program will allow for flexibility in delivering WIC services until April. After this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- WIC Breast Feeding rates continue to climb. Kanabec County has a breastfeeding initiation rate of 83%, this is greater than the state average of 81%.

### **Family Home Visiting Programs:**

- One (1) new family enrolled in MECCH. We are maintaining enrollment of 31 families, which is below 85% of our target (funded) case load of 40 clients.
- Four (4) new TANF families enrolled for short term services and 3 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 8 families received services through the TANF program.
- This quarter, 6 universal baby visits were conducted with families. This is up 3 from last quarter.
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

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

- We continue to be the safety net for children & adult vaccinations. Immunization appointments are available to the public. We provided one (1) MnVFC vaccination to a child under the age of 18.
- Child-find and outreach efforts continue with families to provide education and direct services for lead screens. Nurses continue to complete referral and follow-up for children indicated as having a high lead level per MDH algorithm. Five lead screens were completed by staff during this quarter.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MN Health Care Programs.

- Our C&TC outreach display board provided information on Lead Screening, Firearm Safety, and Budgeting. This board presents a variety of information for families of Kanabec County.
- 0 C&TC well child screens were completed 4<sup>th</sup> quarter.

#### **SCHA Community Connector:**

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

#### **Other Family Health Activities and Highlights:**

- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services. In addition, we have updated our Family Health brochures and distributed them throughout the county to referring agencies.
- Kanabec County Family Health Staff remain key players in the collaboration with Welia for COVID vaccinations. Kirsten is our lead vaccinator for COVID vaccinations and works with local partners to ensure all community members have access to COVID vaccinations if they want them.
- A majority of Kanabec County Family Health staff participated in a Motivational Interviewing training that will support their communication and interactions with the families for which they provide services.
- Kanabec County Family Health Supervisor attended the Provider meeting at Welia Health to inform providers about the evidence-based home visiting program (MECSH) and the importance of Child and Teen Check Up lead screening at 9-24 months.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly; these have now returned to in-person learning. One Home Visitor has established a great relationship with the Amish. There is a group working on assisting to establish a health care home for the Amish population and public health participates in meetings to help support. They have established a 501c and are working diligently to develop a clinic for this population in order to better serve the community.
- In addition, KCCH home visitor, Autumn, will complete UBV's and/or medical questions/requests to the Amish population.

#### **Thinking Ahead**

- Our family home visiting staff are utilizing the child and teen checkup outreach board to present information to the public. Topics that will be presented in Quarter 1 of 2023 will include mental health awareness, children's dental, and poison prevention.
- Continue to actively enroll more families in the Evidence Based Home Visiting Program (MESCH). The target is to enroll 40 families.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access Family Home Visiting services. We are hoping to attend Welia's clinical provider monthly meetings in February or March.
- Continue dialogue during our quarterly Community Advisory Group meetings on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Staff continue to assist both Ogilvie and Mora Public Schools in early childhood screenings that occur throughout the year.

- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population; they have returned to in-person visits.
- Continue to prepare for a new WIC web based operating system, WINNIE, which will be launched summer 2023.

### Concerns and Challenges

- MDH changed the brand of the formula used by WIC recipients beginning in October. The formula available to WIC clients changed from Similac to Enfamil. Similar types are offered with this new brand; however, it is a work in progress as our health systems, and grocery stores change how they carry their formula. This presents a challenge to many of our families as they make the transition as there needs to be more products available at our local grocery store, creating a potential access barrier to our families as they will have to travel 20 miles or greater to obtain their formulas.
- WIC continues to see slight decrease in families enrolled in WIC, currently we are down 10 families from last quarter. In addition, this is approximately 20 families down from quarter 4 of 2021. Staff are trying to identify why there continues to be a decline in families served.
- Acceptance of services continues to be a challenge for our family home visitors. We are seeing a trend where a client/family may agree to home visiting when in a WIC appointment; however, when the home visitor follows up with the client/family, they either decline services or do not return calls. Our home visitors and supervisor are investigating this trend to see where improvement can be made. Staff attempts warm hand-offs and introductions between the home visitor and client/family when possible.

### Numbers Served

- Total families seen in Family Home Visiting programs during this quarter
  - MECSH (Current quarter)= 31 families visited with 131 nursing assessments (9 were telehealth) compared to Quarter 3 of 2022: 31 families and 135 assessments (3 telehealth visits)
  - TANF (Current quarter) =8 families visited with 17 nursing assessments completed compared to Quarter 3 of 2022: 12 families with 41 assessments
  - MCH infants and children (Current quarter)= 0 family visited with 0 assessment completed
  - MCH prenatal AND postnatal (Current quarter) =25 prenatal assessments and 3 postpartum assessments compared to Quarter 3 2022 Prenatal: 11 assessments and Quarter 3 2022 Postpartum: 2 assessments
  - MCH Special Needs (Current quarter)= 0 visits completed; same as Quarter 3 2022
- 14 families provided with car seat education and car seat (up 5 from quarter 3)
- 5 lead screens completed (down 1 from quarter 3)
- 6 UBV visits completed (up 3 from last quarter)
- 0 dental varnishes completed (remained the same from quarter 3)
- 1 pregnancy test was administered and education provided (up 1 from quarter 3)
- 4 CTC outreach activities occurred (Immunization education, outreach letters, and community events were provided during these activities)

**Program acronyms/definitions:**

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

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

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

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

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

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

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

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

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

**Omnibus Budget Reconciliation Act (OBRA)** – part of the preadmission screening (PAS) process used to determine if a person has a diagnosis or suspected diagnosis of developmental disabilities/related conditions or mental illness. It must happen before a person is admitted to a Medical Assistance (MA)-certified nursing facility (NF).

**QAPI** – Quality Assurance and Performance Improvement

## **Highlights**

### **Home Care**

- 585 Home care visits were completed (Up 99 from last quarter)
  - 539 were visits made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
  - 37 were straight Medicare visits
  - 0 South Country Health Alliance Medication Reconciliation
  - 9 Private pay
- Throughout the quarter we served approximately 71-75 clients in their homes. This average is slightly more than last quarter.
- There were a total of 27 referrals (up 18 from last quarter). Of the 27 referrals, we had 7 that did not open to home care for various reasons. The primary reason for not opening up for services is that the clients are not homebound. We had 19 that opened to home care (up 11 from last quarter). We are currently at a 70% start of care rate. This percent is lower than last quarter. In general, our admissions have increased.
- There were 813 Home Health Aide hours. This is down 82 hours from last quarter.
- 219 hours were completed for homemaking. This is down 51 hours from last quarter.

### **Public Health Nurse Clinic**

160 foot care visits, 39 cancellations or no shows from the clients (Up 16 cancellations from last quarter). Foot clinic visits were down by 3 this quarter. This quarter, our area has had snow storms on three days of foot clinic which contributes to the cancellations.

There were 50 medication set up visits and 3 cancellations. The total amount of medication set up visits is up by 7.

### **Case Management**

- Care coordination visits: 43.25 (Down 4.5 from last quarter)
- Nursing Home Care Coordination Hours: 43.25 hours (Up 4.25 hour from last quarter)
- Care Connector: 73.75 hours (Down 35.25 hours from last quarter)
- Case Aide: 66 hours spent on client specific billable hours (Up 9 hours from last quarter)
- MnChoices Assessments: 14.25 hours (Down 3 from last quarter)
- MnChoices Re-assessments: 4.25 (Down 17.75 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 33.75 hours (Down 30 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 32 (Up 4.75 hours From last quarter)
- Coordination Indirect, coordination time in the office-billable: 428 hours (Down 11 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 13 (The same as last quarter)
- PAS completed: 4.25 (Down 2.75 from last quarter)
- Service Coordination, client specific and general: 157 hours (Up 39.25 hours from last quarter)



## **Charts/Numbers Served**

### **Home Care:**

We are currently serving an average of 71-75 home care clients per month. This is slightly higher than last quarter. The payers of the home care clients include: self-pay, medical assistance, Medicare, VA, Medicare Advantage Plans, and some private insurance companies. We currently have contracts with the following companies: Blue Cross Blue Shield, Health Partners, Humana, Medica, VA, Preferred One, SCHAs, and UCare. We are working on our contract with United Health.

As an agency, we did see an increase in home care referrals. We were able to accept quite a few referrals, but also did have to turn some down due to the capacity of HDR, our contracted therapy provider, and the agency nurses.

### **Public Health Nurse Clinic:**

We are currently serving a total of 225 clients. This includes clients that we serve through medication set up and foot clinic. We have seen an increase in nurse clinic clients since last quarter by 1.

### **Case Management:**

Our case managers currently serve 243 clients.

- Ability Care: 24 – The same as last quarter
- Single care: 71 – The same as last quarter
- Nursing Home Clients: 29 – Down 1 from last quarter
- AC: 5 – Down 3 from last quarter
- CADI: 30 – Down 3 from previous quarter
- PCA only: 14 – Down 5 from last quarter
- EW SCHAs: 64 – Down 2 from previous quarter
- EW Non SCHAs: 6 – Down 10 from previous quarter

## **Trends**

### **Home care:**

Our trend in home care has been continued staffing issues with our Home Health Aides. We are still short two Home Health Aides. Our home care nursing staff is now at full capacity.

We have also been able to take as many referrals as HDR (contracted therapy provider) will allow. There has been some limits, but we have been able to work around them.

We have seen an increase in the complexity of our clients due to the shortage of beds in the nursing home/rehab facilities. This has slightly decreased our case load capabilities. Patients that would previously go to a rehab facility are now being sent home on home care due to having no beds available in a large portion of the state.

### **Case Management:**

Case management was also in a staffing crisis. We were still down a full time case manager. The agency has offered the position two times but we have had the candidates rescind their acceptance due to finding positions that have a higher salary or other personal issues. This has been a barrier that we, as an agency, are trying to overcome.

At the end of the quarter, we did offer the position to a Public Health Nurse. She did accept and we are waiting for a start date in January.

Our case managers have also had an increase in the complexity of their clients. The higher acuity clients do require more of the case managers time. Over the year, we have seen an increase in clients and MNCHOICE requests. This has put a significant burden on the assessors in our county.

Going forward, Kanabec County is now required by DHS to offer more than one health plan to MA clients. Kanabec County currently has South Country Health Alliance. As of January 1<sup>st</sup>, 2023, Kanabec County will have South Country, Blue Plus, Medica and UCare. There has been a significant amount of trainings needed to be able to take on these health plans by the directors, supervisors, fiscal officers, and case managers. We anticipate January is going to be a very busy month.

### **Public Health Nurse Clinic**

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

### **Major Activities**

Home Care: None

Case Management: As mentioned above, Case Management is now required to offer more than one health plan in our county. We currently have South Country Health Alliance. As of January 1<sup>st</sup> 2023, we will have Blue Plus, Medica, UCare, and South Country Health Alliance.

Public Health Nurse Clinic: None

### **Success Stories**

#### **Home Care:**

We have had many great success stories this quarter. We had a member of the community who had to have an amputation. This person was eager to get home as soon as possible. They worked very hard with physical therapy and nursing to become independent enough to return back to his every day routine. The member was very successful in healing from their health crisis.

#### **Case Management:**

We had a member of our community who was case managed by our agency and also was a home care client. This member was diagnosed with cancer and had to quit their job. This person had to move in with his son as he was no longer able to work. The home care nurse and the case manager worked very diligently to get this member their own apartment. Things were finally going right for this client when the client fell at their home. The son pushed the button on the member's personal emergency response button and EMS arrived. The member ended up going to rehab and progressively got worse. The cancer was rapidly growing and spreading. The member passed away very shortly after the fall. Although they were never able to enjoy the apartment they got, the family expressed gratitude for all of the efforts from his home care nurse and his case manager.

#### **Public Health Nurse Clinic:**

There was a client who was in for medication set-up clinic. It was a very snowy day and this client was a couple of minutes late which caused them to feel very anxious. The client reported that they were not feeling well and felt very anxious. EMS was called and the client was brought to the hospital where they stayed and was evaluated for a heart attack. The client had some medication changes and was sent home. They were back in clinic the next week feeling great!

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

***Lori Swanson, Health Promotion Coordinator***

PiHL is working with **48** partners in the four county region; Kanabec, Pine, Mille Lacs, and Isanti to make the healthy choice the easy choice. **Ten** of these partners are working in more than one setting (workplace, school, healthcare, community). The Community Leadership Team met in October with **3** members and **4** SHIP Coordinators in attendance.

### **Training/TA provided and number of participants**

- Kanabec County SHIP staff presented information to **12** members of the East Central Breastfeeding Coalition on how SHIP can support breastfeeding efforts in our community.
- Every other week, Mille Lacs County SHIP staff continued to give insight to **10-15** MDH staff and other participants on the development of a Farmer's Market Toolkit for those working on EBT/SNAP/Market Bucks acceptance across the state.
- Mille Lacs County SHIP staff shared data from the 2022 East Central Regional Health Survey to the Mille Lacs County Community Health Improvement Plan (CHIP) advisory team meeting on October 27, 2022.
- Pine County SHIP staff presented updated vaping information to **9** members of the East Central School Wellness committee.

### **Major Activities**

- SHIP staff are a members of the Pine City Community Action Planning Committee. Monthly meetings were held to work on strategic planning on projects that were presented to the City as part of the Comprehensive plan. These projects include, developing and improving existing walking and bike trails, healthy eating options, small housing options, and a recreational center. The committee has approximately **10-15** members.
- SHIP staff worked on revising/updating the Community Partner Award application that will be sent out to partners the end of January 2023. Community Partner Awards was known in the past as mini-grant funds and can assist our SHIP partners in achieving Policy, Systems, and Environmental (PSE) changes pertaining to MN EATS, MN MOVES, MN Commercial-Free Tobacco, and MN Well-being.
- SHIP staff continued to work with the Public Health Law Center and ANSR in drafting an updated county tobacco ordinance. The Better Together Coalition has also been and will continue to review and give feedback on what should be included in the updated ordinance.

### **Success Story**

- Many of our SHIP school partners have reconvened their wellness committees and are looking for TA and support from SHIP Coordinators.

## ***Regional ATOD Prevention Coordinator***

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

The RPC works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Minnesota Prevention Alliance based in Little Falls, Morrison County, Big Lake, Onamia, Wright County, Sherburne County, Central MN Opioid Fatality Review Committee and the Statewide

Health Improvement Partnership (SHIP) and Project ECHO (Extension for Community Healthcare Outcomes) grantees in the region.

The Regional Prevention Coordinator turned in his resignation and his last day of work was August 26<sup>th</sup>. After two rounds of advertising, Patti Miller has been promoted into this position and will begin after the first of the year.

***Patti Miller, Health Promotions Coordinator***

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

### **Activities:**

#### **Northern Minnesota Suicide Prevention and Crisis Text Line Outreach & Planning**

- 988 Suicide & Crisis Lifeline was rolled out July 16, 2022. New national data reports show:
  - Between July – December 2022 there have been 2 million calls, texts and chats messages to call centers.
  - Calls have increased by 48%, chats answered increased by 265%, and texts answered increased by 1,445% (note these services were not supported or highly published)
  - Most answered in under 1 minute.
  - Average amount of time counselors spent talking, chatting, or texting with contacts is about 22 minutes.
  - Minnesota is still behind in fully funding the 988 platform throughout the State of MN.
- Continued leadership role in PICK’M Up Suicide Prevention Coalition. Planning action items, community outreach, marketing material, and coalition capacity building.
  - Angst Movie was shown in Hinckley in September, Cambridge in October and the plan is to show the film in Mora in January.
  - Support the coalition efforts to connect with other in the PICKM counties that would be beneficial to have part of the coalition.
  - Technical support for social media posts and other avenues of electronic awareness (website, emails, etc.)

#### **Better Together Outreach Planning:**

- Public Health and the Better Together Coalition has continued to collaborate to provide information to the City of Mora to help them move forward with a moratorium on the sale of THC infused edibles and beverages within the city limits.
- Minnesota Student Survey (MSS) Statewide data was released at the end of December. The coalition is working with school officials and other coalition’s members to disseminate the information and create messaging to support the findings.
- Public Health Corp worker, Allison Krueger, assisted with data dissemination for a Mental Health Fair that was held at Mora High School in December during conferences.
  - The Better Together Coalition shared MSS data with those in attendance and shared coalition information and protective factors that can assist parents in raising resilient young adults.

### **Success Stories:**

- Tobacco and Alcohol Compliance Checks were performed by the Kanabec County Sheriff’s Office mid-October.
  - 95% Tobacco compliance rate
  - 90% Alcohol compliance rate

### **Challenges:**

- We continue to work with the City of Mora on a potential moratorium or ordinance related to recreational marijuana and/or THC edibles and infused beverages. They seem resistant to do what is best for the City residents based on the factual information that KCCH and Better Together has brought forward from other communities whom have gone through the legalization of recreational marijuana.
- Limited 988 material to distribute regionally because of some contract and funding discussions.

### **Data:**

Minnesota Student Survey (MSS) Data statewide data was released by the Minnesota Department of Health the end of December.

Some additional data from 988 was released by SAMSHA for the first 6 months of utilizing the new platform (see above).

### **Trainings provided:**

- Provided QPR Training to 40 Anoka Ramsey LADC students

### **People/groups you've provided technical assistance too:**

- The Pine, Isanti, Chisago, Kanabec and Mille Lacs (PICK'M) Suicide Prevention Coalition has reached out for resources, information and training opportunities during the past three months.
- Continued to work with the Kanabec County Family Health Nurses to produce and post information about the Women Infant and Children (WIC) program, public health messages for vaccinations, and family friendly community events.

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

### **Major Activities**

- Completed the COPEWELL assessment with Administration Team regarding the Public Health Staff regarding Connectedness, and Health and Safety.
- Monitor COVID activity and adjust local response appropriately.
- Continue to have COVID-19 at home test kits available to partners and residents.
  - MDH supplied test kits free to Local Public Health
    - Help address outbreaks within the community
- Completed Hazard Vulnerability Assessment Survey from Emergency Management
- Successful site visit with MDH staff regarding grant work and coordinator deemed as a leader for the region and willing to assist other county coordinators new to their position.
- Successful submission of Mid-Year report – first required mid-year report since December 2019 – previously suspended by MDH due to COVID response activities.

### **Trends**

- COVID case levels are still unclear due to the number of at home tests not reported to MDH; however, case levels seem to remain consistent as hospitalizations and deaths do not seem to be significantly changing for the better or worse.
  - Continue to maintain awareness for new variants of interest and concern through partnership with MDH.
- Continue monitoring Measles outbreak in MN.
- Continue monitoring Monkey Pox / mpox outbreak in US.
- Continue monitoring Ebola outbreak in Uganda.



## **Success stories**

- Provided 4 COVID-19 Booster vaccination clinics to requesting partners:
  - Mora Schools (Staff)
  - Ogilvie Schools (Staff)
  - St. Clare Living Community (Staff and Residents)
  - Lakes and Pines (Staff)
- Brought the Central Region Health Care Preparedness Coalition to Mora to provide Respiratory Protection Program training
  - St. Clare Living Community participated as well as KCCH
  - As a participating community partner, St. Clare received a free Fit Test Kit valued at over \$400 FREE from the Coalition! As well as resources needed to develop plans, policies, and procedures surrounding worker respiratory safety.
    - Offered to St. Clare, Villages of Mora; Scandia of Mora, Scandia of Ogilvie (formerly Signe and Olivia), Scandia of Isle (for continuity and access purposes), and Eastwood Senior Living.
    - Despite all partners RSVP'ing they would attend, Scandia responded day of training they were not able to attend due to staffing issues and Eastwood did not show nor provide reason.

## **Number of partners you are working with**

- 10 partners: 2 schools; 4 assisted livings, 1 long term care; Kanabec County Sheriff's Office; Welia Health; 1 community non-profit

## **Training provided and how many attended**

- 1 provided; 3 individuals attended

## **Number of people/groups you provided Technical Assistance to**

- 10

## **Looking Forward**

- Short term:
  - Continuous:
    - Partner with Welia Health for access to vaccine for homebound and persons wishing to be vaccinated by public health.
  - February:
    - Hazard Vulnerability Assessment in February with Home Health Staff.
  - 3-6 months:
    - Isolation and Quarantine Plan; Sheltering Plans, Radiological Plan.
  - 6 months:
    - Work regionally with other county emergency preparedness coordinators to write an After Action Report and Improvement Plan for the entire COVID-19 response.
    - Work with MDH and regional coordinators to develop a Demobilization document to complete grant duty.
    - Identify and implement improvement plan items.
    - End of Year Report.
- Long term:
  - 12 months:
    - Continue Pandemic Recovery Plan for Public Health Emergency Preparedness (PHEP)

## Other items of interest

- October –
  - Participate in training:
    - *Motivational Interviewing (part 1 and 2)*
- Quarter –
  - Plans updated/in process:
    - New Staff Orientation to Emergency Preparedness
    - Continuity of Operations Plan (COOP)
    - Communications Plan
    - Health Alert Network Procedure
    - Staff Notification Protocol
    - Kanabec County Resource Manual

## Nuisance

Reporter: Farah Gajewski, RN,

**Nuisance calls:** total of 1 call during the quarter

The Mayor of Quamba called and reported that the city is having issues with a resident of the community. They reported that the resident is living in an old building with no running water and no electricity. They reported this has been an ongoing issue and has had numerous complaints regarding the living situation of this resident. They stated this resident is using buckets for a bathroom and possibly emptying the buckets in the road. No one has seen the resident empty the buckets. There is concern that the resident heats his small camper with a small wood burner. It was reported that there may be drugs involved. Phone call was made to the resident, message was left with no response. Phone call made to fire chief to discuss the way the resident is heating their home. Phone call was also made to the Mayor two separate times, messages were left and no return phone calls were made.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

## 2022 Annual Report



*Kanabec County-*

# *Timber Trails Public Transit*

Timber Trails provides two primary services:

### Public Transit and Access Transportation

- Public Transit: buses with paid drivers providing rides for the general public
  - Buses run on routes built by the reservations from riders, a service known as “Demand Response”.
    - Timber Trails’ buses are restricted to service within Kanabec County
  - Riders pay a fare
    - \$3.00 round trip in town
    - \$5.00 round trip out of town
  - Timber Trails’ Public Transit service also provides “contract fare” rides that are billed to various providers including medical and human service transportation.
- Access Transportation (NEMT Non-Emergency Medical Transportation): drivers who utilize their own vehicles and volunteer their time or paid staff driving county vans to take people to medically necessary appointments.
  - Volunteer Drivers are reimbursed the IRS Business Mileage Rate for every mile
  - Rides are billed to Medical Assistance
  - Rides must be to verified MA recipients, going to medically necessary appointments.
    - Access Transportation can provide rides to geographic areas outside Kanabec County (Prior authorization from staff at Kanabec County Family Services may be required).

Public transit came to Kanabec County in 2009 through a merger of existing public transit service in Mille Lacs County and the Senior Bus Service here in Kanabec County. In 2010 Kanabec County became the contracting entity with MnDOT.

### Our Mission:

Kanabec County - Timber Trails Public Transit works to make it as easy as possible to access transportation in Kanabec County.



#### The Timber Trails' Fleet includes:

- Six (6) Class 400 Cut-away Buses (Funded through MnDOT and subject to state & federal regulations)  
Ford F-450 Chassis with fiberglass medium sized bus bodies, all lift equipped and accessible  
Seats 16 with one wheel chair, 14 with two wheel chairs
- Three vans (non-accessible) to assist with transit department travel and for use with the Access NEMT Service when needed (County funded and not subject to outside regulations)

#### Timber Trails' Regulatory Responsibilities

- FTA monitored Drug and Alcohol Testing Program
- FTA required Procurement Guidelines and Transit Asset Management (TAM)
- FTA mandated Title VI (including Limited English Plans and Civil Rights provisions)
- FTA mandated ADA Requirements

#### Transit Department Fiscal Information

- The Public Transit service is funded with Federal & State dollars and the revenue that is generated from bus service fares. No county tax dollars have been required to fund public transit since our start-up in 2009.
  - Any excess revenue from the service is restricted to Public Transit use and requires MN/DOT authorization for utilization of the funds.
- The Access Transportation service is funded through an allocation from Family Services to coordinate and provide Access Transportation for Medical Assistance recipients in the county and by revenue generated from the actual rides provided.
  - Excess revenue from the service is not restricted and can be set aside for capital or other projects and, in the past, has contributed to the County's General Fund.

#### Local Match for Capital Purchases (buses)

Normally, capital funding requires a 20% local match. In the past there have been several funding opportunities that have allowed us to purchase buses with zero to 10% local match. Our 2021 bus purchase is planned with a 10% local match. Traditionally there have been enough funds in our reserve account to meet the required match for bus purchases. In order to manage the fleet well, we have tried to schedule the purchase of one bus per year. Due to vehicle supply shortages, we have had to make adjustments to that schedule.

#### Service Design and Hours

The structure for the Public Transit service is the *Service Design*. It is an integral part of our annual management plan or grant application. The Service Design is our "Authority" to operate. Although the Service Design is deemed a "local decision"; the design itself has to meet guidelines established by FTA and MnDOT. Those guidelines include productivity (riders per hour), accessibility (the availability of the service to the broadest number of possible riders) and generally require good use of resources as determined by indicators such as cost per hour, cost per rider and cost per mile. Each system has a designated service area. The bus service can only provide rides within the boundaries of that geographic area.

Each system has an established number of service hours in their management plan based on their historical levels of service. The service must be operated within the service hours as allotted in the service design. There is flexibility to move those hours around to various routes, but exceeding the total service hours requires requesting and receiving funding for expansion service. The case for an expansion of service must be made with "documented need". Documentation for that need includes records of declined rides, geographic determinants, demographics and changing community needs.



## Public Transit Service

- A trip is a single stop/boarding
- A historically developed Service Design and Service Hours provide the boundaries for the service.
- We ask that trip requests be called in at least a day in advance.
- Same day reservations can be made if times are available.
- Pick-ups are scheduled back to back allowing just enough travel time between stops - for that reason, the bus will only wait for three minutes for a rider to appear and board the bus.

One-way Trips	2022 System Ridership	2021 System Ridership	2020 System Ridership
Disabled	7,185	6,357	4,926
Senior	3,950	3,164	2,950
Adult	13,401	11,412	8,177
Youth	518	478	1047
Children	2,389	4,417	967
	<b>27,443</b>	<b>25,828</b>	<b>18,067</b>
Pre-COVID	<b>2019</b>	<b>30,893</b>	

2022 Trip Types	Trips
Work	11462
Medical	5676
Shopping	3902
Education	2190
Other	1471
Recreation	1211
Social	820
Adult Daycare	106
Public Health	68
Church	62

All bus service is:  
Monday thru Friday

Service times:  
7:00 AM to 6:00 PM

Soup for the Soul  
Once weekly - Monday

Shopping Route  
Once weekly - Monday

## Public Transit Service

Funding for the Public Transit Service comes through an annual grant from MnDOT

We are a sub-recipient of FTA (Federal Transit Administration) funding:

The Federal Transit Administration (FTA) provides financial and technical assistance to local public transit systems, including buses, subways, light rail, commuter rail, trolleys and ferries. FTA also oversees safety measures and helps develop next-generation technology research.

Transit services supported by FTA span many groups and provide wide-ranging benefits. Since 1964, FTA has partnered with state and local governments to create and enhance public transportation systems, investing more than \$12 billion annually to support and expand public rail, bus, trolley, ferry and other transit services. That investment has helped modernize public transportation and extended service into small cities and rural communities that previously lacked transit options.

An agency within the U.S. Department of Transportation (DOT), FTA is headed by an administrator appointed by the President of the United States. FTA is one of DOT's 10 modes of transportation and is run by a headquarters in Washington, D.C. as well as 10 regional offices that assist transit agencies in all states and U.S. territories.

(Taken from the FTA website)



## Access Transportation Statistics - 2022

Miles by Program		2022	2021	2020	2019
<b>Kanabec County</b>					
MA-Kanabec	Loaded Miles	14767	34414	21559	38910
	No-Load Miles	8715	20854	12545	12031
SCHA	Total Miles	125931	153152	146117	190847
	No-Load Miles	38469	29757	37206	44452
Admin-Kanabec	(Chuck)	704	724	1564	7872
	Waiver			145	
IM- Kanabec	Loaded Miles			0	214
	Unloaded Miles			0	15
UCARE	Loaded Miles			60	833
	Unloaded Miles			13	260
<b>Other</b>		1081	2622	2462	1780
Kanabec	Grand Total	189,667	241,523	221,671	297,214

# of Trips	Destination	Treatment Type	City
252	Tsa Golf	Mental Health/Teen	Pine City
184	Valhalla(Minneapolis)	Chemical Dependency	Minneapolis
111	Welia Health (Mora)	Medical/Health	Mora
96	Valhalla Place (Brooklyn Park)	Chemical Dependency	Brooklyn Park
87	Cambridge Medical Center Same Day Doors	Medical/Day	Cambridge
81	Soft Dental	Dental	Rush City
77	Hcmc	Medical/Health	Minneapolis
74	St. Cloud Metro Treatment	Chemical Dependency	St. Cloud
67	Ogilvie School	Return/Mental Health/Teen	Ogilvie
61	Allina Clinic (Cambridge)	Medical/Health	Cambridge
42	Love The Journey Clinic	Mental Health	Mora
39	St Clares Assisted	Return/Mental Health	Mora
39	Sunrise Village	Return/Mental Health	Milaca
24	Family Based Therapy	Mental Health	Cambridge
22	Introspect Mental Health-Cambridge	Mental Health	Cambridge
22	Ispine (Maple Grove)	Pain Management	Maple Grove
21	Fairview Cancer Center (Wyoming)	Medical/Health	Wyoming
20	Pro Dental (Blaine)	Dental	Blaine
19	Fairview (Princeton)	Medical/Health	Princeton
18	New Seasons Treatment	Mental Health	St. Cloud
16	Coborns Pharmacy	Prescription	Mora
16	The Remedy Mn Ketamine Trms	Chemical Dependency	Vadnais Height
13	Valhalla Place	Chemical Dependency	Woodbury
12	Apple Tree Dental (Mounds View)	Dental	Mounds View
12	Core Psych Services (Sartell)	Mental Health	Sartell
12	Fairview (Andover)	Medical/Health	Andover
12	Welia Health (Pine City)	Medical/Health	Pine City
11	Fairview (Wyoming)	Medical/Health	Wyoming
11	Thrifty White (Hinckley)	Prescription	Hinckley
10	U Of M Medical Center (Delaware St)	Medical/Health	Minneapolis

Access transportation does not operate under the same restrictions as Public Transit.

- Trips may start very early (same day surgeries or long drive times) or go later in the day for late appointments or evening sessions
- Almost always these are one rider going to one place
- With approval, these trips can go anywhere in the state - Mayo in Rochester, specialists in Duluth or Crisis Mental Health any place that has/had an open bed
- The service utilizes volunteer drivers as much as possible. However, there are only three people still volunteer driving. Staff have been providing more trips than ever before. Wait times are very costly, so great care is taken to dispatch rides in fiscally responsible ways

## Phone Calls

Year	Total Calls	Vol	Bus	Admin	Declined	MSG	IR
2019	34,224	9,101	23,835	1,199	81	2,524	53
2020	20,875	5,664	14,643	535	94	1,733	16
2021	25,030	5,398	25,030	387	203	2,660	47
2022	27,488	4,548	22,539	382	207	2,550	39

### Call Key:

Vol - rides for Access Transportation  
(Volunteer Driver and Staff driven  
rides)

Bus - Public Transit Service

Admin - Management calls

Declined - Rides that could not be  
placed

MSG - Calls that go to Voicemail

IR - Information & referrals

Timber Trails provides what is known in the industry as "Mobility Management". Callers to the Transit Call Center can expect to talk with friendly, caring dispatchers who know their job, know transportation and know how to work a lot of options. If dispatchers can't get them exactly what they want for times - they are offered other available, workable times. If Timber Trails' service isn't the one that meets their needs, referrals to other services in the area are given.

Sheila  
1/31/23 8:48AM

\*\*\*\*

# Kanabec County

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Page 1

As of Date: 12/2022

## TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

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



Sheila  
1/31/23 8:48AM

TRIAL BALANCE REPORT  
As of 12/2022

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	395,429.81	73,836.08	177,368.04	572,797.85
1003 Audit Adjustments To Cash	7,718.85	3,470.58	4,248.27-	3,470.58
1110 Taxes Receivable - Prior & Delinquent	11,059.89	8,694.84	2,365.05-	8,694.84
1201 Accounts Receivable (Acc)	111,169.67	0.00	111,169.67-	0.00
1261 Due From Other Funds (Acc)	21,811.05	0.00	21,811.05-	0.00
1281 Due From Other Governments (Acc)	340,520.35	0.00	340,520.35-	0.00
Total Assets	887,709.62	86,001.50	302,746.35-	584,963.27
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17-	0.00	0.00	523.17-
2021 Accounts Payable (Acc)	45,274.48-	0.00	45,274.48	0.00
2030 Salaries Payable	73,951.74-	67,009.55-	6,942.19	67,009.55-
2091 Due To Other Funds (Acc)	1,735.08-	0.00	1,735.08	0.00
2100 Due To Other Governments	5,120.57-	4,508.34-	612.23	4,508.34-
2101 Due To Other Governments (Acc)	24,204.77-	0.00	24,204.77	0.00
2230 Deferred Inflows	11,059.89-	8,694.84-	2,365.05	8,694.84-
2231 Deferred Inflows (Acc)	3,145.00-	0.00	3,145.00	0.00
2232 Deferred Inflows - Prepaid Taxes (Acc)	1,691.00-	0.00	1,691.00	0.00
Total Liabilities	166,705.70-	80,212.73-	85,969.80	80,735.90-
Fund Balance				
2881 Assigned Fund Balance	721,003.92-	0.00	0.00	721,003.92-
2910 Revenue Control	0.00	359,780.44-	2,554,817.88-	2,554,817.88-
2925 Expenditure Control	0.00	353,991.67	2,771,594.43	2,771,594.43
Total Fund Balance	721,003.92-	5,788.77-	216,776.55	504,227.37-
Total Liabilities and Balance	887,709.62-	86,001.50-	302,746.35	584,963.27-
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

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15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 12/2022

Report Basis: Modified Accrual



Page 3

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

Through December 2022

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	486,597.00	102.41%	498,321.63	9,036.31	119.00	42,193.96	0.00	0.00	107,521.78	11,535.47	25,070.65	8,377.34
Exp	378,817.00	93.47%	354,090.28	46,574.53	43,376.18	20,468.59	23,142.49	30,843.70	23,991.40	32,500.28	22,414.46	27,242.61
Prevent Infectious Disease												
Rev	28,087.00	59.24%	16,639.41	115.00	1,229.24	69.85	42.81	6,624.81	1,055.40	0.00	0.00	3,757.81
Exp	28,088.00	89.30%	25,082.21	1,815.11	1,698.51	1,366.78	1,120.90	946.06	1,799.66	1,032.06	881.35	5,904.93
Environmental Health												
Rev	25.00	35136.48%	8,784.12	9.00	33.00	0.00	0.00	8,730.12	3.00	0.00	3.00	3.00
Exp	5,883.00	21.74%	1,279.09	0.00	0.00	0.00	648.66	131.93	292.35	206.15	0.00	0.00
Healthy Communities-Adult Health												
Rev	271,960.00	99.60%	270,880.97	12,237.80	57,328.99	10,702.83	26,005.23	10,771.41	20,643.71	53,983.12	23,932.01	11,630.70
Exp	275,208.00	78.56%	216,209.61	16,932.81	16,416.14	16,867.57	16,711.60	16,291.43	17,784.32	24,908.81	17,718.08	15,898.52
Healthy Communities-Health Improvement												
Rev	548,531.00	112.00%	614,353.54	104,307.34	34,621.23	41,582.70	32,655.62	36,573.33	53,537.34	56,768.65	76,288.84	55,849.22
Exp	528,486.00	96.74%	511,280.90	29,424.26	33,759.78	31,746.75	35,890.91	52,424.99	66,703.19	56,378.88	41,810.93	37,852.18
Healthy Communities-Family Health												
Rev	714,440.00	78.99%	564,310.79	29,428.62	106,229.38	17,889.64	104,430.36	29,204.01	21,721.62	86,784.53	29,495.54	17,159.71
Exp	596,634.00	77.51%	462,459.17	35,253.12	36,664.38	37,729.13	42,564.74	37,542.95	36,831.31	50,764.83	33,456.35	32,485.62
Emergency Preparedness												
Rev	131,761.00	152.59%	201,050.10	18,313.04	61,593.51	0.00	47,629.03	0.00	0.00	3,000.00	36,527.81	0.00
Exp	118,620.00	121.97%	144,686.08	16,629.66	14,637.00	10,291.71	10,225.69	10,957.98	16,367.79	15,474.17	10,216.14	7,370.84
Assure Access-Case Management												
Rev	357,900.00	96.79%	346,400.92	25,379.86	47,946.64	28,422.30	30,807.29	36,229.93	25,233.17	25,196.39	36,783.86	19,250.02
Exp	351,493.00	100.21%	352,236.31	27,679.69	30,469.31	29,996.06	29,322.52	30,396.99	30,659.85	44,470.64	27,989.12	25,880.08
Assure Access-Home Care												
Rev	528,000.00	95.30%	503,187.42	35,303.31	46,764.65	45,203.80	53,097.52	44,093.93	40,835.57	35,297.32	36,436.91	43,059.96
Exp	784,072.00	98.56%	772,759.24	82,971.35	61,555.70	50,432.64	66,552.44	61,808.65	63,421.55	79,367.87	67,384.19	57,638.93
Agency Totals												
Rev	3,067,301.00	98.59%	3,023,928.90	234,130.28	355,865.64	186,065.08	294,667.86	172,227.54	270,551.59	272,565.48	264,538.62	159,087.76
Exp	3,067,301.00	92.59%	2,840,082.89	257,280.53	238,577.00	198,899.23	226,179.95	241,344.68	257,851.42	305,103.69	221,870.62	210,273.71

amount has changed



83.33%	91.67%	100.00%
October	November	December

**outstanding payments/payments not yet posted**

			Workforce De	20,765.83	
0.00	0.00	0.00	CTC		
0.00	0.00	0.00	DFC		
			FAP	779.32	
0.00	0.00	0.00	LCTS	8,500.00	
0.00	0.00	0.00	LPHG		
			MCH	9,323.89	
1,648.18	82,163.25	210,655.69	EBHV		
22,411.60	23,644.08	37,480.36	PHEP		
			RPC		
0.00	1,405.18	2,339.31	SHIP	18,013.64	
1,818.40	3,240.74	3,457.71	TANF		
			WIC	20,410.00	
0.00	3.00	0.00	CMCOA		
0.00	0.00	0.00	MN Choice		
			Admin asst		
10,144.73	11,148.88	22,351.56	mental hlth		
15,028.07	16,217.30	25,434.96	Suicide Prev		
			Covid Federal	7,439.41	
39,871.23	49,277.50	33,020.54	Home care	<u>25,312.10</u>	estimate only see note below
46,595.58	42,246.95	36,446.50		110,544.19	
73,495.96	23,969.74	24,501.68			
32,861.94	31,988.31	54,316.49			
			SCHA Connector - We get reimbursed twice a year. Not		
5,003.90	28,982.81	0.00	included above.		
8,924.12	10,389.25	13,201.73			
19,317.66	30,724.32	21,109.48	Home Care-This is the billed amount and we are paid a		
22,640.02	21,577.54	31,154.49	percentage of that and that percentage varies by		
			paysource. Also, VA may pay up to two years after the		
40,768.10	39,994.75	42,331.60	date of service.		
48,645.59	51,998.79	80,981.54			
190,249.76	267,669.43	356,309.86			
198,925.32	201,302.96	282,473.78			

## Board Meeting 2/7/23

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 2/7/23</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	72,898.33	42	108
Abstract #2			
<b>Totals</b>	<b>72,898.33</b>	<b>42</b>	<b>108</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 2/7/23</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

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15 Community Health Fund

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



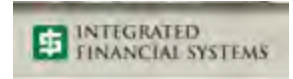
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name		Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434 Ability Network Inc							
	15-484-487-8453-6211			238.13	Jan billing svc/eligibility	23M-0007314	Services & Charges	N
2	15-484-493-8452-6211			202.05	Jan billing svc/eligibility	23M-0007314	Services & Charges	N
1	15-484-496-8447-6211			281.42	Jan billing svc/eligibility	23M-0007314	Services & Charges	N
	434 Ability Network Inc			721.60	3 Transactions			
70	185 Bergstadt/Jennifer	P		68.13	December 22 HHA mileage		Mileage & Meals	N
71	15-484-496-8449-6331			79.91	January HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer			148.04	2 Transactions			
72	1396 Biever/Laurie	P		90.00	December 22 HHA mileage		Mileage & Meals	N
73	15-484-496-8449-6331			178.16	January HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie			268.16	2 Transactions			
66	4000 Big Sky Resort			719.21	4 nights lodging	10X32H	Mileage & Meals	N
	4000 Big Sky Resort			719.21	1 Transactions			
45	981 Champ Software			23,378.00	14 licenses NN gold w/ hc	5889	Rental & Service Contracts Copier	N
46	15-484-450-0000-6341			500.00-	referral credit TTPT	5889	Rental & Service Contracts Copier	N
	981 Champ Software			22,878.00	2 Transactions			
4	298 Childrens Dental Services	P		557.76	deliver equip and staff 102822		Contracted Work	Y
5	15-484-485-8475-6285	P		557.76	deliver equip and staff 121622		Contracted Work	Y
	298 Childrens Dental Services			1,115.52	2 Transactions			
67	1262 DoubleTree by Hilton			614.55	4 nights lodging SAPST trng	87817957	Mileage & Meals	N
	1262 DoubleTree by Hilton			614.55	1 Transactions			
74	1326 Hansen/Erika	P		91.25	December 22 home care mileage		Mileage & Meals	N
75	15-484-496-8447-6331			335.36	January home care mileage		Mileage & Meals	N
	1326 Hansen/Erika			426.61	2 Transactions			
	4184 Health Dimension Rehabilitation Inc							

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15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

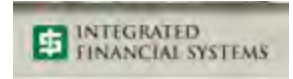
Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9	15-484-496-8447-6211	P	14,767.50	December PT services		Services & Charges	N
10	15-484-496-8447-6211	P	26.94-	attempted visit credit		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		14,740.56	2 Transactions			
324	Healthcare First						
11	15-484-496-8447-6211		104.74	January HHCAHPS fee	5339015	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
234	Holland/Jeff						
76	15-484-496-8447-6331	P	96.88	December 22 home care mileage		Mileage & Meals	N
77	15-484-496-8447-6331		358.94	January home care mileage		Mileage & Meals	N
234	Holland/Jeff		455.82	2 Transactions			
1330	Hyatt Regency Atlanta						
29	15-484-490-8486-6331		969.23	4 nights NACCHO summit	56682507	Mileage & Meals	N
1330	Hyatt Regency Atlanta		969.23	1 Transactions			
4151	Innovative Office Solutions, LLC						
105	15-484-450-0000-6412		231.05	admin office supplies	4016505	Office Supplies	N
107	15-484-450-0000-6412		94.08	Brother toner	4016505	Office Supplies	N
106	15-484-485-8480-6411		47.04	Brother toner	4016505	Program Supplies	N
4151	Innovative Office Solutions, LLC		372.17	3 Transactions			
11510	Joshua Dye						
8	15-484-450-0000-6289		20.00	2 admin training 021423	63d1306d2eee08e	Staff Development	Y
7	15-484-487-8453-6289		30.00	3 fh training 021423	63d1306d2eee08e	Staff Development	Y
6	15-484-493-8452-6289		20.00	2 cm training 021423	63d1306d2eee08e	Staff Development	Y
11510	Joshua Dye		70.00	3 Transactions			
667	Julie Hanenburg						
25	15-484-487-8453-6211	P	300.00	111522 EBHV time	7192	Services & Charges	N
26	15-484-487-8453-6211	P	28.12	111522 mileage	7192	Services & Charges	N
27	15-484-487-8453-6211	P	150.00	110722 reflective practice	7193	Services & Charges	N
28	15-484-490-8489-6211	P	75.00	110722 mileage	7193	Services & Charges	N
667	Julie Hanenburg		553.12	4 Transactions			
322	Kanabec County						
13	15-484-450-0000-6205	P	90.24	qtr 4 2022 admin postage	PH040	Postage	N
23	15-484-450-0000-6205	P	16.22	qtr 4 2022 home care postage	PH040	Postage	N
16	15-484-481-8481-6205	P	97.77	qtr 4 2022 PHNC postage	PH040	Postage	N



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15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
20	15-484-481-8482-6205	P	5.40	qtr 4 2022 care nav postage	PH040	Postage	N
19	15-484-485-8468-6205	P	1.14	qtr 4 2022 SHIP postage	PH040	Postage	N
17	15-484-487-8451-6205	P	45.60	qtr 4 2022 HP postage	PH040	Postage	N
22	15-484-487-8453-6205	P	11.47	qtr 4 2022 EBHV postage	PH040	Postage	N
14	15-484-487-8456-6205	P	88.59	qtr 4 2022 WIC postage	PH040	Postage	N
15	15-484-487-8457-6205	P	321.69	qtr 4 2022 MCH postage	PH040	Postage	N
18	15-484-487-8461-6205	P	443.79	qtr 4 2022 CTC postage	PH040	Postage	N
21	15-484-493-8452-6205	P	113.82	qtr 4 2022 CM postage	PH040	Postage	N
322	Kanabec County		1,235.73	11 Transactions			
2823	Kanabec County Auditor-Treas						
63	15-484-450-0000-6412		121.21	IFS check stock		Office Supplies	N
2823	Kanabec County Auditor-Treas		121.21	1 Transactions			
2162	Kanabec County Information Systems						
12	15-484-450-0000-6203	P	628.53	qtr 4 2022 phone svc	6279	Telephone	N
2162	Kanabec County Information Systems		628.53	1 Transactions			
132	Kanabec Publications						
24	15-484-496-8447-6412	P	98.00	250 financial review forms	122219650	Office Supplies	N
132	Kanabec Publications		98.00	1 Transactions			
1308	Lejonvarn/Kirsten						
85	15-484-469-8440-6331		0.66	January DP&C mileage		Mileage & Meals	N
78	15-484-487-8450-6331	P	2.50	December 22 TANF mileage		Mileage & Meals	N
81	15-484-487-8450-6331		5.24	January TANF mileage		Mileage & Meals	N
79	15-484-487-8451-6331	P	1.25	December 22 HP mileage		Mileage & Meals	N
82	15-484-487-8451-6331		37.99	January HP mileage		Mileage & Meals	N
80	15-484-487-8453-6331	P	65.00	December 22 EBHV mileage		Mileage & Meals	N
83	15-484-487-8453-6331		142.79	January EBHV mileage		Mileage & Meals	N
84	15-484-487-8457-6331		22.27	January MCH mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		277.70	8 Transactions			
377	Marco Inc						
30	15-484-450-0000-6341		787.11	MX5070v copier agmt	3330093	Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
14361	Marco Technologies LLC.						
47	15-484-487-8453-6341		486.95	Sharp MX-M3571 copier agmt	10718170	Rental & Service Contracts	N

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15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
14361	Marco Technologies LLC.		486.95	1 Transactions			
44	1143 McKesson Medical-Surgical Govt Solutior						
	15-484-496-8447-6432		54.33	home care supplies	20212584	Medical Supplies	N
65	15-484-481-8481-6432		66.74	PHNC supplies	20259413	Medical Supplies	Y
64	15-484-496-8447-6432		137.60	home care supplies	20259413	Medical Supplies	Y
1143	McKesson Medical-Surgical Govt Solutior		258.67	3 Transactions			
32	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880	P	1,800.71	Dec hlthy eating strategy		Grant Admin- Pass thru	N
33	15-484-485-8468-6880	P	778.56	Dec tobacco strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880	P	2,433.79	Dec well-being strategy		Grant Admin- Pass thru	N
35	15-484-485-8468-6880	P	632.66	Dec active living strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		5,645.72	4 Transactions			
108	8040 Miller, Patti						
	15-484-485-8480-6331		212.88	January RPC mileage		Mileage & Meals	N
8040	Miller, Patti		212.88	1 Transactions			
31	3489 Montana Summer Institute						
	15-484-485-8480-6289		995.00	RPC training June 2023	HMNXQT95VM7	Staff Development	N
3489	Montana Summer Institute		995.00	1 Transactions			
36	736 Naccho						
	15-484-490-8486-6289		660.00	2023 NACCHO summit	320208	Staff Development	N
736	Naccho		660.00	1 Transactions			
43	1201 National WIC Association						
	15-484-487-8456-6245		50.00	2023 annual membership	M9NCWT576B	Registration & Membership Dues	N
1201	National WIC Association		50.00	1 Transactions			
86	52 Olson/Autumn						
	15-484-487-8450-6331		28.82	January TANF mileage		Mileage & Meals	N
87	15-484-487-8451-6331		15.72	January HP mileage		Mileage & Meals	N
88	15-484-487-8453-6331		204.36	January EBHV mileage		Mileage & Meals	N
52	Olson/Autumn		248.90	3 Transactions			
68	1572 Paradise Community Theatre						
	15-484-485-8444-6411		375.00	theater rental 01/26/23	372	Supplies	G
69	15-484-485-8474-6411		41.00	theater rental 01/26/23	372	Supplies	G

Sheila  
2/2/23 10:29AM  
15 Community Health Fund

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



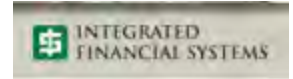
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1572	Paradise Community Theatre		416.00	2 Transactions			
37	1291 Parenting Resouce Center, Inc.	P	768.90	RPC promotional items	7481	Program Supplies	N
	15-484-485-8480-6411						
1291	Parenting Resouce Center, Inc.		768.90	1 Transactions			
89	3333 Petersen/Renee		25.64	January program supplies		Supplies	N
	15-484-450-0000-6411						
3333	Petersen/Renee		25.64	1 Transactions			
38	632 Pine County Health & Human Services	P	2,174.33	Dec hlthy eating strategy		Grant Admin- Pass thru	N
	15-484-485-8468-6880						
39	15-484-485-8468-6880	P	1,766.64	Dec tobacco strategy		Grant Admin- Pass thru	N
40	15-484-485-8468-6880	P	2,876.49	Dec well-being strategy		Grant Admin- Pass thru	N
41	15-484-485-8468-6880	P	1,562.78	Dec move strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		8,380.24	4 Transactions			
92	1030 Ringler/Jennie	P	90.00	December 22 HHA mileage		Mileage & Meals	N
	15-484-496-8449-6331						
93	15-484-496-8449-6331		155.89	January HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		245.89	2 Transactions			
90	1322 Ringler/Jezzalyn	P	188.13	December 22 HHA mileage		Mileage & Meals	N
	15-484-496-8449-6331						
91	15-484-496-8449-6331		301.96	January HHA mileage		Mileage & Meals	N
	1322 Ringler/Jezzalyn		490.09	2 Transactions			
94	3174 Rosburg/Diane	P	120.63	December 22 home care mileage		Mileage & Meals	N
	15-484-496-8447-6331						
95	15-484-496-8447-6331		283.62	January home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		404.25	2 Transactions			
96	1452 Sandberg/Debbie		79.26	January CM mileage		Mileage & Meals	N
	15-484-493-8452-6331						
97	15-484-493-8452-6331	P	1.88	December 22 CM mileage		Mileage & Meals	N
	1452 Sandberg/Debbie		81.14	2 Transactions			
98	1333 Tomczak/Kailey	P	49.38	December 22 HHA mileage		Mileage & Meals	N
	15-484-496-8449-6331						
99	15-484-496-8449-6331		58.95	January HHA mileage		Mileage & Meals	N

Sheila  
2/2/23 10:29AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1333	Tomczak/Kailey		108.33	2 Transactions		
1268	Tomczak/Kristi		310.56	4 Transactions		
101	15-484-496-8448-6331	P	3.75	December 22 HM mileage	Mileage & Meals	N
103	15-484-496-8448-6331		41.27	January HM mileage	Mileage & Meals	N
100	15-484-496-8449-6331	P	90.00	December 22 HHA mileage	Mileage & Meals	N
102	15-484-496-8449-6331		175.54	January HHA mileage	Mileage & Meals	N
1268	Tomczak/Kristi		310.56	4 Transactions		
1328	True Directions, Inc.		5,632.89	15 Transactions		
53	15-484-485-8490-6285	P	728.58	4 weeks peer recovery on call	Contracted Work Peer Recovery Sup	N
54	15-484-485-8490-6285	P	174.64	cell phone svc 12/13/22	Contracted Work Peer Recovery Sup	N
55	15-484-485-8490-6285	P	866.00	admin costs	Contracted Work Peer Recovery Sup	N
56	15-484-485-8490-6285	P	233.14	cell phone svc 12/28/22	Contracted Work Peer Recovery Sup	N
57	15-484-485-8490-6285	P	88.75	PRSS travel	Contracted Work Peer Recovery Sup	N
58	15-484-485-8490-6285	P	372.75	PRSS treatment svcs 5.5 hours	Contracted Work Peer Recovery Sup	N
59	15-484-485-8490-6285	P	55.82	cell phone chargers	Contracted Work Peer Recovery Sup	N
60	15-484-485-8490-6285	P	1,268.50	Kanabec Pub PRSS add	Contracted Work Peer Recovery Sup	N
61	15-484-485-8490-6285	P	84.40	Kanabec Pub rack cards	Contracted Work Peer Recovery Sup	N
62	15-484-485-8490-6285	P	250.00	Juettner Marketing 11/28-12/31	Contracted Work Peer Recovery Sup	N
48	15-484-485-8490-6285		600.00	4 weeks peer recovery on-call	Contracted Work Peer Recovery Sup	N
49	15-484-485-8490-6285		170.88	cell phone svc	Contracted Work Peer Recovery Sup	N
50	15-484-485-8490-6285		433.00	admin costs	Contracted Work Peer Recovery Sup	N
51	15-484-485-8490-6285		35.63	PRSS travel	Contracted Work Peer Recovery Sup	N
52	15-484-485-8490-6285		270.80	PRSS treatment svcs 4 hrs	Contracted Work Peer Recovery Sup	N
1328	True Directions, Inc.		5,632.89	15 Transactions		
1329	United Healthcare Overpayments		142.50	overpayment L.G. 2016	2799 OEB EP7 009 Medicare Pass Thru	N
42	15-484-496-8447-6880	P	142.50	1 Transactions		
1329	United Healthcare Overpayments		142.50	1 Transactions		
452	Zaiser/Kelly		28.17	January EBHV mileage	Mileage & Meals	N
104	15-484-487-8453-6331		28.17	1 Transactions		
452	Zaiser/Kelly		28.17	1 Transactions		
15 Fund Total:			72,898.33	Community Health Fund	42 Vendors	108 Transactions
Final Total:			72,898.33	42 Vendors	108 Transactions	

Sheila  
2/2/23

10:29AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 8

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	72,898.33	Community Health Fund	
	All Funds	72,898.33	Total	Approved by, .....
				.....
				.....

# 9:45am Appointment

February 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> East Central Energy Broadband Project Update and Border-to-Boarder Grant Application #4	<b>b. Origination:</b> East Central Energy
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b> Dennis Rice, Broadband Manager & Lana Black, Business Accounts Specialist

**e. Board action requested:**

Approve the resolution:

**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.



\_\_\_\_\_  
Rickey Mattson

\_\_\_\_\_  
Kris McNally

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
County Coordinator/Clerk

---

**f. Background:**

The Board of Commissioners has allocated ARPA funds for requested grant match dollars in support of this project.

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

	Square Miles	% of County
<b>Benton County</b>	<b>138</b>	
Benton County	48	11.6%
Isanti County	22	4.9%
Mille Lacs County	66	9.7%
Sherburne County	1	0.2%
<b>Isanti South</b>	<b>93</b>	
Chisago County	4	0.9%
Isanti County	89	19.8%
<b>Pine Central</b>	<b>127</b>	
Aitkin County	3	0.2%
Kanabec County	42	7.9%
Pine County	79	5.5%

# 10:00am Appointment

February 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Boulder Estates – Final Plat	<b>b. Origination:</b> Environmental Services & Planning Commission
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Ryan Carda

**e. Board action requested:**

To follow the Planning Commission's recommendation of approval of the final plat of "Boulder Estates" to the County Board with the condition that raingardens be installed on each of the lots consistent with the requirements of the stormwater plan.

The conditions from the Planning Commission that the road name typo be fixed in the engineer's report, the scale discrepancy be resolved, and the driveway easement for lots 1, 2, and 3 be documented have been done.

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



ENVIRONMENTAL SERVICES  
KANABEC COUNTY  
903 Forest Ave E  
MORA, MN 55051  
Phone: 320/679-6456

---

January 13, 2022

Kanabec County  
Planning Commission Members

RE: January 23<sup>rd</sup> Meeting Findings  
Final Plat – Boulder Estates

Members,

Please see the following findings from our office regarding the final plat application:

- The lot size and orientation is the same as the preliminary plat, which meets the requirements of the shoreland ordinance
- As required by the Planning Commission, rain gardens will need to be established and maintained on each lot to remediate runoff
- The County Attorney's Office had no problem with the final plat
- Richard Munsch from MNDOT didn't have any problem with the plat and stated that the turn lane was installed correctly
- Craig Wills from DNR didn't have any concerns about the final plat

Thank you,

Ryan Carda  
Kanabec County  
Environmental Services Technician



ENVIRONMENTAL SERVICES  
KANABEC COUNTY  
903 Forest Ave E  
MORA, MN 55051  
Phone: 320/679-6456

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January 23, 2023

Kanabec County  
Planning Commission Members

RE: January 23<sup>rd</sup> Meeting Findings (Further Findings)  
Final Plat – Boulder Estates

Members,

Please see the following further findings from our office regarding the final plat application:

- A title opinion was completed by Troth Law, which the Attorney's office didn't have any questions about
- A pedestrian easement map and legal description have a 10-foot wide path along the Highway 47 ROW
  - Pictures of this are included
  - The area was walked via the pathway on 12/28/2022
- Tyler Kroschel reviewed the initial draft of the final plat and provided feedback on changes
  - These changes were made and are reflected in the plat copy presented to the Planning Commission

Thank you,

Ryan Carda  
Kanabec County  
Environmental Services Technician



## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

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

903 Forest Avenue East, Mora, MN 55051

320-679-6300

January 23, 2023

Ms. Teresa Wickeham  
Kanabec County Environmental Services  
903 Forest Avenue East  
Mora, MN 55051

**RE: Boulder Estates Final Plat**

Dear Mrs. Wickeham,

I have completed the County Engineer's review of the Boulder Estates Final plat application submittal for a residential development in the Ann Lake mixed use district as it relates to portions of Ordinance No. 4 and Ordinance No. 5. My review and findings are as follows:

I have inspected the road and stormwater improvements of 223<sup>rd</sup> Avenue as proposed as part of the Boulder Estates plat and upon my inspection, the construction appears to be in conformance with the requirements of Ordinance No. 4 and Ordinance No. 5. Review of stormwater requirements set forth in Ordinance No. 5 are included in my August 8, 2020 review of the Boulder States Campground, and review of roadway requirements set forth in Ordinance 4 are included in my July 26, 2021 review.

Based on my review findings and inspection of the constructed improvements, the roadway and stormwater requirements for final plat approval have been met.

Please contact me if additional review or clarifications are needed.

Sincerely,

A handwritten signature in blue ink, reading "Chad T. Gramentz".

Chad T. Gramentz, PE  
Kanabec County Engineer





## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

Chad T. Gramentz, PE, Public Works Director

903 Forest Avenue East, Mora, MN 55051

320-679-6300

July 26, 2021

Mrs. Teresa Wickeham  
Kanabec County Environmental Services  
903 Forest Avenue East  
Mora, MN 55051

**RE: Boulder Estates Preliminary Plat**

Dear Mrs. Wickeham,

I have completed the County Engineer's review of the Boulder Estates preliminary plat application submittal for a residential development in the Ann Lake mixed use district as it relates to portions of Ordinance #4 relevant to engineering. My review and findings are as follows:

**SEC. 4.14 ROAD SYSTEM:**

*4.14.1 - Proposed roads shall be properly related to such road plans or parts thereof as have been officially prepared, and adopted by the county.*

*4.14.2 - Proposed road shall further conform to such county and state road and highway plans as have been prepared, adopted and/or filed as prescribed by law.*

*12 4.14.3 - Roads shall be logically related to the topography so as to produce usable lots and reasonable grades.*

*4.14.4 - Access shall be given to all lots and portions of the tract in the subdivision. Reserved strips and land-locked areas shall not be created.*

*4.14.5 - Minor roads shall be laid out to discourage their use by through traffic and where possible, thoroughfares shall be protected for use by through traffic by marginal access roads, lots served by an interior road or other means.*

*4.14.6 - Half or partial roads will not be permitted, except where essential to reasonable subdivision of a tract in conformance with the other requirements and standards of these regulations and where, in addition, satisfactory assurance for dedication of the remaining part of the road can be secured.*

**Finding: Proposal meets these requirements**

**SEC. 4.15 - CUL-DE-SAC ROADS**

*4.15.1 - Cul-de-sac roads, permanently designed as such shall not exceed 800 feet in length, except as variances are permitted by the Commission. Such a variance may be granted if it can be clearly shown that by reason of unfavorable landform, or the irregular shape of the plat from which the subdivision is*

*being made; that a normal street pattern cannot be established, or that land would be wasted by not granting such a variance.*

*4.15.2 - Cul-de-sac roads shall be provided at the closed end with a turn-a-round having a minimum radius to the outside edge of the finished road or curb line of not less than fifty (50) feet.*

*4.15.3 - Unless future extension is clearly impractical or undesirable, the turn-around right-of-way of the same width as the street shall be carried to the property line in such a way as to permit future extension of the street into the adjoining tract. At such time as such a street is extended, the overage created by the turn-around outside the boundaries of the extended street shall revert in ownership to the property owner fronting on the temporary turn-around.*

**Finding:** Submitted drawings shows center cul-de-sac at 800 lf from MnDOT right of way as measured along roadway centerline. Cul-de-sac radius shown as 50 ft.

#### **4.16 ROAD DESIGN**

*4.16.1 Widths: Minimum widths for each type of Public Street, or road shall be as follows:*

<i>TYPE OF ROAD</i>	<i>RIGHT-OF-WAY WIDTH</i>
<i>Principal Arterial</i>	<i>200 ft.</i>
<i>Minor Arterial</i>	<i>150 ft.</i>
<i>Major Arterial</i>	<i>120 ft.</i>
<i>Minor Collector</i>	<i>100 ft.</i>
<i>Local Road</i>	<i>66 ft.</i>
<i>Alley</i>	<i>33 ft.</i>

*4.16.2 - Where a subdivision abuts or contains an existing road of inadequate width, sufficient additional width shall be provided to meet the above standards.*

*4.16.3 - Additional right-of-way and roadway widths may be required to promote public safety and convenience when special conditions require it or to provide parking space in areas of intensive use.*

*4.16.4 - Extensions of existing roads with lesser right-of-way and/or roadway widths than prescribed above may be permitted by variance in special cases.*

*4.16.5 RESTRICTION OF ACCESS: When a subdivision or portion thereof adjoins a major thoroughfare, no lot shall have direct access thereto unless there is no practical alternative. Said lots shall be provided with frontage on a marginal access road or an interior road.*

*4.16.6 INTERSECTIONS: Road intersections shall be as nearly at right angles as is possible, and no intersections shall be at an angle of less than sixty (60) degrees.*

*4.16.7 ROAD JOGS: Road jogs with centerline offsets of less than one hundred twenty-five (125) feet shall not be allowed.*

*4.16.8 ROAD NAMES: A proposed road which is in alignment with and joins an existing named road shall bear the name of the existing road.*

*4.16.9 ALLEYS: Alleys or other loading space located off the public right-of-way shall be provided to the rear or side of all lots to be used for commercial or industrial use. When provided, alleys shall be open at both ends.*

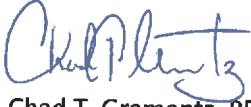
*4.16.10 BLOCKS: Blocks shall be wide enough to allow two tiers of lots with a minimum depth as required by county or township zoning except adjoining a lake, stream, railroad or thoroughfare or where one tier of lots is necessary because of topographic conditions.*

**Finding:** Roadway shown as local road with 66 ft right of way and appropriate road section.

*Review of stormwater and other requirements of Ordinance #5 were submitted as part of the review of Boulder Estates RV Park, dated August 20, 2020.*

Please contact me if additional review or clarifications are needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chad T. Gramentz".

Chad T. Gramentz, PE  
Kanabec County Engineer



## KANABEC COUNTY PUBLIC WORKS DEPARTMENT

Chad T. Gramentz, PE, Public Works Director  
903 Forest Avenue East, Mora, MN 55051  
320-679-6300

August 8, 2020

Mrs. Teresa Wickeham  
Kanabec County Environmental Services  
903 Forest Avenue East  
Mora, MN 55051

**RE: Boulder Estates RV Park and Lake Lots**

Dear Mrs. Wickeham,

I have completed the County Engineer's review of the Boulder Estates RV Park and Lake Lots application submittal for a commercial planned unit development in the Ann Lake mixed use district as it relates to portions of Ordinance #5 relevant to engineering. My review and findings are as follows:

*8.1.1 Roads, driveways, and parking areas must meet structure setbacks and must not be placed within bluff and shore impact zones, when other reasonable and feasible placement alternatives exist. If no alternatives exist, they may be placed within these areas, and must be designed to minimize adverse impacts;*

**Finding: Proposal meets this requirement**

*8.1.2 Watercraft access ramps, approach roads, and access-related parking areas may be placed within shore impact zones provided the vegetative screening and erosion control conditions of this subpart are met;*

**Finding: No access or roads are proposed in impact zones.**

*8.1.4 For public roads, driveways and parking areas, documentation must be provided by a qualified individual that they are designed and constructed to minimize and control erosion to public waters consistent with the field office technical guides of the local soil and water conservation district, or other applicable technical materials.*

**Finding: The applicant submitted an erosion control plan signed by a qualified individual. The erosion control measures shown are consistent with those found in the Minnesota Stormwater Manual. The public road is not proposed under this application, but is shown as part of the common plan of development. The berm, stormwater pond, and applicable silt fence should be included in the initial improvements.**

*9.3.3.1. All land disturbance activities that require coverage of the State Construction Stormwater General Permit shall adhere to the provisions set forth in said permit and shall submit a copy of the stormwater pollution prevention plan to the Environmental Services Department.*

**Finding:** The common plan of development will result in over 1 acre of land disturbance and will require a NPDES Stormwater permit. These submittals should be filed prior to land disturbing activity begins.

*9.3.3.2. All construction activity disturbing one half acre or more shall, at a minimum, develop a storm water pollution prevention plan that addresses erosion prevention and sediment control, with best management practices outlined in the latest version of the Minnesota Stormwater Manual published by Minnesota Pollution Control Agency.*

**Finding:** Requirement covered under 9.3.3.1

*9.3.3.3. Any development that results in one half to one acre of new impervious surface shall provide permanent stormwater treatment for increased runoff volume created by the new impervious surfaces with a rain garden, infiltration basin or other best management practice as outlined in the Minnesota Stormwater Manual.*

**Finding:** The proposal includes a permanent stormwater pond to treat stormwater runoff from new impervious surfaces. The pond does contain a permanent pool to provide storage of sediment. A report from a professional engineer was included that summarized the site hydrology and hydraulic routing of the pond. The site provides for access for pond maintenance. Rain gardens are proposed for treatment of runoff from future residential development.

*9.4.1.1. When possible, existing natural drainage ways, and vegetated soil surfaces must be used to convey, store, filter, and retain stormwater runoff before discharge to public waters.*

**Finding:** Vegetated rural section ditches and swales are used in this site design to convey stormwater.

*9.4.1.2. Development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized as soon as possible and appropriate facilities or methods used to retain sediment on the site.*

**Finding:** The site plan proposes minimal grading for the necessary items to complete the project. The project specifies a 7 day stabilization window from when an area is no longer being actively worked.

*9.4.1.3. When development density, topography, soils, and vegetation are not sufficient to adequately handle stormwater runoff, constructed facilities such as settling basins, skimming devices, dikes, waterways, ponds and infiltration may be used. Preference must be given to surface drainage, vegetation, and infiltration rather than buried pipes and man-made materials and facilities.*

**Finding:** Stormwater is adequately conveyed over vegetated surfaces and a pond is provided for stormwater treatment and flow attenuation.

9.4.2.2. When constructed facilities are used for stormwater management, documentation must be provided by a qualified individual that they are designed and installed consistent with the field office technical guide of the local soil and water conservation district or the Minnesota Stormwater Manual, as applicable.

Finding: Applicant should submit documentation from the Engineer that the stormwater pond and site was built in accordance with the plans and drainage report.

Please contact me if additional review or clarifications are needed.

Sincerely,



Chad T. Gramentz, PE  
Kanabec County Engineer





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

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## **Kanabec County Planning Commission Meeting Minutes of January 23, 2023**

### **MINUTES ARE CURRENTLY UNAPPROVED**

**MEMBERS PRESENT:** Tom Roeschlein, Pat O'Brien, Rhonda Olson, Earl Bracewell, Wayne Zaudtke, Doug Sabinash

**EX-OFFICIAL PRESENT:** none

**MEMBERS ABSENT:** none

**EX-OFFICIAL ABSENT:** Chad Gramentz

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

**APPLICANT REPRESENTATIVE(S):** Orrin & Dorothy Haugen

**PUBLIC ATTENDING:** Sharon & Walt Smith, Tony Hass, Cindy & Jim Lundgren, David & Kaye Carda, Phil Schroeder

**Call to Order:** Kanabec County Planning Commission was called to order at 7:00pm by Ryan Carda.

### **Pledge of Allegiance**

### **Approval of Agenda/Additions to Agenda:**

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

All in favor, motion carried.

### *Organizational Meeting:*

- A motion was made by Pat O'Brien, seconded by Doug Sabinash to select Tom Roeschlein as the Chairperson. All in favor, motion carried.
- A motion was made by Pat O'Brien, seconded by Rhonda Olson to select Doug Sabinash as the Vice Chairperson. All in favor, motion carried.
- A motion was made by Pat O'Brien, seconded by Wayne Zaudtke to select Environmental Services staff as the recording secretary. All in favor, motion carried.

### *Oath of Office:*

- Rhonda Olson and Wayne Zaudtke recited the oath of office.

### **Approval of Minutes:**

A motion was made by Pat O'Brien, seconded by Earl Bracewell to approve the minutes from October 24<sup>th</sup>, 2022 as presented.

All in favor, motion carried.

### **Old Business:**

None

### **New Business:**

Public Hearing – Review Final Plat Application – Boulder Estates – Orrin & Dorothy Haugen:

### *Staff presentation:*

- Ryan Carda presented the findings of the Environmental Services Office
  - The lot size and orientation is nearly the same as the preliminary plat, which meets the requirements of the shoreland ordinance
    - The lot line between Lot 9 and Outlot A changed slightly but the lot still meets the ordinance requirements
  - As required by the Planning Commission, rain gardens will need to be established and maintained on each lot to remediate runoff
  - The County Attorney's Office had no problem with the final plat
  - Richard Munsch from MNDOT didn't have any problem with the plat and stated that the turn lane was installed correctly
  - Craig Wills from DNR didn't have any concerns about the final plat
  - A title opinion was completed by Troth Law, which the Attorney's office didn't have any questions about
  - A pedestrian easement map and legal description have a 10-foot wide path along the Highway 47 ROW
    - Pictures of the area were included
    - The area was walked via the pathway on 12/28/2022
  - Tyler Kroschel reviewed the initial draft of the final plat and provided feedback on changes
    - Those changes were made and were reflected in the plat copy presented to the Planning Commission
  - Findings from the County Engineer, Chad Gramentz, were presented
    - The road and stormwater improvements were inspected and were in conformance with the requirements of Ordinance 4 and Ordinance 5
    - Based on his findings, the roadway and stormwater met final plat approval
  - There was discussion with the Planning Commission regarding a typo listed in Chad's report for the road name of the platted road
  - Discussion was had regarding driveway access for each of the lots

*Applicant presentation:*

- Orrin Haugen
  - Didn't have anything else to add
  - The improvements that were required at the preliminary platting stage were made
- Ryan Carda
  - Asked about maintenance of the stormwater pond and the pedestrian path, which would be done by Orrin

*Public hearing comments:*

- Sharon Smith
  - Asked about septic on the lots
- Walt Smith
  - Brought up the scale on the plat
  - Asked about septic for each of the lots
  - Discussed section 10.7 of the shoreland ordinance
  - Asked about docks for the lots
- Phil Schroeder
  - Asked about docks for the lots and what would be allowed
- Ryan Carda
  - Responded to various questions that were brought up

*Conclusion of public hearing:*

- Wayne Zaudtke
  - Asked about the drainage and utility easements listed on the plat and restrictions in those areas
- Doug Sabinash
  - Brought up the shared driveways for lots 1, 2, and 3
- Rhonda Olson
  - Mentioned that the scale discrepancy could be resolved prior to the plat being recorded
- Tom Roeschlein
  - Stated that the access easement for lots 1, 2, and 3 should be documented and attached to the lots
- Pat O'Brien
  - Discussed the scale on the plat
- Rhonda Olson
  - Asked if there were to be any covenants planned for the plat
    - Orrin stated that there wouldn't be
- Ryan Carda
  - Addressed the question on section 10.7 of Ordinance #5
    - Scott Anderson had stated - My interpretation is that the provision is meant to say that subdivisions of the size specified therein have to meet all the requirements of Chapter 505 and your ordinance. If a subdivision is created without approval, no permits for construction will be granted. The sentence you have highlighted seems to me to be saying that lots that are part of a subdivision created. Prior to the adoption of the ordinance do not have to meet the current requirements—in terms of platting. Think of them as lots of record.
- Other general discussions was had regarding different items such as the scale, the improvements made since the preliminary plat, the access to each of the lots, septic on the lots, and raingardens

*Board action:*

- A motion was made by Pat O'Brien, seconded by Rhonda Olson, to recommend approval of the final plat of "Boulder Estates" to the County Board with the conditions that the road name typo be fixed in the engineer's report, the scale discrepancy be resolved, and the driveway easement for lots 1, 2, and 3 be documented, and that raingardens be installed on each of the lots consistent with the requirements of the stormwater plan.  
All in favor, motion carried.

**Public Hearing Comment:**

- None

**Adjourn:**

A motion was made by Earl Bracewell, seconded by Pat O'Brien to adjourn the meeting at 8:28pm.  
All in favor, motion carried.

Respectfully submitted,  
Ryan Carda  
Recording Secretary

BOULDER ESTATES

KNOW ALL MEN BY THESE PRESENTS: That Orrin G. Haugen and Dorothy Haugen, husband and wife, fee owners of the following described property, to witt:

Government Lot 5 and that part of Government Lot 4 which lies south of the north 300 feet thereof, all in Section 35, Township 40, Range 25, Kanabec County, Minnesota, EXCEPT that part of said Government Lot 4 described as follows:

Commencing at the southwest corner of the north 300 feet of said Government Lot 4; thence on an assumed bearing of South 85 degrees 48 minutes 51 seconds East, along the south line of said north 300 feet, a distance of 691.99 feet to the point of beginning of the tract to be described; thence South 00 degrees 00 minutes 00 seconds East a distance of 502.97 feet; thence North 90 degrees 00 minutes 00 seconds East a distance of 270 feet, more or less to the shoreline of Ann Lake; thence northerly and northeasterly along said shoreline to its intersection with said south line of the north 300 feet of Government Lot 4; thence North 85 degrees 48 minutes 51 seconds West, along said south line of the north 300 feet, a distance of 390 feet, more or less, to the point of beginning.

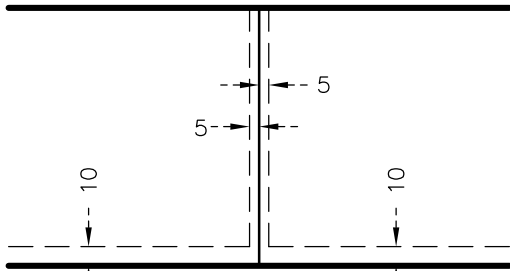
Also EXCEPT that part of said Government Lot 4 described as follows:

Beginning at the southwest corner of the north 300 feet of said Government Lot 4; thence on an assumed bearing of South 85 degrees 54 minutes 31 seconds East, along the south line of said north 300 feet, a distance of 691.99 feet; thence South 00 degrees 05 minutes 40 seconds East a distance of 502.97 feet; thence South 00 degrees 28 minutes 18 seconds West, a distance of 104.17 feet; thence Southwesterly 153.61 feet along a non-tangential curve concave to the southeast, having a central angle of 146 degrees 41 minutes 17 seconds, a radius of 60.00 feet, and a chord bearing South 16 degrees 42 minutes 40 seconds West; thence South 00 degrees 00 minutes 00 seconds East, a distance of 39.66 feet; thence Southwesterly 65.58 feet along a tangential curve concave to the Northwest, having a central angle of 89 degrees 27 minutes 49 seconds and radius of 42.00 feet; thence South 89 degrees 27 minutes 49 seconds West, a distance of 57.20 feet; thence Southwesterly 99.37 feet, along a tangential curve, concave to the southeast, having a central angle of 24 degrees 26 minutes 08 seconds and a radius of 233.00 feet; thence Westerly 126.07 feet, along a reverse tangential curve, concave to the North, having a central angle of 27 degrees 03 minutes 15 seconds and a radius of 267.00 feet; thence North 87 degrees 55 minutes 03 seconds West, tangent to the last described curve, a distance of 383.97 feet to the West line of said Government Lot 4; thence North 02 degrees 51 minutes 26 seconds East, along said West line for a distance of 882.51 feet to the point of beginning.

Have caused the same to be surveyed and platted as BOULDER ESTATES, and do hereby dedicate to the public, for public use, the public ways and drainage and utility easements as shown by this plat.

EASEMENT DETAIL

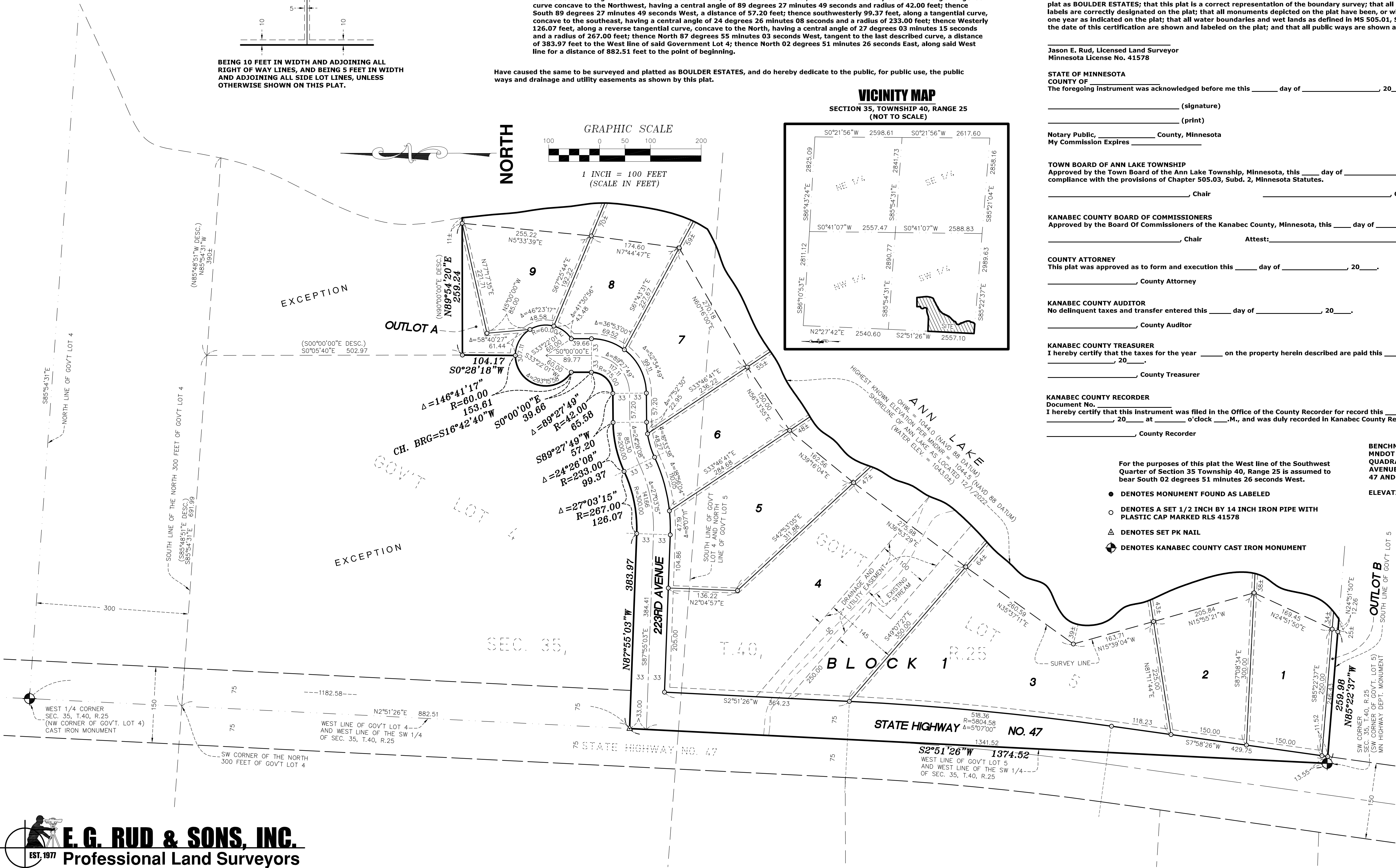
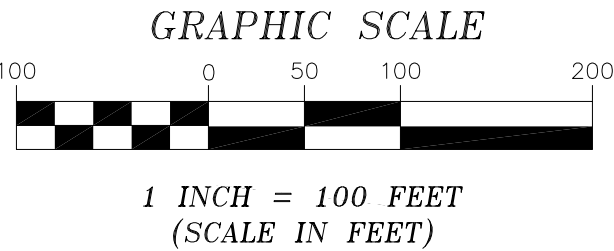
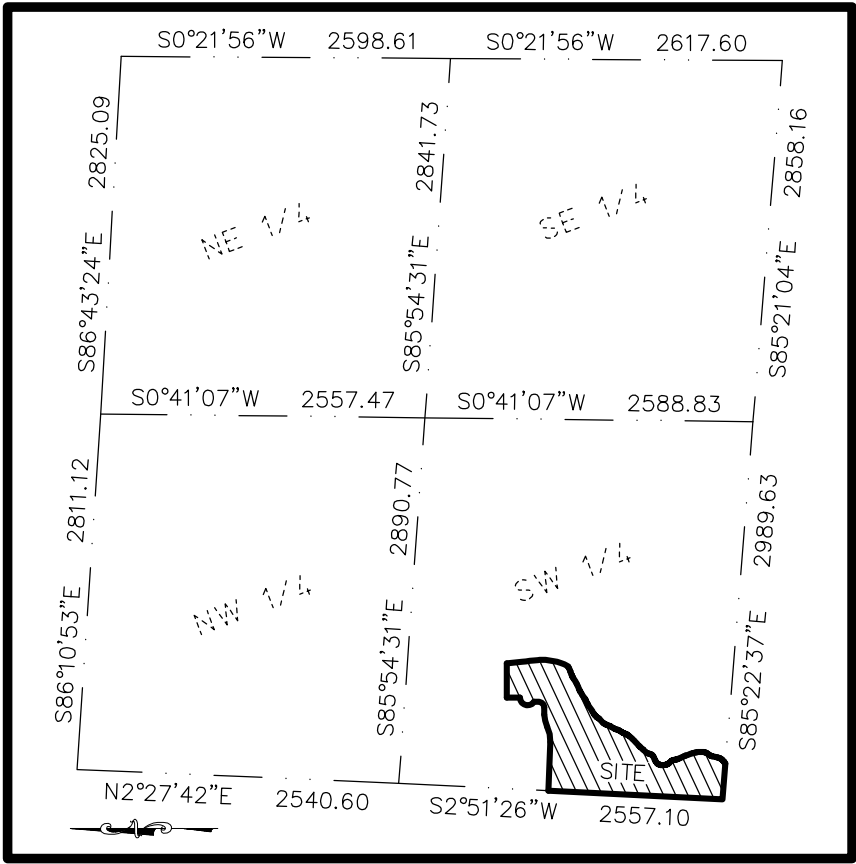
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING ALL RIGHT OF WAY LINES, AND BEING 5 FEET IN WIDTH AND ADJOINING ALL SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

VICINITY MAP

SECTION 35, TOWNSHIP 40, RANGE 25 (NOT TO SCALE)



In witness whereof said Orrin G. Haugen and Dorothy Haugen, husband and wife, have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Orrin G. Haugen

Dorothy Haugen

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Orrin G. Haugen and Dorothy Haugen, husband and wife.

\_\_\_\_\_(signature)

\_\_\_\_\_(print)

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

I hereby certify that I have surveyed and platted or directly supervised the survey and platting of the property described on this plat as BOULDER ESTATES; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been, or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as defined in MS 505.01, Subdivision 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

Jason E. Rud, Licensed Land Surveyor  
Minnesota License No. 41578

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Jason E. Rud, Licensed Land Surveyor.

\_\_\_\_\_(signature)

\_\_\_\_\_(print)

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

TOWN BOARD OF ANN LAKE TOWNSHIP

Approved by the Town Board of the Ann Lake Township, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is in compliance with the provisions of Chapter 505.03, Subd. 2, Minnesota Statutes.

\_\_\_\_\_, Chair

\_\_\_\_\_, Clerk

KANABEC COUNTY BOARD OF COMMISSIONERS

Approved by the Board Of Commissioners of the Kanabec County, Minnesota, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Chair

Attest: \_\_\_\_\_

COUNTY ATTORNEY

This plat was approved as to form and execution this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, County Attorney

KANABEC COUNTY AUDITOR

No delinquent taxes and transfer entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, County Auditor

KANABEC COUNTY TREASURER

I hereby certify that the taxes for the year \_\_\_\_ on the property herein described are paid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, County Treasurer

KANABEC COUNTY RECORDER

Document No. \_\_\_\_\_

I hereby certify that this instrument was filed in the Office of the County Recorder for record this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M., and was duly recorded in Kanabec County Records.

\_\_\_\_\_, County Recorder

For the purposes of this plat the West line of the Southwest Quarter of Section 35 Township 40, Range 25 is assumed to bear South 02 degrees 51 minutes 26 seconds West.

● DENOTES MONUMENT FOUND AS LABELED

○ DENOTES A SET 1/2 INCH BY 14 INCH IRON PIPE WITH PLASTIC CAP MARKED RLS 41578

△ DENOTES SET PK NAIL

⬢ DENOTES KANABEC COUNTY CAST IRON MONUMENT

BENCHMARK:  
MNDOT STATION 3304F LOCATED IN THE SE QUADRANT OF STATE HIGHWAY 47 AND 240TH AVENUE (APPROXIMATELY 57 FEET EAST OF HIGHWAY 47 AND 330 FEET SOUTH OF 240TH AVENUE).

ELEVATION = 1113.83 (NAVD 88 DATUM)


# PEDESTRIAN EASEMENT SKETCH AND DESCRIPTION

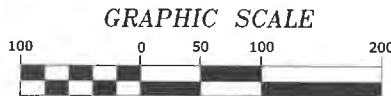
~for~ ORRIN HAUGEN

~of~ PEDESTRIAN EASEMENT FOR  
BOULDER ESTATES

## PEDESTRIAN EASEMENT DESCRIPTION

A perpetual pedestrian easement over and across the west 10 feet Lots 1 through 4 Inclusive, Block 1 and the west 10 feet of Outlot B, all in BOULDER ESTATES, Kanabec County, Minnesota.

 DENOTES PEDESTRIAN EASEMENT  
(AREA = 13,126 SQ. FT.)



1 INCH = 100 FEET  
(SCALE IN FEET)



NORTH

STATE HIGHWAY NO. 47

223RD AVENUE

BOULDER

BLOCK 1

ANN LAKE

DRAINAGE AND UTILITY EASEMENTS  
PER PLAT OF BOULDER ESTATES (TYP)

OUTLOT B

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

By:   
Minnesota License No. 41578

Dated 18th day of January 2023.

DATUM: Kanabec Co. JOB NO. 15.644

### REVISIONS

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

SCALE: 1" = 100'

DATE: 1/18/2023

DRAWN BY: BAB

CREW: N/A



**E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701  
www.egrud.com



A perpetual pedestrian easement over and across the west 10 feet Lots 1 through 4 inclusive, Block 1 and the west 10 feet of Outlot B, all in BOULDER ESTATES, Kanabec County, Minnesota.

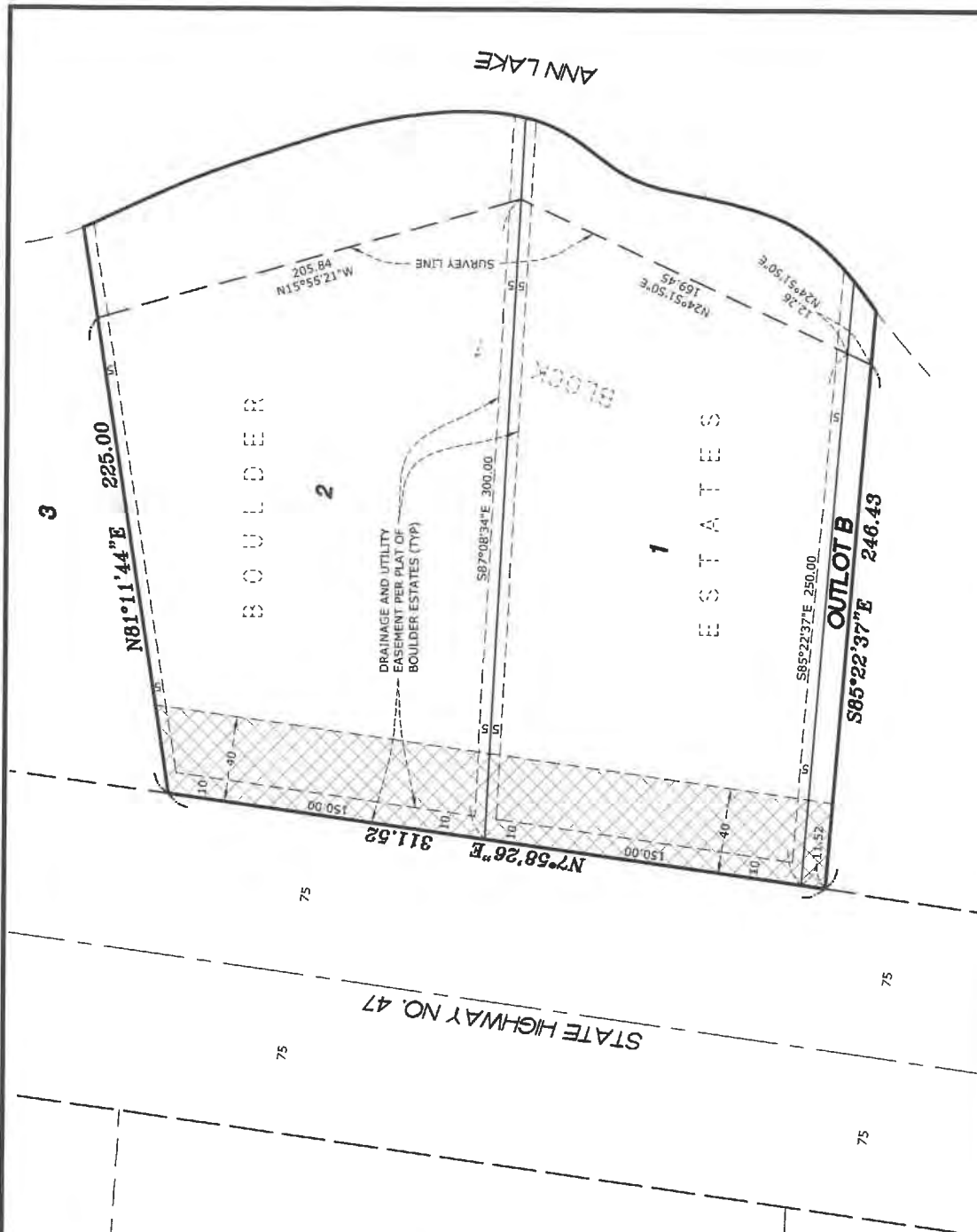
# **DRIVEWAY EASEMENT SKETCH AND DESCRIPTION**

~for~ ORRIN HAUGEN  
~for~ BOULDER ESTATES

## **DRIVEWAY EASEMENT DESCRIPTION**

A perpetual easement for private driveway purposes over and across the west 40 feet of Lots 1 and 2, Block 1 and Outlot B, all in the plat of BOULDER ESTATES, Kanabec County, Minnesota.

 DENOTES DRIVEWAY EASEMENT  
(AREA = 12,655 SQ. FT.)



GRAPHIC SCALE



1 INCH = 50 FEET

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

BY: Minnesota License No. 41578  
Dated 25th day of January, 2023.

BEARING DATUM: Kanabec Co.

REVISIONS

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

SCALE: 1" = 50'

JOB NO. 15644PP

DATE: 1/25/2023

DRAWN BY: BAB

CREW: N/A



**K.E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel: (651) 361-8220 Fax: (651) 361-6701  
www.rsltd.com

L-8

A perpetual easement for private driveway purposes over and across the west 40 feet of Lots 1 and 2, Block 1 and Outlot B, all in the plat of BOULDER ESTATES, Kanabec County, Minnesota.

## **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 7, 2023**

**10:20 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. Charlie Strickland, JR – Submit 2023 Recommended HHSAC Membership list**  
-Action requested  
- See attached 2023 Recommended HHSAC Membership List **Pg. 2**
- 3. Adjourn**

Wednesday, February 1, 2023

From: C. STRICKLAND JUNIOR, Chairman 2022 Advisory Committee  
To: Commissioner W. CASWELL, Kanabec County Health & Human Services  
Committee:

Subject: The Request from the Chairman, KC Board of Commissioners

At the 24Jan meeting the request was made to the undersigned to provide a list of nine(9) names, plus one (1) Alt, to be appointment members of the 2023-2024 Kanabec County Health and Human Services Advisory Committee.

The names of the "willing participants" are herein submitted in accordance with AC By-laws:

**Citizens**

Mary DOUGHTY  
Jennie TAYLOR  
Michael ANDERSON  
Tina SIMONS, (Alt)

**Recipients**

Randy HALL  
Carol PETERSON  
Charlie STRICKLAND, JUNIOR

**Providers**

Diane BANKERS  
Sadie BROCKEMEIER  
Denise STEWART

Respectfully submitted

/s/

Charlie STRICKLAND JUNIOR



**RESOLUTION #\_\_-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 Brockemeier (Recovering Hope)

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

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

Denise Stewart (Lakes & Pines)

# 10:35am Appointment

February 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request to Enter in to a MOU with Lake Superior College for Student Training Experience/Internship	<b>b. Origination:</b> I.S. Department
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Lisa Blowers, I.S. Director

**e. Board action requested:**

### RESOLUTION #\_\_ – 2/7/2023

#### 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.

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

Mr. Currier has been employed with Kanabec County in the Information Systems Department since 12/6/21.

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

Contract Number: LSC-2023-030501

**STATE OF MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES  
LAKE SUPERIOR COLLEGE**

**MEMORANDUM OF AGREEMENT  
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP  
FOR NON-ALLIED HEALTH PROGRAMS**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Lake Superior College, Duluth, Minnesota (“the College/University”) and KANABEC COUNTY OF, MORA, Minnesota (“the Facility”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

*The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.*

**A. THE PARTIES UNDERSTAND THAT:**

1. The College/University has a(n) Computer Information Systems Program (the “Program”) for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

**B. RESPONSIBILITIES OF EACH PARTY**

1. **The College/University agrees to:**
  - a. make arrangements with the Facility for a training experience at the Facility that will support the student’s occupational goals and meet any applicable Program requirements.

- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
- e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience.

**2. The Facility agrees to:**

- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

**3. LIABILITY**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

**4. TERM OF AGREEMENT**

This Agreement is in effect from January 9, 2023 or when fully executed, and shall remain in effect until May 9, 2023. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

**5. FINANCIAL CONSIDERATION**

- a. The College/University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

**6. CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

**7. ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

**8. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

**9. DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the College/University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

**10. STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

**11. NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

*In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.*

**FACILITY**

**Minnesota State Colleges and Universities  
Lake Superior College**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Lisa Blowers

Name: \_\_\_\_\_

Authorized Facility Representative

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**AS TO FORM AND EXECUTION**

\_\_\_\_\_  
By: (authorized College/University signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



**ATTACHMENT A**

**STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

**Name of College/University:** Lake Superior College

**Name of College/University Program (“the Program”):** Computer Information Systems

**Type of Training Experience/Internship:** Computer Careers

**Dates of Training/Internship:** January 9 – May 9, 2023

**Student’s Name:** Chad Currier **Phone #:** 218/390-0998

**Average number of hours to be worked by the Student each week:** 40 hrs/wk

**Facility Name and Address:** Kanabec County

**Location Where Training will Occur:** 18 N Vine Street, Mora, MN 55051

**Facility Representative’s Name:** Lisa Blowers **Phone #:** 320/679-6496

**Facility Representative’s Email:** [lisa.blowers@co.kanabec.mn.us](mailto:lisa.blowers@co.kanabec.mn.us) **Title:** Director of Inf. Systems

**Activities/Job tasks and skills the Student will learn:** Database Administration, End User Services, Computer Operations, Security Administration, Server Administration, Network Administration, Phone and Communication Services, Facilities Services

**Tools and Equipment the Student will use:** Technical equipment, multifunction large format printers, rack mounted servers and power supplies, computers

## **STUDENT RESPONSIBILITIES**

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: \_\_\_\_\_

Student's Name (please print): \_\_\_\_\_

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

Lake Superior College, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

**February 7, 2023**  
**10:45am Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**  
**Presented by Nate Westling**  
**Highway Maintenance Supervisor**

1. Purchase Motor Grader

Resolution #1 (2-7-23)

---

**Resolution #1 (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)
<b>Net Amount:</b>	<b>\$284,250.00</b>

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.

---

**JOHN DEERE**

# Investment Proposal (Quote)

RDO Equipment Co.  
 6700 Highway 10 Northwest  
 Sauk Rapids MN, 56379  
 Phone: (320) 259-6222 - Fax: (320) 259-6014

**Proposal for:**  
 KANABEC COUNTY PUBLIC WORKS  
 903 FOREST AVE E  
 MORA, MN, 550511617  
 KANABEC

**Investment Proposal Date:** 12/2/2022  
**Pricing Valid Until:** 12/16/2022  
**Deal Number:** 1612312  
**Customer Account#:** 6300069  
**Compact Equipment Sales:** Matthew Lehrer  
**Phone:**  
**Fax:**  
**Email:** mlehrer@rdoequipment.com

## Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	List Price Per Unit	Cash Price
1	1DW672GPPFF672639 X715825	1979	Used 2016 JOHN DEERE 672G  L017 RADIO K003 14 BLD J001 1 PIECE RIMS H002 14X24 G001 FWD D002 CLOTH SEAT C002 AIR SEAT B001 LOW CAB A004 CAB/AC/HEAT Other EPG Warranty 36 / 3000		\$215,000.00           \$16,975.00
1	PP63522 X851550	0	Attachment - New 0 HANDY HITCH MANUFACTURING INC. ROLLER90 370-HH06T4 PP JOHN DEERE GP [TIER 4] LINK ARMS [SET OF 2] (L 570-PP06QA JOHN DEERE QUICK HITCH LIFT ASSEMBLY OFFSET Prep / Reconditioning Install		\$35,000.00       \$2,000.00
1	TBD TBD	0	New 2022 LITTLE FALLS MACHINE PLS-1  GPLS-1 FALLS MODEL PLS-1 PARA LIFT HITCH (STATE BID ORSOU GPLSHLP HYD LOCKING PIN KIT FOR PLS-1 HPLSHLPINSTALL FACTORY INSTALL OF HYD LOCKING PIN KIT		\$10,000.00
1	TBD TBD	0	New 2022 LITTLE FALLS MACHINE G2012A tall post wing  G2012ASP FALLS 2012ASP SHORT POST WING INSTALLED EDGE STD CUTTING EDGE 4 PORT 4 PORT RELIEF MANIFOLD GWHRS HYD REAR POST	\$0.00 \$0.00 \$0.00 \$0.00	\$22,275.00
<b>Equipment Subtotal:</b>					<b>\$301,250.00</b>

## Trade Information

Serial Number	Year / Make / Model	Payoff Information	Trade In Hours	Trade In Value
DW770CH582937	2002 JOHN DEERE 770CH	\$0.00	18580	(\$17,000.00)
<b>Total Trade in Value:</b>				<b>(\$17,000.00)</b>
<b>Trade Balance Owed:</b>				<b>\$0.00</b>
<b>Net Difference:</b>				<b>(\$17,000.00)</b>

## Purchase Order Totals

<b>Balance:</b>	\$284,250.00
<b>Total Taxable Amount:</b>	\$0.00
<b>Sub Total:</b>	\$284,250.00
<b>Cash with Order:</b>	<b>\$0.00</b>
<b>Balance Due:</b>	<b>\$284,250.00</b>

\*Applicable taxes not shown for this document

HOME > EQUIPMENT > USED EQUIPMENT > MOTOR GRADERS > 2019 JOHN DEERE 672G 122845

# 2019 JOHN DEERE 672G 122845



**\$310,000.00 USD**

**CALL 715-514-9462**

**Location:** Grand Rapids

**Engine Hours:** 813

**Model Year:** 2019

**Stock Number:** 122845

**Serial Number:**  
1DW672GPCKF700907

## 2019 John Deere 672G

Cab w/ AC • Low Cab • EH Controls • 14' Blade • 14.00 Tires • All Wheel Drive • Aux Hydraulics

### Specifications

**Operators Station:**

Cab w/ AC

**Attachments:**

Snow Wing

**Blades:**

14' Blade

**Tires:**

14.00 Tires

**Tires:**

Radials

**Powertrain:**

All Wheel Drive



# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

**January 17, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, January 17, 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 Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the January 3, 2023 minutes as presented.

**9:02am** – The Chairperson called for public comment three times. None responded.

**9:03am** – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborn's)	2,467.11
Kanbec County Auditor HRA	12,000.00
Minnesota Department of Finance	4,584.50
Mora Municipal Utilities	13,970.79
Spire Credit Union	3,616.79
East Central Energy	463.70
Minnesota Department of Finance	28.50
Minnesota Department of Health	1,147.50
AT&T Mobility	560.80

Kanabec County AT ACH_VISA	1,633.25
Kwik Trip Inc	12,107.30
Midcontinent Communications	228.30
Mora Municipal Utilities	270.58
Quality Disposal	458.27
VC3, Inc.	709.40
VC3, Inc.	2,515.00
Verizon Wireless Cell Phones	2,793.56
Minnesota Department of Finance	2,098.05

**18 Claims Totaling: \$ 61,653.40**

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

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
Access	438.00
Ace Hardware	106.03
Ace Hardware	130.75
Adam's Pest Control	250.00
American DataBank	63.80
Anne M. Carlson Law Office, PLLC	1,122.00
Association of MN Counties	4,900.00
Association of MN Counties	1,497.00
Attorney General's Office	110.50
BCA/Business Shared Services	600.00
Bob Barker	627.00
Convene, LLC	1,531.22
Curtis, Michael	263.75
DM Stamps & Specialties	45.82
DM Stamps & Specialties	22.91
E C Riders	15,372.54
E911 IES	129.24
East Central Regional Juvenile Center	4,327.50
East Central Solid Waste Commission	20.00
Eric Hartman, Treasurer	170.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Gamber-Johnson	129.96
Gertken, Adam	116.22
Glen's Tire	96.25

Granite City Jobbing Co	1,054.73
Granite City Jobbing Co	346.92
Granite Electronics	653.00
Handyman's Inc	1,521.66
Highway 23 Coalition	1,500.00
Hoefert, Robert	452.50
Hoefert, Robert	332.50
IAEMD	55.00
Industrial Health Services Network Inc	45.90
Information Systems Corporation	2,654.77
Information Systems Corporation	1,129.05
Information Systems Corporation	3,163.31
Information Systems Corporation	386.82
Information Systems Corporation	2,778.45
Information Systems Corporation	3,603.15
Information Systems Corporation	29.45
Information Systems Corporation	795.00
Initiative Foundation	1,550.00
Innovative Office Solutions, LLC	27.76
ITsavvy LLC	40.79
J.F. Ahern Co	1,667.76
Johnson Hardware & Rental	26.99
Kanabec County Highway Dept	133.71
Kanabec Publications	623.23
Kanabec Publications	95.00
Kanabec Publications	75.00
Kanabec Soil & Water Cons.	1,652.35
Kanabec Soil & Water Cons.	1,045.32
Kanabec Soil & Water Cons.	22.69
Kanabec Soil & Water Cons.	3,777.07
Kanabec Soil & Water Cons.	6,436.80
MACPO, Jackson County Probation	410.00
MacTek Systems Inc	8,015.00
Made of Mora / P-D's Embroidery	830.00
Marco	440.86
Marco	1,711.40
Marco	3,267.40
Marco	466.85
Marco	651.00
Marco	3,159.06
Marco	363.09
Marco	159.00
Marco	550.58

Mark's	74.55
MCIS	14,426.00
MCIS	540.00
MCIS	4,733.00
MCIS	3,583.00
McKesson Medical Surgical	151.07
McKinnis & Doom PA	153.00
McKinnis & Doom PA	246.50
Methven Funeral and Cremation Services	400.00
Minnesota Counties Intergovernmental Trust	3,901.00
Minnesota Counties Intergovernmental Trust	1,424.00
Minnesota UI	5,196.00
Minnesota UI	3,765.00
Minnesota UI	1,205.87
MN Commissioner of Revenue	125.00
MN Counties Insurance Trust	166,231.00
MN Counties Insurance Trust	69,536.00
MN Counties Insurance Trust	6,040.00
MN Counties Insurance Trust	6,962.00
MN Counties Insurance Trust	10,252.00
MN Counties Insurance Trust	10,622.00
MN Counties Insurance Trust	40,514.00
MN Counties Insurance Trust	20,752.00
MN Counties Insurance Trust	1,115.00
Motorola Solutions	2,115.00
Motorola Solutions	11,580.02
MRA	138.75
Northstar Computer Forms, Inc.	351.41
Oak Gallery	17.25
ODP Business Solutions LLC	145.60
ODP Business Solutions LLC	14.38
ODP Business Solutions LLC	89.80
ODP Business Solutions LLC	33.54
O'Reilly Auto Parts	99.46
Ramsey County	647.00
RELX Inc. DBA LexisNexis	189.08
RELX Inc. DBA LexisNexis	231.75
River Valley Forensic Services, P.A.	250.00
River Valley Forensic Services, P.A.	250.00
RS Eden	378.91
Schneider Geospatial, LLC	7,800.00
Schneider Geospatial, LLC	11,400.00
Scotts Lawn & Landscapes	100.00

SIRCHIE	58.10
State of Minnesota - BCA	630.00
Stellar Services	52.44
Stellar Services	108.13
Summit Food Service Management	3,948.81
SwipeClock LLC	362.00
The Public Group	46.75
The Public Group	905.00
Tinker & Larson Inc	2,901.09
Tuorila Consulting	450.00
Van Alst, Lillian	255.63
Van Alst, Lillian	526.25
VC3	2,400.00
VC3	2,400.00
WEX	588.75

**127 Claims Totaling: \$ 521,228.30**

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace Hardware	69.14
Aramark	796.03
Avenu Insights & Analytics	6,603.13
Central Pension Fund	471.60
City of Mora	977.34
Federated Co-ops	479.99
Glens Tire	50.00
Gopher State One-Call	4.05
Granite City Jobbing	346.92
Kanabec County Coordinator	105.45
Kanabec County Highway Dept	63.00
Kwik Trip	63.72
Mille Lacs County Public Works	899.82
Nuss Truck	112.37
Power Plan	608.48
Trenchersplus	71,605.00
Wallace, Bruce	76.02
Welia Health	221.40
Wiacom	675.30
Ziegler	709.26

**20 Claims Totaling: \$ 84,938.02**

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

### **Resolution #5 - 1/17/23**

**WHEREAS**, the Snake River Water Management Board by-laws allow for the appointment of a board member and an alternate; and

**WHEREAS**, Commissioner Ripka is appointed to the Snake River Water Management Board as the primary board member,

**BE IT RESOLVED** to appoint Commissioner Tom Roeschlein to the Snake River Water Management Board as an Alternate for a one year term commencing immediately and expiring January 2, 2024.

Action #6 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

### **Resolution #6 – 1/17/23**

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

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

**BE IT RESOLVED** to approve the Application for Exempt Permit for Isanti County Pheasants Forever for a raffle event to be held at Pheasants Ridge Shooting Preserve, 1547 Imperial St, Ogilvie, MN 55358 on March 18, 2023 with an alternate date of April 1, 2023 if needed due to inclement weather.

Action #7 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #7 -1/17/23** **Approval of the Pay Equity Report**

**WHEREAS** Kanabec County has long supported the principle of equitable pay relationships, and

**WHEREAS** Kanabec County is required by Minnesota Statute to submit a Pay Equity Report for the data in place as of December 31, 2022;



**BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the attached Pay Equity Report and authorizes the Chairperson to sign the Pay Equity Report electronically;

**BE IT FUTHER RESOLVED** that the Kanabec County Board of Commissioners directs the Coordinator to submit the report and all necessary supporting data to the Pay Equity Office, post the required notice, and disseminate the required notice to union representation in the jurisdiction.

Action #8 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve sending a letter of support to MnDOT for a study to look at expanding TH23 to four lanes between Foley and Mora.

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

### **Resolution #9 - 1/17/23**

**WHEREAS** the negotiating committee has presented the Board with a proposed 2023 bargaining unit agreement and related memorandums of understanding between Kanabec County and the International Union of Operating Engineers, Local 49, and

**WHEREAS** the Union has indicated acceptance by signature of the Union Business Agent and Stewards;

**BE IT RESOLVED** to approve the 2023 bargaining unit agreement and a related memorandums of understanding between Kanabec County and the International Union of Operating Engineers, Local 49;

**BE IT FURTHER RESOLVED** the Board Chair and Coordinator are authorized to sign said 2023 bargaining unit agreement and memorandums of understanding.

Action #10 - It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the board meeting at 9:16am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:16am on Tuesday, January 17, 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 #FS11 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the Family Services Board Agenda as presented.

Health And Human Services Advisory Committee Chairperson Charlie Strickland Jr. met with the County Board present a rebuttal to the County Board actions taken on January 3, 2023 regarding the HHS Advisory Committee.

The Board expressed consensus to advise the existing members of the HHS Advisory Committee to meet on January 24<sup>th</sup> as planned, for the committee to prepare a recommendation for membership in compliance with MN Statute 402.03 to submit to the Family (Human) Services Board for final approval, and for the committee to address the issues raised in Resolution #FS89 – 1/3/23 and Resolution #FS90 – 1/3/23.

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

Action #FS12 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #FS12 - 1/17/23**

Department of Human Services Community Supports Program Contract

**WHEREAS**, the State of Minnesota, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) and 245.461 to 245.486 (“the Minnesota Comprehensive Adult Mental Health Act”) is empowered to enter into grant contracts to create and ensure a unified, accountable and comprehensive adult mental health system with services administered under the Adult Mental Health Initiative and or Community Support Program funding, and

**WHEREAS**, pursuant to the Minnesota Comprehensive Adult Mental Health Act, County and State will collaborate to provide supports and services of a quality that is effective, efficient, appropriate, and consistent with contemporary professional standards in the field of mental health.

**THEREFORE BE IT RESOLVED** to approve the Contract with the State of Minnesota, through its Department of Human Services, Mental Health Division to provide quality mental health services to the people of Kanabec County, effective January 1, 2023 through December 31, 2024 and for the Family Services Director to sign said contract.

Action #FS13 - It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

### **Resolution #FS13 - 1/17/23**

Children's Psychiatric Services Agreement w/ Isanti County Resolution

**WHEREAS**, the State of Minnesota, pursuant to Minnesota Statutes 245.461 to 245.486 and 245.487 to 245.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental Health Act respectively, is empowered to enter into grant contracts to create and ensure a unified, accountable and comprehensive mental health system, and

**WHEREAS**, Isanti County wishes to secure the provision of Children’s Psychiatric services and Kanabec County, through its Family Services Agency is suitably structured and wishes to provide said services for Isanti County.

**THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board approves the Contract with Isanti County through its Health and Human Services for psychiatric services to commence January 1, 2023 through December 31, 2024.

Action #FS14 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the payment of 114 claims totaling \$189,502.12 on Welfare Funds.

Action #FS15 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Family Services Board at 9:43am and to meet again on Tuesday, February 21, 2023 at 9:20am.

The Board of Commissioners reconvened.

Economic Development Authority Executive Director Jim Hartshorn met with the Board to give an update regarding the EDA. Information only, no action was taken.

Lakes & Pines Community Action Council Executive Director Denise Stewart met with the Board to give an update regarding Lakes & Pines and the services they offer. Information only, no action was taken.

**10:15am** – The Board took at five minute break.

**10:20am** – The Board of Commissioners reconvened.

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

Public Works Director Chad Gramentz led a discussion regarding snow removal operations for the Vasaloppet event.

Vasaloppet USA President Jon Larson met with the Board to discuss the upcoming Vasaloppet event.

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

## **Resolution #16 – 1/17/23**

### **Vasaloppet Event**

**WHEREAS** Kanabec County has historically contributed to the annual Vasaloppet ski race event by permitting closure of Main Street in Mora and with event snow removal , and

**WHEREAS** event snow removal has been on an employee volunteer basis utilizing county equipment, and

**WHEREAS** Kanabec County wishes to continue participation in the annual Vasaloppet ski race event, and

**THEREFORE BE IT RESOLVED** to continue snow removal operations for the Vasaloppet event using employee volunteers;

**BE IT FURTHER RESOLVED** that if no employees volunteer to provide this community service, the Public Works Director is authorized to use his discretion to assign, schedule and compensate employees to perform this snow removal per the collective bargaining agreement.

Action #17 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #17 – 1/17/23**

#### **Carpet Replacement**

**WHEREAS** the following quotes were provided for carpet replacement in the Courthouse:

DKN Construction	\$79,991.00
Zimmermans	\$86,703.02

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

**THEREFORE BE IT RESOLVED** to accept the quote of \$79,991.00 by DKN Construction for carpet replacement in the courthouse.

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

### **Resolution #18 – 1/17/23**

#### **Sponsor City of Mora Wood Street Trail Grant**

**BE IT RESOLVED** that Kanabec County agrees to act as sponsoring agency for the project identified as City of Mora Wood Street Trail seeking Federal Transportation Alternatives funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

**BE IT FURTHER RESOLVED** that the Public Works Director is hereby authorized to act as agent on behalf of this sponsoring agency.

Agreement to Maintain Facility

**WHEREAS** The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA, and

**WHEREAS** the Transportation Alternatives projects receive federal funding, and

**WHEREAS** the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer, and

**WHEREAS** Kanabec County is the sponsoring agency for the transportation alternatives project identified as City of Mora Wood Street Trail, and

**THEREFORE BE IT RESOLVED** that the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Action #19 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

**Resolution #19 – 1/17/23**

**Retainer for Legal Services**

**WHEREAS** Kanabec County wishes to continue to retain legal services for specialized land and environmental issues, and

**WHEREAS** Scott Anderson, of Rupp, Anderson, Squires and Waldspurger, P.A. has previously provided these services in a cost effective manner, and

**WHEREAS** a retainer fee of \$6,000, is proposed for 2023, and

**THEREFORE BE IT RESOLVED** to approve renewing a retainer with Scott Anderson of Rupp, Anderson, Squires and Waldspurger, P.A. for calendar year 2023 at a cost of \$6,000 paid from wetland funds and authorize the chairperson and Public Works Director to sign the agreement.

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

## **Resolution #20 – 1/17/23**

### **Snowmobile Trail Permit**

**WHEREAS** Kanabec County has requested a Limited Use Permit for the operation of snowmobile trail use in various Minnesota State Highway right-of-way, and

**WHEREAS** the Minnesota Department of Transportation has approved the proposal and will accommodate this public use through the Limited Use Permit, and

**BE IT RESOLVED** to approve Limited Use Permit No. 3300-0007 for the purpose of a two-way nighttime snowmobile trail within the right of way of Trunk Highways No. 107, 23, 47, 65, and 70.

Under other business, Tom Roeschlein led a discussion regarding the status of the Knife Lake Rest Area project on Highway 65. County Attorney Barbara McFadden is waiting for information from MnDOT before next steps can be determined.

County Coordinator Kris McNally led a discussion regarding examples from other counties pertaining to the development of Kanabec County's Public Comment Policy. Information only, no action was taken.

Future Agenda Items: Add tire recycling issue and HHS Advisory Committee memberships.

Action #21 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to adjourn the meeting at 11:02am and to meet again in regular session on Tuesday, February 7, 2023 at 9:00am.

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

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

*Attest:* \_\_\_\_\_

Board Clerk

## Agenda Item #2

### Paid Bills

<b><u>Vendor</u></b>	<b><u>Amount</u></b>	<b><u>Purpose</u></b>	<b><u>Dept</u></b>
Ann Lake Township	992.88	Final 2022 Settlement	Taxes & Penalties
Arthur Township	3,208.33	Final 2022 Settlement	Taxes & Penalties
Braham Public Schools	7,029.43	Final 2022 Settlement	Taxes & Penalties
Brunswick Township	4,767.45	Final 2022 Settlement	Taxes & Penalties
Card Services (Coborn's)	49.58	Wellness Supplies	Employee Wellness
Chamberlain Oil	365.69	Shop Supplies	Road & Bridge
City of Braham	2,081.61	Final 2022 Settlement	Taxes & Penalties
City of Grasston	78.83	Final 2022 Settlement	Taxes & Penalties
City of Mora	18,946.86	Final 2022 Settlement	Taxes & Penalties
City of Mora	1,551.13	Electric for Hwy Bldg, Water Tower Antenna, 205th Ave Metered Lights	Road & Bridge
City of Ogilvie	983.12	Final 2022 Settlement	Taxes & Penalties
City of Quamba	814.72	Final 2022 Settlement	Taxes & Penalties
Comfort Township	3,093.35	Final 2022 Settlement	Taxes & Penalties
Comm of Finance - Treas Div	7.31	Final 2022 Settlement	Taxes & Penalties
Consolidated Communications	1,138.51	Monthly Service	Various
Dearborn National Life Insurance Co	594.40	2.23 Short Term Disability Insurance Premiums	Employee Benefits
East Central Energy	189.86	Intersection Lighting	Road & Bridge
East Central Energy	1,449.01	Intersection Lighting	Road & Bridge
East Central Energy	92.27	Intersection Lighting	Road & Bridge
East Central Regional Dev.Commission	455.06	Final 2022 Settlement	Taxes & Penalties
East Central School District	2,807.47	Final 2022 Settlement	Taxes & Penalties
Ford Twp	2,779.59	Final 2022 Settlement	Taxes & Penalties
Fox Run Kennels	1,000.00	Animal Control Contract (January & February)	Sheriff
Grass Lake Township	3,013.52	Final 2022 Settlement	Taxes & Penalties
Haybrook Township	2,509.94	Final 2022 Settlement	Taxes & Penalties



Health Partners	6,412.12	2.23 Dental Insurance Premiums	Employee Benefits
Hillman Township	1,777.51	Final 2022 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	2,034.45	Final 2022 Settlement	Taxes & Penalties
Isle Public Schools	4,566.99	Final 2022 Settlement	Taxes & Penalties
Kanabec County	6,457.92	Final 2022 Settlement	Taxes & Penalties
Kanabec County Auditor - Treasurer	8,814.22	Leased Vehicles	Various
Kanabec County Auditor HRA	3,783.80	5/5 Retirement VEBA - TP	HR
Kanabec Township	1,332.85	Final 2022 Settlement	Taxes & Penalties
Knife Lake Improvement District	718.37	Final 2022 Settlement	Taxes & Penalties
Knife Lake Township	1,337.14	Final 2022 Settlement	Taxes & Penalties
Kroschel Township	1,060.19	Final 2022 Settlement	Taxes & Penalties
Life Insurance Co. of North America	594.77	2.23 Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
Marco	176.00	Printer Contract	Transit
Marco Inc.	330.89	Printer Fee	Road & Bridge
Milaca Public Schools	114.34	Final 2022 Settlement	Taxes & Penalties
Minnesota Department of Finance	192.00	4Q22 Forfeiture State Fees	Sheriff
Minnesota Energy Resources Corp	26,638.10	Gas Utilities	Various
Mora Public Schools	94,544.78	Final 2022 Settlement	Taxes & Penalties
Office of MN.IT Services	1,338.65	WAN	IS
Ogilvie Public Schools	17,182.43	Final 2022 Settlement	Taxes & Penalties
Peace Township	1,921.89	Final 2022 Settlement	Taxes & Penalties
Pine City Motor Vehicle Inc.	375.00	Alcohol & Drug Forfeitures	Sheriff
Pine City Public Schools	2.69	Final 2022 Settlement	Taxes & Penalties
Pomroy Township	3,385.00	Final 2022 Settlement	Taxes & Penalties
Quadient Leasing USA, Inc.	2,086.20	Postage Machine Lease - Courthouse & PSB	Unallocated
Quality Disposal	238.22	Solid Waste Disposal Services	Jail
Quality Disposal	189.31	Garbage Pickup	Road & Bridge
Southfork Township	758.52	Final 2022 Settlement	Taxes & Penalties
The Hartford Priority Accounts	6,818.74	2.23 Life Ins & Long Term Disability Ins Premiums	Employee Benefits
Verizon Wireless Aircards	1,343.34	Aircards	Various
VSP Insurance Co	499.68	2.23 Vision Insurance Premiums	Employee Benefits
Whited Township	1,180.71	Final 2022 Settlement	Taxes & Penalties
<b>57 Claims Totaling: \$ 258,206.74</b>			

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 2/7/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	Auto Value	15.99	Windshield Wiper for Jeep
ASSESSOR	Von Eschen, Tina	<u>69.78</u>	Mileage & Meal for Region Mtg in Wright County
		<b>85.77</b>	
AUDITOR	Creative Forms & Concepts Inc.	1,323.71	IFS Check Stock - County, Family Services, Community Health
AUDITOR	Creative Forms & Concepts Inc.	88.78	2022 1099/1096 Forms
AUDITOR	Impact	<u>4,563.00</u>	2023 Tax Statement/2023 Valuation Notices Postage Estimate
		<b>5,975.49</b>	
BUILDINGS MAINTENANCE	Ace Hardware	222.48	Battery Pack, Paint, Brush, Primer, Plungers, Shop Towels - Courthouse
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	January 2023 Prevention Plus - PSB
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	January 2023 Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Adam's Pest Control	128.27	November 2022 Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Auto Value	19.98	Belts - Courthouse
BUILDINGS MAINTENANCE	Grainger	69.90	Relief Valves (6) - Courthouse
BUILDINGS MAINTENANCE	Oslin Lumber	<u>154.32</u>	Lumber, Screws, Torx Bits, Caulking - Jail
		<b>844.95</b>	
COMMISSIONERS	Holland, Alison	<u>489.27</u>	Mileage, Lodging & Parking for AMC Conference in St. Paul
		<b>489.27</b>	
COUNTY ATTORNEY	Marco Technologies, LLC NW 7128	932.25	Contract Base Rate Charge for Sharp Printer 12/1/23-11/30/23
COUNTY ATTORNEY	Mattson Electric of Mora, LLC	1,615.00	Installation of New 20 Amp Rated Receptacle

COUNTY ATTORNEY	McFadden, Barbara	78.75	Mileage for MCAA Board Meeting in St. Paul
COUNTY ATTORNEY	ODP Business Solutions, LLC	81.75	Envelopes, Flash Drives, Folders, Fasteners
COUNTY ATTORNEY	VC3	704.00	ZIX Licenses (8)
		<b>3,411.75</b>	
COUNTY CORONER	Methven Funeral and Cremation Services	400.00	Removal and Transport
COUNTY CORONER	Ramsey County	535.00	Post Mortem Exam/Toxicology
		<b>935.00</b>	
COUNTY EXTENSION	Patras, Dianne	49.78	Mileage for Presentation at Homesteading Workshp at Sapsucker Farm on 2/25/23
		<b>49.78</b>	
COUNTY RECORDER	Access	154.44	Storage Charges for Removal of Old Microfiche Files
COUNTY RECORDER	MACO-MOMS	750.00	Minnesota Marriage System Maintenance Fee
		<b>904.44</b>	
COURT ADMINISTRATOR	CORE Professional Services P.A.	1,050.00	Doctor Fees for Psychological Evaluation
		<b>1,050.00</b>	
EAST CENTRAL REGIONAL LIBRARY	East Central Regional Library	87,471.90	1st Half of 2023 Appropriation & Annual Contracted Branch Staff Hours (4hrs/week)
		<b>87,471.90</b>	
ECONOMIC DEVELOPMENT	Association of Minnesota Counties	500.00	Membership Dues for MAPCED for 2023
ECONOMIC DEVELOPMENT	Hartshorn, Jim	170.48	Mileage to Ogilvie City Council Mtg and EDAM Winter Conf.
ECONOMIC DEVELOPMENT	Kanabec Publications	26.10	EDA Annual Meeting Notice
ECONOMIC DEVELOPMENT	Kennedy & Graven	269.00	Outstanding Invoice for Legal Services in 2021
		<b>965.58</b>	
ELECTIONS	Election Systems & Software, Inc	4,560.37	G2022 Programming DS200
ELECTIONS	SWIFT	271.56	PVC Mailing

		<b>4,831.93</b>	
ENVIRONMENTAL SERVICES	Bracewell, Earl	88.76	Planning Commission Hearing and Mileage
ENVIRONMENTAL SERVICES	Carda, Eugene	88.10	Board of Adjustments Hearing and Mileage
ENVIRONMENTAL SERVICES	Kanabec County Highway Dept	45.43	Fuel & Postage for November 2022
ENVIRONMENTAL SERVICES	Kanabec Publications	44.10	Board of Adjustments - 2764 Hwy 65 Mora Property
ENVIRONMENTAL SERVICES	Kanabec Publications	18.00	Annual Meeting Notice for Board of Adjustments
ENVIRONMENTAL SERVICES	Kanabec Publications	54.00	Annual Mtg Notice and Jan Mtg Notice for Planning Comm.
ENVIRONMENTAL SERVICES	MACAI	100.00	2023 MN Association of County Ag Inspectors Annual Dues
ENVIRONMENTAL SERVICES	O'Brien, Pat	93.34	Board of Adjustments Hearing and Mileage
ENVIRONMENTAL SERVICES	O'Brien, Pat	93.34	Planning Commission Hearing and Mileage
ENVIRONMENTAL SERVICES	Olson, Rhonda	85.48	Planning Commission Hearing and Mileage
ENVIRONMENTAL SERVICES	Peterson, Ronald	90.72	Board of Adjustments Hearing and Mileage
ENVIRONMENTAL SERVICES	Sabinash, Douglas	86.79	Planning Commission Hearing and Mileage
ENVIRONMENTAL SERVICES	Sawatzky, Fred	79.59	Board of Adjustments Hearing and Mileage
ENVIRONMENTAL SERVICES	Zaudtke, Wayne	78.93	Planning Commission Hearing & Mileage
		<b>1,046.58</b>	
HUMAN RESOURCES	St. Cloud Technical and Community Colleg	160.00	2023 Spring Job Fair 4/6/23
HUMAN RESOURCES	SwipeCLock LLC	236.00	Monthly Subscription 2/20/23 - 3/20/23
		<b>396.00</b>	
INFORMATION SYSTEMS	KnowBe4 Inc.	2,018.25	6 Month Subscription
INFORMATION SYSTEMS	Marco	3,267.40	Phone Lease
INFORMATION SYSTEMS	Office of MNIT Services	700.00	EndPoint Protection
INFORMATION SYSTEMS	VC3	4,136.00	ZIX Licenses (27) - Family Services
INFORMATION SYSTEMS	VC3	1,815.00	HPE CarePack
		<b>11,936.65</b>	
LAW LIBRARY	RELX Inc. DBA LexisNexis	231.75	Law Library Invoice
		<b>231.75</b>	

PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	72.00	REAM Grant - December 2022
		<b>72.00</b>	
PUBLIC HEALTH	VC3	528.00	ZIX Licenses (6)
		<b>528.00</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	475.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Auto Value	65.97	Tow Strap & Wiper Blades
PUBLIC TRANSPORTATION	Curtis, Michael	997.70	Volunteer Mileage, Meals, Parking (1/9 - 1/29)
PUBLIC TRANSPORTATION	Curtis, Michael	139.78	Volunteer Mileage, Meals, Parking (1/8 - 1/8)
PUBLIC TRANSPORTATION	Granite City Jobbing Company	157.73	Office Supplies, Windshield Washer Fluid
PUBLIC TRANSPORTATION	Hoefert, Robert	1,688.83	Volunteer Mileage, Meals, Parking (1/9-1/29) & Adjustment for 1/1-1/8
PUBLIC TRANSPORTATION	IT SAVVY	855.61	Computers & Supplies (2)
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	57.72	Van & Bus Repairs
PUBLIC TRANSPORTATION	Kanabec Publications	562.00	Advertising
PUBLIC TRANSPORTATION	North Central Bus & Equipment	182.76	Bus & Inventory Parts
PUBLIC TRANSPORTATION	Premium Waters, Inc.	11.80	Bottled Water Supplies
PUBLIC TRANSPORTATION	Quality Disposal Systems	28.97	December Service
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,842.10	Volunteer Mileage, Meals, Parking (1/9-1/29) & Adjustment for 1/1-1/8
		<b>7,065.97</b>	
SHERIFF	Aspen Mills	1,306.22	Deputy Initial Issue Uniform: Shirts, Jacket, Cap, Pants - JK
SHERIFF	Aspen Mills	800.57	Deputy Uniforms: Shirts, Mock, Pants - RC, Shirt with Patches - JK
SHERIFF	AT&T	70.00	Tower Dump Request - Investigator Mclalwain
SHERIFF	Axon Enterprises Inc.	1,746.00	Taser Assurance Plan CEW, Annual Payment
SHERIFF	Gratitude Farms	500.00	Animal Control Services December 2022
SHERIFF	Horizon Towing	631.51	Towing Services, 3 Vehicles
SHERIFF	IT SAVVY	1,084.82	Printers for Squad Car (2)
SHERIFF	IT SAVVY	3,941.94	Computers for Squad Car (3)

SHERIFF	League of Minnesota Cities	2,250.00	PATROL Subscription
SHERIFF	Minnesota Sheriffs' Association	175.00	Advanced Gun Laws - RE
SHERIFF	Minnesota Sheriffs' Association	5,862.48	ICLD Project, MSA Dues, Lexipol Project Dues
SHERIFF	ODP Business Solutions, LLC	22.90	Memo Books
SHERIFF	St. Cloud State University	490.00	EVO/PIT Refresher - SM
SHERIFF	T-Mobile USA, Inc	75.00	Area Tower Dump
SHERIFF	Verizon Wireless Services, LLC	55.00	Tower Dump Request - Investigator Mclalwain
		<b>19,011.44</b>	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	1,606.38	January 2023 On Site Medical & MH Services
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	20,070.52	February 2023 On Site Medical & MH Services
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	5.96	December 2022 Medical Supplies - Plastic Bag
SHERIFF - JAIL/DISPATCH	Aspen Mills	59.95	Dispatcher Uniform: Pants - BP
SHERIFF - JAIL/DISPATCH	Aspen Mills	315.43	Jailer Uniforms: Pants - AS, Collar Brass - CL, Pants/Freight - CB
SHERIFF - JAIL/DISPATCH	Haasken Dental	205.00	Inmate Dental Services
SHERIFF - JAIL/DISPATCH	Hippen, Derek	6.74	Reimbursement for Inmate Medications
SHERIFF - JAIL/DISPATCH	Mora Unclaimed Freight	109.38	Inmate Commissary
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,000.00	200 \$5 Phone Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	80.08	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	175.57	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	184.64	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,002.25	Inmate Meals 1/14 - 1/20
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,993.69	Inmate Meals 1/7 - 1/13
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,999.06	Inmate Meals 12/31 - 1/6
SHERIFF - JAIL/DISPATCH	Welia Health	97.00	Hospital Services
		<b>35,911.65</b>	
SHERIFF - RESERVES	Kastenbauer, Paul	685.22	Reimbursement for Reserve Uniforms
SHERIFF - RESERVES	O'Reilly Auto Parts	105.04	Battery for Trailblazer
		<b>790.26</b>	

SNAKE RIVER WATER MGMT BOARD	Kanabec Publications	<u>16.20</u>	Annual Mtg Notice for Snake River Watershed Mgmt Board
		<b>16.20</b>	
UNALLOCATED	Central MN Council on Aging	1,520.00	2023 Annual Contribution per Memorandum of Agreement
UNALLOCATED	Clifton Larson Allen LLP	6,964.53	FY2022 Audit Services
UNALLOCATED	Kanabec Publications	84.60	Publish 2023 Budget, Published 1/12/23
UNALLOCATED	North TH 65 Corridor Coalition	500.00	2023 Membership Dues
UNALLOCATED	Northland Securities Inc	<u>1,250.00</u>	2021 Annual Disclosure Report
		<b>10,319.13</b>	
VETERAN SERVICES	M & H Appliance	29.99	MDVA Grant External Speakers
VETERAN SERVICES	Mora Bakery	32.06	Designated Donations, Coffee Talk
VETERAN SERVICES	VC3	<u>176.00</u>	ZIX Licenses (2)
		<b>238.05</b>	
WATER PLAN	Kanabec County Soil & Water	<u>8,000.00</u>	SWCD-Water Plan Projects-Implementation 2022
		<b>8,000.00</b>	
<b>111 Claims Totaling:</b>		<u><u><b>\$ 202,579.54</b></u></u>	



# Agenda Item #3b

## Regular Bills - Road & Bridge

### 2/7/23

Vendor	Amount	Purpose
A & E Cleaning Services	950.00	Office cleaning
Aramark	577.36	Coveralls and janitorial supplies
Auto Value	3,107.97	Shop Supplies
Beaudry Oil & Propane	24,338.59	Diesel fuel
Cargill	5,752.63	Salt
Central McGowan	323.02	Welding Supplies
Central Pension Fund	396.00	Training center user fee
EATI	1,105.03	Equipment lights
Gopher State One-Call	50.00	Locates
Granite City Jobbing	104.70	Janitorial supplies
Houston Engineering	4,096.23	CD 2 Engineering
Jacon LLC	84,731.26	CD 2 Repair
Johnson Hardware	33.98	Shop Supplies
Kanabec County Highway Dept	111.00	Petty Cash, Postage
Little Falls Machine	221.12	Repair parts
Mille Lacs County Public Works	1,222.27	Snow plowing CR81
MN Department of Public Safety	56.00	Decals
Morton Salt	25,953.93	Salt
North Central International	880.32	Repair parts
Northern States Supply	786.61	Shop supplies
Nuss Truck	2,213.54	Repair parts
Oslin Lumber	112.50	Maintenance supplies
Widseth Smith Nolting	556.00	Professional engineering
<b>23 Claims Totaling:</b>		<b><u>\$ 157,680.06</u></b>

# Agenda Item #4

February 7, 2023

## REQUEST FOR BOARD ACTION

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

**f. Board action requested:**

### **Resolution #\_\_ – 2/7/22** SCORE CLAIMS

**WHEREAS** the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

**WHEREAS** these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

**WHEREAS** SCORE Funds appear adequate for the purpose;

**BE IT RESOLVED** to approve payment of the following claims on SCORE Funds:

Waste Management	\$1,208.22
Quality Disposal	\$3,405.60
Arthur Township	\$500.00
Total	\$5,113.82

**g. Background:**

Provider	Billed	Paid Amount
<b>QUALITY DISPOSAL (December)</b>	\$2,905.60	\$2,905.60
<b>WASTE MANAGEMENT (December)</b>	\$1,208.22	\$1,208.22
<b>Sub-Total</b>	<b>\$4,113.82</b>	<b>\$4,113.82</b>
<b>Recycling Center Incentive Payments:</b>		
<b>Quality Disposal (December)</b>	\$500.00	\$500.00
<b>Arthur Township (December)</b>	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$5,113.82</b>

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

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

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

**Expenditure: 01-391-392-0000-6211 = \$62,672.78**

**Current SCORE Funds balance is = \$57,677.53**

# Agenda Item #5

February 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Minnesota School Board Recognition Month Proclamation Resolution	<b>b. Origination:</b> Mora Public Schools District Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Consider approving the following:

**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 Mora Public Schools School Board, Ogilvie Public Schools School Board, as well as the school boards of all the school districts within Kanabec County, by proclaiming February 2023 as School Board Recognition Month.

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**f. Background:**

Letter received 2/1/23:

Good Morning Kanabec County Commissioners,

I am reaching out on behalf of Independent School District 332 DBA Mora Public Schools. The Minnesota School Boards Association has declared February 2023 as School Board Recognition Month. It is our deepest hope that you would support our request to proclaim February 2023 as School Board Recognition Month.

ISD #332- Mora Public Schools will join school districts throughout the state to salute their local school board members during Minnesota School Board Recognition Month in February.

The commemorative month is designed to recognize the contributions made by Minnesota's school board members, including the ISD #332- Mora Public Schools School Board, who are charged with governing public education under state law.

Minnesota school board members are chosen by their communities through election or appointment to manage local schools. They oversee multimillion dollar budgets which fund education programs for more than 893,000 students in more than 2,000 schools. Their personnel decisions affect more than 58,000 teachers and thousands of administrators and support workers.

These volunteer leaders also are responsible for formulating school district policy, approving curriculum, maintaining school facilities, and adhering to state and federal education law. Legal concerns and the complexities of school finance, including budgeting and taxation, require them to spend many hours in board training programs and personal study to enhance their understanding of these issues.

We appreciate you taking the time to consider this proposed proclamation and recognizing the contributions that our school board makes for our school district and the community.

Kelly Fischer  
Executive and Finance Assistant, Mora Public Schools

Supporting Documents: None ☒ Attached:

<b>Date received in County Coordinators Office:</b> 2/1/23
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**Coordinators Comments:**

Historically, the Kanabec County Board of Commissioners has acknowledged Minnesota Manufacturer's Month through a similar proclamation.

# Agenda Item #6

February 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Consider Adoption of Proposed Public Comment (A-123) Policy	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

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

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

#### **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 7, 2023 and assigns policy number A-123.

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**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## **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. The Board Chair will call for public comment. Requests to speak will be handled on a first come, first serve basis. The Board Chair may limit the number of individual speakers to accommodate the time scheduled for the public comment period of the meeting.
3. 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.
4. 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. Any speaker can yield hers/his time to another speaker.
5. 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.
6. 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.
7. Campaign-type presentations are not allowed.

8. 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.
9. 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.
10. 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.
11. Materials or handouts submitted are public information.

# Agenda Item #10

February 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Consider Resolution to Rescind Board Action #23-12/20/23 to Hang the Ten Commandments in the Kanabec County Courthouse Lobby	<b>b. Origination:</b> Kanabec County Board of Commissioners
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

**RESOLUTION #\_\_-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.

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### **f. Background:**

December 20, 2022 Regular Meeting Minutes:

*Action #23* – Craig Smith introduced a motion to hang the Ten Commandments in the Courthouse lobby. The motion was seconded by Rick Mattson and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Les Nielsen, Rick Mattson, Dennis McNally, Craig Smith

**OPPOSED:** Alison Holland

**ABSTAIN:** None

whereupon the motion was passed.

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

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