

Kanabec County Board of Commissioners

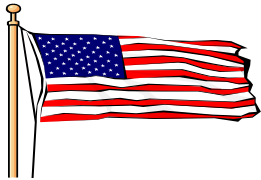
Organizational & Regular Meeting Agenda

January 3, 2023 9:00 a.m.

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2485 239 9310



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m268234d20b3c90a9542454a71e1b16ac>

Meeting number: 2485 239 9310

Password: XpHAymmm459 (97429666 from video systems)

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

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

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

Please use the Maple Ave entrance and parking lot.

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

9:00am ORGANIZATIONAL MEETING

1. Meeting called to order by Board Clerk
2. Pledge of Allegiance
3. Oath of Office for Newly-Elected and Re-Elected Commissioners and Officials
4. Elect Chairperson
5. Turn the Gavel Over to the Chairperson
6. Elect Vice Chairperson
7. Approve the Agenda
8. 2023 Board Meeting Dates and Locations
 - a. Regular Meetings
 - b. Board of Appeal & Equalization
 - c. Truth in Taxation
9. Public Comment Time and Duration
10. 2023 Family Services Board and Community Health Board Meeting Dates
11. Appoint Association of Minnesota Counties (AMC) Appointments/Delegates
12. Committee Appointments
13. Official Newspaper
14. Elected Officials Wages
 - a. Minimum Salaries
 - b. County Auditor/Treasurer
 - c. County Sheriff
 - d. County Attorney
15. County Commissioner Wages
16. County Mileage Reimbursement Rate (IRS Rate \$0.655)
17. County Per Diems
18. 2023 HRA
 - a. Meeting Dates and Times
 - b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - c. Official Newspaper
 - d. Depository Bank
 - e. Mileage Reimbursement Rate (IRS Rate \$0.655)
19. 2023 Railroad Authority Board
 - a. Meeting Dates and Times
 - b. Elect Officers

- i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement Rate (IRS Rate \$0.655)
- 20. 2023 Drainage Authority Board
 - a. Meeting Dates and Times
 - b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
 - c. Official Newspaper
 - d. Depository Bank
 - e. Mileage Reimbursement Rate (IRS Rate \$0.655)
- 21. County Coroner Appointment
- 22. Ditch Inspector Appointment
- 23. County Surveyor Appointment

Reconvene County Board- REGULAR MEETING

10:30 a.m. Public Comment Telephone call-in number for public access: 1-408-418-9388
Access Code: 2485 239 9310

10:45 a.m. **Recess County Board to a time immediately following the Community Health Board**

Community Health Director Kathy Burski

11:00 a.m. **Recess County Board to a time immediately following the Family (Human) Services Board**

Family (Human) Services Director Chuck Hurd

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Revenue Fund - Paid on 12/29/22 Per Board Action #17 – 12/20/22
 - c. Road & Bridge - Paid on 12/29/22 Per Board Action #17 – 12/20/22
4. Resolution to Approve 2023 Bargaining Agreement and Memorandums of Understanding with Local 49
5. Resolution to Approve Memorandum of Understanding with Law Enforcement Labor Services, Inc. Local 107
 - a. Updated Labor Agreement Terms
 - b. Performance Pay Implementation
6. Resolution to Approve Memorandum of Understanding with Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320
7. Resolution to Approve an Updated Agreement with the City of Mora for Law Enforcement Services
8. Resolution to Approve the Renewal of an Agreement with the City of Mora for Prosecution Services
9. Resolution to Approve the Renewal of the Lease Agreement with Nemeth Orthodontics
10. Discuss Jail & Dispatch Center Tour Dates & Times
11. Future Agenda Items
12. CLOSED SESSION: Union Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
13. Discuss any other matters that may come before the County Board

ADJOURN

9:00am Organizational Meeting

Agenda Item #8

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Board Meeting Dates & Locations	b. Originating Department: County Coordinator
c. Estimated time: 10 Minutes	d. Presenter(s):

e. Board action requested:

Set the meeting dates of the Kanabec County Board of Commissioners for 2023.
See Resolution #1, Page 2.

f. Background:

The attached resolution assumes normal meeting days being the 1st and 3rd Tuesdays of the month at 9:00am.

The Board of Appeal and Equalization recommended dates from the Assessor and Auditor/Treasurer are Wednesday, June 21st or Thursday June 22nd with a start time of 6:30PM.

The Truth in Taxation meeting recommended dates are Wednesday, December 6th or Thursday December 7th at 6:00PM.

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:	n/a - originating department
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Coordinators Comments:

January 3 is the statutory meeting day pursuant to §375.07.

Resolution #__ – 1/3/22

Regular Meeting Dates

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 3, 2023, regular meetings of the Kanabec County Board of Commissioners shall be held in the Boardroom #164 of County Courthouse in the City of Mora, Minnesota on the first and third Tuesday of each month, and

BE IT FURTHER RESOLVED that all meetings shall commence at 9:00am, and

BE IT FURTHER RESOLVED that the Board of Appeals and Equalization and the Truth in Taxation Hearing shall be scheduled separately from the regular County Board Meetings, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution #__ - 1/3/23

Board of Appeals & Equalization

BE IT RESOLVED to set the date for the County Board of Appeals and Equalization Meeting to be Wednesday, June 21st or Thursday June 22nd with a start time of 6:30PM in Boardroom #164 in the Kanabec County Courthouse at 317 Maple Avenue East, Mora, MN 55051.

BE IT FURTHER RESOLVED to offer appointments until 7:00pm to meet statutory requirements pursuant to Minnesota Statutes Section 274.14.

Resolution #__ - 1/3/23

Truth-in-Taxation Meeting

BE IT RESOLVED to set the date for the Truth-in-Taxation Meeting to be Wednesday, December 6th or Thursday December 7th at 6:00PM in Boardroom #164 in the Kanabec County Courthouse at 317 Maple Avenue East, Mora, MN 55051.

2023 County Board Meeting Calendar

Proposed Meeting Dates

Green: 9am Board Meeting

Purple: Holiday

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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16	17	18	19	20	21	22
23 30	24 31	25	26	27	28	29

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

9:00am Organizational Meeting

Agenda Item #9

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Public Comment Meeting Time & Duration	b. Origination: Coordinator's Office
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Consider moving the time for public comment to the beginning of the regular meetings and setting a time limit for each speaker.

f. Background:

Examples:

Pine County:

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.

Isanti County:

- 9:00 a.m. Call to Order - Pledge of Allegiance
- 9:02 a.m. Public Comment Session

Aitkin County:

- A. **Call to Order**
- B. **Pledge of Allegiance**
- C. **Approval of Agenda**
- D. **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

9:00am Organizational Meeting

Agenda Item #10

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: FSB & CHB Meeting Dates	b. Originating Department: County Coordinator
c. Estimated time: 5 Minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Resolution #__ - 1/3/23

Family Service Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 3, 2023, regular meetings of the Kanabec County Family Service Board shall be held in the County Courthouse in the City of Mora, Minnesota on the third Tuesday of each month.

BE IT FURTHER RESOLVED that the meetings shall be held commencing at approximately 9:05am, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Family Service Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

f. Background:

This assumes that the Family Service Board will be held on the second meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item #8, 2023 Board Meeting Dates.

Resolution #__ - 1/3/23

Community Health Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 3, 2023, regular meetings of the Kanabec County Community Health Board shall be held in the County Courthouse in the City of Mora, Minnesota on the first Tuesday of each month.

BE IT FURTHER RESOLVED that the meetings shall be held commencing at approximately 9:05am, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Community Health Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

BE IT FURTHER RESOLVED, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

This assumes that the Community Health Board will be held on the First meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item #8, 2023 Board Meeting Dates.

Supporting Documents: None ☒

Attached:

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

None

9:00am Organizational Meeting

Agenda Item #11

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: AMC Voting Delegates & Policy Committee Member Appointments	b. Origination: Coordinator's Office
c. Estimated time: 5 min	d. Presenter(s): Kris McNally

e. Board action requested:

Appoint AMC voting delegates & policy committee members

Background:

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:	
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Coordinators Comments:



AMC 2023 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

2023 AMC POLICY COMMITTEE APPOINTMENTS

Counties must appoint at least one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

2023 County Board Chair	
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Policy Committee	2023 Policy Committee Member
Environment & Natural Resources Policy Committee	Teresa Wickeham
General Government Policy Committee	Kris McNally
Health & Human Services Policy Committee	Kathy Burski
Public Safety Policy Committee	Brian Smith
Transportation & Infrastructure Policy Committee	Chad Gramentz

2023 AMC VOTING DELEGATE APPOINTMENTS

Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2023 in the spaces below. Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.

1	Peter Ripka
2	Alison Holland
3	Wendy Caswell
4	Rick Mattson
5	Tom Roeschlein
6	Kris McNally
7	Barbara McFadden
8	Kathy Burski

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS

Section 1. Association Delegates Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ klupacs@mncounties.org

9:00am Organizational Meeting

Agenda Item #12

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Committee Appointments	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally

e. Board action requested: Approve the following resolutions:

a. Regular Committee Appointments:

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Fred Sawatzky to the Board of Adjustment for a three year term commencing immediately and expiring January 6, 2026.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Rhonda Olson to the East Central Regional Library for a three year term commencing immediately and expiring January 6, 2026.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Lonnie Ness to the Economic Development Authority for a six year term commencing immediately and expiring January 2, 2029.

BE IT FURTHER RESOLVED to re-appoint Jerry Tvedt to the Economic Development Authority for a six year term commencing immediately and expiring January 2, 2029.

BE IT FURTHER RESOLVED to re-appoint Wayne Davis to the Economic Development Authority for a six year term commencing immediately and expiring January 2, 2029.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Jennifer Ernest to the Extension Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Kelsey Schiferli to the Extension Committee for a three year term commencing immediately and expiring January 6, 2026.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Tammy Owens to the Insurance Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Justin Frisch to the Insurance Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Marie Sward as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to appoint Jayke Kleszyk as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Jennifer Anderson as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Lisa Blowers as an alternate to the Insurance Committee for a three year term commencing immediately and expiring January 6, 2026.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Rhonda Olson to the Planning Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Wayne Zaudtke to the Planning Committee for a three year term commencing immediately and expiring January 6, 2026.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Chris Bergwick to the Safety Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Lisa Holcomb to the Safety Committee for a three year term commencing immediately and expiring January 6, 2026.

BE IT FURTHER RESOLVED to re-appoint Nate Westling to the Safety Committee for a three year term commencing immediately and expiring January 6, 2026.

Resolution #__ - 1/3/23

BE IT RESOLVED to re-appoint Jon Sanford to the Water Plan Committee for a three year term commencing immediately and expiring January 6, 2026.

b. Commissioner Committee Appointments:

American Rescue Plan Act (ARPA) Committee: Need 1

Aquatic Invasive Species Committee: Need 1

Cafeteria (Section 125) Plan Committee: Chairperson (no appointment needed)

Central Minnesota Council on Aging (CMCOA): Need 1 Alternate (Commissioner Holland is the primary through 01/07/25)

Central Minnesota Jobs & Training (CMJTS): Need 1

City of Mora EDA: Need 1

Department Head Meetings: Primary (has been the Chair) & Rotating Guest (optional)

Drainage Authority Board: Wendy Caswell, Tom Roeschlein, Peter Ripka

Driver's License Project Committee (2)

E-911 Committee: Primary & Alternate

East Central Regional Development Commission: None needed. (Commissioner Holland appointed until 1/2/24)

East Central Regional Library: None needed. (Commissioner Mattson appointed until 1/7/25)

East Central Solid Waste Commission: Primary & Alternate

Economic Development Authority: 1 needed (+Commissioner Holland appointed until 1/2/24)

Emergency Medical Service Board: Primary & Alternate

Extension Committee: Chairperson (no appointment needed) (+ Commissioner Mattson appointed until 1/2/24)

Health and Human Services Advisory Committee: (Must be the same Commissioner as appointed to the Juvenile Detention Center Advisory Board)

Highway 23 Coalition: Primary & Alternate (Consider appointment of EDA Director as alternate)

Hospital Board: Need 1

Housing Redevelopment Authority Board: All

Insurance Committee: Primary (Commissioner Mattson is the alternate through 1/2/24)

Juvenile Detention Center Advisory Board: Need 1 (must also be appointed to the Health & Human Services Advisory Committee)

Lakes & Pines CAC Board: None needed. (Commissioner Holland appointed through 1/7/25)

Law Library: Need 1

North TH 65 Corridor Coalition: Delegate & Alternate (Consider appointment of EDA Director as alternate)

Opioid Settlement Committee: Need 1

Personnel Committee: Chair and Vice Chair

Planning Commission: Need 1

Public Works Committee: 1 needed (Commissioner Holland serves on this committee)

Railroad Authority Board: Commissioners Caswell, Roeschlein and Ripka

Railroad Authority Advisory Committee: Chairperson (no appointment needed)

Regional Radio Board: Need 1 (Sheriff Smith is the alternate)

Snake River Watershed Management Board: Need 1

Snake River One Watershed, One Plan: Primary (Commissioner Mattson is the alternate through 1/7/25)

Southern Minnesota County Based Purchasing (South Country Health Alliance): Primary & Alternate

State Community Health Services Advisory Committee (SCHSAC): None needed. (Commissioner Mattson is appointed through 1/2/24) (Kathy Burski is the alternate)

Substance Abuse Coalition (Better Together Coalition): Need 1

Timber Trails Advisory Board: Primary (Commissioner Mattson is the alternate through 1/7/25)

Negotiating Committees:

LELS Local 106 (Deputies): None needed. Commissioners Holland and Mattson are appointed)

LELS Local 107 (Jailers/Dispatchers): 1 needed (Commissioner Holland serves on this committee)

Teamsters Local 320 (Courthouse): Need 2

Oper. Engineers Local 49 (Highway): Need 2

Laborers Local 363 (Welfare): 1 needed (Commissioner Mattson serves on this committee)

Water Plan Committee: Need 1

f. Background:

On the attached Committee Listing document:

- Terms that have expired are highlighted in yellow. Letters have been sent to committee members asking if they would like to serve another term.
- Terms highlighted in blue have agreed to another term.
- Terms highlighted in red have declined reappointment.

Letters of interest have been received for the following boards (see attached):

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	n/a – originating department
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Coordinators Comments:

Request authorization to re-advertise for the following:

City/County Airport Zoning Board, Emergency Medical Service Board Advisory Committee
Alternate, Snake River Watershed Citizen Advisory Committee, Health & Human Services
Advisory- Recipients of Service

2023 - COMMITTEE MEMBERSHIP

AMERICAN RESCUE PLAN ACT (ARPA) COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	Chair	N/A	

AQUATIC INVASIVE SPECIES COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	09/09/15		1 st

ASSOCIATION OF MN COUNTIES

VOTING DELEGATES (Annual appointment)

All Five (5) Commissioners, plus;

1. Kristine McNally, County Coordinator
2. Barbara McFadden, County Attorney
3. Kathy Burski, Public Health Director

Description: At the Annual AMC Conference, each county is allowed eight delegates; usually the five commissioners and three staff people.

POLICY COMMITTEE MEMBERS

Environment & Natural Resources: Teresa Wickeham, Env. Services Supervisor

General Government: Kris McNally, County Coordinator

Health & Human Services: Kathy Burski, Public Health Director

Public Safety: Brian Smith, Sheriff

Transportation & Infrastructure: Chad Gramentz, Public Works Director

Description: Counties must appoint one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

BOARD OF ADJUSTMENT

Regular Members:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Pat O'Brien	01/05/21	01/02/24	3 rd
Position A, Planning Commission Member			
Fred Sawatzky	10/06/20	01/03/23	1 st partial
Position B, Unincorporated Area			
Gene Carda	01/05/21	01/02/24	3 rd
Position C, Regular Member			

Alternate Member:

Ronald Peterson	01/04/22	01/07/25	2 nd
Position D, Alternate			

Description: Collects information and conducts public hearings on variance requests pertaining to shoreline regulations as defined by the Kanabec County Shoreline Ordinance. One must be

from the Planning Commission. One must be from an unincorporated area of the county (not in a city). The implication in Statute is that the others be county residents, but it doesn't explicitly state this. The Board of Adjustment serves as the Wetland appeal board and the County Weed appeal Board.

CAFETERIA (SECTION 125) PLAN COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Board Chairperson	05/28/97	n/a	
County Auditor	05/28/97	n/a	
Personnel Director	05/28/97	n/a	

Description: Considers exceptions and hardship cases under the county pre-tax spending plan for out of pocket medical expenses, insurance premiums and childcare.

CENTRAL MINNESOTA COUNCIL ON AGING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	8/16/22	01/07/25	1 st partial
Rick Mattson (alternate)	01/05/21	01/03/23	1 st partial

CENTRAL MINNESOTA JOBS & TRAINING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/05/21	01/02/24	7 th

CITY/COUNTY AIRPORT ZONING BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Vacant			
Greg Yankowiak	01/05/21	01/02/24	2 nd

Description: This board is designated under state statute and consists of members appointed by the City of Mora and the county. The board meets to make, revise and approve airport zoning. This is a Joint Airport Zoning Board pursuant to §360.063, Subd. 3.

CITY OF MORA EDA

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Vacant			

COUNTY ASSESSOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tina Diedrich-Von Eschen	01/01/21	12/31/24	n/a

4 year appointments. 90 day notice to not reappoint. Must have Senior Accreditation from the State Board of Assessors or be able to obtain accreditation within 2 years. Appointment must be approved by the State Commissioner of Revenue.

COUNTY CORONER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dr. Kelly Mills, M.D.	01/04/21	12/31/22	n/a

Must have successfully completed academic courses in pharmacology, surgery, pathology, toxicology, and physiology. Must appoint 30 days prior to expiration. Appointment must be made no later than 30 days before expiration.

COUNTY ENGINEER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
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COUNTY SURVEYOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tyler Kroschel	01/08/19	01/09/23	n/a
Must be licensed in Minnesota as a Land Surveyor. (30 day notice to not reappoint)			

DEPARTMENT HEAD MEETINGS

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
(primary)	01/03/23		N/A
(rotating guest)	01/03/23		N/A

DITCH INSPECTOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	01/07/20	01/03/23	n/a

DRAINAGE AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/05/21		N/A
Alison Holland	08/16/22		N/A
Les Nielsen	01/05/21		N/A
Rick Mattson	01/05/21		N/A
Craig Smith	01/05/21		N/A

DRIVER'S LICENSE PROJECT COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith			Project Completion
Dennis McNally	01/05/21	01/02/24	Project Completion

Description: Works with the Public Works Director on the licensing collaboration project with the City of Mora.

E-911 COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/04/22	01/07/25	2 nd
Dennis McNally (alternate)	01/05/21	01/02/24	3 rd

Description: Works with the County Sheriff on issues regarding implementing Enhanced 911 emergency phone service in Kanabec County.

EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	08/16/22	01/02/24	1 st partial

EAST CENTRAL REGIONAL LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	01/07/25	1 st
Rhonda Olson	01/07/20	01/03/23	1 st
Karen Rasmusson	01/05/21	01/02/24	2 nd

Description: These three people represent Kanabec County on the six county East Central Regional Library Board. This library system serves Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties. Must be a resident of Kanabec County. Not more than one commissioner.

EAST CENTRAL SOLID WASTE COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/04/22	01/07/25	3 rd

Alternate

Les Nielsen	01/04/22	01/07/25	3 rd
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ECONOMIC DEVELOPMENT AUTHORITY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Role</u>	<u>Term</u>
Kathi Ellis	01/19/21	01/02/27	At-large Representative	1 st
Lonnie Ness	01/07/20	01/03/23	At-large Representative	1 st
Jerry Tvedt	01/07/20	01/03/23	Electric Utility Representative	3 rd
Lisa Holcomb	01/18/22	01/04/28	Township Elected Official	2 nd
Kirsten Faurie	09/20/22	01/04/28	City Representative	1 st partial
Wayne Davis	02/18/20	01/03/23	At-large Representative	1 st
Ivan Black	01/18/22	01/04/28	City Representative	2 nd
Alison Holland	08/16/22	01/02/24	County Commissioner	1 st partial
Craig Smith	01/05/21	01/02/24	County Commissioner/County HRA	1 st

Description: The EDA shall consist of a governing body of nine members. A maximum of two of the members shall be members of the Kanabec County Board of Commissioners, one of which will represent the HRA. In addition, there shall be one township elected official selected from those townships choosing to participate in the EDA; two city representatives including one from the City of Mora and one selected from the other participating city's; one electric utility representative; and three At-large representatives with preference being given to participating cities within Kanabec County.

Of those initially appointed, two each shall be appointed for terms of one, two, or three years respectively and one each for terms of four, five, or six years, respectively. Therefore all members shall be appointed for six-year terms.

EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chuck Hurd	01/04/22	01/07/25	2 nd

Description: The Federal Government gives counties money for emergency use. FEMA meets once a year to decide how the money should be spent. Applications are obtained by agencies and groups that need assistance (ie: food shelves). This money is intended to alleviate housing and food shortages.

EMERGENCY MEDICAL SERVICE BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/05/21	01/02/24	2 nd
Les Nielsen	01/05/21	01/02/24	Alternate 2 nd

2 year terms. Limited to 3 terms.

Advisory Committee

Todd Groninga	02/15/22	01/07/25	1 st
alternate -Vacant	01/10/07	01/04/10	

Advisory Committee meets 6 times per year.

EXTENSION COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>District</u>	<u>Term</u>
Terry Salmela	01/05/21	01/02/24	5	3 rd
Jennifer Ernest	01/07/20	01/03/23	2	2 nd
Jean Mattson	01/05/21	01/02/24	5	4 th
Kelsey Schiferli	01/07/20	01/03/23	4	2 nd
Barbara McFadden	01/05/21	01/02/24	1	2 nd
Jane Schmidt	01/05/21	01/02/24	At large	1 st
Rick Mattson	01/05/21	01/02/24	Commissioner	1 st
Les Nielsen	2022 Chairperson of the County Board (Statutory)			
Lisa Holcomb	Auditor/Treasurer Designee (Statutory)			

Description: The Minnesota State Legislature established County Extension Committees in 1923. The statute mandates a committee of nine:

1. The chair of the County Board of Commissioners,
2. One other commissioner
3. The County Auditor (or their designee) as Secretary
4. Six county residents selected by the County Board.

Committee responsibilities include: attending Extension Committee meetings, Performance evaluation of the educators, program development, assist in marketing Extension programs, and evaluation and budget development.

HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Les Nielsen	02/15/22	01/07/25	Co Commissioner/Corrections Advisory Board	2 nd
Randy Hall	2017		Recipient of Service	4 th
Carol Peterson	2017		Recipient of Service	4 th
Charlie "S" Junior	2/27/19		Recipient of Service	3 rd
VACANT			Recipient of Service	
Mary Doughty			Citizen of the County	1 st
Jennie Taylor			Citizen of the County	1 st
Michael Anderson			Citizen of the County	1 st
Tina Simons			Citizen of the County	1 st
Diane Bankers	2017		Providers- Welia	4 th
Sadie Brockemeier	2/15/22		Providers- Recovering Hope	2 nd
Denise Stewart			Providers- Lakes & Pines	1 st
PENDING			Providers- 2 applications	
			*Seven County Senior Federation	
			*Vona Center for Mental Health	
Kathy Burski	2017		Ex-Officio- Human Services Director	
Chuck Hurd	2017		Ex-Officio- Community Health Director	

Description: Pursuant to MN Statute 402.03 this advisory committee shall actively participate in the formulation of the plan for the development, implementation and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget and implementation of the plan in the ensuing year.

Per by-laws: Each year the committee will determine the number of representatives needed on the committee and will make a recommendation to the Kanabec County Human Services Board. Membership will be consistent with MN Statute 402.03. The Kanabec County Human Services Board shall appoint all members to serve one or two year terms. Appointees cannot exceed six years of total committee membership.

HIGHWAY 23 COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Dennis McNally	01/07/20	01/03/23	1 st
Alternate			
Les Nielsen	01/07/20	01/03/23	1 st

HOSPITAL BOARD:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/04/22	01/07/25	2 nd

Description: This is the governing board of the Kanabec Hospital. Must be a resident of Hospital Service area. Limit 3 3-year terms- excluding commissioners.

HOUSING REDEVELOPMENT AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	08/16/22	01/03/23	N/A
Rick Mattson	01/04/22	01/03/23	N/A
Dennis McNally (Vice-Chair)	01/04/22	01/03/23	N/A
Craig Smith	01/04/22	01/03/23	N/A
Les Nielsen (Chair)	01/04/22	01/03/23	N/A

Kristine McNally, Board Secretary Appointed 01/04/22 non-voting

Description: Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County Board of Commissioners.

INSURANCE COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Members:				
Craig Smith	01/04/22	01/07/25	[Commissioners]	2 nd
Kathy Young	09/20/22	01/02/24	[Local 320]	1 st partial
Michael Currie	01/04/22	01/07/25	[Local 49]	1 st
Vacant	01/07/20	01/03/23	[Local 107]	2 nd
Tammy Owens	01/07/20	01/03/23	[Local 363]	2 nd
Chad Gramentz	01/05/21	01/02/24	[Dept Heads]	1 st
Kate Mestnik	01/05/21	01/02/24	[Non-union]	3 rd
Justin Frisch	01/07/20	01/03/23	Local 106	2 nd
Kim Christenson	[Secretary] indeterminate term			
Kristine McNally	n/a - ex officio			

Insurance Committee Alternates:

Rick Mattson	01/05/21	01/02/24	[Commissioners]	1 st
Marie Sward	01/07/20	01/03/23	[Local 320]	1 st
Kevin Schiferli	01/18/22	01/07/25	[Local 49]	1 st
Jayke Kleszyk			[Local 106]	
Vacant			[Local 107]	
Jennifer Anderson	01/07/20	01/03/23	[Local 363]	1 st
Vacant	01/07/20	01/03/23	[Non-union]	
Lisa Blowers	01/07/20	01/03/23	[Dept Heads]	2 nd

JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Advisory Board</u>			
Les Nielsen	01/07/20	01/03/23	7 th
Luke Athey	01/04/22	01/07/25	1 st

Operations Sub-Committee

Luke Athey	01/04/22	01/07/25	1 st
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Description: Part of the East Central Regional Juvenile Detention Center Joint Powers Board to set policy and make financial decisions for the Juvenile Detention Center in Lino Lakes.

LAKES & PINES COMMUNITY ACTION COUNCIL BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	08/16/22	01/07/25	1 st partial

LAW LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	08/16/22	01/03/23	1 st partial

MAGIC FUND DESIGNEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Denise Snyder	02/25/98	Indefinite	n/a

Description: This is the person designated by the board to manage funds in the Association of Minnesota Counties investment pool.

MINNESOTA COUNTIES COMPUTER COOPERATIVE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Kathy Young	07/18/22	no term limit	
<u>Alternates:</u>			
Denise Snyder	01/04/98	no term limit	
Marie Sward	03/15/19	no term limit	

Description: MCCC is a joint power organization providing services, software and other cost-effective measures, to substantially reduce the cost of data processing for Minnesota Counties. MCCC cooperatively provides for establishment, operation and maintenance of data processing facilities and management information systems. MCCC uses regionally elected representatives on various committees to conduct day-to-day operations. Several user groups are organized around the use of common business needs, software products and systems. The Board of Directors is made up of one delegate from each member county and meets annually to set policies and the budget. The user group committees are elected regionally and hold monthly or as needed meetings.

MINNESOTA COUNTIES INFORMATION SYSTEMS (MCIS)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Director</u>			
Tina Von Eschen	08/18/20	no term limit	
<u>Alternates:</u>			
Kathy Young	07/18/22	no term limit	
Katie Koenings	08/18/20	no term limit	

Description: MCIS is a joint powers organization dedicated to providing quality, integrated information solutions through customized computer applications and responsive support. MCIS is a governmental organization, established in 1975 as a joint powers under MN Statutes §471.59. There are eleven (11)

“Full” members and four (4) “Associate” members. A “Full Member” is a governmental unit who participates fully in the joint powers agreement, and has a vote on the MCIS Board. An “Associate Member” is a governmental unit purchasing services from MCIS through an executed service agreement, but are not signatories to joint powers agreement and has no voting rights on the MCIS Board. The MCIS Board meets quarterly in July, October, January and April at such time and place as designated by the Board.

NORTH TH 65 CORRIDOR COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Delegate			
Alison Holland	08/16/22	01/03/23	1 st partial

Alternates:

Dennis McNally	01/07/20	01/03/23	1 st
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VISION STATEMENT: The general purpose of this agreement is to create an organization through which the members that are parties to this Agreement may jointly and cooperatively plan for and maximize the opportunities for sub-regional transportation and transit development, quality growth and diversification along TH 65 through a system of collaboration, pursuant to Minnesota Statutes, 2004, Section 471.59.

OPIOID SETTLEMENT COMMITTEE (INTERNAL)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	05/17/22		1 st

PERSONNEL BOARD OF APPEALS

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Linda Holida	01/04/22	01/07/25	2 nd
Liane Heupel	01/05/21	01/02/24	2 nd
Leona Dressel	01/05/21	01/02/24	3 rd

Description: Three county residents who are not county employees or elected officials. The Board of Appeals meets upon call to hear the filing of an appeal by an applicant for county job or a county employee concerning discrimination practices, alleged arbitrary capricious action on the part of the County Board with respect to rules included in the Act, or other matters or grievances under the authority of this Act (M.S. §375.65 & 375.66).

PERSONNEL COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Les Nielsen	2022 Chairperson of the County Board		
Alternate			
Craig Smith	2022 Vice Chairperson of the County Board		

Kristine McNally *County Coordinator - ex officio*

PLANNING COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rhonda Olson	01/21/20	01/03/23	1 st
Earl Bracewell	01/04/22	01/07/25	2 nd
Dennis McNally	01/05/21	01/02/24	3 rd
Douglas Sabinash	01/05/21	01/02/24	1 st
Wayne Zaudtke	09/01/20	01/03/23	1 st
Chad Gramentz (non-voting)	01/05/21	01/02/24	3 rd
Pat O'Brien (Board of Adjustment member)			

Must be a resident of Kanabec County. At least two must be from unincorporated areas of the county (not in a city). No more than one shall be an employee or elected official of the County. One must be from the Board of Adjustment. No voting member shall have received, during the 2 years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes.

Description: Reviews proposed plats and makes recommendations to the County Board concerning implementation of the Kanabec County Subdivision and Platting Ordinance. Periodically, the Planning Commission reviews existing County Ordinances and makes recommendations to the County Board regarding changes.

PUBLIC WORKS COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	08/16/22		
Craig Smith	01/04/22		

RAILROAD AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/07/20	01/03/23	N/A
Alison Holland	08/16/22	01/07/25	N/A
Les Nielsen	01/07/20	01/03/23	N/A
Rick Mattson	01/05/21	01/07/25	N/A
Craig Smith	01/07/20	01/03/23	N/A

Kristine McNally, Board Clerk Appointed 01/08/19 non-voting

RAILROAD AUTHORITY ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Les Nielsen - Chairperson ex officio (voting)				
Jody Anderson	01/05/21	01/02/24	City of Mora	2 nd
Vacant			Whited Township	
Bruce Anderson	01/05/21	01/02/24	Comfort Township	6 th
Mike Papenhausen	01/05/21	01/02/24	At Large	6 th
Lanny Stegeman	01/04/22	01/07/25	At Large	6 th
Teri Huro	01/04/22	01/07/25	City of Quamba	1 st

Kristine McNally, Advisory Committee Clerk Appointed 01/08/19 non-voting

REGIONAL RADIO BOARD *(Commissioner needs to be the primary representative)*

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/05/21	01/02/24	3 rd
Brian Smith (Alternate)	01/05/21	01/02/24	3 rd

SAFETY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Chad Gramentz	11/09/11	n/a, Ex-Officio (Safety Officer)		
Chris Bergwick	01/07/20	01/03/23	Sheriff's Office	2 nd
Robin Etter	01/05/21	01/02/24	Sheriff's Office	6 th
Dave Mulvaney	01/04/22	01/07/25	Courthouse	3 rd
Lisa Holcomb	01/21/20	01/03/23	Courthouse	1 st

Kathy Burski	01/05/21	01/02/24	Public Service Bldg	4 th
Patricia Kruse	01/05/21	01/02/24	Public Service Bldg	1 st
Nate Westling	01/07/20	01/03/23	Highway Building	1 st
Steve Berndt	02/01/22	01/07/25	Highway Building	1 st

SNAKE RIVER WATERSHED CITIZEN ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Eric Renstrom	01/05/21	01/02/24	1 st
Vacant			
3 year terms.			

SNAKE RIVER WATERSHED MANAGEMENT BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/18/22	01/03/23	2 nd
1 year terms.			

SNAKE RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	02/01/22	01/07/25	2 nd
Rick Mattson (Alternate)	02/01/22	01/07/25	1 st
Teresa Wickeham (Staff)	10/23/19	no term limit	

SOUTHERN MINNESOTA COUNTY BASED PURCHASING (SOUTH COUNTRY HEALTH ALLIANCE)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/05/21	01/02/24	1 st
Dennis McNally (alternate)	01/05/21	01/02/24	3 rd

STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE (SCHSAC)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Rick Mattson	02/02/21	01/02/24	1 st
Alternate			
Kathy Burski			

Description: SCHSAC voting members represent Minnesota's community health boards. Each community health board selects one member and one alternate to represent its board within SCHSAC.

SUBSTANCE ABUSE COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/04/22	01/07/25	6 th

TIMBER TRAILS ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Craig Smith	01/04/22	01/07/25	2 nd
Alternate			
Rick Mattson	01/05/21	01/07/25	1 st

UNION NEGOTIATION COMMITTEES: 2022

County Coordinator plus;
 LELS Local 107 (Jailers/Dispatchers): **Craig Smith**, Alison Holland
 LELS Local 106 (Deputies): Rick Mattson, Alison Holland
 Teamsters Local 320 (Courthouse): **Dennis McNally**, **Craig Smith**
 Oper. Engineers Local 49 (Highway): **Les Nielsen**, **Dennis McNally**
 Laborers Local 363 (Welfare): Rick Mattson, **Les Nielsen**

VETERAN SERVICE OFFICER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Erica Bliss	01/05/21	01/02/24	n/a

(90 day notice to not reappoint)

WATER PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Chad Gramentz	01/05/21	01/02/24		4 th
Teresa Wickeham	ex-officio		Water Plan Coordinator	
Ellen White			Public Health	
Deanna Pomije			Kanabec Soil & Water	
Jon Sanford	01/21/20	01/03/23	Citizen Appointee	1 st
Alison Holland	08/16/22	01/03/23	County Board	1 st partial

Description: Recommendations regarding the Kanabec County Comprehensive Local Water Plan occurs through the Kanabec County Water Plan Task Force Committee. This committee meets upon the request of the County Board and makes recommendations on the coordination and implementation of the plan. There is technical advice assigned to the Soil & Water Conservation District, Natural Resources Conservation Service, County Extension, County Public Health, County Zoning, County Wetland Administrator, DNR, etc. as requested by the Task Force.

** UPDATED: 12/28/22

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Terms that have expired are highlighted in **yellow**. Letters have been sent to committee members asking if they would like to serve another term.

Terms highlighted in **blue** have agreed to another term.

Terms highlighted in **red** have declined reappointment.

Commissioner terms that have expired are highlighted in **green**.

County Commissioner Appointments as of 12/31/22

Appointment	Dennis McNally	Alison Holland	Les Nielsen	Rick Mattson	Craig Smith
American Rescue Plan (ARPA) Committee			X		
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee	X				
Cafeteria Plan			X		
Central Minnesota Council on Aging		X			
<i>Central Minnesota Council on Aging Alternate</i>				X	
Central Minnesota Jobs & Training			X		
City of Mora Economic Development Authority					
Department Head Meetings			X		
Drainage Authority Board	X	X	X	X	X
Driver's License Project Committee					
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development		X			
East Central Regional Library				X	
East Central Solid Waste Commission	X				
<i>ECSWC Alternate</i>			X		
Economic Development Authority		X			X
Emergency Medical Service Board					X
<i>Emergency Medical Alternate</i>			X		
Extension Committee			X	X	
Health & Human Services Advisory Committee			X		
Highway 23 Coalition	X				
<i>Highway 23 Coalition Alternate</i>			X		
Hospital Board			X		
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee					X
<i>Insurance Comm. Alternate</i>				X	
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board		X			
Law Library		X			
North Highway 65 Corridor Coalition		X			
<i>North Highway 65 Corridor Coalition Alternate</i>	X				
Opioid Settlement Committee (Internal)					X
Personnel Committee			X		X
Planning Commission	X				
Public Works Committee		X			X
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee			X		
Regional Radio Board	X				
Snake River One Watershed, One Plan					X
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Watershed Management Board					X
State Community Health Services Advisory Cmte (SCHSAC)				X	
Southern MN County Based Purchasing			X		
<i>Southern MN County Based Purchasing Alternate</i>	X				
Substance Abuse Coalition/Better Together Coalition			X		
Timber Trails Advisory Board					X
<i>Timber Trails Alternate</i>				X	
Negotiating Team: Local 107 (Jail/Dispatcher)		X			X
Negotiating Team: Local 320 (Courthouse)	X				X
Negotiating Team: Local 106 (Deputies)		X		X	
Negotiating Team: Local 49 (Highway)	X		X		
Negotiating Team: Local 363 (Welfare)			X	X	

Water Plan		X			
TOTAL APPOINTMENTS	14	14	21	13	16

FJ Sawatzky
1756 Liberty St.
Mora, MN 55051

November 21, 2022

Kanabec County Coordinator
18 n. Vine St. Suite 181
Mora, MN 55051

To whom this may concern,

This is in response to the letter I received regarding the end of my partial term on the Board of Adjustments expiring January 3, 2023.

I would be honored to continue serving on the Board of Adjustments.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Fred Sawatzky". The signature is stylized with a large, looping flourish at the end.

Fred Sawatzky
Kanabec County resident

Kelsey Schiferli

From: Rhonda Olson <rhondaolson57@gmail.com>
Sent: Thursday, November 3, 2022 7:14 PM
To: Kelsey Schiferli
Subject: East Central Library Board

I would like to continue for another term . Thanks

Sent from my iPhone

Kelsey Schiferli

From: Lonnie Ness <lonnieness@gmail.com>
Sent: Friday, November 11, 2022 8:49 AM
To: Kelsey Schiferli
Subject: EDA

Hi Kelsey,

I would like to continue to remain on the board for another term. Is there anything special I need to do for reappointment?

Best regards,

Lonnie Ness 
Owner/Broker, GRI

RE/MAX Select, Inc.
104 South Union Street
Mora, MN 55051
Cell: 612-390-0851
Email: lonnieness@gmail.com
Website: www.realestatemn.com

Proudly Servicing Minnesota & Wisconsin

RE/MAX HALL OF FAME **Recipient**

RE/MAX LIFETIME ACHIEVEMENT **Recipient**

P.S. I need your help spreading the word about my business. If you or anyone you know is looking to purchase or sell any type of real estate (i.e. residential, commercial, or land), please recommend they give me a call. Everyone you refer will receive the highest level of professional service. Thanks!

Please consider the environment before printing this email.

Kelsey Schiferli

From: Kris McNally
Sent: Tuesday, December 6, 2022 11:35 AM
To: Kelsey Schiferli
Subject: FW: EDA Board membership

Kris McNally
Kanabec County Coordinator
www.kanabecounty.org
(320) 679-6440

Please note the address of the Kanabec County Courthouse has changed to 317 Maple Avenue East, Mora, MN 55051.

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From: Wayne Davis [mailto:wcdavis1114@gmail.com]
Sent: Tuesday, December 6, 2022 10:47 AM
To: Kris McNally <Kris.McNally@co.kanabec.mn.us>
Subject: EDA Board membership

I would like to inform you that I am willing to serve another term as a member of the EDA Board. I look forward to participating in what I think will be an active future for Kanabec County. Please inform me if I need to make a formal application.

Thank You, Wayne

Sent from [Mail](#) for Windows

Kelsey Schiferli

From: James Hartshorn
Sent: Friday, December 2, 2022 1:23 PM
To: Kelsey Schiferli
Subject: Re: EDA Appointments

Yes. They both told me they want to stay on the board.

Jim

Sent from my iPhone

On Dec 2, 2022, at 1:13 PM, Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us> wrote:

Good afternoon,

Have you heard from Jerry Tvedt or Wayne Davis regarding whether or not they would like to serve another term on the EDA?

Kelsey Schiferli

**Administrative Assistant
Kanabec County Coordinator's Office
317 Maple Avenue East, Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441**

Kelsey Schiferli

From: Kelsey Schiferli
Sent: Monday, December 12, 2022 9:03 AM
To: 'Susanne Hinrichs'; Kris McNally; Drew Winegar
Subject: RE: reappointments to the CEC

Good morning,

I have record that Jen and I have both agreed to serve another term on the Extension Committee. The County Board will take action on the committee appointments at their organizational meeting on January 3rd. So it's in the works, but it isn't official yet.

Kelsey Schiferli

**Administrative Assistant
Kanabec County Coordinator's Office
317 Maple Avenue East, Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441**

From: Susanne Hinrichs [mailto:susanneh@umn.edu]
Sent: Monday, December 12, 2022 8:00 AM
To: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>; Kris McNally <Kris.McNally@co.kanabec.mn.us>; Drew Winegar <dwinegar@umn.edu>
Subject: reappointments to the CEC

Hi Kelsey and Kris,

By the emails, I believe you were working on appointments to the County Extension Committee. I just wanted to confirm that you are renewing both Jennifer Ernest and Kelsey for a term of 2023-2025.

If so, I will update my records.

I have cc'd Drew Winegar on this email. I work with Drew on County Extension Committee details on a regional level for all the counties I serve.

Thank you!

Susanne Hinrichs

Regional Director Northeast Region | Brainerd & Grand Rapids
322 Laurel Street, Suite 21, Brainerd, MN 56401
University of Minnesota Extension | extension.umn.edu
susanneh@umn.edu | p. 218-828-2286

Our Mission: "Make a difference by connecting community needs and university resources to address critical issues in Minnesota"

Kelsey Schiferli

From: Rhonda Olson <rhondaolson57@gmail.com>
Sent: Thursday, November 3, 2022 7:13 PM
To: Kelsey Schiferli
Subject: Planning Commission

I would like to continue for another term. Thanks

Sent from my iPhone

Kelsey Schiferli

From: Wayne Zaudtke <jagrman@outlook.com>
Sent: Wednesday, November 9, 2022 9:47 AM
To: Kelsey Schiferli
Subject: Planning Commission

I would be interested in being reappointed to the county planning commission. Could you acknowledge receipt of this email. Wayne Zaudtke 11/9/20

Sent from my iPad

Kelsey Schiferli

From: Kris McNally
Sent: Friday, December 2, 2022 11:05 AM
To: Kelsey Schiferli
Subject: FW: Safety Committee

Kris McNally
Kanabec County Coordinator
www.kanabecounty.org
(320) 679-6440

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From: Chris Bergwick
Sent: Friday, December 2, 2022 11:02 AM
To: Kris McNally <Kris.McNally@co.kanabec.mn.us>
Subject: RE: Safety Committee

I will continue, yes

From: Kris McNally
Sent: Friday, December 2, 2022 10:42 AM
To: Chris Bergwick <chris.bergwick@co.kanabec.mn.us>
Subject: Safety Committee

Hi Chris,

You're going to serve another term on the safety committee, right?

We appreciate having you on that committee, but please let me know what you decide either way.

Thanks.

Kris McNally
Kanabec County Coordinator
www.kanabecounty.org
(320) 679-6440

Kelsey Schiferli

From: Lisa Holcomb
Sent: Friday, November 18, 2022 9:10 AM
To: Kelsey Schiferli
Subject: RE: Safety Committee

I am willing to be reappointed.

From: Kelsey Schiferli
Sent: Friday, November 18, 2022 8:54 AM
To: Chris Bergwick <chris.bergwick@co.kanabec.mn.us>; Lisa Holcomb <lisa.holcomb@co.kanabec.mn.us>; Nate Westling <Nate.Westling@co.kanabec.mn.us>
Subject: Safety Committee

Good morning,

The three of you have terms on the Safety Committee that will expire on 1/3/23. Would you like to be reappointed for another term? Please let me know either way.

Thank you!

Kelsey Schiferli

**Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441**

Kelsey Schiferli

From: Nate Westling
Sent: Monday, November 21, 2022 3:01 PM
To: Kelsey Schiferli
Subject: RE: Safety Committee

Yes, I will do another term.

Nate

Nate Westling

Maintenance Supervisor
Kanabec County Highway Dept.
903 East Forest Avenue
Mora, MN 55051
320.679.6306

nate.westling@co.kanabec.mn.us

From: Kelsey Schiferli
Sent: Friday, November 18, 2022 8:54 AM
To: Chris Bergwick <chris.bergwick@co.kanabec.mn.us>; Lisa Holcomb <lisa.holcomb@co.kanabec.mn.us>; Nate Westling <Nate.Westling@co.kanabec.mn.us>
Subject: Safety Committee

Good morning,

The three of you have terms on the Safety Committee that will expire on 1/3/23. Would you like to be reappointed for another term? Please let me know either way.

Thank you!

Kelsey Schiferli

**Administrative Assistant
Kanabec County Coordinator's Office
18 N Vine Street Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441**

Kelsey Schiferli

From: Jon Sanford <sanfordjon095@gmail.com>
Sent: Friday, November 4, 2022 11:39 AM
To: Kelsey Schiferli
Subject: Water Plan committee

Hi Kelsey,

I received your letter inquiring about re-appointment to the water plan committee. Yes I would be willing to go another term. Please confirm you got this?

Thank you,

Jon Sanford

sanfordjon095@gmail

c-320-237-6633

h-679-4554

9:00am Organizational Meeting

Agenda Item #13

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Official Newspaper	b. Originating Department: County Coordinator
c. Estimated time: 5 Minutes	d. Presenter(s): None

e. Board action requested:

Approve the following resolution:

Resolution #__ - 1/3/23

Official Newspaper

BE IT RESOLVED by the Kanabec County Board of Commissioners that the offer submitted by the Kanabec County Times for all legal publications during the year 2023 is hereby accepted, and

BE IT FURTHER RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices and that the Kanabec County Times is hereby designated as the official newspaper for the publication of the 2022 Financial Statement, and

BE IT FURTHER RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the newspaper in which the notice and list of Real Estate Taxes remaining delinquent on the first Monday in January, 2023, shall be published.

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd 5 and that the notice must remain on the Web site during the notice's full publication period.

f. Background:

See attached: **Page 2**, Rate history
Page 2, M.S. §375.12: requirement to award an official newspaper
Page 3 & 4, M.S. §331A.02: newspaper qualifications

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	n/a - originating department
---	------------------------------

Coordinators Comments:

Rate History with the Times:

YEAR	Rate per column-inch	Change
1996	\$5.65	
1997	\$6.00	6.19%
1998	\$6.20	3.33%
1999	\$6.40	3.23%
2000	\$6.50	1.56%
2001	\$6.50	0
2002	\$6.75	3.85%
2003	\$6.75	0
2004	\$6.75	0
2005	\$6.75	0
2006	\$6.95	2.96%
2007	\$6.95	0
2008	\$7.15	2.88%
2009	\$8.60	20.28%
2010	\$8.60	0
2011	\$8.60	0
2012	\$8.60	0
2013	\$8.60	0
2014	\$8.60	0
2015	\$8.60	0
2016	\$8.65	0
2017	\$8.60	.50%
2018	\$8.65	.50%
2019	\$8.65	0
2020	\$8.75	1.16%
2021	\$8.75	0
2022	\$8.85	1.14%
2023	\$9.00	1.69%

375.12 PROCEEDINGS IN QUALIFIED PAPER WITHIN 30 DAYS; LET BY BID.

Subdivision 1. **Summary; in daily or weekly.** The county board shall have the official proceedings of its sessions published in a qualified newspaper of general circulation in the county. The publication shall be let annually by contract to the lowest bidder, at the first regular session of the board in January each year. If the county board determines that publication of a summary of the proceedings would adequately inform the public of the substance of the proceedings, the county board may direct that only a summary be published, conforming to the requirements of section [331A.01, subdivision 10](#). In each county whose population exceeds 600,000, the proceedings shall be published in a daily newspaper. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer. In any county whose population exceeds 50,000, and is less than 250,000, the proceedings may be published in one daily and one weekly newspaper at the county seat. If the official newspaper of the county ceases to exist for any reason except consolidation with another newspaper, the county board may designate another newspaper for the remainder of the year. The publication shall occur within 30 days of the meeting to which the proceedings relate.

Subd. 2. **Small claims totaled.** Individualized itemized accounts, claims or demands allowed by the county

board pursuant to section [471.38, subdivision 1](#), need not be published pursuant to subdivision 1, if the amount allowed from each claim is \$300 or less. The official proceedings following the itemization of accounts required shall contain a statement showing the total number of claims that did not exceed \$300 and their total dollar amount.

331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

- (a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches, or 800 square inches if the political subdivision the newspaper purports to serve has a population of under 1,300 and the newspaper does not receive a public subsidy;
- (b) if a daily, be distributed at least five days each week. If not a daily, the newspaper may be distributed twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;
- (c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;
- (d) be circulated in the political subdivision which it purports to serve, and either have at least 500 copies regularly delivered to paying subscribers, or 250 copies delivered to paying subscribers if the political subdivision it purports to serve has a population of under 1,300, or have at least 500 copies regularly distributed without charge to local residents, or 250 copies distributed without charge to local residents if the political subdivision it purports to serve has a population of under 1,300;
- (e) have its known office of issue established in either the county in which lies, in whole or in part, the political subdivision which the newspaper purports to serve, or in an adjoining county;
- (f) file a copy of each issue immediately with the State Historical Society;
- (g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;
- (h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;
- (i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from the date of the filing described in paragraph (j) through December 31 of that year; and
- (j) after publication, submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2.[Repealed, 2004 c 182 s 33]

Subd. 3. **Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue from one county to another, or failure to maintain its known office of issue in the county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

Subd. 4. **Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

Subd. 5. **Posting notices on Web site.** If, in the normal course of its business, a qualified newspaper maintains a Web site, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its Web site at no additional cost. The notice must remain on the Web site during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's Web site does not affect the validity of the public notice.

KANABEC COUNTY

TIMES

RECEIVED DEC 01 2022

107 Park Street South, Mora, MN 55051 • 320-679-2661 • www.moraminn.com

December 1, 2022

Kristine McNally, County Coordinator
Kanabec County
18 N. Vine St, Suite 181
Mora, MN 55051

Dear Ms. McNally,

Please accept our 2023 bid for the official newspaper designation for Kanabec County.

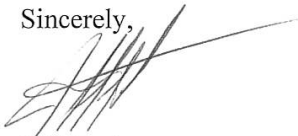
The *Kanabec County Times* meets all of the requirements of a legal newspaper for Kanabec County as set forth in MN Statute 331A.02. The *Kanabec County Times* is mailed weekly to subscribers with about 2,300 copies purchased weekly.

Our rate is \$9.00 per column inch with a 7 point type and 9 lines per inch. We post all legal notices to our website, www.moraminn.com and on the state's website, www.mnpublicnotice.com, at no additional charge and free to all viewers.

We would prefer legal notices emailed to notices@moraminn.com. Our deadline is 4 p.m. on Mondays for Thursday publication.

We appreciate the long-standing relationship we have had with Kanabec County and look forward to continuing to serve its residents. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres
Group Publisher
Kanabec County Times
Kanabec Publications, Inc.

9:00am Organizational Meeting

Agenda Item #14

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Elected Officials Wages	b. Origination: County Coordinator
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Approve the 2023 minimum salaries for certain elected officials and set 2023 wages for the County Auditor/Treasurer, County Sheriff, and County Attorney.

f. Background:

Resolution A- Minimum Annual Salaries for Certain Elected Officials

Resolution B – County Auditor/Treasurers wage

Resolution C – County Sheriff wage

Resolution D - County Attorney wage

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:	N/A
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RESOLUTION A – 01/03/23

WHEREAS Minnesota Statutes require counties to establish the **minimum** salaries that will be paid to certain elected officials within the county, and

WHEREAS said minimum salaries must be set at the January meeting in the year that individuals may file for elected offices within the county;

BE IT RESOLVED by the Kanabec County Board of Commissioners, that the minimum annual salary in 2023 for the following elected positions shall be set as follows:

County Attorney	\$111,134	M.S. 388.18
County Auditor/Treasurer	\$ 95,264	M.S. 384.151
County Sheriff	\$102,897	M.S. 387.20

RESOLUTION B – 01/03/23

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2023 for the County Auditor/Treasurer, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Auditor/Treasurer;

BE IT RESOLVED to set the Y2023 annual wage of County Auditor/Treasurer Denise Snyder at \$119,600.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2023 = \$57.50 per hour.

RESOLUTION C – 01/03/23

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2023 for the County Sheriff, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Sheriff;

BE IT RESOLVED to set the Y2023 annual wage of County Sheriff Brian Smith at \$129,812.80, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2023 = \$62.41 per hour.

RESOLUTION D – 01/03/23

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage for year 2023 for the County Attorney, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Attorney;

BE IT RESOLVED to set the Y2023 annual wage of County Attorney Barbara McFadden at \$140,212.80 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2023 = \$67.41 per hour.

9:00am Organizational Meeting

Agenda Item #15

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Commissioners Wage Order	b. Originating Dept: County Coordinator
c. Estimated time: 2 minutes	d. Presenter(s): None

e. Board action requested:

Resolution # _____ – 1/3/23

WHEREAS, Minnesota Statute 375.055 requires that the County Commissioners' compensation be set by resolution in the year preceding the action;

WHEREAS, the Kanabec County Board of Commissioners approved Y2023 compensation for the County Commissioners by Resolution #10 – 12/20/22;

BE IT HEREBY RESOLVED to confirm the annual wage for the year 2023 for Kanabec County Commissioners at \$24,388.00.

f. Background: Previous Wages:

	<u>Hourly</u>	<u>Annual</u>
2022 rate	\$13.01	\$23,678
2021 rate	\$12.69	\$23,096
2020 rate	\$12.69	\$23,096
2019 rate	\$12.47	\$22,695
2018 rate	\$12.47	\$22,695
2017 rate	\$12.05	\$22,027
2016 rate	\$11.59	\$21,107
2015 rate	\$11.21	\$20,492
2014 rate	\$11.21	\$20,492
2013 rate	\$11.05	\$20,199
2012 rate	\$11.09	\$20,261
2011 rate	\$11.09	\$20,261
2010 rate	\$11.09	\$20,261
2009 rate	\$11.39	\$20,810

Supporting Documents: None X Attached:

Date Received in County Coordinator's Office:	N/A
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Coordinators Comments:

9:00am Organizational Meeting

Agenda Item #16

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: County Mileage Reimbursement Rate	b. Origination: Coordinator's Office
c. Estimated time: 5 min	d. Presenter(s): Kris McNally

e. Board action requested: Approve the following resolution:

Resolution #__ – 1/3/23

Mileage Reimbursement

BE IT RESOLVED that the established IRS mileage reimbursement rate of \$0.655per mile is the official rate for Kanabec County mileage reimbursements.

Background:

 [File](#) [Pay](#) [Refunds](#) [Credits & Deductions](#) [Forms & Instructions](#)

IRS issues standard mileage rates for 2023; business use increases 3 cents per mile

Topics in the News

- News Releases**
 - News Releases for Frequently Asked Questions
- Multimedia Center**
- Tax Relief in Disaster Situations**
- Inflation Reduction Act**
- Tax Reform**
- Taxpayer First Act**
- Tax Scams/Consumer Alerts**
- The Tax Gap**
- Fact Sheets**
- IRS Tax Tips**
- e-News Subscriptions**
- IRS Guidance**

IR-2022-234, December 29, 2022

WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022.
- 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022.
- 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

These rates apply to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2023-03](#) [PDF](#) contains the optional 2023 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:

Notice 2023-03

Coordinators Comments:

2023 Standard Mileage Rates

Notice 2023-03

SECTION 1. PURPOSE

This notice provides the optional 2023 standard mileage rates for taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. This notice also provides the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan. Additionally, this notice provides the maximum fair market value (FMV) of employer-provided automobiles first made available to employees for personal use in calendar year 2023 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).¹

SECTION 2. BACKGROUND

Rev. Proc. 2019-46, 2019-49 I.R.B. 1301, provides rules for computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes, and for substantiating, under § 274(d) and § 1.274-5, the amount of

¹ Unless otherwise specified, all “section” or “§” references are to sections of the Internal Revenue Code (Code) or the Income Tax Regulations (26 CFR part 1).

ordinary and necessary business expenses of local transportation or travel away from home. Taxpayers using the standard mileage rates must comply with Rev. Proc. 2019-46. However, a taxpayer is not required to use the substantiation methods described in Rev. Proc. 2019-46, but instead may substantiate using actual allowable expense amounts if the taxpayer maintains adequate records or other sufficient evidence.

An independent contractor conducts an annual study for the Internal Revenue Service of the fixed and variable costs of operating an automobile to determine the standard mileage rates for business, medical, and moving use reflected in this notice. The standard mileage rate for charitable use is set by § 170(i).

Longstanding regulations under § 61 provide special valuation rules for employer-provided automobiles. The amount that must be included in the employee's income and wages for the personal use of an employer-provided automobile generally is determined by reference to the automobile's FMV. If an employer chooses to use a special valuation rule, the special value is treated as the FMV of the benefit for income tax and employment tax purposes. Section 1.61-21(b)(4). Two such special valuation rules, the fleet-average valuation rule and the vehicle cents-per-mile valuation rule, are set forth in § 1.61-21(d)(5)(v) and § 1.61-21(e), respectively. These two special valuation rules are subject to limitations, including that they may be used only in connection with automobiles having values that do not exceed a maximum amount set forth in the regulations.

SECTION 3. STANDARD MILEAGE RATES

The standard mileage rate for transportation or travel expenses is 65.5 cents per mile for all miles of business use (business standard mileage rate). See section 4 of

Rev. Proc. 2019-46. However, § 11045 of Public Law 115-97, 131. Stat. 2054 (December 22, 2017), commonly known as the Tax Cuts and Jobs Act (TCJA) suspends all miscellaneous itemized deductions that are subject to the two-percent of adjusted gross income floor under § 67, including unreimbursed employee travel expenses, for taxable years beginning after December 31, 2017, and before January 1, 2026. Thus, the business standard mileage rate provided in this notice cannot be used to claim an itemized deduction for unreimbursed employee travel expenses during the suspension. Notwithstanding the foregoing suspension of miscellaneous itemized deductions, deductions for expenses that are deductible in determining adjusted gross income are not suspended. For example, members of a reserve component of the Armed Forces of the United States (Armed Forces), state or local government officials paid on a fee basis, and certain performing artists are entitled to deduct unreimbursed employee travel expenses as an adjustment to total income on line 12 of Schedule 1 of Form 1040 (2022), *U.S. Individual Income Tax Return*, not as an itemized deduction on Schedule A of Form 1040 (2022), and therefore may continue to use the business standard mileage rate.

The standard mileage rate is 14 cents per mile for use of an automobile in rendering gratuitous services to a charitable organization under § 170. See section 5 of Rev. Proc. 2019-46.

The standard mileage rate is 22 cents per mile for use of an automobile: (1) for medical care described in § 213; or (2) as part of a move for which the expenses are deductible under § 217(g). See section 5 of Rev. Proc. 2019-46. Section 11049 of the TCJA suspends the deduction for moving expenses for taxable years beginning after

December 31, 2017, and before January 1, 2026. However, the suspension does not apply to members of the Armed Forces on active duty who move pursuant to a military order and incident to a permanent change of station. Thus, except for taxpayers to whom § 217(g) applies, the standard mileage rate provided in this notice is not applicable for the use of an automobile as part of a move occurring during the suspension.

SECTION 4. BASIS REDUCTION AMOUNT

For automobiles a taxpayer uses for business purposes, the portion of the business standard mileage rate treated as depreciation is 26 cents per mile for 2019, 27 cents per mile for 2020, 26 cents per mile for 2021, 26 cents per mile for 2022, and 28 cents per mile for 2023. See section 4.04 of Rev. Proc. 2019-46.

SECTION 5. MAXIMUM STANDARD AUTOMOBILE COST

For purposes of computing the allowance under a FAVR plan, the standard automobile cost may not exceed \$60,800 for automobiles (including trucks and vans). See section 6.02(6) of Rev. Proc. 2019-46.

SECTION 6. MAXIMUM VALUE OF EMPLOYER-PROVIDED AUTOMOBILES

For purposes of the fleet-average valuation rule in § 1.61-21(d)(5)(v) and the vehicle cents-per-mile valuation rule in § 1.61-21(e), the maximum FMV of automobiles (including trucks and vans) first made available to employees in calendar year 2023 is \$60,800.

SECTION 7. EFFECTIVE DATE

This notice is effective for: (1) deductible transportation expenses paid or incurred on or after January 1, 2023; (2) mileage allowances or reimbursements paid to

a charitable volunteer or a member of the Armed Forces to whom § 217(g) applies: (a) on or after January 1, 2023, and (b) for transportation expenses the charitable volunteer or such member of the Armed Forces pays or incurs on or after January 1, 2023; and (3) for purposes of the maximum FMV of employer-provided automobiles for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile rule in § 1.61-21(e), automobiles first made available to employees for personal use on or after January 1, 2023.

SECTION 8. EFFECT ON OTHER DOCUMENTS

Notice 2022-03 is superseded.

DRAFTING INFORMATION

The principal author of this notice is Christian Lagorio of the Office of Associate Chief Counsel (Income Tax and Accounting). For further information on this notice regarding the use of an employee-provided automobile, contact Mr. Lagorio at (202) 317-7005 (not a toll-free number). For further information on this notice regarding the use of an employer-provided automobile, contact Stephanie Caden of the Office of Associate Chief Counsel (Employee Benefits, Exempt Organizations, and Employment Taxes), at (202) 317-4774 (not a toll-free number).

9:00am Organizational Meeting

Agenda Item #17

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: County Per Diems	b. Origination: Coordinator's Office
c. Estimated time: 5 min	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested: Approve the following resolution:

Resolution #__ – 1/3/23

BE IT RESOLVED that appointees by the Board of Commissioners that attend meetings of paid county committees and boards shall receive a per diem of \$75.00 per meeting;

BE IT FUTHER RESOLVED that County Commissioners may personally accept per diems for all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

Background:

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office:

Coordinators Comments:

County Commissioners may only collect one per diem for each calendar day spent performing official duties per the Minnesota State Auditor's Office Statement of Position #2007-1021.

9:00am Organizational Meeting

Agenda Item #18

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: HRA Meeting	b. Originating Department: County Coordinator
c. Estimated time: 10 Minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.655)

f. Background:

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

Resolution a

Resolution #HRA__ - 1/3/23 Housing and Redevelopment Authority Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 3, 2023, regular meetings of the Kanabec Housing and Redevelopment Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

BE IT FURTHER RESOLVED meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

BE IT FURTHER RESOLVED, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution b

Resolution #HRA – 1/3/23 Appointment of HRA Officers

RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the HRA offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary* Kris McNally, County Coordinator

*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Resolution c

Resolution #HRA – 1/3/23

Official Newspaper

BE IT RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Housing and Redevelopment Authority, and

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

Resolution d

Resolution #HRA – 1/3/23

Official Depository Bank

BE IT RESOLVED that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Housing and Redevelopment Authority.

Resolution e

Resolution #HRA – 1/3/23

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.655 per mile is the official rate for the Housing and Redevelopment Authority's mileage reimbursements.

9:00am Organizational Meeting

Agenda Item #19

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: 2023 Railroad Authority Board	b. Originating Department: County Coordinator
c. Estimated time: 10 Minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.655)

f. Background:

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

Resolution a

Resolution # __ - 1/3/23

Railroad Authority Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 3, 2023, regular meetings of the Kanabec Railroad Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

BE IT FURTHER RESOLVED meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

BE IT FURTHER RESOLVED, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution b

Resolution #__ – 1/3/23

Appointment of Railroad Authority Board Officers

RESOLUTION APPOINTING OFFICERS OF THE RAILROAD AUTHORITY BOARD OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Railroad Authority Board of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the Railroad Authority Board offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary* Kris McNally, County Coordinator

*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Resolution c

Resolution #__ – 1/3/23

Official Newspaper

BE IT RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Railroad Authority Board, and

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

Resolution d

Resolution #__ – 1/3/23

Official Depository Bank

BE IT RESOLVED that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Railroad Authority Board.

Resolution e

Resolution #__ – 1/3/23

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.655 per mile is the official rate for the Railroad Authority Board's mileage reimbursements.

9:00am Organizational Meeting

Agenda Item #20

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: 2023 Drainage Authority Board	b. Originating Department: County Coordinator
c. Estimated time: 10 Minutes	d. Presenter(s): Kris McNally

e. Board action requested:

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.655)

f. Background:

Supporting Documents: None ☒

Attached:

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

Resolution a

Resolution # __ - 1/3/23

Drainage Authority Board Meetings

BE IT HEREBY RESOLVED by the Kanabec County Board of Commissioners that from and after January 3, 2023, regular meetings of the Kanabec Drainage Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

BE IT FURTHER RESOLVED meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

BE IT FURTHER RESOLVED, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

Resolution b

Resolution #__ – 1/3/23

Appointment of Drainage Authority Board Officers

RESOLUTION APPOINTING OFFICERS OF THE DRAINAGE AUTHORITY BOARD OF KANABEC COUNTY, MINNESOTA

BE IT RESOLVED by the Kanabec County Drainage Authority Board of Kanabec County, Minnesota, as follows:

APPOINTMENT OF OFFICERS: The following are appointed to hold the Drainage Authority Board offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary* Kris McNally, County Coordinator

*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Resolution c

Resolution #__ – 1/3/23

Official Newspaper

BE IT RESOLVED that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Drainage Authority Board, and

BE IT FURTHER RESOLVED that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

Resolution d

Resolution #__ – 1/3/23

Official Depository Bank

BE IT RESOLVED that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Drainage Authority Board.

Resolution e

Resolution #__ – 1/3/23

Mileage Reimbursement

BE IT RESOLVED that the federal mileage reimbursement rate of \$0.655 per mile is the official rate for the Drainage Authority Board's mileage reimbursements.

9:00am Organizational Meeting
Agenda Item #21
January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: County Coroner Appointment	b. Origination: Sheriff's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #___ – 1/3/23
County Coroner Appointment

WHEREAS the term of office for County Coroner expired December 31, 2022, and

WHEREAS Minnesota Statute §390.005 requires that the County Board appoint a Coroner, and

WHEREAS the County Sheriff recommends re-appointment of Dr. Kelly Mills;

BE IT RESOLVED to re-appoint Dr. Kelly Mills as Kanabec County Coroner effective January 3, 2023 for a term ending December 31, 2023.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

9:00am Organizational Meeting
Agenda Item #22
January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Ditch Inspector Appointment	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #___ – 1/3/23
Ditch Inspector Appointment

WHEREAS the term of office for Ditch Inspector expires January 3, 2023;

BE IT RESOLVED to re-appoint Chad Gramentz as the Ditch Inspector for a three year term commencing immediately and expiring January 6, 2026.

f. Background:

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

9:00am Organizational Meeting

Agenda Item #23

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: County Surveyor Appointment	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #___ – 1/3/23

County Surveyor Appointment

WHEREAS the term of office for County Surveyor expires 1/9/23, and

WHEREAS Minnesota Statute §389.011 requires that the county board appoint a Surveyor, and

WHEREAS Tyler Kroschel has served as the County Surveyor since appointment on 12/02/15; and

WHEREAS county staff recommend the appointment of Mr. Kroschel for another term;

THEREFORE BE IT RESOLVED to appoint Tyler Kroschel as Kanabec County Surveyor effective January 3, 2023 for a term ending January 4, 2027.

f. Background:

From: Tyler Kroschel [mailto:tyler@kroschelsurvey.com]
Sent: Wednesday, December 21, 2022 1:35 PM
Subject: RE: Re-Appointment

Kris,

Thanks for reaching out. Yes, please re-up me as County Surveyor.

Tyler Kroschel, L.S.
Kroschel Land Surveyors, Inc.
1639 Main Street N, Suite 6
Pine City, MN 55063
320-629-3267 office
651-235-8283 cell

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County Community Health Board
AGENDA
Tuesday, January 3, 2023
10:45 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing –Case Manager RN, HHA
 - Respiratory Viral Activity
 - Annual Reporting
 - Community Health Assessment and Planning
 - See attached Areas of Public Health Responsibility page 3
4. Cooking Matters Request
 - Action requested
 - See attached Roles & Responsibilities, Addendum and resolution page 4-8
5. Timber Trails Public Transit Routine & Recurring Bills Payment Request
 - Action requested
 - See attached resolution page 9
6. Financial Reports
 - see attached
 - Trial Balance page 10-12
 - Nov 2022 Financial Report page 13-14
7. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 15-21
8. Other Business
9. Adjourn

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

Staffing:

Case Manager R.N. – The nurse who was supposed to start on December 19th, rescinded her acceptance of our offer due to personal reasons. We have posted the opening again.

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

Respiratory viral activity (from MN Department of Health as of 12/22):

Respiratory viral activity is high across the United States as well as in Minnesota, with associated increases in hospitalizations, outbreaks, and even deaths.

- Influenza has already resulted in more than 50 death and over 2, 300 people hospitalized
- Influenza-like illness has contributed to approximately 40 outbreaks in long-term care (LTC) facilities and 900 outbreaks in schools.
- COVID-19 infections remain elevated with corresponding increases in hospitalizations over the past few weeks.
- At its peak, RSV weekly hospitalizations were at almost 200 per week, compared to 40-60 during a typical season.
- RSV hospitalizations tend to be predominantly among children and the surge has resulted in a major strain on pediatric units across the state.

Vaccination, antivirals, and other prevention strategies all have an important role in preventing and reducing the severity of influenza and COVID-19.

Annual Reporting:

Each year, Minnesota community health boards report data on programs, activities, and resources, to help monitor the health of state-local public health partnership. For calendar year 2022, community health boards will report on finance and staffing only. We will not be required to report on performances measures across the six areas of public health responsibility. The financial and staffing report is due 3/31/2023.

- **See attached for areas of responsibilities.**

Community Health Assessment and Planning:

Every five years community health boards are required to conduct a community health assessment and based on that assessment, prioritize local issues to be worked on that will keep our community healthy and thriving. This is done with input from stakeholders within the community and the community as a whole.

I was fortunate enough to receive an AmeriCorps worker to assist our agency as we start this process again. We have conducted a paper survey (randomly sent to 1,600 addresses) and staff at MDH analyzed and provided us with data and comparisons to previous years. We will continue to gather other available data, ask for data from other sources within the community and then present to community and stakeholder groups. After considering input from community/community stakeholders we will once again convene groups to help us prioritize the top issue to work on curing this planning cycle.

After prioritization, we will work with the community on a Community Health Improvement Plan. This will guide our work during the cycle.

Areas of public health responsibility within the Local Public Health Act

Go directly to statute language: [Minn. Stat. § 145A.04 , subd. 1a](#)

The community health board shall identify local public health priorities and implement activities to address the priorities and the areas of public health responsibility, which include:

- [1. Assure an adequate local public health infrastructure](#)
- [2. Promote healthy communities and healthy behavior](#)
- [3. Prevent the spread of communicable diseases](#)
- [4. Protect against environmental health hazards](#)
- [5. Prepare and respond to emergencies](#)
- [6. Assure health services](#)

1. Assure an adequate local public health infrastructure

Assure an adequate local public health infrastructure by maintaining the basic foundational capacities to a well-functioning public health system that includes data analysis and utilization; health planning; partnership development and community mobilization; policy development, analysis, and decision support; communication; and public health research, evaluation, and quality improvement.

2. Promote healthy communities and healthy behavior

Promote healthy communities and healthy behavior through activities that improve health in a population, such as investing in healthy families; engaging communities to change policies, systems, or environments to promote positive health or prevent adverse health; providing information and education about healthy communities or population health status; and addressing issues of health equity, health disparities, and the social determinants to health.

3. Prevent the spread of communicable diseases

Prevent the spread of communicable disease by preventing diseases that are caused by infectious agents through detecting acute infectious diseases, ensuring the reporting of infectious diseases, preventing the transmission of infectious diseases, and implementing control measures during infectious disease outbreaks.

Related: [Disease prevention and control \(DP&C\) common activities framework](#)

4. Protect against environmental health hazards

Protect against environmental health hazards by addressing aspects of the environment that pose risks to human health, such as monitoring air and water quality; developing policies and programs to reduce exposure to environmental health risks and promote healthy environments; and identifying and mitigating environmental risks such as food and waterborne diseases, radiation, occupational health hazards, and public health nuisances.

5. Prepare and respond to emergencies

Prepare and respond to emergencies by engaging in activities that prepare public health departments to respond to events and incidents and assist communities in recovery, such as providing leadership for public health preparedness activities with a community; developing, exercising, and periodically reviewing response plans for public health threats; and developing and maintaining a system of public health workforce readiness, deployment, and response.

6. Assure health services

Assure health services by engaging in activities such as assessing the availability of health-related services and health care providers in local communities, identifying gaps and barriers in services; convening community partners to improve community health systems; and providing services identified as priorities by the local assessment and planning process.

Cooking Matters® Understanding of Responsibilities

This document is intended to serve as an understanding of responsibilities and is presented to Kanabec County Community Health this 3rd day of January, 2023 as it pertains to implementing Cooking Matters® courses. This document should be reviewed every year, unless the host site coordinator/primary contact for Cooking Matters® courses changes first.

Attendance and graduation policy:

1. Cooking Matters® does not offer a drop-in class program. New participants will not be allowed after the second week.
2. A Cooking Matters® graduate is defined as a participant who attended at least 4 classes of a 6-session series.
3. U of M Extension does not return to a site with less than 85% graduation rate.
4. Participants are not allowed to repeat a Cooking Matters® class series except when they did not graduate the first time.
5. At least 51% of participants must meet Extension specified low-income guidelines.

Cancellation Policy:

6. If a class is cancelled by the site less than 24 hours in advance and the food for the class has already been purchased, the site will owe U of M Extension for the cost of the perishable foods.
7. Cooking Matters® requires at least 8 and no more than 15 participants per class. U of M Extension reserves the right to cancel the class series if less than 8 participants attend for more than 2 weeks in a row.

Cooking Matters® Responsibilities:

1. Recruit and train volunteer instructors (culinary and nutrition) to lead classes.
2. Provide groceries and cooking equipment for all classes.
3. Provide take-home groceries for Cooking Matters® *for Adults*, *Cooking Matters® for Teens* and *Cooking Matters® for Families* participants to recreate at least 1 Cooking Matters® recipe at home.
4. Provide class materials such as notebooks, handouts, incentives, and graduation certificates.
5. Administer paperwork, including participant enrollment forms, end-of-course participant

evaluations, participant waivers, and host site agreements.

6. Leave kitchen and class areas as they were found.

Site Coordinator and Host Organization Responsibilities:

1. Recruit between 12 to 15 participants who will be committed to attend each of the 6 classes in the series.
2. Explain to participants the importance of consistent attendance and class participation.
3. Remind participants from week to week about class. The person responsible for this is _____.
4. Turn in all paper work to Cooking Matters® Coordinator before the start of classes (Host Site Agreement and signed waivers and completed enrollment forms for participants under 18, specifically Cooking Matters® for Kids and Cooking Matters® for Teens participants).
5. Designate a staff member who will be present in the classroom each week. It is mandatory that a site staff member be in the classroom each week for Cooking Matters® for Kids and Cooking Matters® for Teens classes.

Staff Person: _____

Cell phone: _____

Work phone: _____

6. Communicate any changes in the site contact to the Cooking Matters® coordinator before class each week.
7. Ensure the room/kitchen is available, set up, and clean prior to the start of class each week.
8. Provide childcare during the class time and supervise the childcare provider (if applicable).
9. Provide transportation for the grocery store tour on the fifth class (if applicable).
10. Be responsible for class fees and deposit as appropriate – no participants can be charged for courses.

Class Implementation Policies:

1. Cooking Matters® staff and volunteers will be granted access to the classroom and kitchen facility at least 60 minutes before class begins to allow for set up.
2. Any participants who are obviously disruptive to the class will be asked to leave.

3. Participants who are not present in class may not receive the take-home bag of groceries.
4. Participants and site staff need to finish eating any outside food before the class begins. Only 100 % juice, water, and the food provided by Cooking Matters® are allowed in the classroom in order to promote healthy eating.
5. Participants and site staff cell phones should be turned off or kept on vibrate and only used in the case of an emergency

Your collaboration with the University of Minnesota Extension in promoting the Cooking Matters® program is greatly appreciated. Please contact your Extension Health and Nutrition representative with any follow up questions or comments.

This document has been reviewed and I fully understand the host site responsibilities as defined above.

Host Site Coordinator/Primary Contact

Date

Addendum to: Cooking Matters Roles & Responsibilities Form

Partner: __Kanabec County Community Health & WIC_____

Cooking Matters for Parents has an ASK price of \$800/\$850 from our partners. It is only a fraction of the cost it takes to implement the course. Payment from our partners is critical to the continued implementation of Cooking Matters. If a partner cannot pay the ASK price, then Cooking Matters will fully fund the 1st series of Cooking Matters classes for a partner.

As stated in the Roles & Responsibilities Form, a partner must cancel more than 24 hours in advance of a class, or they may have to pay the cost of any perishable groceries that were purchased for that class. There may be an additional cost in the event of re-scheduling that same class again (unless we can reschedule the class before the perishable items expire or are unusable).

Partner Signature _____

Date_____

Resolution # KCCH - 1/3/2023

Request to Become a Cooking Matters Host Site Resolution

WHEREAS, the Family Health Staff are finding that families they serve lack the knowledge to prepare healthy, nutritious meals, and

WHEREAS, some WIC and Family Home Visiting families have shown interest in learning to cook healthier, and more nutritious meals, and

WHEREAS, Kanabec County Community Health has an opportunity to host the University of Minnesota Extension to provide Cooking Matters classes for these families.

THEREFORE, the Kanabec County Community Health Director is requesting permission to become a host site for the University of MN Extension to provide Cooking Matters classes for interested community members.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Kanabec County Community Health Director to become a host site for the University of Extension to provide Cooking Matters classes for interested community members and to sign the Roles and Responsibilities and Addendum.

Resolution # KCCH- 1/3/2023
Routine and Recurring Bills to be Paid Resolution

WHEREAS, Timber Trails Public Transit has routine and recurring bills that require payment in a timely manner in order to prevent accruing late fees or interest charges; and

WHEREAS, the Board has the authority to authorize payment of routine and recurring bills to prevent accruing late fees and interest charges.

THEREFORE BE IT RESOLVED, the Kanabec County Community Health Board authorizes payment of the following routine and recurring claim:

Marco

Sheila
12/27/22 8:20AM

**** Kanabec County ****



Page 1

As of Date: 11/2022

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
12/27/22 8:20AM

TRIAL BALANCE REPORT
As of 11/2022

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	66,366.47	103,531.96	498,961.77
1003 Audit Adjustments To Cash	7,718.85	0.00	7,718.85-	0.00
1110 Taxes Receivable - Prior & Delinquent	11,059.89	0.00	11,059.89-	0.00
1201 Accounts Receivable (Acc)	111,169.67	0.00	111,169.67-	0.00
1261 Due From Other Funds (Acc)	21,811.05	0.00	21,811.05-	0.00
1281 Due From Other Governments (Acc)	340,520.35	0.00	340,520.35-	0.00
Total Assets	887,709.62	66,366.47	388,747.85-	498,961.77
---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 -	0.00	73,951.74	0.00
2091 Due To Other Funds (Acc)	1,735.08 -	0.00	1,735.08	0.00
2100 Due To Other Governments	5,120.57 -	0.00	5,120.57	0.00
2101 Due To Other Governments (Acc)	24,204.77 -	0.00	24,204.77	0.00
2230 Deferred Inflows	11,059.89 -	0.00	11,059.89	0.00
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 -	0.00	166,182.53	523.17 -
Fund Balance				
2881 Assigned Fund Balance	721,003.92 -	0.00	0.00	721,003.92 -
2910 Revenue Control	0.00	267,669.43 -	2,195,037.44 -	2,195,037.44 -
2925 Expenditure Control	0.00	201,302.96	2,417,602.76	2,417,602.76
Total Fund Balance	721,003.92 -	66,366.47 -	222,565.32	498,438.60 -
Total Liabilities and Balance	887,709.62 -	66,366.47 -	388,747.85	498,961.77 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
12/27/22 8:20AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 11/2022

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

Kanabec County Community Health - Board Financial Report
15-484

Through November 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	59.12%	287,665.94	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	83.58%	316,609.92	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	50.91%	14,300.10	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	76.99%	21,624.50	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	91.38%	248,529.41	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	69.32%	190,774.65	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	105.98%	581,333.00	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	89.85%	474,834.40	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	75.56%	539,809.11	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	68.41%	408,142.68	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	110.85%	131,484.35	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	90.89%	325,291.44	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	91.35%	321,081.82	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	87.28%	460,855.82	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	88.23%	691,777.70	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	86.97%	2,667,619.04	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	83.38%	2,557,609.11	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 Dev.	
0.00	0.00	CTC	
0.00	0.00	DFC	
		FAP	
0.00	0.00	LCTS	
0.00	0.00	LPHG	
		MCH	
1,648.18	82,163.25	MIECHV	
22,411.60	23,644.08	PHEP	
		RPC	1,303.22
0.00	1,405.18	SHIP	27,027.69
1,818.40	3,240.74	TANF	
		WIC	30,138.00
0.00	3.00	CMCOA	
0.00	0.00	MN Choice	3,125.00
		Admin asst	2,781.37
10,144.73	11,148.88	mental hlth	9,308.19
15,028.07	16,217.30	Suicide Prev	4,011.43
		Covid Federal	
39,871.23	49,277.50	Home care	<u>25,312.10</u> estimate only see note below
46,595.58	42,246.95		103,007.00
73,495.96	23,969.74		
32,861.94	31,988.31		
		SCHA Connector - We get reimbursed twice a year. Not included above.	
5,003.90	28,982.81		
8,924.12	10,389.25		
19,317.66	30,724.32	Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.	
22,640.02	21,577.54		
40,768.10	39,994.75		
48,645.59	51,998.79		
190,249.76	267,669.43	0.00	
198,925.32	201,302.96	0.00	

Board Meeting 1/3/23

Abstract Totals for Commissioner Vouchers

Board Meeting 1/3/23	Amount	Vendors	Transactions
Abstract #1	35,771.20	32	50
Abstract #2			
Totals	35,771.2	32	50

Abstract Totals for Auditor Vouchers

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

Sheila
12/28/22 10:22AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
12/28/22 10:22AM
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	
	434	Ability Network Inc						
30		15-484-487-8453-6211	P	224.82	Nov billing svc/eligibility		Services & Charges	N
29		15-484-493-8452-6211	P	190.75	Nov billing svc/eligibility		Services & Charges	N
28		15-484-496-8447-6211	P	265.70	Nov billing svc/eligibility		Services & Charges	N
	434	Ability Network Inc		681.27	3 Transactions			
	1418	Association Of Minnesota Counties						
49		15-484-450-0000-6245		1,552.00	2023 LPHA annual dues	60710	Registration & Membership Dues	N
	1418	Association Of Minnesota Counties		1,552.00	1 Transactions			
	185	Bergstadt/Jennifer						
20		15-484-496-8449-6331	P	147.50	Nov/Dec HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		147.50	1 Transactions			
	1396	Biever/Laurie						
21		15-484-496-8449-6331	P	282.50	Nov/Dec HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		282.50	1 Transactions			
	1275	Bromwich/Amanda						
22		15-484-496-8449-6331	P	25.63	Nov/Dec HHA mileage		Mileage & Meals	N
	1275	Bromwich/Amanda		25.63	1 Transactions			
	298	Childrens Dental Services						
48		15-484-485-8475-6285	P	315.26	transport equip/staff 111822		Contracted Work	Y
	298	Childrens Dental Services		315.26	1 Transactions			
	1298	Gajewski/Farrah						
31		15-484-493-8452-6331	P	137.50	Nov/Dec home care mileage		Mileage & Meals	N
	1298	Gajewski/Farrah		137.50	1 Transactions			
	1326	Hansen/Erika						
34		15-484-496-8447-6331	P	320.00	Nov/Dec home care mileage		Mileage & Meals	N
	1326	Hansen/Erika		320.00	1 Transactions			
	4184	Health Dimension Rehabilitation Inc						
2		15-484-496-8447-6211	P	11,025.63	Nov 2022 PT services		Services & Charges	N
	4184	Health Dimension Rehabilitation Inc		11,025.63	1 Transactions			
	324	Healthcare First						
1		15-484-496-8447-6211	P	104.74	Dec 2022 HHCAHPS fee	5332267	Services & Charges	N

Sheila
12/28/22 10:22AM
15 Community Health Fund

***** Kanabec County *****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
324	Healthcare First		104.74	1 Transactions			
19	234 Holland/Jeff	P	495.63	Oct/Nov home care mileage		Mileage & Meals	N
35	15-484-496-8447-6331	P	246.88	December home care mileage		Mileage & Meals	N
234	Holland/Jeff		742.51	2 Transactions			
4	3095 Isanti County Public Health	P	5,383.66	reimburse print/postage survey		Grant Admin- Pass thru	N
3095	15-484-485-8468-6880		5,383.66	1 Transactions			
36	1323 Johnstone/Kristi	P	521.25	Oct-Dec home care mileage		Mileage & Meals	N
37	15-484-496-8447-6331	P	54.38	Dec home care mileage		Mileage & Meals	N
1323	Johnstone/Kristi		575.63	2 Transactions			
16	1308 Lejonvarn/Kirsten	P	97.50	Nov/Dec MIECHV mileage		Mileage & Meals	N
17	15-484-487-8453-6331	P	9.38	Nov/Dec MCH mileage		Mileage & Meals	N
18	15-484-490-8489-6331	P	2.50	Nov/Dec COVID mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		109.38	3 Transactions			
50	377 Marco Inc		787.11	Sharp MX5070v copier agmt	33098579	Rental & Service Contracts Copier	N
377	15-484-450-0000-6341		787.11	1 Transactions			
3	14361 Marco Technologies LLC.	P	377.64	Sharp MX-M3571 copier agmt	106282193	Rental & Service Contracts	N
14361	15-484-487-8453-6341		377.64	1 Transactions			
5	1143 McKesson Medical-Surgical Govt Solutior	P	169.90	MIECHV supplies	20117345	Supplies	Y
1143	15-484-487-8453-6411		169.90	1 Transactions			
12	198 Mille Lacs Co. Community & Veterans Ser	P	1,489.88	Nov hlthy eat strategy		Grant Admin- Pass thru	N
13	15-484-485-8468-6880	P	965.48	Nov tobacco strategy		Grant Admin- Pass thru	N
14	15-484-485-8468-6880	P	2,593.22	Nov well-being strategy		Grant Admin- Pass thru	N
15	15-484-485-8468-6880	P	882.59	Nov active living strategy		Grant Admin- Pass thru	N

Sheila
12/28/22 10:22AM
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	
198	Mille Lacs Co. Community & Veterans Ser		5,931.17	4 Transactions			
11	610 Minnesota Homecare Association						
	15-484-496-8447-6289		1,361.62	2023 membership dues	300001791	Staff Development	N
	610 Minnesota Homecare Association		1,361.62	1 Transactions			
38	52 Olson/Autumn						
	15-484-487-8450-6331	P	22.50	Nov/Dec TANF mileage		Mileage & Meals	N
39	15-484-487-8451-6331	P	76.25	Nov/Dec HP mileage		Mileage & Meals	N
40	15-484-487-8453-6331	P	211.88	Nov/Dec MIECHV mileage		Mileage & Meals	N
	52 Olson/Autumn		310.63	3 Transactions			
6	632 Pine County Health & Human Services						
	15-484-485-8468-6880	P	1,187.58	Nov hlthy eat strategy		Grant Admin- Pass thru	N
7	15-484-485-8468-6880	P	524.82	Nov tobacco strategy		Grant Admin- Pass thru	N
8	15-484-485-8468-6880	P	1,234.92	Nov well-being strategy		Grant Admin- Pass thru	N
9	15-484-485-8468-6880	P	619.50	Nov active living strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		3,566.82	4 Transactions			
41	2712 Raudabaugh/Carey						
	15-484-493-8452-6331	P	177.50	Aug-Dec CM mileage		Mileage & Meals	N
42	15-484-496-8447-6331	P	131.88	Nov home care mileage		Mileage & Meals	N
	2712 Raudabaugh/Carey		309.38	2 Transactions			
23	1030 Ringler/Jennie						
	15-484-496-8449-6331	P	220.63	Nov/Dec HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		220.63	1 Transactions			
24	1322 Ringler/Jezzalyn						
	15-484-496-8449-6331	P	405.00	Nov/Dec HHA mileage		Mileage & Meals	N
	1322 Ringler/Jezzalyn		405.00	1 Transactions			
33	3174 Rosburg/Diane						
	15-484-496-8447-6331	P	242.50	Nov/Dec home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		242.50	1 Transactions			
43	1452 Sandberg/Debbie						
	15-484-493-8452-6331	P	31.25	Nov/Dec CM mileage		Mileage & Meals	N
	1452 Sandberg/Debbie		31.25	1 Transactions			

Sheila
12/28/22 10:22AM
15 Community Health Fund

***** Kanabec County *****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
25	16326 Sarkisyan/Amber	P	52.50	Nov HHA mileage		Mileage & Meals N
	16326 Sarkisyan/Amber		52.50	1 Transactions		
32	1315 Sundsvold/Miranda	P	5.63	November CM mileage		Mileage & Meals N
	1315 Sundsvold/Miranda		5.63	1 Transactions		
10	1893 Tamarac Medical,Inc	P	14.95	blood lead test kits	116089	Medical Supplies N
	1893 Tamarac Medical,Inc		14.95	1 Transactions		
44	167 Telander/Sarah	P	65.00	Q4 admin mileage		Mileage & Meals N
	167 Telander/Sarah		65.00	1 Transactions		
27	1268 Tomczak/Kristi	P	65.65	Nov/Dec HM mileage		Mileage & Meals N
26	15-484-496-8448-6331	P	282.48	Nov/Dec HHA mileage		Mileage & Meals N
	1268 Tomczak/Kristi		348.13	2 Transactions		
47	452 Zaiser/Kelly	P	70.63	Oct-Dec care nav mileage		Mileage & Meals N
45	15-484-481-8482-6331	P	67.50	Aug-Dec MIECHV mileage		Mileage & Meals N
46	15-484-487-8453-6331	P	30.00	Sep-Dec CM mileage		Mileage & Meals N
	452 Zaiser/Kelly		168.13	3 Transactions		
15 Fund Total:			35,771.20	Community Health Fund	32 Vendors	50 Transactions
Final Total:			35,771.20	32 Vendors	50 Transactions	

Sheila
12/28/22 10:22AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	35,771.20	Community Health Fund	
	All Funds	35,771.20	Total	Approved by,
			
			

Kanabec County Family Services

905 East Forest Avenue, Suite 150

Mora, MN 55051

Phone: 320-679-6350

Fax: 320-679-6351

Kanabec County Family Services Board

Agenda

January 3, 2023

11:00 a.m.

- 1. Agenda Approval** **Page 1**
- 2. Presentation** **Page 2-3**
Charlie "S" Junior, 2022 Kanabec County Health and Human Services
Advisory Committee Chair- Seeking approval of Resolution to Approve the
Kanabec County Health & Human Services Advisory Committee's
Membership Appointments with Temporary Term Change
- 3. Health & Human Services Committee Appointments** **Page 4**
- 4. Adjourn to Regular Board Meeting**

11:00am Appointment

January 03, 2023

REQUEST FOR BOARD ACTION

a. Subject: Appointments to KCH&HSAC for 2023-24 with temp term Policy Approval	b. Origination: Kanabec County Health & Human Services Advisory Committee
c. Estimated time: 5-10 minutes	d. Presenter(s): Charlie "S". Junior, 2022 Chair.

e. Board action requested:

Approve the following resolution:

Resolution # FS___ - 01/03/23
Advisory Committee's Membership Appointments
W/Temporary Term Limit Change

WHEREAS, Minnesota Statute 402.03, ordered the creation of advisory committees for counties health and human Services departments; and

WHEREAS, Kanabec County Board of Commissioners, in Resolution # FS 6, dated December 19, 2018, established the Kanabec County Health & Human Services Advisory Committee; and

WHEREAS, Kanabec County Board of Commissioners, in Resolution # FS 7, dated June 15, 2021 carried unanimously to approve the HHS Advisory Committee's By-Laws as presented; and

WHEREAS, the Advisory Committee's By-Laws established, under Article 3.2, Membership its "Representation" would be Four (4) Recipients of service members (will be 25% of membership); Four (4) Citizens of County members; and up to Four (4) Providers of services or their designee; One (1) Member of the Kanabec County Human Service Board, and one ex-officio from the Kanabec County Health Department (1), and Human Service Departments (1); and

WHEREAS, no new "Recipients of Services" member have come forward as "willing participants" in the past four years, and with terms limits imposed by Article 4.1 of the By-Laws, the current "recipients of service" committee members terms limit shall be temporarily waived to permit the members to remain on the advisory committee; until being replaced by a new willing participants for Recipients of Service's positions, on a "one-for-one" bases.

WHEREAS, the 2023-2024 list of "willing participants", has been prepared by the Chairman, Advisory Committee and each participants listed herein, have submitted a "notion of interest" in person or in writing, to the committee or

coordinator. The Advisory Committee Chairman is submitting the following list to this Board for approval: **Recipients of Service(4)**: Randy Hall (4th term servicing), Carol Peterson, (4th^d term servicing); Charlie “S” Junior, (3rd term servicing); one vacant; **Citizens of the County(4)**: Mary Doughty, Jennie Taylor, Michael Anderson, and Tina Simons (this will be their 1st term servicing); **Providers of Services((4)**: Diane Bankers (4th term servicing), Welia Health; Sadie Brockemeier (2nd term servicing) Recovering Hope; Denise Stewart (1st term servicing) Lakes&Pines; Two Pending applications (Seven County Senior Federation & Vona Center for Mental Health) **Ex-officios(2)**: Health Dept-Kathryn Burski (4th term servicing); Human Services Dept-Chuck Hurd (4th term servicing). **One (1)** Human Services Board member, to be filled by the County Commissioners (1st term serving) Terms: (1) 2017-2018; (2) 2019-2020; (3) 2021-2022; (4) 2023-2024.

WHEREAS, Charlie “Strickland,” Junior, is a willing participant seeking the two year, 2023-2024, Chair appointment position to the Kanabec County Health and Human Services Departments, Advisory Committee.

WHEREAS, during the November 27, 2022, meeting of the Advisory Committee, it failed to reach a quorum of certified voting members to conduct business. It should be noted that there are six new willing participants to service on the “NEW” 2023-2024 Advisory Committee upon their appointments.

WHEREAS, the KCH&HSAC Acting Chairman is recommending approval of the KCH&HSAC membership list and it's temporate changed of policy for the 2023-2024 term limits, as submitted.

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves the KCH&HSAC proposed membership list for the term 2023 -2024, along with the temporate change to the term limits as requested.

f. Background:

Supporting Documents: None Attached: X

Date received in County Coordinators Office:

Coordinators Comments:

Health and Human Services Advisory Committee per Mr. Strickland Jr.'s Resolution:

HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Commissioner			Commissioner/Corrections Advisory Board	
Randy Hall	2017		Recipient of Service	4th
Carol Peterson	2017		Recipient of Service	4th
Charlie "S" Junior	2/27/19		Recipient of Service	3rd
VACANT			Recipient of Service	
Mary Doughty			Citizen of the County	1st
Jennie Taylor			Citizen of the County	1st
Michael Anderson			Citizen of the County	1st
Tina Simons			Citizen of the County	1st
Diane Bankers	2017		Providers- Welia	4th
Sadie Brockemeier	2/15/22		Providers- Recovering Hope	2nd
Denise Stewart			Providers- Lakes & Pines	1st
PENDING			Providers- 2 applications	
			*Seven County Senior Federation	
			*Vona Center for Mental Health	
Kathy Burski	2017	Ex-Officio-	Human Services Director	4th
Chuck Hurd	2017	Ex-Officio-	Community Health Director	4th

Description: Pursuant to MN Statute 402.03 this advisory committee shall actively participate in the formulation of the plan for the development, implementation and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget and implementation of the plan in the ensuing year.

Per by-laws: Each year the committee will determine the number of representatives needed on the committee and will make a recommendation to the Kanabec County Human Services Board. Membership will be consistent with MN Statute 402.03. The Kanabec County Human Services Board shall appoint all members to serve one or two year terms. Appointees cannot exceed six years of total committee membership.

402.03 ADVISORY COMMITTEE.

Each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year.

Membership on the advisory committee shall consist of no more than 25 persons serving two-year terms not to exceed three consecutive terms. Up to one-half of the terms of the initial advisory committee may be for one year; upon their expiration all terms shall be for two years. The chair shall be appointed by the human services board and may not be a member of a county board.

One-third of the members of the advisory committee shall be representatives of those persons receiving services provided by the human services board. Up to one-third may be providers or employees of providers of services and must include representatives of private providers if such providers exist in the county or counties party to the agreement. At least one member shall be a member of the corrections advisory board established pursuant to section 401.08, if any. The remaining members shall represent the citizens of the counties.

The advisory committee shall appoint permanent task forces to assist in planning for corrections, social, mental health and public health services.

Task force membership shall be constituted to fulfill state agency requirements for receiving categorical funds. Where appropriately constituted, these task forces may, at the option of the human services boards, replace those advisory bodies required by statute and rule to advise local social services agencies and other county and area boards. Individuals not members of the advisory committee may be appointed to the task forces; provided, however, that each task force shall be chaired by a member of the advisory committee.

The human services board shall provide staff assistance to the advisory committee.

History: 1973 c 716 s 3; 1974 c 234 s 2; 1976 c 149 s 62 subd 7; 1977 c 411 s 3; 1979 c 118 s 3; 1985 c 248 s 70; 1986 c 444; 1989 c 209 art 2 s 1; 1994 c 631 s 31; 2001 c 161 s 53

December 30, 2022

Kelsey, I believe you are just following orders...but:

I Filed the H&HSAC application on some people's words to me. Sometimes....., sometimes, you must look a person in the eye and know there are telling the true:

I, Charlie did not sign a "notice of interest," but I am interested!! And, it was my job to walk and talk with the people in the "Hood" to get members. The newspapers did not work this time!

I, Charlie had an employee of the Health Department telephone, (in my presents) the directors of Health & Human Services, and asked them, if they were interested in servicing on the committee?

They both reply "yes" over the phone. I trust the employee of the Health Department words on the answers of "yes".

At the November Committee meeting, the enclosed page will show I, Charlie asked members to sign their "notice of interest," and some did. Ms. Brockemeier Said She is interested to my face, before she left the meeting. I needed no more action, I believed her.

My Job was to "vet" all willing participants whom names I placed or would place on the "people's application before the HSB....

This request is a bad policy which caused me to show how all participants gave their word of honor to service; their words are my honor, if I place their name on paper before the HSB.

It pains me to receive your request. The members were veted on "interest" along, and I do not lied. They are good people and could make the committee better than before is my believe.

Sincerely,

Charlie "S" Junior
2022 Chair
KCH&HSAC

A handwritten signature in black ink that reads "Charlie". The signature is stylized with a large, looping "C" and a long, sweeping underline.

Exibit (1) Kelsey's email for letters of interest

Exibit (2) Charlie's committee notice of interest

Exibit (3) email from Bankers, part #1

Exibit (4) email from Peterson, part #1

Exibit (5) email from Stewart, part #1

RE: HHS Application

From: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
To: cstricklandjr@earthlink.net <cstricklandjr@earthlink.net>
Subject: RE: HHS Application
Date: Dec 29, 2022 2:04 PM

Thank you!

Can you please send me the letters of interest you received from your list of participants? I need to include those in the board packet.

Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
317 Maple Avenue East, Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

From: cstricklandjr@earthlink.net [mailto:cstricklandjr@earthlink.net]
Sent: Thursday, December 29, 2022 12:41 PM
To: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
Subject: Re: HHS Application

-----Original Message-----

From: Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us>
Sent: Dec 22, 2022 11:03 AM
To: Charlie Strickland <cstricklandjr@earthlink.net>
Subject: HHS Application

Please see attached application per your request by phone.


Kelsey Schiferli

Administrative Assistant
Kanabec County Coordinator's Office
317 Maple Avenue East, Suite 181
Mora, MN 55051
320-679-6440
Fax: 320-679-6441

1/1

We are interested in becoming
Members of the 2023-2024 Advisory
Committee, Health & Human Services Dept.
Kauaie County.

1. CHARLIE STRICKLAND JR.
2. Mary Doughty
3. Tina M Simmons
4. Jennie Taylor
5. MICHAEL ANDERSON
6. Ronny Hall
7. Sadie Brockmeier
- 8.
9. CAROL PETERSON
10. Kathy Burski
11. CHUCK HURD


Mary Doughty
Tina M Simmons
Jennie Taylor
Michael Anderson

RE: Providers

From: cstricklandjr@earthlink.net <cstricklandjr@earthlink.net>
To: Bankers Diane K <dbankers@welia.org>
Subject: RE: Providers
Date: Nov 18, 2022 6:00 PM

Maybe, just maybe you are too important a person--smile! You said you could appoint someone other than self, to be a member of the committee; what do you say?

-----Original Message-----

From: Bankers, Diane K <dbankers@welia.org>
Sent: Nov 18, 2022 12:26 PM
To: 'cstricklandjr@earthlink.net' <cstricklandjr@earthlink.net>
Subject: RE: Providers

Charlie,

Unfortunately I am not able to attend as I am in mandatory meetings at work all day on the 29th. If it can be another day I would love to attend.

Thank you
Diane

Diane Bankers MSN, RN- CNO | Welia Health | 320.225.3522

From: cstricklandjr@earthlink.net <cstricklandjr@earthlink.net>
Sent: Friday, November 11, 2022 10:40 AM
To: Denise.Stewart@lakeandpines.org; Sadie@recoveringhope.life; Bankers, Diane K <dbankers@welia.org>
Subject: RE: Providers

****Warning** - This message has originated from outside of **Welia Health**, click with care!**

Hi, From the Chair: AC-H&HS:

Welcome to the providers element, of the KC Advisory Committee, Health & Human Services. Your voices are needed for understanding of health services in Kanabec County. This is to remind all of our "end-of-the year" meeting, which is set for 29 November 2022 @County Hq Building, at 18 Vine St., rooms 3/4 (Basement) @ 1:30pm (1330).

This message contains information that is confidential and may be privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message.

This institution is an equal opportunity provider and employer.

3#
10

Re: AC-H&HS Rec Wing

From: cstricklandjr@earthlink.net <cstricklandjr@earthlink.net>
To: Carol Peterson <cmpeterson.peterson@gmail.com>, <rockgarden47@yahoo.com>, <cstricklandjr@earthlink.net>
Subject: Re: AC-H&HS Rec Wing
Date: Nov 11, 2022 7:38 AM

Hi, (thanks Carol): from the chair-AC

Our November meeting is set for 29th of November 2022; the meeting will be located in the county Hq building, in rooms 3/4 (basement) at 1:30pm 1300. Hi Randy, the team needs your intent statement

-----Original Message-----

From: Carol Peterson <cmpeterson.peterson@gmail.com>
Sent: Nov 10, 2022 10:22 AM
To: cstricklandjr@earthlink.net <cstricklandjr@earthlink.net>
Subject: Re: Advisory Committee KC-H&HS

To C. Strickland, Jr.,

I plan to serve the KCAC in 2023.

Thank you,

Carol Peterson

On Mon, Oct 31, 2022 at 10:02 AM cstricklandjr@earthlink.net <cstricklandjr@earthlink.net> wrote:
Members, Advisory Committee KC H&HS Dept:

At this time, the Advisory Committee's ranking membership have falling below what is needed to conduct business, as a functioning committee. The Chair and others are working hard daily, to correct this issue as soon as possible. As of this moment, the Chair is viewing a meeting "on or about" the 29th of November 2022, @ 1330 (1:30pm) in accordance with committee's by-laws and the Statute that created it. Members will be advised by the Chair two weeks prior.

Also to keep moving forward, because the Committee's work doesn't slow down, each member is being asked to send to the Chair, a short memo stating the member's intent to serve on the Kanabec County Advisory Committee H&HS in 2023, or if they are stepping down from that duty for personal reasons in 2023. The Chair will forward the completed recommendations to the County Human Services Board in December. The By-laws will apply to membership.

Be advised a member must be able to attend the Advisory Committee meetings on the following dates in 2023 (proposed):

January 18th, 2023 @ 1330 (1:30pm) to 1500 (3pm)
April 19, 2023 @ 1330 (1:30pm) to 1500 (3pm)
July 19, 2023 @ 1330 (1:30pm) to 1500 (3pm)
October 18, 2023 @ 1330 (1:30pm) to 1500 (3pm)

There should be a special committee meeting to close out the year's business, on December 6, 2023 @ 1330 (1:30pm) to 1430 (2:30pm). Asking members to work with the chair and try to understand the direction(s) of the Advisory Committee, which work is really important in servicing the county.

Regards,

#4

RE: Providers

From: cstricklandjr@earthlink.net <cstricklandjr@earthlink.net>
To: <Denise.Stewart@lakeandpines.org>, <Sadie@recoveringhope.life>, <dbankers@welia.org>
Subject: RE: Providers
Date: Nov 11, 2022 10:40 AM

Hi, From the Chair: AC-H&HS:

Welcome to the providers element, of the KC Advisory Committee, Health & Human Services. Your voices are needed for understanding of health services in Kanabec County. This is to remind all of our "end-of-the year" meeting, which is set for 29 November 2022 @County Hq Building, at 18 Vine St., rooms 3/4 (Basement) @ 1:30pm (1330).

A handwritten signature or set of initials, possibly 'S' followed by a stylized 'H' or 'J', written in black ink.

Kelsey Schiferli

From: Susan Walton <susan.walton@voamn.org>
Sent: Wednesday, December 7, 2022 11:35 AM
To: Kelsey Schiferli
Subject: Application for consideration
Attachments: Committee Application.pdf

Good Afternoon,

Attached is an application for consideration for a position on the Health & Human Services Advisory Committee. Please feel free to reach me at (320)316-5971 should you have more questions or need more information.

Thank you,

Sue Walton

Susan Walton

Susan Walton, B.A. - Mental Health Case Manager
Central MN Targeted Case Management Team (She/Her)

Vona Center for Mental Health
Volunteers of America-Minnesota/Wisconsin | www.voamn.org
1139 Franklin Avenue, Suite 4, Sauk Rapids, MN 56379

M: 612-749-8397 **F:** 888-965-5130

Follow us: [Facebook](#) | [Twitter](#)



Definition: "VONA" (Icelandic)

Origin & history: From Old Norse "*vána*" and from Icelandic noun "*ván*" ("HOPE")

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KANABEC
COUNTY
Minnesota

APPLICATION FOR APPOINTMENT TO KANABEC COUNTY COMMITTEES, BOARDS, OR COMMISSIONS

Thank you for your interest in being appointed by the Kanabec County Board of Commissioners to a Kanabec County committee, board or commission. Details about current vacancies can be found at www.kanabecounty.org/committees. Please read the Notice of Rights, Waiver & Release on pages two and three of this application and contact the County Coordinator's Office at 320-679-6440 with questions.

COMMITTEE, BOARD OR COMMISSION: Health & Human Services Advisory Committee

NAME: Susan (Rufener) Walton
First Last

HOME ADDRESS: 2704 225th Avenue Mora MN 55051
Street City State Zip

PHONE: (320)316-5971 Same
Home Mobile

EMAIL ADDRESS: sue14250@gmail.com

Briefly explain your experience pertaining to this committee:

I have been working professionally in the social services field since 1990. My areas of expertise include community mental health case management; mental health care delivery ; and crisis intervention.

Why do you want this appointment?

I moved back to the Mora area in 2018 and plan to remain here indefinitely. I currently work for a Not For Profit agency providing community mental health services and would like to focus on local social services/mental health advocacy in my home community.

Susan Walton
Signature of Applicant

12/07/2022

Date

Please return this application to the County Coordinator coordinator@co.kanabec.mn.us
or 317 Maple Ave E, Suite 181, Mora MN 55051.

NOTICE OF RIGHTS

In accordance with the Minnesota Government Data Practices Act, Kanabec County is required to inform you of your rights as they pertain to private information collected from you. Private data is that information which is available to you, Kanabec County administration and the department to which you are applying but not to the public.

The purpose of the collected information is to determine your eligibility to participate on a commission or advisory board. Furnishing the requested information is voluntary, although refusal to supply the information may make you ineligible for an appointment.

Names and home addresses of applicants for appointment to the members of an advisory board or commission are public, as are rank on eligibility list, job history, education, training and work availability. All other information obtained from you is private.

EXPLANATION OF YOUR RIGHTS

Completion of this form is optional. It is not part of the application process. The purpose of this form is to authorize release of your e-mail (if any) and fax or telephone number(s) to members of the Kanabec County Board of Commissioners. Authorizing release of your contact information is not required. If you decline to complete this release, the commissioners who will make the decision regarding your application for appointment to the committee, board or commission will not be able to contact you in advanced of his/her decision to vote.

If you have a question about anything on this form, or would like more explanation, please contact the County Coordinator before you sign it.

WAIVER AND RELEASE

As an applicant for an opening with one of Kanabec County's committees, boards or commissions, I understand that I have a right to have some personal information remain private. I recognize Kanabec County Commissioners may want to contact me and inquire about my interest and qualifications regarding this position. I, Susan Walton, hereby waive my right to keep the specified data private.

I, Susan Walton, give my permission for Kanabec County to release data about me to Kanabec County Commissioners, currently serving on the Kanabec County board of Commissioners, as described on this form.

1. The data I want Kanabec County to release includes e-mail address, and any fax or telephone number(s) included on my application. Data to be released (check corresponding box(es)):
☒ E-mail address; ☐ fax number; ☐ home phone; ☐ business/work phone; ☒ cell phone
2. I understand that I am authorizing Kanabec County to release the data to members of the Kanabec County Board of Commissioner, currently serving on the Kanabec County Board of Commissioners, for the sole purpose of contacting me regarding my application.
3. I understand that the data are classified as private data at Kanabec County and the classification or treatment of the data after release to any commissioner remains private data and shall not be further released without my express written consent.

This authorization to release expires ninety (90) days from the date of my signature or upon the filling of the position on the committee, board, or commission, whichever comes first.

Individual data subject's signature Susan Walton Date 12/07/2022

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

December 20, 2022

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, December 20, 2022 pursuant to adjournment with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Absent: None. Staff present: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

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

The Chairperson called the meeting to order at 9:00am and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the agenda with the following changes: Remove agenda item #5, Resolutions to approve MOUs with Local 107. Add discussion regarding posting the Ten Commandments in the Courthouse.

Action #2 – It was moved by Dennis McNally, seconded by Alison Holland and carried unanimously to approve a consent agenda including all of the following actions: Approve the November 15, 2022 minutes as amended. Approve the December 6, 2022 minutes with the following correction: Under public comment, correct the spelling of “Lauren” to “Loren”. Approve the December 8, 2022 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Hohn's Auto Body & Glass	3,356.80

Kwik Trip Inc	13,368.65
Minnesota Department of Finance	4,413.50
Quality Disposal	238.22
Spire Credit Union	4,948.83
Verizon Wireless Aircards	1,370.35
Kanabec County Auditor-Treasurer	9,515.98
AT&T Mobility	730.35
Consolidated Communications	1,127.39
Kanabec County AT ACH VISA	1,307.17
Midcontinent Communications	450.04
Office of MN.IT Services	1,338.65
Quality Disposal	691.99
Verizon Wireless Cell Phones	2,692.02
Chamberlain Oil	350.44
East Central Energy	371.00
Card Services	227.75
17 Claims Totaling:	\$ 46,499.13

Action #4 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to recess the meeting at 9:05am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Tuesday, December 20, 2022 pursuant to adjournment with the following Board Members Present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS5 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS6 – It was moved by Alison Holland, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #FS6 – 12/20/22

Psychiatric Services Contract – Dr. Paul Richardson

WHEREAS, the Family Services Agency does contract for psychiatric services, and

WHEREAS, such a contract was presented to the Kanabec County Board of Commissioners for the year 2023 at the November 15 board meeting, and

WHEREAS, the provider has requested an increase in his hourly rate, from \$250.00 per hour to \$275.00 per hour, and

WHEREAS, the Family Services Director is recommending accepting the rate increase due to the agency's need to contract for psychiatric services as well as the lack of providers.

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the year 2023 with Dr. Paul Richardson for 4 hours per week at \$275.00 per hour for the time period January 1, 2023 through December 31, 2023.

Family Services Director Chuck Hurd presented the 2023 Kanabec County Group Housing Support Prover List. Information only, no action was taken.

Action #FS7 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:18am.

The Board of Commissioners reconvened.

The Chairperson led a discussion regarding South Country Health Alliance membership. Family Services Director Chuck Hurd and Community Health Director Kathy Burski met with the Board. After much discussion, the Board expressed consensus to continue membership with South Country Health Alliance for one year, and to re-evaluate further continuation in 2023.

HR Specialist Kim Christenson met with the Board to discuss matters concerning Human Resources.

Action #8 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #8 – 12/20/22

ORDER OF THE BOARD

BE IT RESOLVED to approve the following wage scale for non-union employees and elected officials effective January 1, 2023:

2023 - 3% Increase

Grade	A	B	C	D	E	F	G	Grade
1	\$ 13.42	\$ 13.92	\$ 14.43	\$ 14.94	\$ 15.44	\$ 15.94	\$ 16.44	1
2	\$ 14.23	\$ 14.76	\$ 15.30	\$ 15.83	\$ 16.37	\$ 16.90	\$ 17.44	2
3	\$ 15.08	\$ 15.65	\$ 16.21	\$ 16.78	\$ 17.35	\$ 17.92	\$ 18.47	3
4	\$ 15.99	\$ 16.59	\$ 17.19	\$ 17.78	\$ 18.38	\$ 18.99	\$ 19.59	4
5	\$ 16.95	\$ 17.58	\$ 18.22	\$ 18.85	\$ 19.49	\$ 20.12	\$ 20.76	5
6	\$ 17.96	\$ 18.64	\$ 19.31	\$ 19.99	\$ 20.66	\$ 21.33	\$ 22.01	6
7	\$ 19.04	\$ 19.76	\$ 20.47	\$ 21.18	\$ 21.90	\$ 22.61	\$ 23.32	7
8	\$ 20.18	\$ 20.94	\$ 21.70	\$ 22.45	\$ 23.21	\$ 23.97	\$ 24.73	8
9	\$ 21.39	\$ 22.20	\$ 23.00	\$ 23.80	\$ 24.61	\$ 25.41	\$ 26.21	9
10	\$ 22.68	\$ 23.54	\$ 24.38	\$ 25.23	\$ 26.08	\$ 26.94	\$ 27.78	10
11	\$ 24.27	\$ 25.17	\$ 26.09	\$ 27.00	\$ 27.91	\$ 28.82	\$ 29.72	11
12	\$ 25.97	\$ 26.94	\$ 27.92	\$ 28.89	\$ 29.86	\$ 30.84	\$ 31.81	12
13	\$ 27.78	\$ 28.83	\$ 29.87	\$ 30.90	\$ 31.95	\$ 32.99	\$ 34.04	13
14	\$ 29.73	\$ 30.85	\$ 31.96	\$ 33.07	\$ 34.18	\$ 35.30	\$ 36.41	14
15	\$ 32.11	\$ 33.31	\$ 34.52	\$ 35.72	\$ 36.92	\$ 38.13	\$ 39.33	15
16	\$ 34.67	\$ 35.98	\$ 37.27	\$ 38.58	\$ 39.88	\$ 41.17	\$ 42.48	16
17	\$ 37.45	\$ 38.85	\$ 40.26	\$ 41.66	\$ 43.07	\$ 44.47	\$ 45.88	17
18	\$ 40.45	\$ 41.96	\$ 43.48	\$ 45.00	\$ 46.51	\$ 48.03	\$ 49.55	18
19	\$ 43.68	\$ 45.32	\$ 46.96	\$ 48.60	\$ 50.24	\$ 51.88	\$ 53.51	19
20	\$ 47.17	\$ 48.71	\$ 50.47	\$ 52.22	\$ 53.99	\$ 55.75	\$ 57.50	20
21	\$ 50.95	\$ 52.86	\$ 54.77	\$ 56.68	\$ 58.59	\$ 60.50	\$ 62.41	21
22	\$ 55.03	\$ 57.09	\$ 59.16	\$ 61.22	\$ 63.28	\$ 65.34	\$ 67.41	22

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

IN FAVOR THEREOF: Les Nielsen, Dennis McNally, Alison Holland
OPPOSED: Craig Smith
ABSTAIN: Rick Mattson

whereupon the resolution was declared duly passed and adopted.

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

Resolution #9 – 12/20/22

WHEREAS the State of Minnesota's minimum wage has increased to \$10.59 per hour effective January 1, 2023, and

WHEREAS the starting wage for a Homemaker with Kanabec County is currently \$10.33, and

WHEREAS Kanabec County needs to be in compliance as of January 1, 2023, and

NOW, THEREFORE BE IT RESOLVED, that the new pay scale per the new minimum wage is adopted for the Homemaker position:

2023 Homemaker Pay Scale

A	B	C	D	E	F	G
\$10.59	\$10.91	\$11.23	\$11.57	\$11.92	\$12.28	\$12.65

Action #10 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #10 – 12/20/22

WHEREAS, Minnesota Statute 375.055 requires that the County Commissioners' compensation be set by resolution in the year preceding the action; and

WHEREAS, the Kanabec Commissioners are budgeted to receive the same 3% cost of living adjustment as the non-union employees and other elected officials;

BE IT HEREBY RESOLVED to set the annual wage for the year 2023 for Kanabec County Commissioners set at \$24,388.00 annually.

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

IN FAVOR THEREOF: Les Nielsen, Dennis McNally, Alison Holland, Craig Smith

OPPOSED: Rick Mattson

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution #11 - 12/20/22
PTO Schedule for Non-Union Employees

WHEREAS, The Board of Commissioners is committed to the County's fiduciary responsibility, as well as the satisfaction and productivity of the County employees, and

WHEREAS, the current Paid Time-Off (PTO) Schedule for non-union employees has been reviewed, and

WHEREAS, the Board of Commissioners believe that by reducing the PTO bi-weekly accrual rate and the accrual maximums for future non-union new hires the board is able to substantially improve its longer-term financial position while limiting any negative impact on existing employees;

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners approves the new PTO bi-weekly accrual rate and maximums as listed below for non-union employees hired on or after January 1, 2023:

PAID TIME OFF ACCRUAL SCHEDULE FOR EMPLOYEES HIRED ON OR AFTER 1/1/2023				
Years	Tier 1 0-3 years	Tier 2 4-8 years	Tier 3 9-14 years	Tier 4 15+ years
PTO Hours	173 hours	202 hours	248 hours	281 hours
Accrual Rate (hours per pay period x rate)	.0830	.0974	.1190	.1352
Max Accrual	240 hours	360 hours	420 hours	900 hours

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

Resolution #12 - 12/20/22

WHEREAS, there is a vacancy for a part-time Correctional Officer/Dispatcher position, and

WHEREAS, an employee who has resigned from her full-time position within the Sheriff's Office has agreed to continue working for Kanabec County as a part time, casual Dispatcher, and

WHEREAS, this employee previously held a full-time Dispatcher position for the Sheriff's Office in the past and is requesting credit for experience pursuant to County Policy P-106, and

WHEREAS the County Sheriff and P.S.A.P Administrator would like to transfer this employee to the vacant position and start her at a Grade 10, Step F of the pay plan;

BE IT RESOLVED to transfer Jessica Hallstrom from full-time Jail/Office Assistant to part time Correctional Officer/Dispatcher effective December 9, 2022, and

BE IT FURTHER RESOLVED to pay Ms. Hallstrom at a Grade 10, Step F which is \$26.15 per hour.

Action #13 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #13 - 12/20/22
Performance Pay Program

WHEREAS, the County Board has agreed to a new Performance Pay program beginning January 1, 2023 and implementation thereof with the Local 106 union; and

WHEREAS, said Performance Pay program offers pay increases for employees at their 10 and/or 15 year service anniversaries upon receiving satisfactory performance reviews; and

WHEREAS, the Employer has multiple non-union employees who have achieved their 10 and/or 15-year service anniversaries;

NOW, THEREFORE BE IT RESOLVED, the County Board agrees to implement said Performance Pay program as follows for Non-Union employees:

If on 1/1/2023, an employee has already obtained hers/his 10 and/or 15-year service mark, the Department Head will conduct a performance review on said employee as soon

as practical, but will be completed no later than 1/31/2023. If the result of that review is satisfactory, the employee will receive the appropriate performance pay that corresponds with their years or service retroactively to 1/1/2023.

Performance pay is cumulative and structured as follows:

- 10 years= 1%
- 15 years= 2%

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

IN FAVOR THEREOF: Les Nielsen, Dennis McNally, Alison Holland

OPPOSED: Rick Mattson, Craig Smith

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

County Assessor Tina Von Eschen met with the Board to discuss matters concerning her department.

Action #14 – Alison Holland introduced a motion to approve moving forward with hiring Nagell Appraisal Incorporated for outsourced appraisal services regarding a tax court petition filed by Recovering Hope Treatment Center for payable tax years 2021 and 2022.

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, Alison Holland

OPPOSED: Craig Smith

ABSTAIN: None

whereupon the motion passed.

Probation Director Luke Athey met with the County Board to discuss matters concerning his department.

Action #15 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #15 - 12/20/22

Urging Legislature to Pass a New Funding Formula and Significant Appropriation for Community Supervision Services

WHEREAS, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for the operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services, regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Kanabec County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

County Coordinator Kris McNally presented a request to approve new liquor licenses for Ann River Winery, as well as a request to authorize an additional check-run on December 29, 2022 on behalf of Auditor/Treasurer Denise Snyder.

Action #16 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #16 - 12/20/22
Ann River Winery Liquor Licenses

WHEREAS the Kanabec County Auditor/Treasurer has received applications for On-Sale and Sunday Liquor from The Ann River Winery located at 1999 180th Ave, Mora, MN 55051; and

WHEREAS the applications are complete, included all necessary documentation, appears in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

BE IT RESOLVED to approve the On-Sale and Sunday Liquor Licenses for The Ann River Winery located at 1999 180th Ave, Mora, MN 55051, to become effective February 1, 2023.

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

IN FAVOR THEREOF: Rick Mattson, Dennis McNally, Alison Holland, Craig Smith
OPPOSED: Les Nielsen
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #17 – It was moved by Alison Holland, seconded by Craig Smith and carried unanimously to authorize the County Auditor/Treasurer’s Office to process an additional regular bill check-run on December 29, 2022.

Action #18 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund	
<u>Vendor</u>	<u>Amount</u>
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	18,464.14
American DataBank	53.45
Aspen Mills	1,242.75
Aspen Mills	941.87
Beaudry Oil & Propane	2,878.61
Bliss, Erica	74.71
Bob Barker	370.80
Bowland, Jacob	25.00
Bowland, Tim	25.00
Burnett County	21.25
Burnett Dairy	565.43
Crider, Grant	319.96
Curtis, Michael	737.88
CW Technology	376.00
DKN Construction	8,400.00
DS Solutions	1,947.00
EATI	46.36
EATI	986.14
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Galls	145.64
Glen's Tire	2,045.84
Glen's Tire	704.25

Glen's Tire	120.10
Granite City Jobbing Company	379.52
Granite City Jobbing Company	377.35
Granite Electronics	190.99
Handyman's Inc	609.83
Handyman's Inc	1,357.10
Harvey, RadiAnn	38.25
Henry Schein	1,555.29
Hildi Inc	3,100.00
Hoefert, Robert	1,163.75
Horizon Towing	529.50
Itsavvy LLC	40.79
Johnson Brothers Law	1,079.50
Johnson Hardware & Rental	1.99
Johnsons Hardware	147.96
Kanabec County 4-H Clean Up Day	3,588.31
Kanabec County 4-H Clean Up Day	3,232.70
Kanabec County Coordinator	72.90
Kanabec County Coordinator	77.40
Kanabec Publications	91.00
Kanabec Publications	245.70
Kanabec Publications	562.00
Kanabec Publications	340.55
Kev's Depot	192.39
MAAO Region III	100.00
Marco	21.19
Marco	238.29
Marco	9,321.04
Marco	237.63
Marco	130.67
Marco	33.05
Marco	84.75
Marco	109.91
Marco	340.11
Marco	150.69
Marco	159.00
McFadden, Barbara	87.50

McFadden, Barbara	484.44
McKinnis & Doom PA	170.00
McKinnis & Doom PA	93.50
McNally, Dennis	310.00
MEI Total Elevator Solutions	1,742.72
Mille Lacs County Jail	220.00
MN County Attorney's Association	3,081.00
MNCCC	388.00
MNCCC	349.20
MNCCC	38.80
MNCCC	155.20
MNCCC	77.60
MNCCC	77.60
MNCCC	77.60
MNCCC	77.60
MNCCC	77.60
NACVSO	50.00
Nascene, Barbara	10.02
Nielsen, Les	199.38
Oak Gallery	14.70
ODP Business Solutions LLC	51.42
ODP Business Solutions LLC	118.22
OnSolve LLC	5,782.95
OnSolve LLC	1,503.57
OnSolve LLC	1,387.91
O'Reilly Auto Parts	39.88
O'Reilly Auto Parts	9.99
O'Reilly Auto Parts	(29.22)
Premium Waters, Inc.	26.45
Quill	17.97
Regents of the University of MN	19,237.25
RELX Inc. DBA LexisNexis	225.00
RELX Inc. DBA LexisNexis	189.08
River Valley Forensic Services	750.00
RS Eden	13.60
Scott's Lawn and Landscapes	100.00
Scott's Lawn and Landscapes	100.00

Sea Change Print Innovations	103.33
SHI	3,112.92
SHRM	229.00
SIRCHIE	211.25
Smith, Craig	398.75
Smith, Craig	715.00
Stellar Services	107.37
Stellar Services	126.62
Summit Food Service Management	4,029.00
Summit Food Service Management	4,050.37
Tinker & Larson Inc	791.36
Trimin Systems, Inc.	26,710.00
Trimin Systems, Inc.	1,800.00
Van Alst, Lillian	1,451.25
VC3	709.40
VC3	2,515.00
VC3	10,795.85
Veolia Environmental Services	6,913.68
Von Eschen, Tina	108.75
Westerman, LoAnn	29.75
WEX	585.00
120 Claims Totaling:	<u>\$ 181,487.46</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	950.00
Aramark	437.54
American Pressure	294.65
Aspen Equipment	442.46
Central Pension Fund	398.00
DLT Solutions	10,543.50
Glens Tire	537.50
Gopher State One-Call	14.85
Grainger	67.52
Granite Ledge Electrical	475.00

H & R Construction	7,160.52
Kanabec County Highway Dept	91.95
Kwik Trip	21.47
Marco	330.89
Morton Salt	1,882.13
North Central International	990.50
Power Plan	400.53
Wiacom	675.30
Widseth Smith Nolting	8,388.50
Ziegler	1,747.54

20 Claims Totaling: \$ 35,850.35

Action #19 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #19a – 12/20/22

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

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

BE IT RESOLVED to approve the Premises Permit Application for the Mora Area Youth Recreation Association for charitable gambling to be held at Crow's Nest, 2743 Hwy 65, Mora, MN 55051.

Resolution #19b – 12/20/22

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	\$1,309.32
Quality Disposal	\$4,020.80
Arthur Township	\$500.00
Total	\$5,830.12

Action #20 – Rick Mattson introduced the following resolution and moved its adoption:

Resolution #20 – 12/20/22

Resolution to set the Final Budget and Levy for 2023

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed fiscal year 2023 maximum levy and final budget be adopted:

FUND	2023 FINAL BUDGET	2023 MAXIMUM LEVY
<i>a.</i> Revenue Fund	15,177,117	8,263,176
<i>b.</i> Family Services (Welfare) Fund	6,389,859	2,046,362
<i>c.</i> Community Health	3,045,494	406,418
<i>d.</i> Road & Bridge Fund	6,334,550	1,737,550
<i>e.</i> Railroad Authority Fund	1,965	1,090
<i>f.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	1,049,816	869,486
<i>g.</i> SUB-TOTALS (<i>total of a. through f.</i>)	31,998,803	13,324,082
<i>i.</i> + Debt Service For Market Based Referendum Levy		178,740
<i>ii.</i> + EDA Levy		138,514
<i>j.</i> TOTAL PRELIMINARY PAYABLE Y2023		13,641,336

LEVY (total= $f+i+ii$)	
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BE IT FURTHER RESOLVED that \$869,486 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

BE IT FURTHER RESOLVED that the budget reflects revenue of **\$1,136,623** in County Program Aid.

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

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

OPPOSED: Craig Smith

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

County Coordinator Kris McNally presented a Resolution to Rescind Resolution #25-2/16/21 to End Temporary Change to EMB Use Policy due to COVID-19 Pandemic.

Action #21 – Rick Mattson introduced the following resolution and moved its adoption:

Resolution #21 - 12/20/22

Rescinding Resolution #25 – 2/16/21

WHEREAS, on 2/16/21 the Board approved resolution allowing a temporary change in the EMB policy related to the COVID-19 pandemic; and

WHEREAS, the Board has determined that this temporary policy change is no longer necessary;

THEREFORE BE IT RESOLVED that the Board hereby rescinds Resolution #25-2/16/21 (the temporary change in the EMB policy) and restores the EMB Policy it to its original, pre-pandemic status effective immediately.

The motion for the adoption of the foregoing Resolution was duly seconded by Dennis McNally 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 resolution was declared duly passed and adopted.

10:30am – The Chairperson called for public comment three times. None responded.

10:31am – The Chairperson closed public comment.

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

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

Action #22 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve ta consent agenda including all of the following actions:

Resolution #22a – 12/20/22

Purchase Skid Steer Loader

WHEREAS the following quote was provided by Crawford’s Equipment Inc. for a S770 Bobcat Skid Steer Loader:

S770 T4 Bobcat Skid Steer Loader	\$70,069.24
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WHEREAS said quote are based on State Contract program pricing and were presented before the Board, and

WHEREAS said quote includes trade-in credit of \$17,500 for a S220 (unit 236) Bobcat skid steer loader for a, and

THEREFORE BE IT RESOLVED to accept the quote of \$52,569.24 by Crawford’s Equipment Inc. for a 2023 S770 T4 Bobcat skid steer loader.

Resolution #22b – 12/20/22

Purchase Disk Mower

WHEREAS the following quote was provided by Fluegge's Ag, Inc for a 3-point Kuhn Disk Mower:

Kuhn GMD 310 Disk Mower	\$18,770.00
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WHEREAS said quote was presented before the board, and

THEREFORE BE IT RESOLVED to accept the quote of \$18,770.00 Fluegge's Ag Inc. for a Kuhn GMD 310 disk mower.

Resolution #22c – 12/20/22

Purchase Brush Chipper

WHEREAS Trenchers Plus has provided the following quote for a brush chipper:

2022 Morbark 2131SA Brush Chipper	\$89,605.00
Trade In – 2001 Vermeer BC1800	-\$17,000.00
Dealer Discount	-\$1,000.00

Total:	\$71,605.00
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WHEREAS the quote is based on State Contract pricing, and

WHEREAS said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$71,605.00 by Trenchers Plus for a 2022 Morbark 2131SA Brush Chipper and approve the purchase thereof.

Resolution #22d – 12/20/22

Purchase Equipment Trailers

WHEREAS RDO Equipment has provided the following quotes for Towmaster equipment trailers:

T-16DT	\$18,075.75
T-50T	\$48,272.00

Total:	\$66,347.75
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WHEREAS the quote is based on State Contract pricing, and

WHEREAS said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$66,347.75 RDO Equipment as a total price for a T-16DT and A T-50T equipment trailers.

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.

Action #24 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to close the meeting at 10:58am pursuant to the Open Meeting Law, MN Statute §13D.05 subd.3 to Consider Offers for the Sale of Property. Those present during the closed portion of the meeting included Commissioners Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland, and Craig Smith; as well as County Coordinator & Personnel Director Kris McNally and Public Works Director Chad Gramentz.

11:20am - The Chairperson adjourned the closed session to Consider Offers for the Sale of Real or Personal Property and moved into closed session pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Union Negotiation Strategy.

Action #26 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to return to open session at 11:30am.

11:31am – The Chairperson adjourned the meeting.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Dearborn National Life Insurance	733.36	Jan. '23 Short Term Disability Premiums	Employee Benefits
East Central Energy	3,596.22	Intersection Lighting	Highway
Health Partners	7,206.06	Jan. '23 Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	594.77	Jan. '23 Accident, Group Hosp., Critical Illness Ins Prem.	Employee Benefits
Minnesota Energy Resources Corp	17,093.77	Gas Utilities - Transit, Courthouse, PSB, Jail	Various
Minnesota Energy Resources Corp	1,361.69	Natural Gas for Garage	Highway
Quadient Finance USA, Inc.	4,005.00	Postage - Courthouse & PSB	Unallocated
The Hartford Priority Accounts	6,780.47	Jan. '23 Life Insurance and Long Term Disability Ins Prem.	Employee Benefits
Verizon Wireless Aircards	953.09	Aircards - Veterans, Transit, Sheriff	Various
Verizon Wireless Aircards	360.09	Aircards - Highway	Highway
VSP Insurance Co	551.00	Jan. '23 Vision Insurance Premiums & Cobra Vision Ins Prem.	Employee Benefits
11 Claims Totaling: \$		43,235.52	

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 1/3/22

Department Name	Vendor	Amount	Purpose
COMPUTER EXPENSES	M & I Lockbox: MCCC	1,928.58	MCCC Corrections User Group Annual Dues
COMPUTER EXPENSES	MNCCC Lockbox	31,428.05	1st Qtr Support and Annual Dues
		33,356.63	
COUNTY RECORDER	Minnesota Association of County Officers	275.00	2023 Winter Conference Registration
COUNTY RECORDER	Office Depot	111.16	Batteries & Electric Staplers (3)
		386.16	
ECONOMIC DEVELOPMENT	Economic Developmet Association of Minnesota	350.00	EDAM Winter Conference - January 2023
ECONOMIC DEVELOPMENT	Economic Developmet Association of Minnesota	320.00	EDAM Membership Dues for 2023
ECONOMIC DEVELOPMENT	Northern Technology Initiative (dba GPS::45::93)	1,000.00	Membership Dues for GPS 45:93
		1,670.00	
PROBATION & JUVENILE PLACEMENT	M & I Lockbox: MCCC	1,688.04	Corrections User Group CSTS Program Fee
		1,688.04	
SHERIFF	Aspen Mills	607.30	Brown Shirts, Jacket, Cap, Pants - JK
SHERIFF	Kanabec Publications Inc	205.00	Sheriff's Office Envelopes
SHERIFF	Remer, Nola	200.00	Settlement
		1,012.30	
SHERIFF - 911 EMERGENCY	Granite Electronics	554.00	Plantronics Headset
		554.00	

SHERIFF - JAIL/DISPATCH	Aspen Mills	167.55	Jacket - BG
SHERIFF - JAIL/DISPATCH	Aspen Mills	566.00	Sheriff's Shoulder Patches - In House
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>8,042.01</u>	Inmate Meals 12/12 - 12/16, 12/17 - 12/23
		8,775.56	

15 Claims Totaling: \$ 47,442.69

Agenda Item #3b

Regular Bills - Revenue Fund

Bills Paid 12/29/22 Per Board Action #17 - 12/20/22

Department Name	Vendor	Amount	Purpose
ASSESSOR	ITsavvy LLC	855.61	Desktop Computer
ASSESSOR	Ruud, Sandy	<u>25.00</u>	Region III Meeting Registration
		880.61	
AUDITOR	American Solutions for Business	531.83	2022 TNT Notices/Envelopes 11,714
AUDITOR	American Solutions for Business	5,602.04	2022 TNT Services
AUDITOR	Kanabec County A/T	1,943.11	12/15 SO Holiday, 12/16, 12/30 Payroll Fees Paycom
AUDITOR	MNCCC Lockbox	<u>225.00</u>	LinkedIn Learning License - AM, KK, JL
		8,301.98	
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Plus - PSB
BUILDINGS MAINTENANCE	Auto Value	21.98	Belts - PSB
BUILDINGS MAINTENANCE	Auto Value	63.95	Belts - Jail
BUILDINGS MAINTENANCE	Oslin Lumber	259.65	Lumber & Screws - PSB
BUILDINGS MAINTENANCE	Ziegler Inc.	<u>780.39</u>	Generator Service - Jail
		1,375.97	
COMMISSIONERS	Association of MN Counties	10,172.00	AMC 2023 Annual Dues
COMMISSIONERS	NACO	<u>450.00</u>	2023 Membership Dues
		10,622.00	
COMPUTER EXPENSES	MNCCC Lockbox	<u>75.00</u>	LinkedIn Learning License - KY
		75.00	

COUNTY ATTORNEY	Cundy, Steve	267.00	Minnesota Lawyer Registration
COUNTY ATTORNEY	Cundy, Steve	65.00	Mileage Reimbursement for Settlement Conference
COUNTY ATTORNEY	ODP Business Solutions LLC	112.49	Pens, Highlighters, Labels, Flags, Facial Tissue
		444.49	
COUNTY COORDINATOR	Kanabec County A/T	1,943.10	12/15 SO Holiday, 12/16, 12/30 Payroll Fees Paycom
COUNTY COORDINATOR	Minnesota Association of County Administrators	771.00	MACA Annual Membership Dues 2023
COUNTY COORDINATOR	MRA	1,800.00	Annual Membership 2023
		4,514.10	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal & Transport, Body Bag
		430.00	
COUNTY RECORDER	Government Forms & Supplies	36.00	New Address Stamp
		36.00	
COUNTY SURVEYOR	Hancock Surveying	200.00	Certificate of Location of Govt Corner
		200.00	
COURT ADMINISTRATOR	Schneider, James	420.75	Court Appt Attorney Fees
		420.75	
ECONOMIC DEVELOPMENT	Black, Ivan	175.00	2022 EDA Meeting Per Diems (7 meetings x \$25/meeting)
ECONOMIC DEVELOPMENT	Davis, Wayne	275.00	2022 EDA Meeting Per Diems (11 meetings x \$25/meeting)
ECONOMIC DEVELOPMENT	Ellis, Kathi	250.00	2022 EDA Meeting Per Diems (10 meetings x \$25/meeting)
ECONOMIC DEVELOPMENT	Faurie, Kirsten	75.00	2022 EDA Meeting Per Diems (3 meetings x \$25/meeting)
ECONOMIC DEVELOPMENT	Hartshorn, Jim	62.49	Mileage Reimbursement for Meetings/Conferences
ECONOMIC DEVELOPMENT	Hartshorn, Jim	2,000.00	Relocation - GrandStay Hotel & Suites, Cambridge
ECONOMIC DEVELOPMENT	Holcomb, Lisa	250.00	2022 EDA Meeting Per Diems (10 meetings x \$25/meeting)
ECONOMIC DEVELOPMENT	Ness, Lonnie	150.00	2022 EDA Meeting Per Diems (6 meetings x \$25/meeting)
ECONOMIC DEVELOPMENT	Tvedt, Jerry	225.00	2022 EDA Meeting Per Diems (9 meetings x \$25/meeting)

		3,462.49	
ENVIRONMENTAL SERVICES	Kanabec County Highway Dept	134.93	Fuel, Postage, Tire Replacement
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squire & Waldspurger, PA	147.00	Misc - Research and Response for Vacating Roads
		281.93	
HUMAN RESOURCES	MRA	185.00	Compensation Services - Dispatch Sergeant
HUMAN RESOURCES	Resource Training & Solutions	250.00	2023 Membership Renewal
		435.00	
PUBLIC TRANSPORTATION	A & E Cleaning Services	500.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Curtis, Michael	918.38	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Rbert	936.25	Volunteer Mileage
PUBLIC TRANSPORTATION	Marco	176.00	Printer Contract
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,018.75	Volunteer Mileage
		3,549.38	
SHERIFF	Aspen Mills	94.69	Turtleneck & Embroidering - JF
SHERIFF	Auto Value	16.97	Windshield Washer Fluid, Ice Scraper
SHERIFF	Cambridge Medical Center	1,335.30	Victim Sexual Assault Exam
SHERIFF	Gratitude Farms	500.00	Animal Control Services
SHERIFF	Horizon Towing	368.44	Towing Services (2 vehicles)
SHERIFF	Isanti County Sheriff's Office	70.00	Service Fee, Summons
SHERIFF	Welia Health	562.50	CPR Course - Deputies
		2,947.90	
SHERIFF - 911 EMERGENCY	Accurate Controls Inc.	217.50	Technical Support Call
SHERIFF - 911 EMERGENCY	Welia Health	150.00	CPR Course - Dispatch
		367.50	
SHERIFF - JAIL/DISPATCH	Bob Barker	757.25	Inmate Toiletries
SHERIFF - JAIL/DISPATCH	Bob Barker	236.59	Inmate Toiletries & Clothing

SHERIFF - JAIL/DISPATCH	Haasken Dental	510.00	Inmate Dental
SHERIFF - JAIL/DISPATCH	Stellar Services	147.96	Canteen - Misc, Candy, Beverage, Chips/Snacks
SHERIFF - JAIL/DISPATCH	Stellar Services	164.14	Canteen - Hygiene, Misc, Candy, Beverages, Chips/Snacks
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,038.63	Inmate Meals 12/3/22 - 12-9/22
SHERIFF - JAIL/DISPATCH	Van Hale, LaRae	24.97	Uniform Reimbursement - Boots
SHERIFF - JAIL/DISPATCH	Welia Health	562.50	CPR Course - Jail
		<u>6,442.04</u>	
UNALLOCATED	Clifton Larson Allen LLP	7,245.00	FY2022 Audit Services
		<u>7,245.00</u>	
VETERAN SERVICES	Bliss, Erica	96.00	Coffee Carafes (2) - Coffee Talk Fund
		<u>96.00</u>	
62 Claims Totaling:		<u><u>\$ 52,128.14</u></u>	

Agenda Item #3c **Regular Bills - Road & Bridge** **Bills Paid 12/29/22 Per Board Action #17 - 12/20/22**

Vendor	Amount	Purpose
Auto Value	3,307.01	Shop Supplies
Beaudry Oil & Propane	24,461.09	Diesel fuel
Capitalone Trade Credit (Northern Tool)	1,199.99	Repair parts
Central McGowan	101.98	Welding Supplies
EATI	423.52	Equipment lights
Frisch, Nick	239.04	Uniform Allowance
Granite Ledge Electrical Contractors	3,422.80	Repair parts
Houston Engineering	2,600.50	CD 2 Engineering
Isanti County Zoning	100.00	Permit for ditch 2 beaver dam removal
Kanabec County Highway Dept	63.00	Petty Cash, Postage
Little Falls Machine	289.39	Repair parts
Magnuson, Dale	310.08	Uniform Allowance
Mora Chevrolet Buick	137.08	Repair parts
Morton Salt	7,653.26	Salt
Northern States Supply	1,252.86	Shop supplies
ODP Business Solutions	452.88	Office supplies
Schiferli, Kevin	4.18	Uniform Allowance
USIC Locating	50.00	Locates
Yotter, Tim	50.02	Uniform Allowance
19 Claims Totaling:		\$ 46,118.68

Agenda Item #4

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Approve Collective Bargaining Agreement and Related Memorandums of Understanding with Local 49	b. Origination: Negotiation Committees
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #___ - 1/3/23

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 the 2023 bargaining unit agreement and memorandums of understanding.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #5

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Approve: a. Memorandum of Understanding with Local 107 for 2023 Agreement Terms b. Memorandum of Understanding with Local 107 for Implementation of the Performance Pay Program	b. Origination: Coordinator's Office
c. Estimated time: 5-10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

- a. Approve the following resolution:

Resolution #___ - 1/3/23

Memorandum of Understanding with Local 107 for Updated Agreement Terms

WHEREAS, the Employer and the Local 107 are parties to a Labor Agreement for 2022-2024 negotiated pursuant to the Public Employment Labor Relations Act of Minnesota; and

WHEREAS, the Employer and the Local 107 wish to implement additional terms effective January 1, 2023; and

WHEREAS the Local 107 has indicated acceptance by signature of the Union Business Agent and Steward on the corresponding Memorandum of Understanding;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Memorandum of Understanding between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107 for the updated agreement terms;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign said Memorandum of Understanding.

- b. Approve the following resolution:

Resolution #___ - 1/3/23

Memorandum of Understanding with Local 107 for Performance Pay Program Implementation

WHEREAS, the Employer and the Local 107 are parties to a Labor Agreement for 2022-2024 negotiated pursuant to the Public Employment Labor Relations Act of Minnesota; and

WHEREAS, the Employer and the Local 107 wish to implement a new Performance Pay program beginning January 1, 2023; and

WHEREAS, the specific implementation terms have been agreed upon between the parties and are detailed in a Memorandum of Understanding; and

WHEREAS the Local 107 has indicated acceptance by signature of the Union Business Agent and Steward on the corresponding Memorandum of Understanding;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Memorandum of Understanding between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107 for the implementation of the Performance Pay program;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign said Memorandum of Understanding.

f. Background:

Supporting Documents: None ☒ **Attached:**

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

Agenda Item #6

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Approve Memorandum of Understanding with Local 320 for 2023 COLA	b. Origination: Coordinator's Office
c. Estimated time: 5-10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #__ - 1/3/23

Memorandum of Understanding with Local 320 for 2023 Cost of Living Adjustment

WHEREAS, the Employer and the Local 320 are parties to a Labor Agreement for 2022-2024 negotiated pursuant to the Public Employment Labor Relations Act of Minnesota; and

WHEREAS, the Employer and the Local 320 wish to implement a 3% Cost of Living Adjustment (COLA) effective January 1, 2023 pursuant to contract language; and

WHEREAS the Local 320 has indicated acceptance by signature of the Union Business Agent and Steward on the corresponding Memorandum of Understanding;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Memorandum of Understanding between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320 for the updated 2023 COLA;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign said Memorandum of Understanding.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Updated Law Enforcement Services Agreement with the City of Mora	b. Origination: City of Mora and Kanabec County Sheriff's Office
c. Estimated time: 5 minutes	d. Presenter(s):

e. Board action requested: Review and approve the attached agreement for law enforcement services:

Resolution #__ – 1/03/23

LAW ENFORCEMENT SERVICES AGREEMENT BETWEEN THE CITY OF MORA AND THE KANABEC COUNTY SHERIFF'S OFFICE

WHEREAS, the City of Mora and the Kanabec County Sheriff's Office entered into an agreement for law enforcement services in December 2009; and

WHEREAS, the terms of the original agreement between the City of Mora and the Kanabec County Sheriff's Office for law enforcement services have been reviewed and updated pursuant to a request by the Mora City Council, and

WHEREAS both parties agreed to the updated contract terms for services effective immediately;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Law Enforcement Services Agreement between the City of Mora and the Kanabec County Attorney's Sheriff's Office effective immediately;

BE IT FURTHER RESOLVED the Kanabec County Board Chair, Sheriff, Chief Deputy, County Attorney, and Coordinator are authorized to sign said agreement.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

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WITNESSETH:

WHEREAS, the City formally maintained a police department in accordance with Minnesota Statutes, § 412.221 and Chapter 41 of the City Code, and

WHEREAS, the City, the County, and the Sheriff have determined that overall quality, quantity and scope of law enforcement services to all parties could be enhanced, extended and improved by the City contracting with the County to provide police protection within the corporate limits of the City;

WHEREAS, the City, the County, and the Sheriff are desirous of entering into an agreement whereby the County, through the Sheriff, shall provide law enforcement services to the City, improve the quality and quantity of law enforcement services, and provide for a more efficient expenditure of the available revenues of the respective parties, and,

WHEREAS, the Sheriff of Kanabec County has consented to the terms of this Agreement, and,

WHEREAS, Minnesota Statutes, § 471.59 (8) authorizes the City and the County to enter into an agreement whereby the County will perform on behalf of the City any service or function which the City would be authorized to provide, including law enforcement services, and,

WHEREAS, Minnesota Statutes, § 436.05 permits the Sheriff of any county to contract with any city for the purposes of providing police service, subject to contractual approval by the Board of Commissioners of the County and the City Council of the City.

NOW THEREFORE, pursuant to the terms and conditions as hereinafter set forth, it is agreed by and between the parties as follows:

1. PURPOSE. The purpose of this Agreement is to increase efficiencies, more effectively manage available resources, expand the scope of law enforcement services, conserve funds through cooperation and sharing of resources, and to more fully and efficiently utilize the expertise of law enforcement personnel.
2. SHERIFF'S DUTIES. The Sheriff shall continue to exercise any and all duties imposed upon that office by law and this Agreement shall not in any manner limit, restrict or be deemed to relieve said office of any such duties imposed by law.
3. STAFF.
 - a. The County shall provide an assign such personnel as the Sheriff deems necessary to carry out the provisions of this Agreement. From the effective date, said individuals shall in all respects be County employees and shall be subject to all County administrative policies, rules, personnel plans, regulations, and pay plans, including all employee benefits. The County shall be responsible for the enforcement of all its employment policies and shall be responsible for insuring compliance with all such policies, collective bargaining agreements, regulations, and rules including discipline and discharge. The County shall assume responsibility for the payment of salaries, wages, or other compensation to said employees pursuant to this Agreement. The County, through the Sheriff of Kanabec County, shall have final authority for the direction and control of said employees.
 - b. The County, through the Sheriff's Office, shall have the sole authority to manage the personnel serving in law enforcement so that the size of the department properly reflects the needs of the County and the provisions of this Agreement.
 - c. The Sheriff shall assign one of his/her personnel to act as the liaison between the Sheriff's Office and the City.
 - d. If, in the judgement of the City and/or the Sheriff, it is deemed necessary to add additional temporary law enforcement personnel for special events sponsored by the City, such personnel shall be provided by and supervised by the Sheriff along with the Sheriffs employees providing services under the terms of this Agreement. The City agrees to reimburse the Sheriff for the cost of said additional personnel used at said events at the hourly rate set forth in this Agreement.
4. HOLD HARMLESS. The City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of the scope of employment and the County agrees to indemnify and hold harmless the City against any such claims. Notwithstanding this provision, neither party shall assume any liability for the intentional or negligent acts of the other party's employees and in the event that any claim is made against either party, its officers or employees for such intentional or negligent acts, that party shall hold the other harmless and shall defend the other against any claims for damages resulting therefrom.

1
2 5. NON-WAIVER OF IMMUNITY. Any provision for indemnification shall not inure to
3 the benefit of any third party. Further, neither the County nor the City, by and through
4 the terms of the Agreement, intends to waive any immunity that they may be accorded by
5 law.

6
7 6. BUDGET.

- 8
9 a. The Sheriff shall annually prepare and submit to the City Administrator a budget
10 no later than June 1st of each year for the subsequent year. Said budget shall
11 include a five-year capital improvement plan. Such budget shall set forth the
12 requested funding from the City for law enforcement services under this
13 Agreement.
14
15 b. The City Council shall approve a budget for law enforcement services and submit
16 it to the Sheriff no later than August 1. Said budget shall set aside funds for
17 payments under this Agreement, anticipated additional services, and capital
18 improvements.
19
20 c. For the cost of services above and beyond the scope of this Agreement that result
21 in overtime expenses the Sheriff may request reimbursement from the City and
22 the City shall reimburse the Sheriff the cost of said services. The Sheriff shall
23 inform the City in advance, where possible, of the nature and proposed cost of the
24 additional services. Additional service costs are detailed in Appendix A.
25

26 7. CAPITAL IMPROVEMENT PLAN. The Sheriff shall develop and submit to the City
27 for adoption a plan for capital improvements for law enforcement purposes. The budget
28 may provide for the creation of reserve funds for such capital improvements. Said
29 reserve funds shall be maintained by the City.
30

31 8. FUNDING.

- 32
33 a. The City agrees to pay, in arrears to the County the budgeted amount for law
34 enforcement services in equal monthly installments as shown in Appendix A –
35 Approved Budget. The County shall prepare a monthly invoice showing the
36 amount due and any additional charges or credits for the prior billing period. City
37 may not unilaterally decrease its level of funding from the amount budgeted upon
38 for any subsequent year, nor may the County unilaterally increase the amount
39 budgeted for any subsequent year.
40
41 b. Except as otherwise mentioned in this Agreement, all revenues received by the
42 County, not expended as designated, attributable to the activities and operations
43 of the Sheriff's Deputies assigned to the City or occurring in the City shall be paid
44 to the City or credited to the City's account. These revenues shall include, but not
45 be limited to:
46

- 1 i. Police Training Reimbursement;
- 2
- 3 ii. Alcohol, Tobacco & Other Drug (compliance) Grants
- 4
- 5 iii. Police PERA Aide
- 6
- 7 iv. Should the Sheriff receive reimbursement for the cost of additional
- 8 services from sources other than the City, the City's share of the
- 9 reimbursement to the Sheriff shall be reduced by the same amount
- 10 received from other sources.
- 11
- 12 c. All fines and revenue from forfeitures collected by the courts, the County, or the
- 13 City for violations occurring in the City shall be disbursed according to Minnesota
- 14 Statutes.
- 15
- 16 d. The following revenues generated by the County shall remain within the County:
- 17
- 18 i. Animal and vehicle impoundment fees, if the county pays for the cost of
- 19 impoundment.
- 20
- 21 ii. Fees for reports, background checks, handgun permits, and other
- 22 administrative charges.
- 23
- 24 iii. Reimbursement of expenses from other agencies for law enforcements
- 25 services attributable to the activities and operations of the Sheriff's
- 26 Deputies assigned to the City or occurring in the City not covered by
- 27 payments from the City.
- 28

29 9. PERSONNEL, EQUIPMENT, FACILITIES & SUPPLIES.

30

- 31 a. Except as specified in paragraphs b and c below, the County shall furnish and
- 32 supply all supervision, personal gear, uniforms, communication facilities,
- 33 dispatching services, necessary office space, supplies, and personnel to render the
- 34 law enforcement services required under this Agreement. Except as otherwise
- 35 provided herein, the County shall retain ownership of all such materials acquired
- 36 for the purpose of complying with this Agreement.
- 37
- 38 b. The cost of all vehicles and necessary accessory equipment in the vehicles
- 39 (hereinafter referred to as "Equipment") required to provide law enforcement
- 40 services in the City shall be over and above the cost of providing service under
- 41 this Agreement. An inventory of necessary Equipment provided shall be found in
- 42 Appendix B – Equipment Schedule. Equipment shall be used by the Sheriff
- 43 subject to the following stipulations:
- 44
- 45 i. The City shall transfer to the County ownership of all Equipment currently
- 46 owned by the City at no cost to the County. Prior to the effective date of

1 this Agreement the Sheriff shall initially inspect the City owned
2 Equipment and accept or reject them for use by the Sheriff. Equipment
3 rejected shall be returned to the City. Equipment accepted by the Sheriff
4 shall be entered on the equipment schedule at no value and with an
5 estimated useful life as mutually agreed upon.
6

7 ii. Equipment to supplement the Equipment provided initially by the City
8 shall be provided by the County. The County shall initially purchase said
9 Equipment and charge the city monthly for the use of said equipment
10 based on the cost of said Equipment and its estimated useful life. This
11 cost shall be over and above the monthly compensation identified in
12 Section 8.a. above. The number and types of Equipment shall not exceed
13 that identified on Appendix B – Equipment Schedule.
14

15 iii. Vehicles used to provide services under this Agreement shall be marked in
16 a manner approved by all parties.
17

18 iv. The City and the County agree to discuss leasing and purchase options the
19 Annual Review of Contract and Budget.
20

21 c. Other equipment owned by the City, not included above and to be used for the
22 purpose of carrying out the terms of this Agreement, may be transferred to the
23 Sheriff's Office at no cost to the County.
24

25 d. Other equipment owned by the City, not included above, may be transferred to the
26 Sheriff's Office upon agreement of mutually acceptable terms.
27

28 10. DISTRUBUTION OF EQUIPMENT. 29

30 a. When the Sheriff finds it necessary to dispose of Equipment acquired under
31 Section 9.b.i., for whatever reason, the property may be sold after receiving
32 concurrence of the City. The net revenues from said sale or disposition shall be
33 initially deposited with the County and then disbursed to the City within 45 days.
34

35 b. Upon termination of this Agreement, any Equipment acquired under Section 9.b.
36 and 9.c. shall be offered to the City at a cost equal to the remaining value of said
37 Equipment. If termination is initiated by the City the City shall be obligated to
38 pay the County for said Equipment. If termination is initiation by the County the
39 City may purchase any items of said Equipment at its discretion, but is not
40 obligated to do so.
41

42 11. SERVICES PROVIDED. County agrees, through the Sheriff, to provide police
43 protection within the corporate limits of the City to the extent and in the manner
44 hereinafter set forth, and to the extent required by law, by adopting this agreement, the
45 City hereby authorizes the Sheriff to provide these services specified herein within the
46 corporate limits of the City.

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- 1 a. This Agreement may be terminated after the initial term, with or without cause,
2 upon either party giving written notice to the other party of its desire to terminate
3 prior to August 1 of any year of this Agreement or of any extension thereof. Any
4 such notice of termination shall be effective on December 31 of the same year of
5 the giving of said notice.
6
- 7 b. After termination the County shall pay to the City, as received, any revenues
8 described in Section 8.b. above.
9
- 10 c. In case of termination of this Agreement by the City, the City shall reimburse the
11 County the cost of unemployment expenses incurred resulting from the layoff of
12 Sheriffs staff formerly providing services under this agreement. The City shall
13 only be obligated to pay for costs incurred within one year of the termination date
14 of the agreement.
15
- 16 17. APPLICABLE LAWS. This Agreement shall be interpreted under and in accordance
17 with the law of the State of Minnesota.
18
- 19 18. SEVERABILITY. If it should appear that any of the terms hereof are in conflict with
20 any rule or law or statutory provision of the State of Minnesota or are otherwise declared
21 null and void by any Court of competent jurisdiction, then such terms shall be deemed
22 inoperative and null and void without invalidating or otherwise affecting the remaining
23 provisions of this Agreement.
24
- 25 19. AMENDMENTS. Any amendments, deletions, or waivers of the provisions of this
26 Agreement shall be valid only when reduced to writing and signed by the parties.
27
- 28 20. ENTIRE AGREEMENT. This Agreement shall constitute the entire agreement of the
29 parties and shall supersede all oral agreements and negotiations between the parties
30 relating to the subject matter herein.
31
- 32 21. NON-DISCRIMINATION. The parties are committed to the policy that all persons shall
33 have equal access to its programs, facilities, and employment without regard to race,
34 disability, color, creed, religion, national origin, sex, gender, age, and marital status,
35 status with regard to public assistance, familial status, or sexual orientation.
36
- 37 22. ANNUAL REVIEW OF CONTRACT AND BUDGET. All parties to this Agreement
38 agree to the necessity of continual communications between all of the parties and
39 therefore jointly establish a committee to ensure proper administration of this Agreement.
40 The committee shall consist of one county commissioner, one city council member, the
41 sheriff or designee, and the City Administrator. Said committee shall meet annually in
42 April and at other times as called by any of the committee members.
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- 44 23. DISPUTES AND REMEDIES.
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- a. Negotiation. When a disagreement over interpretation of any provision of this Agreement shall arise, all parties will direct staff members as they deem appropriate to meet at least one (1) time at a mutually convenient time and place to attempt to resolve the dispute through negotiation.
- b. Mediation. When the parties to this Agreement are unable to resolve disputes, claims or counterclaims, or are unable to agree upon an interpretation of any provision of this Agreement through negotiation, either party may request mediation of the issue by a neutral third party knowledgeable in the law and in the settlement of disputes. The party requesting negotiation shall pay the costs of mediation except the other parties' legal expenses.
- c. Arbitration. When the parties to this Agreement are unable to resolve disputes, claims, or counterclaims, or are unable to agree upon an interpretation of any provision of this Agreement through negotiation or mediation, the parties may mutually agree in writing to seek relief by submitting their respective grievances to binding arbitration. All parties shall equally share arbitration costs except other parties' legal expenses.
- d. Adjudication. When the parties to this Agreement are unable to resolve disputes, claims or counterclaims, are unable to negotiate an interpretation of any provision of this Agreement or are unable to agree to submit their respective grievances to mediation or arbitration, either party may seek relief through initiation of an action in a court of competent jurisdiction.

IN WITNESS WHEREOF, The parties have hereunto set their hand on the dates below written.

Dated: _____	COUNTY OF KANABEC
	By _____
	Its Chairperson
	ATTEST:
	By _____
	Its Coordinator
Dated: <u>12/20/2022</u>	CITY OF MORA
	By _____
	Its Mayor 

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Dated: _____

ATTEST:

By  _____
Its Clerk

KANABEC COUNTY SHERIFF

By _____
Sheriff

ATTEST:

By _____
Chief Deputy Sheriff

APPROVED AS TO FORM AND EXECUTION

County Attorney



Joel J Jamnik (Dec 22, 2022 12:34 CST)

City Attorney

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APPENDIX A
Approved Budget

[TO BE INSERTED AT A LATER DATE]

Law Enforcement Services Contract

Sergeant	1 @ \$82,000	\$ 82,000	
Deputies	4 @ \$73,000	\$ 292,000	
Law Enforcement Assistant	1 @ \$49,000	\$ 49,000	
Part Time Deputy		\$ 14,000	
Capital Equipment (+\$41,000)			
Vehicle Repairs		\$ 10,000	
Gas, Oil & Misc.		\$ 24,000	
Training, Small Equipment, Repairs, & Office Supplies		\$ 10,500	
Cell Phones		\$ 2,400	was 2,300
Auto Insurance		\$ 2,500	added
	Total	\$ 486,400	
Administration Charge 5%		\$ 24,320	
	Total	\$ 510,720	
Office set up and misc. one-time expense		\$ 40,000	
2010	5% Grand Total	\$ 536,256	
2011	5% Grand Total	\$ 563,068	
July 2009	-50% \$255,360	Grand Total	\$ 295,360

Hourly Rate

The annual amount is based on the multiplication of the deputy's hourly rate, hours per day, and days per year. The 2009 hourly rate for the one deputy is \$46.00 per hour, 2010 is \$47.00, and 2011 is \$49.00. The hours that a deputy is in the City to answer complaints, enforce City ordinances and/or state Laws, and patrol, shall be assigned to by the Sheriff or this designee.

Additional Personnel. If in the judgement of the City and/or the Sheriff it is necessary to add additional temporary law enforcement personnel for special events sponsored by the City, such personnel shall be hired by the Sheriff and supervised as by the Sheriff along with the Sheriff's employees performing services under the terms of this Agreement. The City agrees to reimburse the Sheriff for the additional personnel used at special events at the hourly rate.

APPENDIX B

Equipment Schedule

The following equipment shall be deemed necessary and at a cost over and above the monthly contract amount:

Item	Cost	Salvage	Useful Life	In Service
1 patrol vehicle				
2 patrol vehicle				
3 patrol vehicle				
4 patrol vehicle				
5 patrol vehicle				
1 vehicle radio				
2 vehicle radio				
3 vehicle radio				
4 vehicle radio				
5 vehicle radio				
1 radar				
2 radar				
3 radar				
4 radar				
5 radar				
1 rifle				
2 rifle				
3 rifle				
4 rifle				
5 rifle				
1 mobile display terminal				
2 mobile display terminal				
3 mobile display terminal				
4 mobile display terminal				
5 mobile display terminal				
1 light bar & lights				
2 light bar & lights				
3 light bar & lights				
4 light bar & lights				
5 light bar & lights				
1 cage				
2 cage				
3 cage				
4 cage				
5 cage				
1 vehicle video camera				
2 vehicle video camera				

3 vehicle video camera				
4 vehicle video camera				
5 vehicle video camera				
1 computer				
2 computer				
3 computer				
4 computer				
5 computer				
1 portable radio				
2 portable radio				
3 portable radio				
4 portable radio				
5 portable radio				
1 PBT				
2 PBT				
3 PBT				
4 PBT				
5 PBT				
1 Level IIIA body Armor				
2 Level IIIA body Armor				
3 Level IIIA body Armor				
4 Level IIIA body Armor				
5 Level IIIA body Armor				
1 vehicle gun lock				
2 vehicle gun lock				
3 vehicle gun lock				
4 vehicle gun lock				
5 vehicle gun lock				
1 flashlights (2)				
2 flashlights (2)				
3 flashlights (2)				
4 flashlights (2)				
5 flashlights (2)				
1 digital camera				
2 digital camera				
3 digital camera				
4 digital camera				
5 digital camera				
1 tazor				
2 tazor				
3 tazor				
4 tazor				
5 tazor				
1 first aid kit with O2				
2 first aid kit with O2				

3 first aid kit with O2				
4 first aid kit with O2				
5 first aid kit with O2				
1 fire extinguisher				
2 fire extinguisher				
3 fire extinguisher				
4 fire extinguisher				
5 fire extinguisher				
1 finger print kit				
2 finger print kit				
3 finger print kit				
4 finger print kit				
1 stop stick				
2 stop stick				
3 stop stick				
4 stop stick				
5 stop stick				
1 AED				
2 AED				
3 AED				
4 AED				
5 AED				
1 digital voice recorder				
2 digital voice recorder				
3 digital voice recorder				
4 digital voice recorder				
5 digital voice recorder				
1 binoculars				
2 binoculars				
3 binoculars				
4 binoculars				
5 binoculars				

- 1
- 2 For each piece of equipment a depreciation schedule shall be maintained identifying the item, the
- 3 useful life, the vendor, the manufacture, the model, the acquisition date, the initial cost, and
- 4 salvage vale if any at the end of the useful life.

1 APPENDIX C

2
3 Services to be Provided

- 4
5
6 • Twenty-four hour per day/365 day per year patrol by at least one Sheriff's Deputy and
7 patrol car.
8 • Funeral escorts
9 • Parade escorts
10 • National Night Out event
11 • Neighborhood Watch Program
12 • Liaison to attend weekly department head meetings if available.
13 • Liaison to attend city council meetings when requested if available.
14 • *School liaison (if requested by school) (may be a services provided directly by the
15 county)
16 • *D.A.R.E. or other drug education/prevention programs (if requested by school) (may be
17 a service provided directly by the county).
18 • Participate in a variety of community activities where practicable.
19 • City employment background checks
20 • Tobacco/alcohol compliance checks
21 • Delivery of meeting agenda packets
22 • Business visits in the downtown and highway 65 areas.
23 • Food patrols in the downtown area.

*Subject to annual negotiation during the Annual Review of Contract and Budget. Services may not be provided or may be provided on a limited scale due to budget limitations.

2023 LE Contract City of Mora KCSO

Final Audit Report


2022-12-22


Created:	2022-12-22
By:	Natasha Segelstrom (n.segelstrom@cityofmora.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGqhNNMq29-prMsgdme7Ap5yiAb_IR7KX

"2023 LE Contract City of Mora KCSO" History


 Document created by Natasha Segelstrom (n.segelstrom@cityofmora.com)
2022-12-22 - 6:07:51 PM GMT

 Document emailed to jjamnik@ck-law.com for signature
2022-12-22 - 6:08:23 PM GMT

 Email viewed by jjamnik@ck-law.com
2022-12-22 - 6:18:04 PM GMT

 Signer jjamnik@ck-law.com entered name at signing as Joel J Jamnik
2022-12-22 - 6:34:30 PM GMT

 Document e-signed by Joel J Jamnik (jjamnik@ck-law.com)
Signature Date: 2022-12-22 - 6:34:32 PM GMT - Time Source: server

 Agreement completed.
2022-12-22 - 6:34:32 PM GMT

Agenda Item #8

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Renewal of Prosecution Services Agreement with the City of Mora	b. Origination: County Attorney's Office
c. Estimated time: 5 minutes	d. Presenter(s):

e. Board action requested: Review and approve the attached agreement for 2023 prosecution services:

Resolution #__ – 1/03/23

PROSECUTION SERVICES AGREEMENT BETWEEN THE CITY OF MORA AND THE COUNTY OF KANABEC FOR THE PERIOD OF JANUARY 1, 2023 THROUGH DECEMBER 31, 2024

WHEREAS the terms of the contract with the City of Mora for Kanabec County Attorney's Office prosecution services expired December 31, 2022, and

WHEREAS the parties agreed to contract terms for services in 2023 and 2024; and

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Prosecution Services Agreement between the City of Mora and the Kanabec County Attorney's Office effective January 1, 2023 for a term ending December 31, 2024;

BE IT FURTHER RESOLVED that the Board Chair, County Attorney, and Coordinator are authorized to sign said agreement.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

**RETAINER AGREEMENT FOR CRIMINAL PROSECUTION SERVICES
BETWEEN THE CITY OF MORA AND THE COUNTY OF KANABEC
FOR THE PERIOD OF JANUARY 1, 2023 THROUGH DECEMBER 31, 2024**

WHEREAS, the City of Mora desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney's Office; and

WHEREAS, the County of Kanabec agrees to provide the services of the Kanabec County Attorney's Office to provide such prosecution services on behalf of the City of Mora; and

WHEREAS, the City of Mora and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

NOW, THEREFORE, the City of Mora and the County of Kanabec hereto agree that the following shall constitute a retainer agreement for prosecution services:

SERVICES PROVIDED. The County of Kanabec shall provide all prosecution services through the Kanabec County Attorney's Office for the City of Mora, including services to victims of crime as provided in Minnesota Statute Chapter 611A.

Criminal Prosecution services include, but are not limited to, all petty misdemeanors and misdemeanor offenses committed within the corporate limits of the City. Principal duties include:

1. Provide advice, consultation, and training where required to the City, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.
2. Prepare criminal complaints where facts warrant.
3. Evaluate all cases where a plea of not guilty is entered.
 - A. Prosecute if warranted.
 - B. Prepare pre-trial motions or notices if required.
 - C. Seek additional investigations if required.
 - D. Negotiate resolutions by plea where advisable.
4. Represent the City in all pre-trial proceedings.
5. Perform legal research and prepare legal briefs where required and advisable.
6. Try all Court and Jury cases.
7. Examine and evaluate all Appeals to Appellate Courts; refer to the Office of the Minnesota Attorney General as necessary.
8. In conjunction with the Office of the Minnesota Attorney General try all appeals in Appellate Courts where warranted.

9. Prepare and submit to the City Administrator an annual report providing the number of citations and complaints prosecuted under this contract in the previous year.

TERM OF AGREEMENT.


The retainer agreement shall remain in effect from January 1, 2023 through midnight December 31, 2024.

COMPENSATION FOR SERVICES.

The City of Mora shall pay the County of Kanabec in equal monthly installments for prosecution services as follows: For the period of January 1, 2023 through December 31, 2024: \$58,000.00.

Dated: 12/20/22

CITY OF MORA

By: 
Alan Skramstad, Mayor

Dated: 12/12/2022

By: 
Glenn Anderson, City Administrator

COUNTY OF KANABEC

Dated: _____

By: _____
Chairperson

Dated: _____

By: _____
Kris McNally, County Coordinator

APPROVED AS TO FORM AND EXECUTION:

Dated: _____

By: _____
Barbara McFadden
Kanabec County Attorney

Agenda Item #9

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Renewal of Nemeth Orthodontics Lease	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #__ - 1/03/23

Nemeth Orthodontics Lease for 2023

WHEREAS the Nemeth Orthodontics utilizes space in the Courthouse Building to provide convenient orthodontia services to local youth, and

WHEREAS the annual lease agreement is due for renewal,

BE IT RESOLVED that the Kanabec County Commissioners approve the attached lease agreement and rate increase from \$125 per month to \$140 per month for Nemeth Orthodontics for FY 2023;

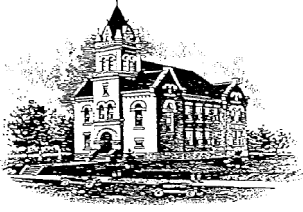
BE IT FURTHER RESOLVED that the Board Chair is authorized to sign said lease.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



OFFICE OF THE
KANABEC COUNTY COORDINATOR

18 North Vine Street Suite 181

Mora, MN 55051

Telephone: (320) 679-6440

Fax: (320) 679-6441

Lease Agreement

This Agreement (“Agreement”) between the County of Kanabec, Minnesota (“County”) and Nemeth Orthodontics (“Lessee”) is effective January 1, 2023.

The term of this Agreement shall be one (1) year, beginning on January 1, 2023 and ending on December 31, 2023, unless earlier terminated as provided herein.

The leased space is owned by the County and is located at 18 North Vine St, Meeting Rooms #3, 4, 5 and the basement entry area, Mora, MN 55051. The leased space is described as office space for the purpose of business, is approximately 1024 square feet, and is reserved for use from 7:00 a.m. to 1:00 p.m. one day per month on a monthly schedule pre-arranged through the Coordinator’s Office.

Lessee shall pay rent in the amount of **\$140.00** per month, due on or before the first of each month. The check shall be made payable to the Kanabec County Auditor/Treasurer and delivered to the Kanabec County Coordinator at 18 N. Vine Street, Suite 181, Mora, MN 55051.

The County shall furnish and pay for all utilities not including telephone service. The County will provide telephone service under separate agreement.

Lessee agrees to carry insurance for its property located in the leased space, and is solely responsible for securing and maintaining its own insurance.

Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County’s liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

Any and all employees of Lessee shall be considered employees of Lessee only, and not of the County, and that any and all claims that may or might arise under the Workers’ Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees which so engaged on any of the work or services provided to be rendered herein shall be the sole obligation and responsibility of Lessee.

The Lessee will pay for any damages or alterations done to premises. Any alterations to the leased space must be pre-approved and in writing before starting. Premises and fixtures shall be in as good a condition as when tenant took possession except for normal wear. Lessees shall keep grounds and premises clean and free of all trash and litter.

Termination of the Agreement in its entirety requires a minimum of thirty (30) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement as follows:

Contact Name: Wendy Gilbert
Nemeth Orthodontics
3131 12th St N
St. Cloud, MN 56303
Phone: 320-253-4981
Fax: 320-253-6268
e-mail: wendy@nemethorthodontics.com

Contact Name: Kris McNally
Kanabec County
18 N Vine Street, Suite 181
Mora, MN 55051
Phone: 320-679-6440
Fax: 320-679-6441
email: kris.mcnally@co.kanabec.mn.us

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY OF KANABEC

NEMETH ORTHODONTICS

DATE _____

DATE _____

BY _____
Board Chair

BY _____
Benjamin Nemeth, Owner

Agenda Item #10

January 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Discuss Jail/Dispatch Center Tour	b. Origination: Board of Commissioners
c. Estimated time: 5-10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss best dates, times and availability to tour the jail and dispatch center.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Tour must be concluded by 10AM or be planned for afternoon due to jail operations.

Avoid Mondays.