



Kanabec County Board of Commissioners

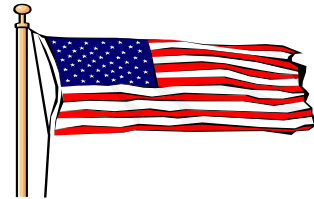
Regular Meeting Agenda

The Meeting of June 6, 2023

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2482 183 7259



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=ma6da117c2f190bd2bd2ed40753b66a0e>

Meeting number: 2482 183 7259

Password: 7cM69tD8s6i (72669838 from video systems)

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

Please use the Maple Ave entrance and parking lot.

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

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

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

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

9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388
Access Code: 2482 183 7259

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

9:45am Consider a Resolution in Response to the Impassable Road Complaint Received March 7, 2023

9:55am Kim Christenson, HR Specialist- Assessor Clerk II Job Description Review Results

10:00am Barb Barnes, Executive Director Kanabec History Center- Appropriation Request and General Update

10:20am Denise Snyder, Auditor/Treasurer

- a. Tax Forfeit Land Sale Settlement
- b. Liquor License Renewals

10:45am Heather Mickelson, Court Administrator- Court Update

10:55am Erica Bliss, VSO- Veterans Services Office Update

11:05am Ryan Carda, Environmental Services / GIS Technician- Approve Interim Use Permit Applications –

- a. Sarah Scanlon – 1477 230th Ave, Mora, MN 55051
- b. Bryan & Jessica Witschen – 1891 Dusty Ln, Mora, MN 55051

11:25am Chad Gramentz, Public Works Director

Other business to be conducted as time is available:

1. Minutes- May 16, 2023
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. SCORE Claims
5. Consider a Resolution to Approve Collective Bargaining Agreement with LIUNA City Employees' Union Local 363
6. Consider a Resolution to Approve Juneteenth (June 19th) Holiday
7. Discuss 2024 Budget Process, Calendar, and Goals
8. Consider Approval of Revised Policy P-106 Wages & Salaries
9. Discuss Moving the Extension Office
10. Discuss Temporary Placement of Kneeling Soldier Statue at Public Service Building
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

Kanabec County Community Health Board
AGENDA
Tuesday, June 6, 2023
9:20 a.m.

1. Call meeting to order

2. Agenda Approval

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3. Director's Report

page 2-4

- Staffing – Home Health Aide; Clerk-Typist II; Health Promotions Coordinator – PT Coalition Coordinator, FT Regional Suicide Prevention Coordinator
- Staffing - Transit
- Legislative Update
- Adult Use Cannabis Signed Into Law
 - Phased Approach
 - Next 12-18 Months
 - Local Control
 - Concerns – Public Safety, Public Health
- Children's Dental Service
 - See attached Flyer

page 5

4. Rescind Mandatory COVID-19 Vaccination Policy

- Action Requested
- See attached policy and resolution

page 6-12

5. Financial Reports

- see attached
 - Trial Balance
 - April 2023 Financial Report

page 13-15
page 16

6. Abstract Approval

- Action Requested
 - See attached Abstract and Vendor List

page 17-25

7. Other Business

8. Adjourn

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

Staffing (Public Health):

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

Clerk/Typist – Conducted interviews for position, offer made

Health Promotions Coordinator(s)

Part-time Coalition Coordinator - Conducted interviews for position, offer made

Full-time Regional Suicide Prevention Coordinator - Conducted interviews for position, offer made

Staffing (transit):

Since the Operations Supervisor retired at the beginning of April, the Transit Director and I have been evaluating staffing needs for Timber Trails. We feel strongly that there needs to be two people with supervisory/oversite capacity within the Transit Department and it is our plan to post for the Operations Supervisor Position. There are many reasons why we feel this is the best way to move forward:

- The Transit Director has been told by MN Dot that to maintain appropriate capacity to carry out the approved service plan and be in compliance with all of the state and federal regulations, it is their recommendation that there are two positions with supervisory/oversite of the transit program.
 - At TTPT the Director manages the majority of the technical aspects of completing the grant including budget and service design. Ensuring that State and Federal guidelines are met. Ensuring that policies are up-to-date and operationalized.
 - The Operations Supervisor manages the fleet and the personnel on a day-to-day basis.
 - Both positions work together to implement the service plan as approved by MN Dot, manage the Drug & Alcohol Program, ensure procurement meets standards set and are available to respond to any incidents that may occur. The system operates between 7:00 am and 6:00 pm daily and the two positions stagger start and end times to ensure supervisory coverage throughout the day.
- The current Transit Director is planning to retire in the first quarter of 2025 and having an Operations Supervisor in place would assist in the succession planning.
- The other option would be to create a Lead Dispatch Position and a Lead Driver Position. If people from within were promoted to these positions, there would need to be additional people hired to cover dispatch and driver hours.
- MN Dot typically provides 85% of the cost of system operations and Kanabec County has always met the 15% local match through the fare box revenue requiring no local tax dollars to operate the service.
- The position is in the approved budget.

Legislative Update:

The State Community Health Services Advisory Committee, Association for MN Counties, and Local Public Health Association successfully advocated together for additional state funds to support local public health capacity. The following key items were passed during the legislative session:

- Foundational public health responsibilities: \$9.8 million per year investment in the foundation of Minnesota's public health system is crucial for building capacity at the local level to address health challenges in our communities as they arise.
- Emergency preparedness: \$8.4 million per year to support building local and tribal public health emergency preparedness and response capacity.
- Family Home Visiting: \$2 million per year to make voluntary home visiting services available to more Minnesota families in need, making sure all Minnesota babies get a healthy start.

Local agencies have not heard what formula will be used to distribute the foundational public health responsibilities and emergency preparedness funds yet but we certainly welcome any additional funding.

Adult-use Cannabis signed into Law on May 30th

The language within the law is 319 pages. Below is just a very brief summary of some areas within the law. More clarity to come as different supporting entities have time to thoroughly review and provide technical assistance regarding the law.

Phased approach – starting August 1

- Decriminalization of adult-use cannabis - expunges prior convictions
 - Certain marijuana misdemeanor records will be automatically expunged starting in August;
 - Felony cannabis offenses will be considered for relief including potential sentence reductions for some incarcerated (Cannabis Expungement Board)
- Possession
 - Adults 21 and older will be able to possess in public up to two ounces of cannabis
 - Not able to use on public school grounds; state correctional facilities; where smoking is otherwise prohibited; in places where smoke or vapor could be inhaled by a minor; or behind the wheel of a car or boat;
- Home Grow
 - Adults 21 and older will be allowed to cultivate up to eight plants at home, four of which can be mature;
 - People can possess up to two pounds of marijuana in their residences
 - Gifting up to two ounces of marijuana without remuneration between adults permitted

Next 12-18 months (estimated)

- Office of Cannabis Management will be established at the State level
 - Regulate the market
 - Issue business licenses – but businesses must also register with the local government

Local Control

- The State Office of Cannabis Management will work with local units of government to:
 - Develop model ordinances for reasonable restrictions on the time, place, and manner of the operations of a cannabis business;
 - Develop standardized forms and procedures for the issuance of a retail registration pursuant to section 342.22; and
 - Develop model policies and procedures for the performance of compliance checks required under section 342.22
- Able to limit the number of retail shops tied to the population – minimum of one per 12,500 people
 - Local zoning ordinances will also apply - Businesses must receive a land use compatibility statement from local governments.

Items below in italics were not taken from the law but from an AMC resource from 2019:

- *Zoning items to consider may include factors such as odor and lighting control, signage, security systems, and hours of operations*
 - *Retail locations carefully zoned so that they are not adjacent to businesses or community facilities frequented by children*
 - *Cannabis manufacturing and cultivation operations can be hazardous with a high risk of fire and explosion*
 - *Managing wastewater and solid and hazardous wastes*

- Local unit of government shall issue a registration if applicant meets various requirements, including being current on all property taxes and assessments at the retail location
 - Local unit of government can impose a registration fee up to half the amount of the applicant's state license fee
- Required compliance checks at least annually
 - Local unit of government can suspend or revoke a license if the local unit of government determines that a registered cannabis business is not operating in compliance

Concerns:

Public Safety

- Road Safety - driving under the influence
- Community safety – largely a cash economy – local law enforcement will need to address the increased security risks of large volumes of cash/circulation of cash to conduct business
- Problems with mental health
- Public nuisances
- Environmental Safety – continue to investigate and mitigate illegal grow operations that can be destructive to the land and buildings where they are hidden – cleanup and remediation of sites can be very costly
- K-9 units will need to be retrained

Public Health

- Adolescent use prevention – minimize youth access as much as possible, awareness of harms
- Safe use education for adults
- Data collection and monitoring – long-term impact on families and communities
- Mental Health issues
- Substance use disorder treatment
- Environmental concerns – wastewater, electric, cleanup and remediation

Dental Services

Due to increased funding and grant opportunities, we are able to provide dental services twice a month for the rest of the year. This services is available to **individual's age 0-100+ male or female**. They will have a dental hygienist for the first date of service to do cleanings, x-rays, and/or assessments. This will be followed with a restorative provider who can complete fillings, extractions, crowns, and follow up care if needed and/or wanted. CDS can accept all forms of insurance (including MA) and offers reduced-cost care under an income-based sliding scale (up to 100% for eligible families). A flyer has been included in the packet. Please feel free to share this information.

We will be working on getting this information out widely within the community using a variety of methods.

- See attached flyer

Dental Clinic at Kanabec County Community Health

Children's Dental Services (CDS) will be providing dental services for **individual's age 0-100+ male or female.**

They will have a dental hygienist for the first date of service to do cleanings, x-rays, and/or assessments. This will be followed with a restorative provider who can complete fillings, extractions, crowns, and follow up care if needed and/or wanted.



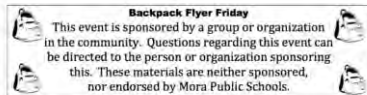
CDS can accept all forms of insurance (including MA) and offers reduced-cost care under an income-based sliding scale (up to 100% for eligible families).

2023 Dental Dates:

June 23
June 30
July 14
July 28
August 11
August 25
September 8
September 29
October 20
October 27
November 3
December 15
December 22

To Set up Service contact: Children's Dental Services

Main: 612-746-1530
Toll free: 1-866-543-6009
Fax: 612-746-1531



Service Location:

Kanabec County Community Health
905 Forest Avenue East
Mora, MN 55051
Phone: 320-679-6330

<p style="text-align: center;">Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy</p>

Initial Effective Date: 11/16/21
As Revised: 11/23/21, 1/14/22

Purpose:

The County of Kanabec, through its Public Health Department ("Department") hereby adopts this policy on mandatory vaccination in accordance with the U.S. Department of Health and Human Service's Centers for Medicare and Medicaid Services (CMS) Interim Final Rule with Comment Period on Omnibus COVID-19 Health Care Staff Vaccination (42 CFR §484.70(d)).

Scope:

This Policy applies only to the Medicare and Medicaid-certified providers identified in the rule, which includes Home Health Agencies. For purposes of this policy, all staff working at a facility that participates in the Medicare and Medicaid programs, regardless of clinical responsibility or patient contact, including:

- a. employees of the public health department;
- b. licensed practitioners;
- c. students, trainees, and volunteers; and
- d. individuals who provide care, treatment, or other services for the Department and/or its patients, under contract or by other arrangement.

The following individuals are excepted from the provisions of this policy mandating COVID-19 vaccination pursuant to the federal CMS mandate:

- a. exclusively provide telehealth or telemedicine services outside of the settings where home health services are directly provided to patients, families, and caregivers, or other staff within the scope of this policy; or
- b. provide support services for the Department that are performed exclusively outside of the settings where home health services are directly provided to patients and who do not have any direct contact with patients, families, and caregivers, or other staff within the scope of this policy.

Mandatory Vaccination Requirements:

All employees defined by this policy as being within the scope of "staff working at a facility that participates in the Medicare and Medicaid programs" are required to be fully vaccinated as a term and condition of employment at the Kanabec County Public Health Department.

Schedule. All employees of the Public Health department must be fully vaccinated by the dates set forth below:

- Obtain the first dose of a two-dose vaccine within 30 days of the regulation being published (no later than January 27, 2022); and the second dose within 30 days of the regulation being published (no later than February 28, 2022);

OR

- Obtain one dose of a single-dose vaccine with 30 days of the regulation being public (no later than January 27, 2022).

Definition of Fully Vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine; or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series.

Status. All employees subject to the vaccination mandate are required to report their vaccination status along with proof of vaccination to HR Specialist located in the Coordinator's Office at 18 North Vine Street, Suite 181, Mora, MN 55051 or via email at kim.christenson@co.kanabec.mn.us, or via fax at (320) 679-6441. Employees must provide truthful and accurate information about their COVID-19 vaccination status.

Vaccine Availability. Kanabec County Public Health shall offer free COVID-19 vaccination to all covered employees who are required to be vaccinated by this Policy. Public Health shall make the labeled fully and approved licensed Pfizer Comirnaty vaccine available to said employees.

Proof of Vaccination. Examples of acceptable forms of proof of vaccination include:

- CDC COVID-19 vaccination record card (or a legible photo of the card);
 - Documentation of vaccination from a health care provider or electronic health record;
- or
- State immunization information system record.

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Human Resources will still accept the state immunization record as acceptable proof of vaccination.

If an employee received the vaccination outside of the U.S., a reasonable equivalent to any of the examples of acceptable proof above is sufficient.

Each covered employee must inform Human Resources of his or her vaccination status no later than noon (CST) on January 25, 2022.

The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination to Human Resources.	Noon (CST) January 25, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained, to Human Resources.	Noon (CST) January 25, 2022
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated to Human Resources and submit Exemption Form when applicable.	Noon (CST) January 25, 2022

Vaccination Exemptions and Accommodation:

The CMS IFC requires facilities to allow for exemptions to staff as a reasonable accommodation for a disability or a sincerely held religious belief, observance, or practice and for medical reasons. Providers and suppliers should establish exceptions as a part of its policies and procedures and in alignment with federal law.

Employees may request an exemption from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination conflict with a sincerely held religious belief, practice, or observance.

Accordingly, Kanabec County's policies, procedures, and standards for exemption requests and the approval process are outlined below.

A. Exemptions Generally

Review Panel. All requests for exemptions or accommodations, medical or religious, shall be reviewed no later than by the end of three business days following the date of submission by a panel comprised of the following Kanabec County employees and officials: the County

Coordinator/Human Resources Director, the HR Specialist, the Public Health Director, one Commissioner of the Kanabec County Board, and the Kanabec County Attorney.

Standard of Review. All reviews shall be conducted pursuant to federal guidance issued by the Equal Employment Opportunity Commission and in accordance with the ADA and Title VII of the Civil Rights Act of 1964, as amended.

Decision. A final decision shall be reached by the majority vote of the review panel members. A requesting Employee shall be notified verbally and electronically regarding the status and outcome of the request by the end of the business day following the date of the Review Panel's decision.

Employee's Right to be Present. A requesting employee shall be given the right to be present at all stages of review by the panel, including any hearings upon request for reconsideration. The employee shall not be required to provide any additional evidence.

Review of Decision. A requesting employee may appeal a decision of the review panel by submitting a written request seeking reconsideration. Such requests shall be made in writing within one business day of notification of the panel's decision. Reconsideration hearings shall be conducted by the Kanabec County Personnel Committee plus the County Attorney at the request of the employee seeking accommodations, and shall be scheduled to occur within three business days of the request. The employee may, but shall not be required to, provide additional information to the review panel upon reconsideration. A written decision shall be issued by the end of the day of the next business day following the hearing, and any decision issued upon reconsideration shall be final, subject to review by the courts in an independent civil action commenced by a complaining party.

Employment Status While Under Review. If a completed and timely exemption application has been submitted, the requesting employee shall remain at his or her currently existing employment status and may be placed on leave pending final decision. The nature and location of the employment may be modified by the employer as a temporary accommodation to the employee's non-vaccinated status.

B. Medical Exemption

Subject employees may request consideration of a medical exemption to vaccination by submitting a written request along documentation confirming recognized clinical contraindications to COVID-19 vaccinations. Requests for a medical exemption shall be signed and dated by a licensed practitioner, who is not the individual requesting the exemption, and is acting within their respective scope of practice based on applicable state and local laws. The panel shall presume that a licensed practitioner who signs such an exemption form is acting within his or her scope of practice. This documentation must contain all information specifying which of the authorized COVID-19 vaccines are clinically contraindicated for the staff member to receive and the recognized clinical reasons for the contraindications.

C. Religious Exemption

Title VII of the Civil Rights Act of 1964 and similar state statutes prohibit employment discrimination based on religion, which includes all aspects of religious beliefs, practices, or

observances. These statutes require an employer to consider an employee's or applicant's request for an exception, called a religious or reasonable accommodation, from an employer requirement that conflicts with their sincerely held religious beliefs, practices, or observances. Subject employees may request consideration of a religious exemption to vaccination by submitting a written request.

Employees must inform the employer if they are requesting an exception to a COVID-19 vaccination requirement because of a conflict between that requirement and their sincerely-held religious beliefs, practices or observations. Employees do not, however, need to use "magic words" to so inform their employer.

The review panel shall operate under the standard that presumes a religious exemption request is based on a sincerely-held belief; however, if an employer has an objective basis for questioning either the religious nature or the sincerity of a particular belief, the employer would be justified in making a limited factual inquiry (including how the employee's religious belief conflicts with the employer's COVID-19 vaccine requirement) and seeking additional supporting information. Prior to making any inquiries, the panel shall make written findings regarding the basis for questioning or inquiring as to the employee's religious beliefs. The written findings shall be provided to the employee prior to making further inquiries.

D. Reasonable Accommodations.

Kanabec County shall assess undue hardship on a case-by-case basis by considering the specific facts of each situation. Accommodations which are granted are subject to modification in the future based on changing circumstances.

Accommodations, if any, such as social distancing, masking, relocation of personnel and equipment, and other accommodations shall be discussed and determined on a case-by-case basis for those employees who have been granted an exemption to the vaccine mandate.

Discipline:

Employees who violate the provisions contained in this policy may be subject to discipline.

An employee who fails to complete these scheduled vaccination requirements (except for employees who have pending requests for, or who have been granted, exemptions or accommodations to the vaccination requirements of this section, or those staff for whom COVID19 vaccination must be temporarily delayed, as recommended by the CDC, due to clinical precautions and considerations) may be prohibited from providing any care, treatment, or other services for the Department and/or its patients, and may be subject to other discipline.

Public Health employees who fail to provide proof of vaccination status to Human Resources by noon (CST) on **January 25, 2022** will be subject to a mandatory leave of absence effective **January 28, 2022** for up to 30 calendar days. For purposes of this mandatory leave of absence, unpaid leave will be allowed only after any and all accrued paid time is exhausted. In this circumstance, public

health employees are not eligible for the PTO donation program. Employees may submit proof of vaccination status to Human Resources within the mandatory leave of absence period to be eligible for reinstatement. Failure to provide proof of vaccination status by February 26, 2022 may result in termination of employment.

New Hires:

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment. All new hires must be fully vaccinated before doing any work covered by this policy.

Contingency Plan:

The Department reserves the right to bypass this rule in the event of an emergency or unforeseen change in circumstance that necessitates the Department's temporary use of unvaccinated workers.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to the Human Resources Department.

Resolution # KCCH – 6/6/23

Rescinding Mandatory COVID-19 Vaccination Policy Resolution

WHEREAS, in accordance with the U.S. Department of Health and Human Service’s Centers for Medicare and Medicaid Services (CMS) Interim Final Rule, Kanabec County Community Health, as a Home Health Agency adopted a mandatory COVID-19 Vaccination policy on November 16, 2021, and

WHEREAS, because the Public Health Emergency was declared ended as of May 11, 2023 the Centers for Medicare and Medicaid is withdrawing the staff vaccination requirement.

THEREFORE the Kanabec County Community Health Director is requesting that the Community Health Board rescind the Mandatory COVID-19 Vaccination Policy effective immediately.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board hereby rescinds the Mandatory COVID-19 Vaccination policy, which was effective 11/16/2021, revised on 11/23/21 and revised again on 1/14/2022. This action is effective immediately, 6/6/2023.



As of Date: 04/2023
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

*** Kanabec County ***



Sheila
5/30/23 7:57AM

TRIAL BALANCE REPORT
As of 04/2023

Report Basis: Modified Accrual

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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	572,797.85	148,138.87	58,888.10	631,685.95
1003 Audit Adjustments To Cash	3,470.58	0.00	3,470.58-	0.00
1110 Taxes Receivable - Prior & Delinquent	8,694.84	0.00	8,694.84-	0.00
1201 Accounts Receivable (Acc)	122,280.28	0.00	122,280.28-	0.00
1261 Due From Other Funds (Acc)	19,551.26	0.00	19,551.26-	0.00
1281 Due From Other Governments (Acc)	210,237.96	0.00	210,237.96-	0.00
Total Assets	937,032.77	148,138.87	305,346.82-	631,685.95
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	29,641.41 -	29,641.41 -	30,164.58 -
2021 Accounts Payable (Acc)	42,813.34 -	0.00	42,813.34	0.00
2030 Salaries Payable	67,009.55 -	0.00	67,009.55	0.00
2091 Due To Other Funds (Acc)	1,864.26 -	0.00	1,864.26	0.00
2100 Due To Other Governments	4,508.34 -	0.00	4,508.34	0.00
2101 Due To Other Governments (Acc)	28,907.61 -	0.00	28,907.61	0.00
2230 Deferred Inflows	8,694.84 -	0.00	8,694.84	0.00
Total Liabilities	154,321.11 -	29,641.41 -	124,156.53	30,164.58 -
Fund Balance				
2881 Assigned Fund Balance	782,711.66 -	0.00	0.00	782,711.66 -
2910 Revenue Control	0.00	346,276.07 -	586,997.84 -	586,997.84 -
2925 Expenditure Control	0.00	227,778.61	768,188.13	768,188.13
Total Fund Balance	782,711.66 -	118,497.46 -	181,190.29	601,521.37 -
Total Liabilities and Balance	937,032.77 -	148,138.87 -	305,346.82	631,685.95 -
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
5/30/23 7:57AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 04/2023

Report Basis: Modified Accrual



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

Through April 2023

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April
Pilt-Housing Authority							
Rev	0		0.00	0.00	0.00	0.00	0.00
Exp	0		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
Exp	0		0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure							
Rev	482,287.00	11.42%	55,068.12	5,288.63	0.00	22,458.26	27,321.23
Exp	358,571.00	38.00%	136,273.27	44,533.53	48,901.91	18,693.96	24,143.87
Prevent Infectious Disease							
Rev	23,100.00	3.88%	896.10	617.94	186.43	64.31	27.42
Exp	22,518.00	17.61%	3,964.46	723.86	1,588.75	728.57	923.28
Environmental Health							
Rev	30.00	30.00%	9.00	0.00	3.00	3.00	3.00
Exp	5,272.00	0.00%	0.00	0.00	0.00	0.00	0.00
Healthy Communities-Adult Health							
Rev	276,109.00	38.81%	107,157.60	12,988.46	9,642.85	63,640.44	20,885.85
Exp	260,448.00	25.06%	65,277.82	16,395.40	16,780.96	15,727.44	16,374.02
Healthy Communities-Health Improvement							
Rev	584,957.00	30.85%	180,437.75	12,432.61	18,398.64	74,237.93	75,368.57
Exp	554,054.00	26.45%	146,544.77	31,508.40	42,740.22	31,028.26	41,267.89
Healthy Communities-Family Health							
Rev	581,672.00	47.00%	273,385.04	95,339.78	52,084.08	6,195.21	119,765.97
Exp	538,977.00	28.67%	154,549.98	36,389.12	38,026.73	39,051.97	41,082.16
Emergency Preparedness							
Rev	219,775.00	26.43%	58,091.66	7,002.77	28,205.24	0.00	22,883.65
Exp	185,517.00	22.97%	42,621.98	8,487.27	9,215.41	15,201.34	9,717.96
Assure Access-Case Management							
Rev	349,564.00	28.96%	101,242.84	22,342.40	28,447.31	25,723.98	24,729.15
Exp	328,046.00	32.16%	105,488.50	24,422.66	29,279.57	28,918.28	22,867.99
Assure Access-Home Care							
Rev	528,000.00	30.75%	162,379.36	34,967.26	31,582.98	40,537.89	55,291.23
Exp	792,091.00	32.98%	261,219.00	64,076.37	64,636.18	61,105.01	71,401.44
Agency Totals							
Rev	3,045,494.00	30.82%	938,667.47	190,979.85	168,550.53	232,861.02	346,276.07
Exp	3,045,494.00	30.08%	915,939.78	226,536.61	251,169.73	210,454.83	227,778.61

outstanding payments/payments not yet posted

Workforce Dev.	
CTC	
FAP	417.18
LCTS	
LPHG	7,154.50
MCH	
SF/EBHV	
WIC TANF	
RPC	
SHIP	25,256.07
TANF	
WIC	
CMCOA	
MN Choice	3,125.00
mental hlth	9,216.85
Suicide Prev	2,818.18
Covid Federal	
Home care	<u>19,207.33</u> estimate only see note below
	67,195.11

SCHA Connector - We get reimbursed twice a year. Not included above.

Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.

amount has changed

Board Meeting 6/6/23

Abstract Totals for Commissioner Vouchers

Board Meeting 6/6/23	Amount	Vendors	Transactions
Abstract #1	70,594.91	41	87
Abstract #2			
Totals	70,594.91	41	87

Abstract Totals for Auditor Vouchers

Board Meeting 6/6/23	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
6/1/23 1:04PM

**** 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
6/1/23 1:04PM
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						
9		15-484-487-8453-6211		252.42	May billing svc/eligibility	23M-0072085	Services & Charges	N
8		15-484-493-8452-6211		214.18	May billing svc/eligibility	23M-0072085	Services & Charges	N
7		15-484-496-8447-6211		298.31	May billing svc/eligibility	23M-0072085	Services & Charges	N
	434	Ability Network Inc		764.91	3 Transactions			
	538	Berg/Ashley						
45		15-484-487-8453-6331		76.64	May EBHV/SF mileage		Mileage & Meals	N
	538	Berg/Ashley		76.64	1 Transactions			
	185	Bergstadt/Jennifer						
47		15-484-496-8449-6331		66.81	April/May HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		66.81	1 Transactions			
	1396	Biever/Laurie						
48		15-484-496-8449-6331		263.31	April/May HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		263.31	1 Transactions			
	877	BlueStar Graphics						
6		15-484-490-8489-6411		135.00	4 posters and 5 signs	2359	Progam Supplies	Y
	877	BlueStar Graphics		135.00	1 Transactions			
	3094	Burski/Kathy						
50		15-484-485-8444-6331		129.04	May suicide prevention mileage		Mileage & Meals	N
49		15-484-490-8489-6331		61.57	May staff retreat mileage		Mileage & Meals	N
	3094	Burski/Kathy		190.61	2 Transactions			
	4076	Cambridge Medical Center						
86		15-484-485-8468-6211		120.00	mini grant garden crop sign		Services & Charges	N
	4076	Cambridge Medical Center		120.00	1 Transactions			
	298	Childrens Dental Services						
10		15-484-485-8475-6285		557.76	transport equip/staff 1/27/23		Contracted Work	Y
	298	Childrens Dental Services		557.76	1 Transactions			
	278	City Of Mora						
11		15-484-485-8474-6411		100.00	sponsor music in the park 8/24		Supplies	N
	278	City Of Mora		100.00	1 Transactions			
	1463	Coyote Moon Grille						

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
12	15-484-490-8489-6411		4,598.83	1/2 day rent, lunch, projector	230504	Progam Supplies	N
	1463 Coyote Moon Grille		4,598.83	1 Transactions			
	1298 Gajewski/Farrah						
52	15-484-450-0000-6331		43.89	February admin mileage		Mileage & Meals	N
53	15-484-490-8489-6331		66.81	May staff retreat mileage		Mileage & Meals	N
51	15-484-496-8447-6331		62.22	Feb-Apr home care mileage		Mileage & Meals	N
	1298 Gajewski/Farrah		172.92	3 Transactions			
	1326 Hansen/Erika						
55	15-484-490-8489-6331		58.30	May staff retreat mileage		Mileage & Meals	N
54	15-484-496-8447-6331		347.15	Apr/May home care mileage		Mileage & Meals	N
	1326 Hansen/Erika		405.45	2 Transactions			
	4184 Health Dimension Rehabilitation Inc						
13	15-484-496-8447-6211		12,081.05	April PT services		Services & Charges	N
14	15-484-496-8447-6211		7.23-	attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		12,073.82	2 Transactions			
	324 Healthcare First						
15	15-484-496-8447-6211		104.74	May HHCAHPS fee	5365287	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
	4151 Innovative Office Solutions, LLC						
16	15-484-450-0000-6412		439.50	10 cases paper	4016505	Office Supplies	N
17	15-484-450-0000-6412		110.09	Brother 730 drum 12000 copies	4016505	Office Supplies	N
18	15-484-450-0000-6412		3.00	surcharge	4016505	Office Supplies	N
	4151 Innovative Office Solutions, LLC		552.59	3 Transactions			
	3095 Isanti County Public Health						
19	15-484-485-8468-6880		2,149.90	April healthy eating strategy		Grant Admin- Pass thru	N
20	15-484-485-8468-6880		2,757.48	April well-being strategy		Grant Admin- Pass thru	N
21	15-484-485-8468-6880		46.74	April tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		4,954.12	3 Transactions			
	1323 Johnstone/Kristi						
56	15-484-496-8447-6331		417.89	Mar-May home care mileage		Mileage & Meals	N
	1323 Johnstone/Kristi		417.89	1 Transactions			
	2162 Kanabec County Information Systems						

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
23	15-484-450-0000-6380		3,750.00	first quarter IS service	6288	Interdepartmental Charges	N
24	15-484-450-0000-6380		3,750.00	second qtr IS service	6289	Interdepartmental Charges	N
22	15-484-450-0000-6203		629.19	first quarter phone service	6290	Telephone	N
2162	Kanabec County Information Systems		8,129.19	3 Transactions			
75	132 Kanabec Publications						
75	15-484-485-8476-6411		608.00	4/13 & 20 drug take back ad	042352965	Program Supplies	N
85	15-484-485-8474-6240		180.00	in memorium/party at your hous	901970	Advertising	N
132	Kanabec Publications		788.00	2 Transactions			
25	667 Lighthouse Child & Family Services LLC						
25	15-484-487-8453-6211		150.00	1 hour EBFHV consultation	7232	Services & Charges	N
667	Lighthouse Child & Family Services LLC		150.00	1 Transactions			
87	377 Marco Inc						
87	15-484-450-0000-6341		787.11	Sharp MX5070v copier agmt	34124853	Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
26	1143 McKesson Medical-Surgical Govt Solution						
26	15-484-496-8447-6432		106.04	home care supplies	20592521 205922	Medical Supplies	N
29	15-484-487-8453-6411		101.54	EBHV/SF supplies	20632476	Supplies	N
28	15-484-481-8481-6432		9.58	PHNC supplies	20632503	Medical Supplies	N
27	15-484-496-8447-6432		451.68	home care supplies	20632503	Medical Supplies	N
30	15-484-481-8481-6432		30.56	PHNC supplies	20666753	Medical Supplies	N
1143	McKesson Medical-Surgical Govt Solution		699.40	5 Transactions			
57	4033 Mestnik/Kathryn						
57	15-484-490-8403-6331		117.25	April PHEP workshop		Mileage & Meals	N
60	15-484-490-8403-6331		158.84	May under one roof conf		Mileage & Meals	N
58	15-484-490-8486-6331		6.55	Prep summit mileage		Mileage & Meals	N
59	15-484-490-8486-6331		252.65	NACCHO conference mileage/meal		Mileage & Meals	N
4033	Mestnik/Kathryn		535.29	4 Transactions			
31	198 Mille Lacs Co. Community & Veterans Ser						
31	15-484-485-8468-6880		3,050.76	April eats strategy		Grant Admin- Pass thru	N
32	15-484-485-8468-6880		1,075.65	April tobacco strategy		Grant Admin- Pass thru	N
33	15-484-485-8468-6880		1,525.60	April well-being strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880		449.51	April moves strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		6,101.52	4 Transactions			

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8040	Miller, Patti					
64	15-484-485-8444-6331		379.24	April suicide prevention		Mileage & Meals N
63	15-484-485-8474-6331		10.48	April coalition mileage		Mileage & Meals N
62	15-484-485-8480-6331		252.18	April RPC mileage		Mileage & Meals N
66	15-484-485-8480-6331		19.00	April RPC meals		Mileage & Meals N
65	15-484-485-8480-6411		281.28	April RPC program supplies		Program Supplies N
61	15-484-490-8489-6411		207.71	Apr/May wellness fair supply		Program Supplies N
8040	Miller, Patti		1,149.89	6 Transactions		
52	Olson/Autumn					
71	15-484-469-8440-6331		78.60	May DPC mileage		Mileage & Meals N
67	15-484-487-8450-6331		7.86	May TANF mileage		Mileage & Meals N
68	15-484-487-8451-6331		27.51	May HP mileage		Mileage & Meals N
69	15-484-487-8453-6331		134.93	Apr/May EBHV/SF mileage		Mileage & Meals N
70	15-484-490-8486-6331		5.24	May WF development mileage		Mileage & Meals N
72	15-484-490-8489-6331		60.26	May staff retreat mileage		Mileage & Meals N
52	Olson/Autumn		314.40	6 Transactions		
3333	Petersen/Renee					
73	15-484-490-8489-6331		60.26	May staff retreat mileage		Mileage & Meals N
3333	Petersen/Renee		60.26	1 Transactions		
1051	Phelan/Francis J.					
35	15-484-496-8447-6283		2,695.00	preparation 2022 cost report	11275	Auditor Services Y
1051	Phelan/Francis J.		2,695.00	1 Transactions		
632	Pine County Health & Human Services					
36	15-484-485-8468-6880		1,738.55	April eats strategy		Grant Admin- Pass thru N
37	15-484-485-8468-6880		1,195.90	April tobacco strategy		Grant Admin- Pass thru N
38	15-484-485-8468-6880		1,635.20	April well-being strategy		Grant Admin- Pass thru N
39	15-484-485-8468-6880		1,273.43	April moves strategy		Grant Admin- Pass thru N
632	Pine County Health & Human Services		5,843.08	4 Transactions		
1342	Reality Based Leadership, LLC					
40	15-484-490-8489-6285		7,500.00	2nd half pmt training		Contracted Work Y
41	15-484-490-8489-6285		1,035.99	travel related expenses		Contracted Work Y
1342	Reality Based Leadership, LLC		8,535.99	2 Transactions		
1030	Ringler/Jennie					
74	15-484-496-8449-6331		142.79	Apr/May HHA mileage		Mileage & Meals N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1030	Ringler/Jennie		142.79	1 Transactions		
76	1322 Ringler/Jezzalyn		339.29	Apr/May HHA mileage		Mileage & Meals N
	15-484-496-8449-6331					
	1322 Ringler/Jezzalyn		339.29	1 Transactions		
77	1452 Sandberg/Debbie		69.38	Mar-May CM mileage		Mileage & Meals N
	15-484-493-8452-6331					
	1452 Sandberg/Debbie		69.38	1 Transactions		
42	1482 Sheraton Birmingham		452.00	4 nights lodging NPN conf	E9GZL7SK	Mileage & Meals N
43	15-484-485-8480-6331		91.10	taxes and tourism fees	E9GZL7SK	Mileage & Meals N
	1482 Sheraton Birmingham		543.10	2 Transactions		
44	1893 Tamarac Medical, Inc		44.85	3 blood lead test kits	118049	Medical Supplies N
	15-484-487-8451-6432					
	1893 Tamarac Medical, Inc		44.85	1 Transactions		
78	1333 Tomczak/Kailey		53.06	April HHA mileage		Mileage & Meals N
	15-484-496-8449-6331					
	1333 Tomczak/Kailey		53.06	1 Transactions		
80	1268 Tomczak/Kristi		68.79	Apr/May HM mileage		Mileage & Meals N
79	15-484-496-8448-6331		320.94	Apr/May HHA mileage		Mileage & Meals N
	15-484-496-8449-6331					
	1268 Tomczak/Kristi		389.73	2 Transactions		
1	1328 True Directions, Inc.		1,350.00	9 wks services on call	06/07	Contracted Work Peer Recovery Sup N
2	15-484-485-8490-6285		340.72	cell phone service	06/07	Contracted Work Peer Recovery Sup N
3	15-484-485-8490-6285		866.00	admin costs	06/07	Contracted Work Peer Recovery Sup N
4	15-484-485-8490-6285		86.88	139 miles PRSS travel	06/07	Contracted Work Peer Recovery Sup N
5	15-484-485-8490-6285		4,739.00	70 hrs PRSS treatment svcs	06/07	Contracted Work Peer Recovery Sup N
	1328 True Directions, Inc.		7,382.60	5 Transactions		
46	1214 Waschenbecker/Diana		116.59	May EBHV/SF mileage		Mileage & Meals N
	15-484-487-8453-6331					
	1214 Waschenbecker/Diana		116.59	1 Transactions		

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3688	White/Ellen					
81	15-484-490-8489-6331		34.06	May staff retreat mileage		Mileage & Meals N
3688	White/Ellen		34.06	1 Transactions		
452	Zaiser/Kelly					
82	15-484-487-8453-6331		55.02	Apr/May EBHV/SF mileage		Mileage & Meals N
84	15-484-490-8489-6331		44.54	May staff retreat mileage		Mileage & Meals N
83	15-484-493-8452-6331		35.37	Apr/May CM mileage		Mileage & Meals N
452	Zaiser/Kelly		134.93	3 Transactions		
15 Fund Total:			70,594.91	Community Health Fund	41 Vendors	87 Transactions
Final Total:			70,594.91	41 Vendors	87 Transactions	

Sheila
6/1/23

1:04PM

Kanabec County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
15	70,594.91	Community Health Fund
All Funds	70,594.91	Total

Approved by,
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9:45am Appointment

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Consider Resolution in Response to the Impassable Road Complaint	b. Origination: March 7, 2023 Complaint
c. Estimated time: 10-15 minutes	d. Presenter(s): Board of Commissioners

e. Board action requested:

Consider the attached draft resolution

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Resolution #__ - 6/6/23

WHEREAS, on or about March 7, 2023, a Petition was presented to the Kanabec County Board of Commissioners seeking relief pursuant to Minn. Stat. §163.16 to declare a certain portion of a Town roadway commonly known as Hornet Street an Impassable Road as defined in Minn. Stat. §163.16;

WHEREAS, due and proper notice, if any is required, has been provided as required by Minn. Stat. §163.16, and

WHEREAS, the subject of that Petition is a portion of a roadway that once existed as a town road, and

WHEREAS, Minn. Stat. §163.16 provides that upon a petition presented under statute and a finding by the County Board of Commissioners that a town roadway needs upkeep and maintenance that the County Board may order the Town to provide for the same, and

WHEREAS, the subject matter of the property subject to the above-mentioned petition has been the subject of litigation in Kanabec County District Court as reflected in Court File Number 33-CV-20-4 and

WHEREAS, the findings and order issued by the District Court in matter were appealed to the Minnesota Court of Appeals as reflected in Appeals Court File Number A22-0123, and

WHEREAS, the Minnesota Court of Appeals on August 22, 2022, ruled that the portion of the former town roadway that is the subject of the Petition of March 7, 2023, is no longer a town road, and

WHEREAS, the Minnesota Supreme Court has denied further review of the decision of the Minnesota Court of Appeals, and

WHEREAS, the Kanabec County Attorney has presented to the Kanabec County Board a legal conclusion and opinion of outside, independent counsel that Minn. Stat. §163.16 does not apply to property that has been found to not be or to no longer be a town roadway as determined by appropriate legal proceedings,

NOW, THEREFORE BE IT RESOLVED:

1. The Kanabec County Board of Commissioners lacks jurisdiction and legal authority to act upon the petition presented to it as to the former Hornet Street as set forth in the Petition dated March 7, 2023;
2. Because the Kanabec County Board lacks legal authority or jurisdiction to act upon the petition as presented, it is hereby DENIED.
3. A copy of this resolution shall be duly mailed by First Class Mail to the Clerk of the Hillman Township Board and the Petitioners whose signature and address are noted on the Petition dated March 7, 2023.

9:55am Appointment

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Reevaluation Result- Assessor Clerk II	b. Originating Department: County Coordinator
c. Estimated time: 5 Minutes	d. Presenter(s): Kim Christenson, HR Specialist

e. Board action requested:

Approve the following resolution:

Resolution #__ - 06/06/23

Assessor Clerk II Evaluation

WHEREAS Kanabec County Policy P-106, Section III.A. calls for a reevaluation of a county job classifications when a job changes substantively, and

WHEREAS the County Assessor has proposed substantive changes to the Assessor Clerk II position beginning in 2024 to increase the department's overall efficiency and productivity; and

WHEREAS, the changes to the Assessor Clerk II position were deemed substantive enough to warrant a reevaluation, and

WHEREAS the HR Specialist submitted the updated job descriptions and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant examined and evaluated the job description and physical analysis and recommends a rank increase from Grade 6 to Grade 7 based on an increase in overall point score;

THEREFORE BE IT RESOLVED that it is the decision of the County Board to accept the changes to the Assessor Clerk II job description and physical analysis documents effective January 1, 2024;

BE IT FUTHER RESOLVED to accept the wage consultant's recommendations for the position score, rank and pay grade change from a Grade 6 to a Grade 7 effective January 1, 2024.

f. Background:

See attached job description.

Supporting Documents: None **Attached:** ☒

Date Received in County Coordinator's Office:

N/A

Coordinators Comments:

Kanabec County Position Description

Assessor Clerk II

Department: Assessor

Exemption Status: Non-exempt

Date: June 28, 2005

Board Approved: 8/17/05

Updated: 2021

Revised: 5/16/2023

Job Specifications		
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	FACTOR	LEVEL
	Education:	High school diploma or equivalent plus 12 months in a related field
	Experience:	2 years in real estate transactions or very closely related work
	Other Requirements:	Pass background check. Complete and pass Assessment Laws & Procedures course within six months of employment. Valid driver's license.
	Supervision given to:	None
	Supervision received from:	County Assessor/Assistant County Assessor

Job Summary

This position serves as the Homestead Law specialist, the primary **public service** contact for general property and property tax information for the Assessor's Office, provides clerical services to the Assessor's Office, **and provides Assessment assistance to the Appraisers.**

Knowledge, Skills & Abilities

- Knowledge of personal computer.
- Knowledge of real estate or land transactions.
- Skilled in office organization, ~~including filing, scheduling, and so forth~~ **and clerical functions.**
- Able to plan and carry out required tasks.
- ~~Considerable communication skills.~~ **Considerably strong, accurate and positive public relation skills, both verbal and written.**
- Considerable numerical accuracy required in data entry.
- ~~Able to create accurate written communications.~~
- Ability to deal with difficult and sometimes complex verbal communications with tact ~~and~~ **diplomacy with other employees, supervisors, businesses, other governmental organizations, and taxpayers.**
- Ability to make sound judgments based on statutory requirements.
- Knowledgeable and skillful in the use of different computer software applications, namely Microsoft Word, Excel, and Power Point.
- Considerable knowledge of the use and application of both Tax and Cama systems.

- General understanding of property taxation, and assessment practices in the State of Minnesota or the ability to acquire such knowledge in a short period of time.
- Skill to effectively train or present material related to changes in the processing of assessment data, both in a group or on a one-to-one basis.
- Ability to manage time wisely and to deal with the stress caused by interruptions and deadlines.

Some Examples of Essential Duties

40% of Job Duties 70% of Job Duties Clerical

1. Initial eCRV processor for Assessor's Office; **flooding PRISM data and** entering CAMA data into the Department of Revenue's **eCRV** database.
2. ~~(was item 3)~~ Homestead Law information ~~source~~ **specialist.**
3. ~~(was item 2)~~ Process homestead applications: **acceptance and assistance at the counter**, send out notifications, data entry, filing, **and imaging**. ~~Taking special care due to the private data being processed.~~
4. Generate and verify Department of Revenue Homestead Report: **duplicate Social Security numbers, invalid Social Security numbers, omitted and Mobile home personal property Social Security numbers for both Real and Mobile Home Homesteads.**
5. ~~Special Homestead maintenance for BPVD qualified and veteran's exemptions, and actively farming.~~ **Homestead approval, processing and statutory maintenance for qualified Blind/Disabled/Surviving Spouse of Paraplegic Veterans, Disabled Veteran's exclusions, and Special Homestead (Actively Farming) applications and necessary removals after transfer.**
6. **Research deeds and other recorded documents to determine proper ownership and legal descriptions to verify homestead eligibility after death and/or property transfer.**
7. **Accurately image all Homestead files and applications in a timely manner. Once the work reason to access non-public data is finished the data must be properly stored and redacted according to policy and Minnesota statutes. During reasonable use of the data measures must be taken to ensure the non-public data is not accessed by individuals without a work reason.**
8. ~~(was item 7 & 12)~~ Assist taxpayers with **program forms**, plat maps, aerials and legal descriptions while refraining from the appearance of giving legal advice.
9. ~~(was 18)~~ Collect payment for information sales.
10. ~~(was 15)~~ Distribute mail.
11. ~~(was item 8, 13 & 14)~~ **Provide general property data information concerning assessed values, building details, and classifications when requested. Primary public service contact for the office via telephone, in-person and email regarding value, classification, sales, homesteads, and programs.**
12. **Prepare Mobile Home clearance sheets.**
13. ~~(was 11)~~ Generates various electronic assessment reports which are used internally, by other government agencies and the public.
14. **Provide back-up coverage as a floater for VSO and Recorder as needed and available.**

30% of Job Duties Assessment Technician

15. **Assist Appraisers with quintile and new construction field inspections by reviewing data with taxpayers, measuring, photographing, reviewing aerial maps and discussing tax programs for both Real and Personal Property types.**
16. **Download, name and properly index quintile and new construction photos for appraisers.**
17. **Generate inspection route and maps by situs for appraisers and prepare review notices left when**

- owner is absent.
18. Process permits and initiate review issues in MCIS system.
 19. ~~(was 9)~~ Assist in the operation of the land records computer operation ~~(was 10)~~ Assist with by reviewing valuation edit lists, proofing and corrections.
 20. Must possess a valid driver's license and be able to drive in the State of Minnesota.
 21. Provide general property data information concerning assessed values, building details, state programs, and classifications when requested by taxpayer while correctly administering the property tax laws of Minnesota while in the field.
 22. ~~(was 16)~~ Maintain property information files.
 23. ~~(was 17)~~ Image property files into electronic data base.
 24. ~~(was 19)~~ All other duties as assigned.

Competencies Common to All County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstrate regular and reliable attendance and punctuality.
- Demonstrate by personal example the qualities inherent in public service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Kanabec County in a professional manner to the public, outside contacts and constituencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Position: CLERK II

Department: ASSESSOR

Supplement – Physical Effort & Working Conditions

INDICATE FREQUENCY (HOW OFTEN), WHAT THE REASON FOR THE ACTIVITY IS AND ANY LIMITATIONS ON FREQUENCY, WEIGHT, HEIGHT, ETC.

<i>Frequency</i>	<i>Letter Code</i>	<i>Defined as</i>
Never	N	
Seldom	S	Up to 1 hour per day
Occasionally	O	1 to 2 hours per day
Frequently	F	2 to 5 hours per day
Continuously	C	6 or more hours per day

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Stand	F	Will stand, sit & walk frequently helping the public & appraiser
Sit	F	
Walk	F	In field
Bend/Twist	S	
Push	S	
Pull	S	
Climb (stairs, ladders)	S	Climbing stairs in buildings during field work
Reach	F	Reaching for documents, measuring buildings
Lift	S	
Carry	S	Equipment in the field
Grasp/Grip	F	Writing, iPad, measuring tape, camera
Repetitive Motions	F	Keyboard, mouse
Kneel/Crawl	S	Taking measurements
Run	S	
Jump	S	
Rapid work speed	C	
Filing	O	
Finger movement	F	Keyboard, writing, iPad, camera
Keyboard use	F	Entering data, checking email, report writing, case notes
Close vision	C	iPad
Color vision	C	

Depth perception	F	Driving
Far vision	F	
Hear	C	Communication with property owners/taxpayers including individuals with those with speech or other communication impairments
Talk	C	Communication with property owners/taxpayers including individuals with those with speech or other communication impairments
Smell	S	
Touch	S	
Other:		

WORKING CONDITIONS/
EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Heat	O	In field
Cold	O	In field
Temperature changes	O	In field
Dampness	O	In field
Humidity	O	In field
Wet environment	O	In field
Work outdoors	O	In field
Noise	S	
Vibration	S	
Heights	N	
Confined spaces	N	
Moving objects	S	
Solvents	N	
Acids, corrosives	N	
Other chemicals	N	
Dust	S	In field- dust and pollen
Dirt	S	
Fumes/Vapors/Mists	N	
Gases	N	
Office environment	C	
Travel	O	In field

Work alone	O	
Work with co-workers	F	
Work with public	F	Interaction with upset property owners/taxpayers
Other:	F	Exposure to dangerous situations in the field- isolation, individuals with aggressive behavior, exposure to individuals under the influence of controlled substances, exposure to dogs, bees/wasps, uneven terrain, etc.

SAFETY EQUIPMENT

What safety equipment is required? Fluorescent reflective vest

Where and when must it be used? In field

10:00am Appointment

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Appropriation Request and General Update	b. Origination: Kanabec History Center
c. Estimated time: 15-20 minutes	d. Presenter(s): Barb Barnes, Executive Director

e. Board action requested:

Information only at this time. The request is for consideration during the budgeting process for 2024.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Kanabec County
Board of Commissioners
18 North Vine St. Mora, MN

May 31, 2023

Re: Appropriation of funds for Kanabec County Historical Society

Dear Commissioners,

The Kanabec County Historical Society would like to thank you for your past financial support of \$5,000 annually. Your support enables us to continue to preserve our Kanabec County's history today, and for future generations.

As a 501(c)3 non-profit, we rely heavily on local funding/appropriations, donations, fundraisers, and volunteers. We are not affiliated with a government agency, and do not receive State or Federal funding. We serve our Public, Schools, Day Cares, and Residents by providing historical records, birth and death records; providing research materials through old newspapers, maps, government records, alphabetical family information, and photos; we preserve artifacts, exhibits, and accessions; and are working on the restoration of some of the local historic buildings. We provide information ranging from the History of Myron Kent (Mora's founder) to the ownership of many of our businesses throughout the years, to our area's first industry – logging.

In recent years, we have made severe cuts just to keep our doors open. Our monthly expenditures have been reduced to \$3,500 per month. We continue to employ one part-time Director (\$17K yr.) and have two volunteers in three days per week. It is difficult to hire adequate staff without the funds. The 2022 Tax Levy attempt failed by 124 votes... but it did send a strong message from our residents that we are an important part of the community.

The Coin school is in dire need of repairs...the beams under the building have broken, and the floors are caving in. We have been working with the Mn Historical Society and the State Historic Preservation Office to get the Coin School on the National Registry of Historic Places list. Once we obtain the designation, it will enable us to apply for grant funding to begin the rehabilitation of the Coin School. The project will take approximately 2 years. We are hoping to employ as many of our local contractors as we can. The grant funding and project are fantastic, but we still need to have operating funds and contributions to see this opportunity and project through.

Throughout the year, our guest sign-in shows that 80% of our guests are from out of this area. This tells us we are a destination/tourist point in the area. This in turn helps our other local businesses such as gas stations, grocery store, restaurants, etc. We have trails on our property and see many persons using the bike and walking trails daily. Following the recent Mora Elementary School tours, we received requests from the Pine City Schools to also tour. Last fall Ogilvie schools visited us. We are an important part of history/education programs also. We are looking at a much larger picture than just being a museum. We are a part of the area's Recreation, and Tourism also. KHC is an economic asset to the economy in Kanabec County.

In 2022, we received an appropriation from Kanabec County in the amount of \$5,000. With rising costs, we are hoping you will consider raising your contribution in an amount of \$6,000. With these funds, we would be able to better serve our residents of Kanabec County. We would be able to sponsor additional activities for our area. It would also help us to meet the higher operating costs, higher inflation costs, and promote a better understanding of who we are.

We thank you again for your time and consideration,

Barb Barnes
Executive Director
Kanabec County Historical Society

10:20am Appointment

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: a. Approve 2023-2024 Liquor & Tobacco License Renewals b. Tax Forfeit Land Sale Settlement	b. Origination: Auditor Treasurer's Office
c. Estimated time: 20 minutes	d. Presenter(s): Denise Snyder, Auditor/Treasurer

e. Board action requested:

- a. Approve 2023-2024 Liquor & Tobacco License Renewals
- b. Discuss Tax Forfeit Land Sale Settlement

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: 6/1/23

Coordinators Comments:

a. Approve 2023-2024 Liquor & Tobacco License Renewals

Resolution #__ - 6/6/23

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2023-2024			
KANABEC COUNTY BOARD - JUNE 6, 2023			
Establishment	LIQUOR	BEER	TOBACCO
Ann River Winery	On/Sun	-	-
Braham Moose Lodge 1544	Club/Sun	-	-
The Crows Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	-
McBees Bar & Grill	On/Off/Sun	-	-
Northwoods Steakhouse	On/Off/Sun	-	-
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Fire Pit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/Sun	-	-
Eagles Cove Resort	On/Sun	-	-
Dollar General	-	-	Yes

b. Discuss Tax Forfeit Land Sale Settlement

SETTLEMENT OF 2022 TAX-FORFEITED FUND

TWP & SCHOOL DISTRICT	PARCEL # or PERMIT #	LEGAL DESC	Sec/Twp/Rg Lot/Blk	TIMBER, FIREWOOD OR LAND	COUNTY PORTION 40%	School 40% after fees & costs	Twp/City 20% after fees & costs	Less: Sp Assmnts to Taxing Dist.	Less: Cost or Sp Assmnts (PAY TO COUNTY)	Less: STATE DEED FEE	TOTAL SALES PRICE	5% Buyers Premium
Arthur 332	02.04900.00	Spring Brook Estates L 2 Blk 3	24-39-24	land	4,762.00	4,762.00	2,381.00		70.00	25.00	\$ 12,000.00	
Ford 332	05.00340.00	Pt of NW1/4 of NW1/4 of NW1/4	8-42-23	land	15,522.00	15,522.00	7,761.00		70.00	25.00	\$ 38,900.00	
Peace 332	12.02285.00	Plan of Warman L 6 Blk 3 Ex ROW	6-41-23	land	336.00	336.00	168.00		70.00	25.00	\$ 935.00	46.75
Pomroy 2165	13.01010.10	W1/2 of SW1/4	22-41-22	land	30,202.00	30,202.00	15,101.00		70.00	25.00	\$ 75,600.00	
Southfork 912	14.01365.10	NW1/4 of NE1/4 of NW1/4	31-38-25	land	11,842.00	11,842.00	5,921.00		70.00	25.00	\$ 29,700.00	
Whited 332	15.01250.20	Pt N1/2 of N1/2 of NE1/4 of SE1/4	25-40-23	land	7,202.00	7,202.00	3,601.00		70.00	25.00	\$ 18,100.00	905.00
Ogilvie 333	23.00730.10	State Subd L 23	26-39-25	land	279.62	279.62	139.81	705.95	70.00	25.00	\$ 1,500.00	
Ogilvie 333	23.00730.00	2021 TFLS										
			TOTALS		70,145.62	70,145.62	35,072.81	705.95	490.00	175.00	\$176,735.00	951.75

Total incl Buyers
Prem

951.75
\$177,686.75

**2022 TAX-FORFEITED FUND
SETTLEMENT DISTRIBUTION**

Acct #: 21-851-000-0000-6803 Dated: 6/7/23

VENDOR NUMBER	TWP/CITY SCHOOL	CHECK AMOUNT	CHECK #
570	ISD #332	27,822.00	
816	ISD #333	279.62	
858	ISD #912	11,842.00	
829	ISD #2165	30,202.00	
969	Arthur Twp	2,381.00	
973	Ford Twp	7,761.00	
1006	Peace Twp	168.00	
1021	Pomroy Twp	15,101.00	
1022	Southfork Twp	5,921.00	
1025	Whited Twp	3,601.00	
830	City of Ogilvie	845.76	
	Sub-Total	105,924.38	

Journal entry:

	County Amount	70,635.62
	State deed fees:	175.00
TOTAL SETTLEMENT		\$ 176,735.00

County Costs

	469.40	publ for TFLS - fall sale
	20.60	postage cost for fall sale
		postage cost for informal sale
		paper/copier/personnel time
<i>Costs to divide</i>	490.00	7 parcels
Sp Assmnts	705.95	(Ogilvie)

Total costs	1,195.95
--------------------	-----------------

10:45am Appointment

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Court Administration Update	b. Origination: Court Administration
c. Estimated time: 10 minutes	d. Presenter(s): Heather Mickelson, Court Administrator

e. Board action requested:

Department update, information only.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

kelsey
6/1/23 8:26AM

**** Kanabec County ****



REVENUES & EXPENDITURES BUDGET REPORT As of 05/2023

Page 2

1 FUND General Revenue Fund

Report Basis: Cash

		<u>Status</u>	<u>Quarter</u>	<u>Year</u>	Percent of Year	42%
<u>Account Number</u>			<u>To Date</u>	<u>To Date</u>	<u>Budget</u>	<u>% of</u> <u>BDG</u>
11 DEPT	Court Administrator					
----- EXPENDITURES -----						
01-011-000-0000-6274	Pub Def Requests Ms 611.21		0.00	0.00	2,000.00	0
01-011-000-0000-6275	Attorney Fees		2,639.50	5,375.00	27,000.00	20
01-011-000-0000-6276	Doctor Fees		0.00	2,782.50	8,000.00	35
----- REVENUES -----						
01-011-025-0000-5830	Misc Revenues		920.00-	3,360.00-	12,000.00-	28
----- EXPENDITURES -----						
01-011-025-0000-6411	Supplies		463.50	1,158.75	9,000.00	13
11 DEPT	Totals Court Administrator	Revenue	920.00-	3,360.00-	12,000.00-	28
		Expend.	3,103.00	9,316.25	46,000.00	20
		Net	2,183.00	5,956.25	34,000.00	18
1 FUND	Totals General Revenue Fund	Revenue	920.00-	3,360.00-	12,000.00-	28
		Expend.	3,103.00	9,316.25	46,000.00	20
		Net	2,183.00	5,956.25	34,000.00	18
FINAL TOTALS	5 Accounts	Revenue	920.00-	3,360.00-	12,000.00-	28
		Expend.	3,103.00	9,316.25	46,000.00	20
		Net	2,183.00	5,956.25	34,000.00	18

10:55am Appointment

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Veterans Services Office Update	b. Origination: Veterans Services Office
c. Estimated time: 10 minutes	d. Presenter(s): Erica Bliss, Veterans Service Officer

e. Board action requested:

Department update, information only.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

What Does a CVSO do?

See attached insert from MN Counties newsletter (Winter 2023)

KANABEC COUNTY Veteran Population: FY22 GDX

1293 veterans enrolled in VAMC or receiving VA benefits

DOES NOT include surviving spouses or eligible dependents receiving benefits

Revenue 7.3 million in cash benefits-Kanabec County veterans

Medical benefits 9.96 million

Grant Funding

MDVA CVSO Enhancement Grant. (Grant runs July 1-June 30) Annual benefit up to \$10,000 pending veteran population. Grant is to enhance programs for veterans/dependents, fill gaps, provide outreach, to include marketing, equipment, software, reference materials, second opinions (medical), transportation, etc. The grant CAN NOT be used for direct cash assistance or sponsorships.

Kanabec County Veteran Emergency Fund

In 2018 we created the Kanabec County Veterans Emergency grant. The seed funds for the grant were received from donation overages for the Vietnam Wall/Eyes of Freedom event which was held in August 2018 at the fairgrounds/civic center through a partnership with the local American Legions and DAV. Each year we host a golf fundraiser with proceeds at approximately \$13,000. Historically we have split the proceeds with the Mora American Legion. This year and moving forward we will share the proceeds with the Kanabec County Veterans Memorial to assist with on-going costs.

Outreach

Monthly coffee talk began in October 2018 and we have been going ever since. We host the meeting in order to educate veterans, families and caregivers on VA programs, changes in law, local resources, etc. Event is held on the 4th Tuesday of each month at the KC Jail training room from 10-11:00.

Partnerships with Recovering Hope to provide Question, Persuade, Refer (QPR) training. QPR is a suicide gate-keeper training which teaches persons how to ask the hard questions and what to do if they believe their friend, family member or acquaintance is feeling suicidal. Erica is an instructor and provides this training and material at no-cost. Class is held during coffee talk annually and at the request of organizations. September is Suicide Awareness Month and we will host a community QPR event.

1. Veterans Day at the Fair: Friday July 28th

Transportation 2022

In February 2019 we received a Ford Focus from the VA Healthcare system. The vehicle was purchased by the DAV transportation program and donated to the VA for use. We have a handful of volunteers who provide transportation to VA medical appointments. Transportation is a barrier for veteran population.

Our volunteer drivers have driven over 57,440 miles, provided 2,558 volunteer hours and 889 transports. In 2022 the program provided 136 rides. Transportation can be simplified as merely providing a ride to/from an appointments but it does not touch the depth of importance to the veterans and families who need this necessary service. Our volunteers have also assisted the program in providing transportation to Isanti, Mille Lacs and Sherburne County veterans. DAV volunteers and the DAV coordinator are an extra set of eyes and ears in the lives of our veterans. We are very proud of our volunteers and their commitment to this program and our veterans.

DAV volunteer appreciation dinner in April at Union Grill.

MACVSO (MN Association of County Veteran Service Officers)

Erica was appointed the MACVSO secretary in September 2022. Responsibilities include:

- Meeting minutes, agendas, coordinating meeting space and meals
- On/off boarding new CVSO/ACVSO
- Weekly email updates

Kanabec County Veterans Memorial

Donation of land by Jim & Wendy Akkerman to Post #201

Kanabec County Veterans Memorial board started December 2021.

501 c 19 status under American Legion (fiscal agent is Lee Goldsmith Post #201, Mora)

Through generosity of community and local businesses we are moving forward in a phased project

Phase I will be visible this summer with the addition of the flags and plaza. The plaza will eventually contain the honor walls. Honor walls contain 90 names each (45/each side). Friends/family can purchase a "block" for \$300.

Phase II will be placement of honor walls and Killed in Action memorial. The KIA memorial will honor Kanabec County veterans killed in wars since WWII. Highlighting this memorial will be a bronze kneeling statue.

Additional Phases include:

- Building with community meeting space, static display to honor service of Kanabec County veterans, possibility of CVSO offices.

- Huey Helicopter donation and installation

KC Memorial Fundraising

Trivia Night fundraiser hosted by Northwoods Steak House, Sunday February 19th

(\$2639) Golf Scramble funds will be split between emergency fund and memorial this year (50/50)

Crystal Bar & Grill in partnership with Mora Gives Back committee is hosting fundraiser for KC Memorial on August 26, 2023.

Future GOALS (2023-24):

Veteran support group

Veteran family/caregiver support group

Training

Training is required to maintain accreditation for VA access:

1. MN Department of Veterans Affairs Spring Training
2. MN Association of County Veteran Service Officers-Fall Training
3. National Association of County Veteran Service Officers- Every other year
4. CVSO pilot program through St Cloud State University

CVSO is accredited with VFW, American Legion, MN Department of Veterans Affairs, DAV and NACVSO (National Assoc of County Veteran Service Officers)

Challenges

Transportation (non-VA, non-medical), outside routes of Timber Trails

County Veteran Service Officers Provide an Invaluable Service to Veterans and Their Families

By George Fiedler, Minnesota Association of County Veteran Service Officers (MACVSO) and Benton County VSO

Ever wonder what a CVSO is? Every county in Minnesota has at least one and many counties also have Assistant County Veteran Service Officers (ACVSO). The purpose/mission of a CVSO office is: Advise, counsel, assist, and support veterans and their families in obtaining veteran benefits through the state and federal programs and to act as an advocate on their behalf or direct and refer them to other authorized agencies or providers as needed.



Minnesota Statute 197.601 defines the requirements to be appointed as a County Veterans Service Officer:

1. Resident of Minnesota
2. Citizen of United States
3. Veteran as defined by MN Statute 197.447

In addition, a person accepting appointment to the position of County Veterans Service Officer or Assistant County Veterans Service Officer or other equivalent assistant position must agree to receive, within six months of the appointment, training and education for the duties of the position, including development of an effective working knowledge of relevant laws, rules, and regulations pertaining to the United States Department of Veterans Affairs, as applicable to veterans cases before the department and the administration of those cases.

Minnesota Statute 197.60 decrees that CVSOs and ACVSOs are appointed (by County Board of Commissioners) to four (4) year terms, and before entering upon duties, shall take and subscribe the oath required of public officials.

Minnesota Statute 197.606 defines that each CVSO is under the exclusive jurisdiction and control of those counties. Additionally, each county is responsible for establishing a CVSOs compensation plan, and any county-specific requirements for the CVSOs that they employ.

Minnesota Statute 197.603 defines the duties of a CVSO as:

It shall be the duty of the county veterans service officer to aid all residents of the governmental subdivision by which the officer is employed in securing benefits provided by law on account of the service of any person in the armed forces of the United States, from which the person has a discharge other than dishonorable. The county veterans service officer shall aid all veterans who are residents of the governmental subdivision by which the officer is employed, regardless of the nature of discharge, in securing counseling or treatment concerning alcohol and drug dependency and abuse.

What does a CVSO do?

There are some major categories of work done by a CVSO Office:

Recently Discharged Veterans

- Recording of DD-214's (military separation document)
- Help with VA Medical/Dental Care applications
- SGLI (life insurance) conversion
- Benefit counseling & claims assistance information and referral

Education Benefits

- GI Bill (all types)
- Dependent & Survivor Education (Chapter 35)

Disabled Veteran Benefits

- Compensation Claims (Service-Connected Disability)
- Pension Claims (Non-Service-Connected Disability)
- Filing Appeals
- Vocational Rehabilitation

Home Loan Guarantee

- VA Certificates of Eligibility
- Release of Liability
- Property Management (Reposessed Houses)

In Time of Death

- Dependency & Indemnity Compensation (DIC)
- Death Pension
- Burial Allowance
- Burial Markers
- Survivors Benefits
- Insurance Proceeds

Health Benefits

- VA Medical Care (Inpatient & Outpatient)
- Alcohol and Drug Dependence Treatment
- TRICARE
- CHAMPVA

Financial Assistance

- Temporary Financial Assistance
- Dental Care
- Optical Care
- MDVA Educational Assistance

Other Services (Help With)

- Obtaining military awards
- Obtaining military records
- Speaking to other Veteran "Help" Organizations
- Outreach to incarcerated veterans
- Liaison among veteran groups
- Burial Flags
- Government Life Insurance
- Bronze Star Flag Holders
- VA National Cemetery
- Answering letters Veterans and family members get from the VA
- Employment, Veteran Employment, & Re-employment
- Discharge Review
- Management of debts that maybe created with the VA

What is the Minnesota Association of County Veteran Service Officers (MACVSO)?

The Minnesota Association of County Veteran Service Officers (MACVSO) is the professional, state-wide organization, existing to support all 87 County Veteran Service Offices in our state.

The Mission of MACVSO is to: Train and Educate Minnesota County Veteran Service Officers; Positively impact legislation decisions; and establish, maintain or enhance relationships with stakeholders.

The MACVSO Vision is: To be the premier support association for our 87 Minnesota County Veteran Service Offices.

MACVSO Provides:

- Statewide training for CVSOs
- Assist with County employment issues with CVSOs when asked
- Onboard and mentor new CVSOs and Assistant CVSOs (ACVSO)
- Track and Manage Certification training for all CVSOs and ACVSOs
- Influence MN legislation that benefits Veterans statewide
- Develop partnerships with Veteran stakeholders

Find your CVSO at: macvso.org

MACVSO invites all county commissioners to have a discussion with "your" CVSO and ask them to brief you on what they are doing for your veteran and veteran families in your county. ■

kelsey
6/2/23 1:20PM

**** Kanabec County ****



REVENUES & EXPENDITURES BUDGET REPORT As of 05/2023

Page 2

1 FUND General Revenue Fund

Report Basis: Cash

		<u>Status</u>	<u>Quarter</u>		<u>Year</u>		<u>Percent of Year</u>	
<u>Account Number</u>			<u>To Date</u>		<u>To Date</u>		<u>Budget</u>	<u>42%</u>
								<u>% of</u>
								<u>BDG</u>
120 DEPT	Veterans' Services							
----- REVENUES -----								
01-120-000-0000-5751	Donations		0.00		0.00		1,000.00-	0
----- EXPENDITURES -----								
01-120-000-0000-6103	Salaries - Regular		16,160.01		40,207.21		105,536.00	38
01-120-000-0000-6113	Flex Pay		179.64		449.10		0.00	0
01-120-000-0000-6130	VEBA - County Share		424.00		1,060.00		0.00	0
01-120-000-0000-6153	Health Insurance - County Share		2,807.28		7,018.20		20,464.00	34
01-120-000-0000-6163	Pera - County Share		1,212.00		3,015.54		7,915.00	38
01-120-000-0000-6175	Fica - County Share		1,185.00		2,947.75		8,073.00	37
01-120-000-0000-6204	Cellular Phones		132.24		255.49		800.00	32
01-120-000-0000-6205	Postage		0.00		152.78		400.00	38
01-120-000-0000-6211	Services & Charges		0.00		0.00		2,000.00	0
01-120-000-0000-6411	Supplies		0.00		75.00		0.00	0
01-120-000-8240-6211	Services & Charges		0.00		490.00		0.00	0
01-120-000-8240-6411	Supplies - Designated Donations		254.87		776.92		0.00	0
----- REVENUES -----								
01-120-000-8501-5340	VA Grant-Operational Enhancement		0.00		0.00		10,000.00-	0
----- EXPENDITURES -----								
01-120-000-8501-6211	Services & Charges		30.00		1,042.82		6,715.00	16
01-120-000-8501-6289	Grant Staff Development		0.00		0.00		1,550.00	0
01-120-000-8501-6405	Grant Computers & Hardware		40.01		160.04		0.00	0
01-120-000-8501-6411	Grant Supplies		59.85		471.54		1,735.00	27
----- REVENUES -----								
01-120-000-8502-5751	Donations - Local EM VA Program		0.00		0.00		3,000.00-	0
----- EXPENDITURES -----								
01-120-000-8502-6880	Local EM VA Grant Expenditures		898.95		931.01		3,000.00	31
120 DEPT	Totals Veterans' Services	Revenue	0.00		0.00		14,000.00-	0
		Expend.	23,383.85		59,053.40		158,188.00	37
		Net	23,383.85		59,053.40		144,188.00	41
1 FUND	Totals General Revenue Fund	Revenue	0.00		0.00		14,000.00-	0
		Expend.	23,383.85		59,053.40		158,188.00	37
		Net	23,383.85		59,053.40		144,188.00	41

kelsey
6/2/23 1:20PM

**** Kanabec County ****



REVENUES & EXPENDITURES BUDGET REPORT As of 05/2023

Page 3

1 FUND General Revenue Fund

Report Basis: Cash

				Percent of Year		42%
<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of BDG</u>
FINAL TOTALS	20	Accounts	Revenue	0.00	0.00	14,000.00 - 0
			Expend.	23,383.85	59,053.40	158,188.00 37
			Net	23,383.85	59,053.40	144,188.00 41

11:05am Appointment

Item a.

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Approve IUP for Vacation Rental – Sarah Scanlon – 1477 230 th Ave, Mora	b. Origination: Planning Commission/Environmental Services
c. Estimated time: 10 minutes	d. Presenter(s): Ryan Carda, Environmental Services GIS Technician

e. Board action requested:

Approve the Interim Use Permit application for the short term/vacation rental by Sarah Scanlon at 1477 230th Ave, Mora per the Planning Commission's recommendation.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	6/2/23
---	--------

Coordinators Comments:



Kanabec County Environmental Services
903 Forest Ave East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Interim Use Permit Application

Application Fee: \$670

As set forth in Section 3.7 of Ordinance #5 Ordinance of Shoreland Areas of Kanabec County, Minnesota.

Property Owner: Sarah Scanlon & Timothy Scanlon (deceased)
Phone & Email: 612-719-5184 surfsarah@yahoo.com
Mailing Address: 14235 ST CROIX TR N Stillwater MN
55052

Property Address: 1477 230th Ave Mora MN
Parcel ID Number: 01-01155-00
Sec/Twp/Range: West 106 ft of Gov. Lot 1, Section 35
Township 40, Range 25

Zoning District: KANABEC COUNTRY - MN

☒ Vacation Rental Home Section 6.2 of Ordinance #5

☐ Home Occupation Section 8.4 of Ordinance #5

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a interim use permit stated in Section 3.7 of Ordinance #5 (attached). Provide a detailed description and reason for the request that addresses the following:

1. Describe the existing use of the property. Vacation home - Request for short term rentals (max 4 persons)
2. Does the proposal involve any new buildings or additions? NO
3. Does the interim use conform with the County Comprehensive Plan and the zoning regulation requirements within the proposed district? ☒ yes ☐ no
4. Explain any land alteration including vegetation removal/grading & filling NONE
5. Number of daily occupants on the premises (employees/customers)
0-4
6. Describe water and septic usage and locations of facilities. 1 Kitchen, 1 Bathroom, w/d
7. The interim use will provide adequate access to a public road to not cause traffic hazards or congestion on the adjacent public roads and that there are sufficient off-street parking and loading space to serve the proposed use. yes - plenty of parking off-street

Buildings and Setbacks (As shown on site plan) Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, buildings, roads, wetlands, etc.

Structure type: House (Garage - 2 sheds)
Dimensions of structure: 35x38 Height: 1 story
Distance of proposed dwelling to primary dwelling: N/A
Lot size (approx. acres): 2 acres
Setback: 175' Shoreland OHW Setback: 170'
Road Type: Township County ☒ State Highway 230th Ave
Front Setback: 370' ROW Setback: Centerline Setback:
Rear Setback: Side Setback: Side Setback:

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

Sarah J. Scanlon

Environmental Services Office Use only

Zoning District: Shoreland Lake/River/Stream: Anna Lake
Proposed Use: Rental Sec. of Ord.: #5 - Sec. 6.2
Meeting Date: 5/22/23 Reviewed for Accuracy by: Environmental Services
(Date shall not be scheduled until staff confirms receipt of all materials)
Application approved ☒ Yes ☐ No
Date/time and place of hearing:
Application approved by:

Planning Commission Chairman

Interim Use Permit issued in accordance with and in compliance with conditional requirements and special regulations and MN DNR notified this _____ day of _____ 20____

INTERIM USE CHECK LIST

- 1) ☒ A site visit with Environmental Services staff is required.
- 2) ☒ Provide applicant with a copy of Section 3.7 of Ordinance #5 Ordinance for the Management of Shoreland Areas "Criteria for granting Interim Use Permits"
- 3) ☒ Application packet is completed and signed
- 4) ☒ Applicant must provide **evidence of ownership**. (A valid purchase agreement is acceptable.)
- 5) ☒ Copy of the complete legal is needed for recording.
- 6) ☒ A **detailed sketch**, to scale, with a north arrow, of property is attached (show buildings, distance to property lines, septic, well, roads (name & number), driveway, wetlands, physical features and any other ordinance requirements.
- 7) ☒ Clearly identify proposed structure(s), driveways, septic, fences, etc.
- 8) ☒ A **Compliance Inspection** report must be provided for any existing sewage treatment system on the affected property at the time of application for a IUP.
- 9) N/A If the application is for a **new building** that will generate waste water/have plumbing, it must be able to support **TWO "STANDARD"** sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site).
- 10) N/A Access approval from road authority if new access is proposed.
- 11) ☒ Completed **description of the request and statement of justification** is attached.
- 12) ☒ **Application Fee of \$670.**
Fees are non-refundable
- 13) ☒ Applicant (or their representative) must be present at the Planning Commission public hearing.
- 14) ☒ If the IUP is denied, by the Planning Commission, it cannot be resubmitted for six months.
- 15) ☒ **Conditions may be Included** on granted IUP's.
- 16) ☒ **Granted Interim Use Permits become void** if applicant does not proceed substantially within one year of the date the IUP is granted.
- 17) ☒ The IP deals only with the use of the property. A **Land Use Permit** is required prior to construction of any structures.

NOTE: A Public Hearing will be scheduled for the next available Planning Commission meeting only if the applicant provides all the required information prior to the application deadline. State of Minnesota Law requires public notification for at least 10 days prior to the hearing.

*** Applicant is responsible for utilizing accurate property boundaries in submitted documents.**

Sarah J. Scanlon
Applicant

4/20/23
Date

SITE SKETCH

CERTIFICATE OF SURVEY -for- FIRST AMERICAN TITLE INSURANCE CO.

NORTH



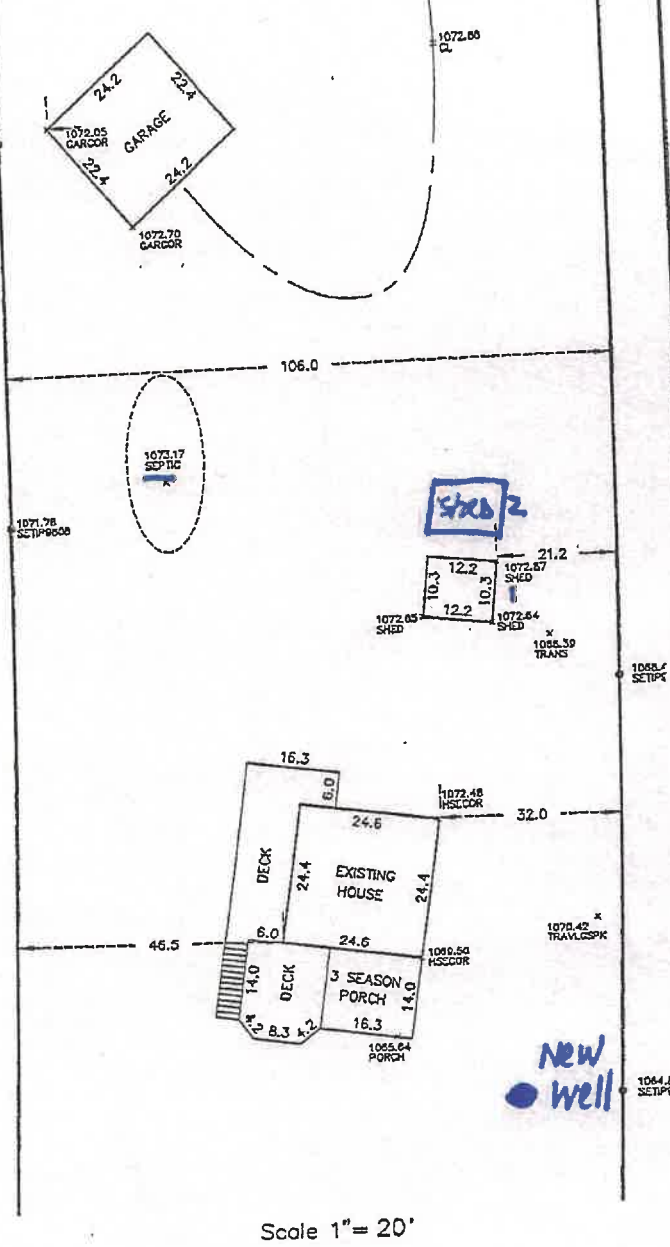
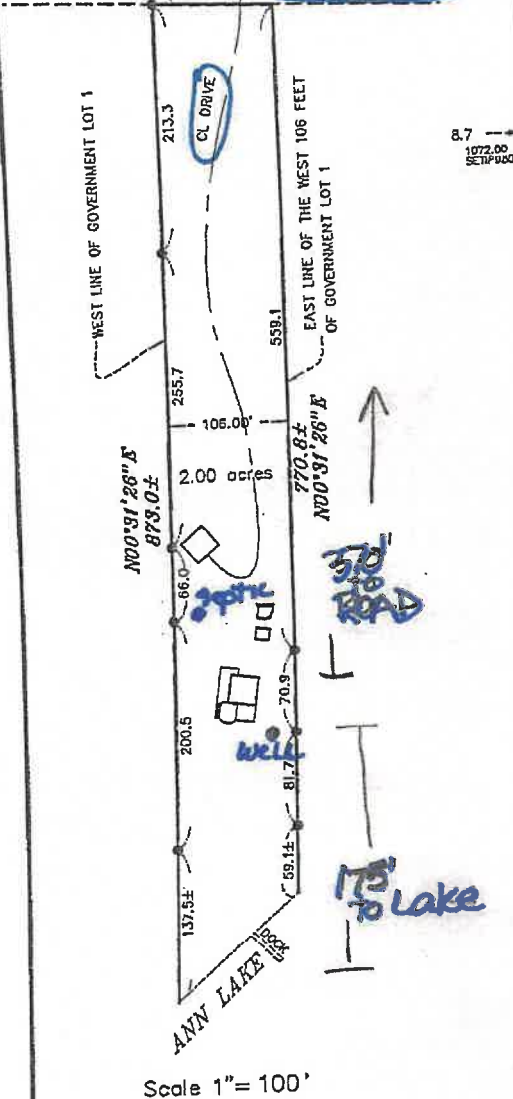
(2 acres)

DETAIL

DRAIN FIELD

NORTH LINE OF GOVERNMENT LOT 1, S86°48'24"E 106.12' 230TH AVE.

1477
230th Ave
MORA MN



West 106 feet of Government Lot 1, Section 35, Township 40, Range 25, Kanabec County, Minnesota.

Drawn By: RLO	Project Manager: EGR	Job No.: 10408SS
o Denotes Iron Set	• Denotes Iron Found	Bearings shown are on an assumed datum.
I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 13th day of September, 2010.		
License No. 45770		E. G. RUD & SONS, INC. Professional Land Surveyors 6776 Lake Drive NE, Suite 110 Lino Lakes, MN 55014 Tel. (651) 361-6200 Fax (651) 361-5701

8050

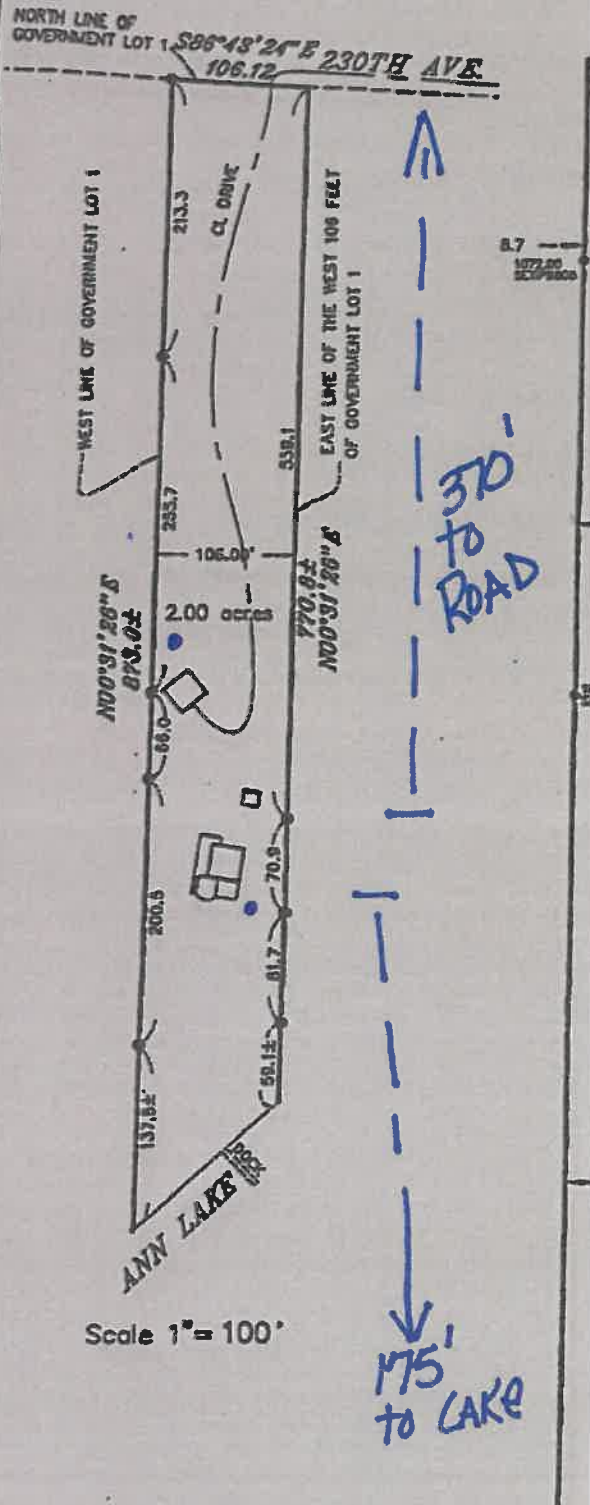
REQUIREMENTS FOR THE SITE SKETCH

- Drawn to Scale; ✓
- North Directional Arrow; ✓
- Dimensions of lot ✓
- Location of existing or proposed septic system (if applicable); ✓
- Road/street names; ✓
- Location of existing and proposed structures, showing all setbacks (including road right of way, side, front and rear yard, shoreline, ordinary high water mark (OHWL); ✓
- Driveway location; ✓
- Location of well (if applicable); ✓
- Location of adjacent existing buildings; ✓
- Location of Wetland areas, fill and grading/vegetation alteration limits, floodplain (if applicable); ✓
- Other information as may be requested or required by ordinance ✓

CERTIFICATE OF SURVEY

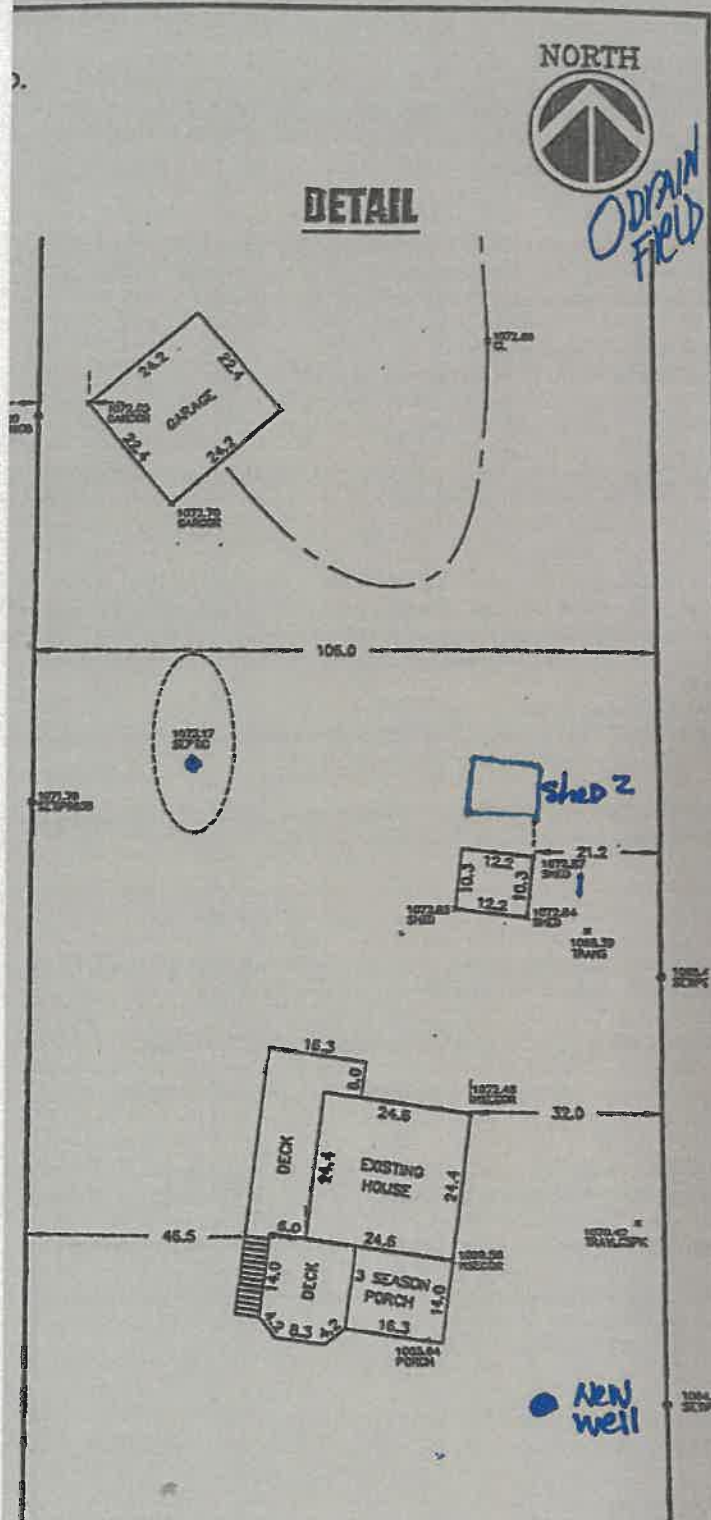
-for- FIRST AMERICAN TITLE INSURANCE CO.

1477
230th Ave
MORA



West 106 feet of Government Lot 1
Kanabec County, Minnesota.

1477
230th Ave
MORA



ot 1, Section 35, Township 40, Range 25,

Project Manager: EGR	Job No.: 10408SS
Bearings shown are on an assumed datum.	
Prepared by me or under my Land Surveyor under the laws of September, 2010.	
Use No. 45770	E. G. RUD & SONS, INC. Professional Land Surveyor 6776 Lake Drive NE, Suite 1 Lino Lakes, MN 55014

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 – Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 – Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 – Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water area.

Type 4 – Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.

Type 5 – Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 – Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 – Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.

Sarah Carlson 4/20/23
Signature of Applicant Date

No delinquent taxes and transfer entered; Certificate of Real Estate Value () filed (☒) not required
Certificate of Real Estate Value No. _____

August 15, 2011

Denise M Cooper

County Auditor

by [Signature]

Deputy

Doc# 240262

OFFICE OF COUNTY RECORDER

KANABEC COUNTY, MN

August 15, 2011 3:00 PM

Rhonda Olson, Recorder

Well Certificate [] Received

Fee: \$46.00

Pages: 1

STATE DEED TAX DUE HEREON: \$1.65

Date: August 12, 2011

(reserved for recording data)

FOR VALUABLE CONSIDERATION, Alverna A. Blaes, single, Grantor(s), hereby convey and quitclaim to Timothy P. Scanlon and Sarah L. Scanlon, Grantees, as joint tenants, real property in Kanabec County, Minnesota, described as follows:

West 106 feet of Government Lot One (1), Section 35, Township 40, Range 25, Kanabec County, Minnesota.

The total sale price or other consideration for this transfer is \$500.00 or less.

EXEMPTION CERTIFICATE

11-19 GRANTED

together with all hereditaments and appurtenances belonging thereto.

Receipt No. 22811

State Deed Tax of \$ 1.65

Paid Affix Deed Tax Stamp Here

DENISE M. COOPER

Kanabec County Auditor-Treasurer

By [Signature] Deputy

STATE OF MINNESOTA

COUNTY OF KANABEC

} ss.

Alverna A. Blaes
Alverna A. Blaes

The foregoing instrument was acknowledged before me on July 2, 2011, by Alverna A. Blaes, single, Grantor(s).

NOTARY PUBLIC STAMP FOR SEAL OR OTHER TRIBLE OR BANK



A. FRED HOLM
NOTARY PUBLIC - MINNESOTA

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

10

EXHIBIT "A"

All that tract or parcel of land lying and being in the County of Kanabec and state of Minnesota, described as follows, to-wit: Government Lot One (1) Section Thirty-five (35), Township Forty (40) North, Range Twenty-five (25) EXCEPT THE FOLLOWING FIVE EXCEPTIONS:

EXCEPTION NUMBER ONE: Except the West 106 feet thereof;

EXCEPTION NUMBER TWO: Except that part of Government Lot One (1) described as follows: Commencing at the Northeast corner of Section Thirty-five (35), thence West along the North line of Section Thirty-five (35) a distance of Four Hundred Forty-four (444) feet; thence South parallel with the East line of Section Thirty-five (35) a distance of Five Hundred Eighty (580) feet more or less to the Government Meander Line of Ann Lake; thence North Forty-eight and three fourths ($48 \frac{3}{4}$) degrees East along said Meander line to the meander corner on the East line of Section Thirty-five (35) thence North along the East line of Section Thirty-five (35) a distance of One Hundred Ninety-eight (198) feet more or less to point of beginning and containing Four (4) acres, more or less.

EXCEPTION NUMBER THREE: That part of Government Lot One (1) lying in the Northeast Quarter of the Northeast Quarter of Section Thirty-five (35), Township Forty (40) North, Range Twenty-five (25) West, in Kanabec County, Minnesota, described as follows, to-wit: Commencing at a point on the North line of said Government Lot One (1) distant Four Hundred Forty-four (444) feet West of the Northeast corner thereof; thence South parallel to the East line of said Government Lot One (1) extending South, to its intersection with the United States Government Meander Line of Ann Lake; thence Southwesterly along said Meander line to its intersection with a line parallel to the East line of said Lot One (1) and Five Hundred Forty-four (544) feet West of the Northeast corner of said Government Lot One (1) measured along the North line thereof; thence North along the afore mentioned parallel line to the North line of said Government Lot One (1); thence East along the North line thereof, a distance of One Hundred (100) feet to the place of beginning, containing 1.35 acres, more or less, subject to an easement over the North Thirty-three (N 33) feet thereof for road purposes.

EXCEPTION NUMBER FOUR: That part of Government Lot One (1) lying in the Northeast Quarter of the Northeast Quarter of Section Thirty-five (35), Township Forty (40) North, Range Twenty-five (25) West, in Kanabec County, Minnesota, described as follows, to-wit: Commencing at a point on the North line of said Government Lot One (1) distant Five Hundred Forty-four (544) feet West of the Northeast corner thereof; thence South parallel to the East line of said Government Lot One (1) extending South, to its intersection with the United States Government Meander Line of Ann Lake; thence Southwesterly along said Meander line to its intersection with a line parallel to the East line of said Government Lot One (1) and Six Hundred Forty-four (644) feet West of the Northeast corner of said Government Lot One (1) measured along the North line thereof; thence North along the afore mentioned parallel line to the North line of said Government Lot One (1); thence East along the North line thereof, a distance of One Hundred (100) feet to the place of beginning, containing 1.53 acres, more or less, subject to an easement over the North Thirty-three (N 33) feet thereof for road purposes.

EXCEPTION NUMBER FIVE: That part of Government Lot One (1) lying in the Northeast Quarter of the Northeast Quarter of Section Thirty-five (35), Township Forty (40) North, Range Twenty-five (25) West, described as follows, to-wit: Commencing at a point on the North line of said Government Lot One (1) distant Six Hundred Forty-four (644) feet West of the Northeast corner thereof; thence South parallel to the East line of said Government Lot One (1) extended South, to its intersection with the United States Government Meander Line of Ann Lake; thence Southwesterly along said Meander line to its intersection with a line parallel to the East line of said Lot One (1) and Seven Hundred Forty-four (744) feet West of the Northeast corner of said Government Lot One (1) measured along the North line thereof; thence North along the afore mentioned parallel line to the North line of said Government Lot One (1); thence East along the North line thereof; a distance of One Hundred (100) feet to the place of beginning, containing 1.71 acres, more or less, subject to an easement over the North Thirty-three (N 33) feet thereof for road purposes, all according to the United States Government Survey thereof.

August 1, 2021

SARAH'S CABIN

The cabin address is 1477 230th Ave. Mora MN 55051



WIFI address: AnnLakeCabin

Password: annlakecabin

My phone number is 612-719-5184 any questions can call or message!!

If no reply call manager Loni Olsen down the road: 320-290-6703

Emergency: Call 911 or Mora Fire & Rescue 320-679-1511

Cabin Directions: Hwy 26 to Falcon S to 230th, driveway left at end of road

Lorem Ipsum Dolor

KEYS: Inside the lockbox will be the key to the sauna located in the first shed closest to the house. The sauna will take about 10 minutes to heat up, turn on the light and the heat and enjoy!!

COOLING: Air Conditioners can be set up in sunroom...open the screen window next to the sliding door in sunroom and put vent into window for the hot air to exit. There is also a window A/C in the upstairs bedroom.

HEATING: Baseboard heat all individually controlled, except in sunroom the Thermostat controls both floor heaters, please **pull out couches from wall for air circulation.**

WASHER & DRYER: located in Utility room downstairs. Only use 1 pod, too much soap will cause pump under utility sink to not pump, run dry, and not shut off. If this happens, unplug, run water in utility sink and plug back in.

WATER SHUTOFF: located in laundry room downstairs next to water softener. **PLUNGER** also in laundry room.

FIRE EXTINGUISHERS: located in kitchen under sink, one in sauna shed, and one in pontoon.



Large windows can be opened & have screens to get air circulation.

ELECTRICAL SWITCHBOXES: #1: MASTER BEDROOM under picture
#2: Utility Room, and #3: In Sauna far corner

TV, DVD's, & GAMES: TV is Antenna HD, many choices of channels. DVD's in both the sunroom and many in big drawer in Dining Room Hutch, Games downstairs.

BLANKETS: Throw blankets in sunroom, extras blankets in master bedroom upper left cabinet.

KITCHEN: Air Fryer & Super Wave Oven in corner hutch, Juicer in lower kitchen cabinet.

PLEASE write in the guest book when you leave! Share what you did, what you especially enjoyed (for other guests) and a little bit about yourself.

Thanks for staying at my special spot in the woods.....

Sarah

CLOSING INSTRUCTIONS:

Strip sheets & pillowcases from beds.

Start dishwasher if needed. (Dishwasher pods under sink)

Make sure pontoon key is in cabin.

Lock cabin and replace keys in lockbox.

PONTOON STARTING NOTES:

Easy to flood! First pump bulb, then turn key and turn over engine once or twice and let go....it should start. If motor is weak sounding, pull up fast idle lever until engine sounds strong. Pontoon will not go into gear with fast idle up. Shift gears while going slowly, clutch located under handle (red). And of course ensure water always spraying out of motor, motor is water cooled. Lifejackets located under rear seats, plenty of sizes.

IMPORTANT PHONE NUMBERS:

In Case of an Emergency Call 911

OWNER: Sarah Scanlon: 612-719-5184

CABIN MANAGER (GENERAL MAINTENANCE) Loni Olsen: 320-290-6703

MORA MARINE (PONTOON): 320-679-3077

SODERSTROM SEPTIC: 320-515-1081

EAST CENTRAL ENERGY (ELEC SERVICE) 1-800-254-7944

MORA FIRE & RESCUE: 320-679-1511 or 320-679-5837

KANABEC COUNTY SHERIFF: 320-679-8400

CENTURYLINK WIFI: 877-299-0946

PROPERTY LOT LINES ARE MARKED ON THE NORTH SIDE, (where fire pit is) ...Please be respectful of neighbors and stay on property. Hiking etc is allowed on State Land bordering west side, so enjoy!

House Rules

No Smoking Inside Cabin (\$500 fine will be assessed)

No Pets

Quiet Time: 10:00 pm - 8:00 am

Be Aware that Sound Carries Across Lake

Max Overnight Occupancy 4 persons

Day Guests Welcome

Main Renter must be 25 or older

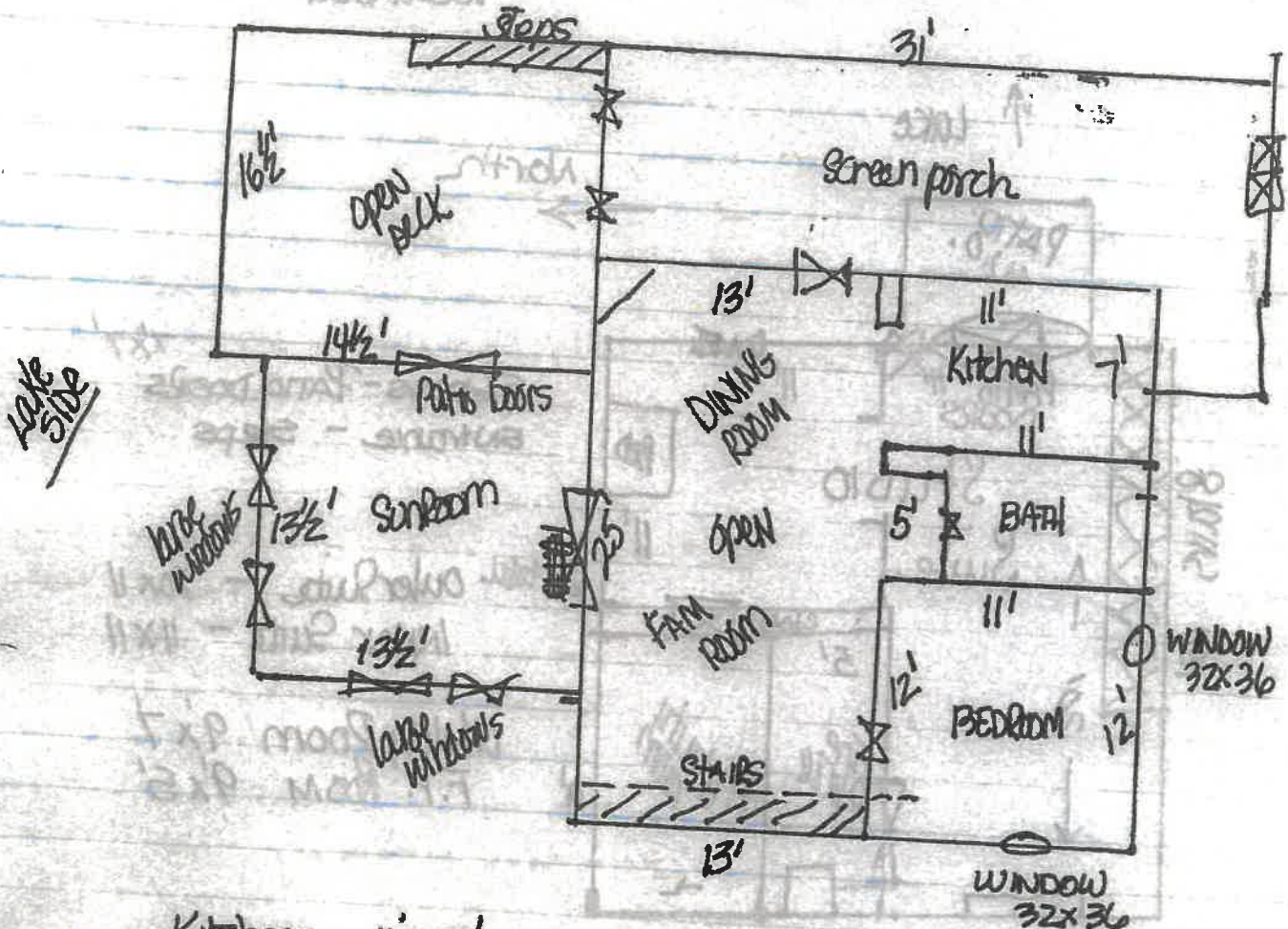
Follow Area Fire Warnings

Can hike on State Land or Cabin Property...property markers on East side need to be respected.

Garbage Can located next to shed

1477 250th Ave MORA

MAIN LEVEL



Kitchen 11' x 7'
 Bath 11' x 5'
 Master 11' x 12'
 DR
 + L.R. 24' x 13'
 Sunroom 13' x 13'
 open Deck 16' x 14'
 screen porch 17' x 10'

Bedroom #1

Egress

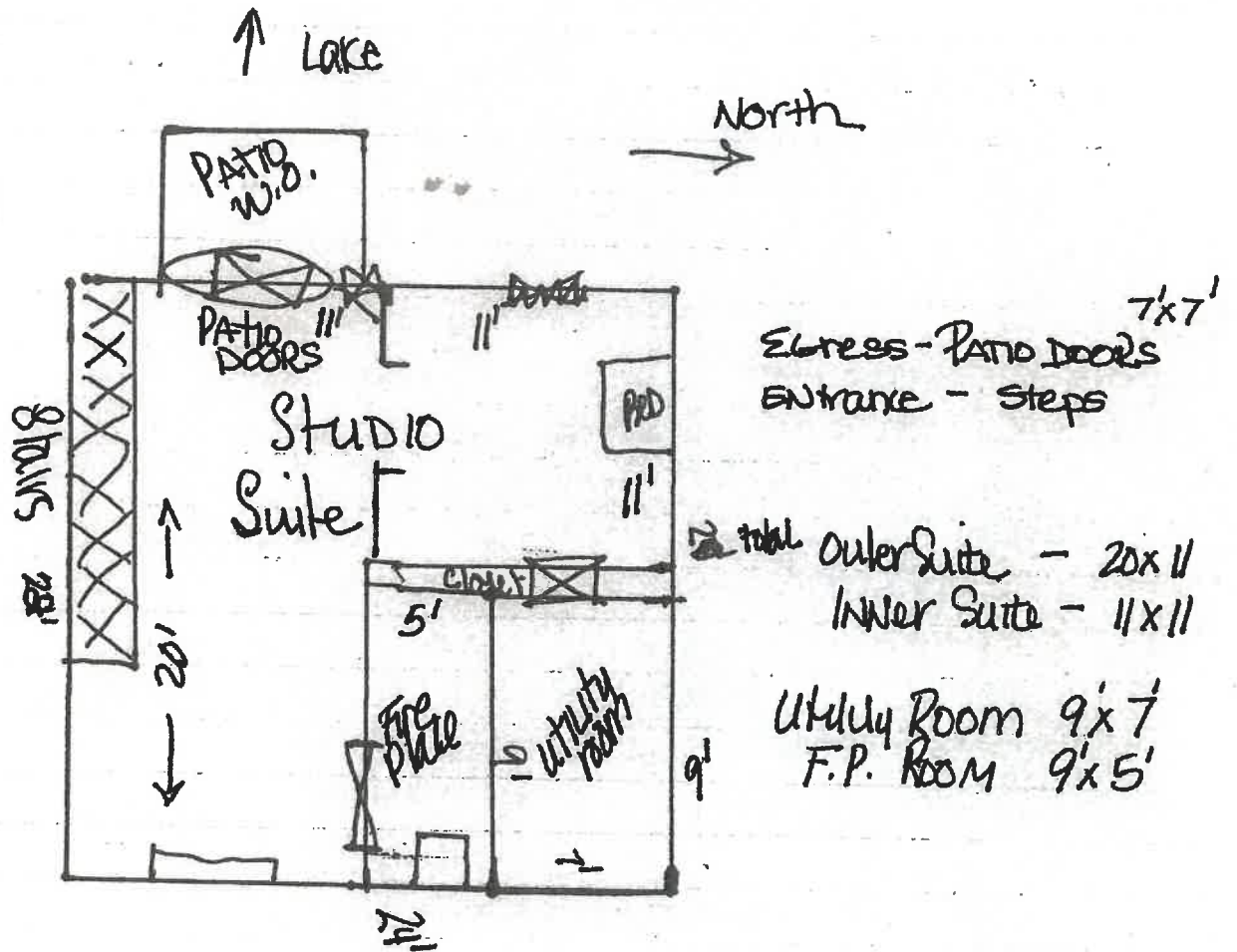
2 windows: 32" x 36" each

Studio Suite

Egress: PATIO DOORS, 7' x 7'

1477 230th Ave Nora

lower level
walkout



New Well Analysis Report

December 14, 2022

REPORT TO:

A & M Pumps & Services
Harley
PO Box 23
Isle Mn 56342

INVOICE TO:

A & M Pumps & Services
Harley
PO Box 23
Isle Mn 56342

Date Sampled: 12/6/2022
Time Sampled: 15:00
Date Recd-Brnd: 12/7/2022
Time Recd-Brnd: 16:16

Sampled By: Harley, A&M Pumps
Sample Type: DW
Recv Temp°C: 4.5 on ice
Unique Well ID: 868495

LOCATION:

Scanlon, Tim & Sarah
1477 230th Ave
Mora MN 55051

TEST PERFORMED

	Your Result	Units	Acceptable Level	Analytical Method	Analysis Date/Time	Analyst	Code #
Arsenic	2.33	ug/L	< 10	SM 3113 B-10 (22ND ED)-AS	12/12/22 15:43	CJS	070666
Coliform, Total	ABSENT	/100mL	Absent	SM 9223 B (COLISURE)-2016	12/7/22 16:29	ND	070666
E. coli	ABSENT	/100mL	Absent	SM 9223 B (COLISURE)-2016	12/7/22 16:29	ND	070666
Nitrate, as N	< 0.100	mg/L	< 10	EPA 353.2 REV 2.0	12/8/22 10:01	MH	070666

Approved By:



Date Approved: 12/14/2022

Sara Ahlers, Laboratory Director

A.W. Research Laboratories, Inc. is accredited by the MNELAP and follows approved methods and procedures. MN State Laboratory ID: 027-035-135 and EPA Lab Code: MN00006. All data generated using non-accredited methods noted as -NC, and all analyses for which accreditation is unavailable -NA. The results above relate only to the samples tested. This report must not be reproduced, except in full, without the written approval of the laboratory. We appreciate your feedback, please email us at awlab@awlab.com with questions or comments. Thank you!

~End of Analysis Report~



POST
CONSPICUOUSLY

MINNESOTA DEPARTMENT OF HEALTH
625 Robert Street North, P.O. Box 64975
Environmental Health Division
St. Paul, Minnesota 55164-0975
(651) 201-4500

NOT TRANSFERABLE
AS TO PERSON
OR PLACE

Fee Paid: \$276.00
554

LICENSE NO. FBL-41090-59551 FOR THE OPERATION OF:

License Categories: Base Fee - FBL, Hospitality Fee, 1-Hotel/Motel, 0-Private Sewer,
1-Private Water

LICENSE PERIOD: February 1, 2023 THRU December 31, 2023

ISSUED TO:

Sarah L Scanlon
14235 St Croix Trail N
Stillwater, Minnesota 55082

ESTABLISHMENT NAME:

Cavin Getaway - VH
1477 230th Avenue
Mora, Minnesota 55051

License Type(s): Hotel/Motel-VH
County: Kanabec

Compliance inspection report form
Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspection results based on Minnesota Pollution Control Agency (MPCA) requirements and attached supporting documentation – additional local requirements may also apply. Further information can be found here:

<https://www.pca.state.mn.us/sites/default/files/wq-wwists4-31a.pdf>.

Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance.

Property information

Local tracking number: _____

Parcel ID# or Sec/Twp/Range: 01.01155.00

Local regulatory authority: Kanabec County Zoning

Property address: 1477 230th Ave. Mora, MN 55051

Owner/representative: Sarah Scanlon

Owner's phone: 612-719-5184

Brief system description: Septic tank to pump tank, pressure fed to mound system

System status

System status on date (mm/dd/yyyy): 4/8/2022

☒ Compliant – Certificate of compliance*

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

***Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.**

☐ Noncompliant – Notice of noncompliance

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – *Imminent threat to public health and safety*
- ☐ Tank integrity (Compliance component #2) – *Failing to protect groundwater*
- ☐ Other Compliance Conditions (Compliance component #3) – *Imminent threat to public health and safety*
- ☐ Other Compliance Conditions (Compliance component #3) – *Failing to protect groundwater*
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – *Failing to protect groundwater*
- ☐ Soil separation (Compliance component #5) – *Failing to protect groundwater*
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – *Noncompliant - local ordinance applies*

Comments or recommendations

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: Soderstrom Septic LLC

Certification number: 6648

Inspector signature: Angela Tvedt

License number: 4146

(This document has been electronically signed)

Phone: 320-515-1081

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ Locally required forms
- ☐ Tank Integrity Assessment
- ☐ Operating Permit
- ☐ Other information (list):

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface ☐ Yes* ☒ No

System discharges sewage to drain tile or surface waters. ☐ Yes* ☒ No

System causes sewage backup into dwelling or establishment. ☐ Yes* ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

Attached supporting documentation:

☐ Other: _____

☐ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit? ☐ Yes* ☒ No

Sewage tank(s) leak below their designed operating depth? ☐ Yes* ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Attached supporting documentation:

☒ Pumped at time of inspection

Name of maintenance business: Soderstrom Septic LLC

License number of maintenance business: 4146

Date of maintenance: 4/11/2022

☐ Existing tank integrity assessment (Attach)

Date of maintenance (mm/dd/yyyy): _____ (must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other: _____

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes* ☒ No ☐ Unknown

3b. Other issues (*electrical hazards, etc.*) to immediately and adversely impact public health or safety? ☐ Yes* ☒ No ☐ Unknown

***Yes to 3a or 3b - System is an imminent threat to public health and safety.**

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes* ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes* ☒ No

***Yes to 3c or 3d - System is failing to protect groundwater.**

Describe verification methods and results:

Attached supporting documentation: ☐ Not applicable ☐

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☐ No **If “yes”, A below is required**

Is the system required to employ a Nitrogen BMP specified in the system design? ☐ Yes ☐ No

If “yes”, B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is “no”, this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning?

☐ Yes ☐ No

Any “no” answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

5. Soil separation – Compliance component #5 of 5

Date of installation _____ ☒ Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food beverage lodging? ☒ Yes ☐ No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment:

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

☐ Yes ☐ No*

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment:

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

☒ Yes ☐ No*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080.2350 or 7080.2400 (Advanced Inspector License required)

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

☐ Yes ☐ No*

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

Attached supporting documentation:

☒ Soil observation logs completed for the report (Attach)

☐ Two previous verifications of required vertical separation (Attach)

☐ Not applicable (No soil treatment area)

☐ _____

Indicate depths or elevations

A. Bottom of distribution media	106.5
B. Periodically saturated soil/bedrock	103.4
C. System separation	36" +/- 15%
D. Required compliance separation*	36" +/- 15%

*May be reduced up to 15 percent if allowed by Local Ordinance.

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

Proposed Design Map

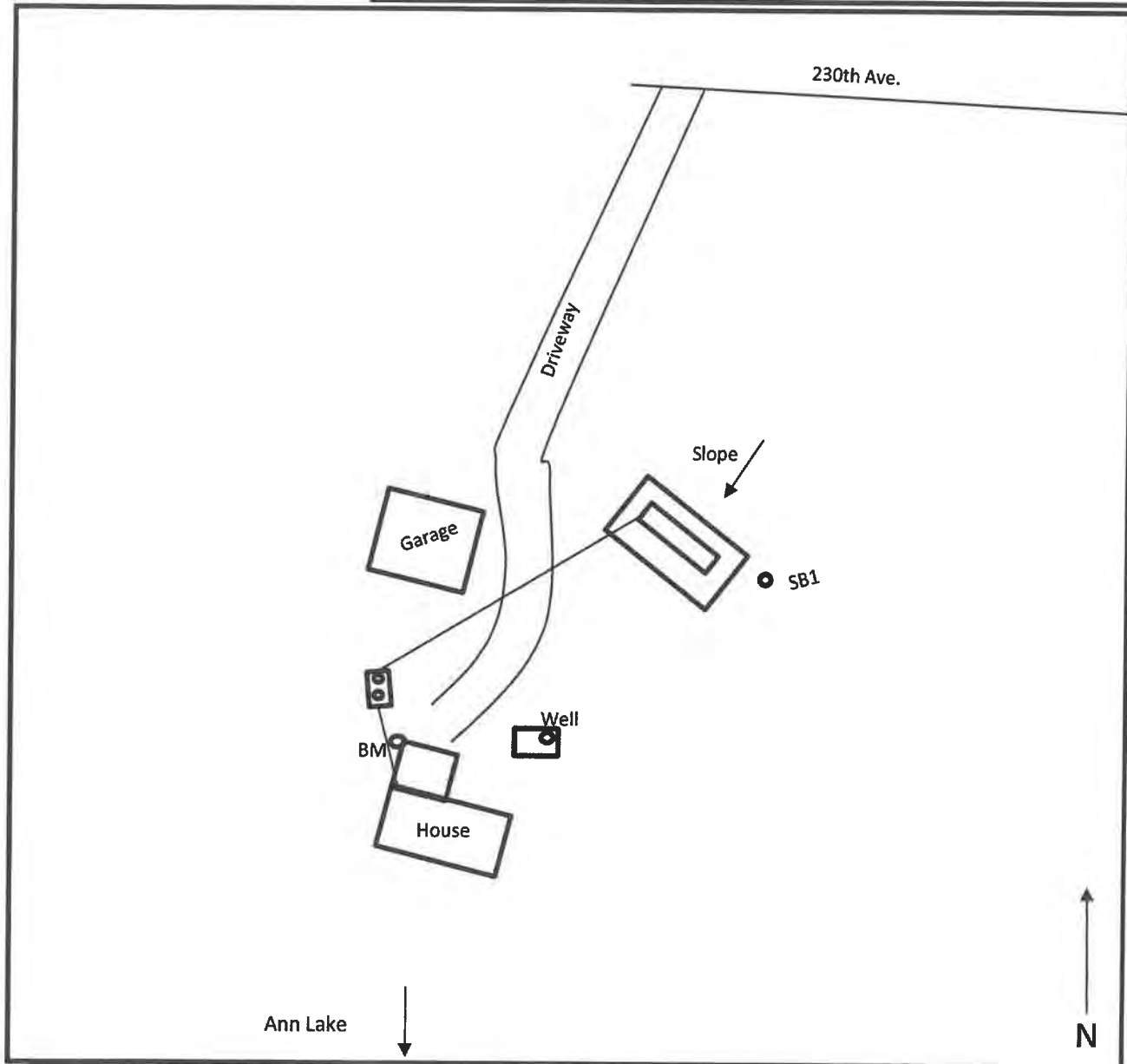
Contact Information

Project ID:

v 04.02.2019

Property Owner/Client:

Sarah Scanlon



Map scale:

☒ Indicated north

☒ Show slope/contours

Measurements:

Distances:

House to Tank:	<input type="text" value="29"/>	ft
Tank to Mound:	<input type="text" value="167"/>	ft
Tank to Well:	<input type="text" value="52"/>	ft
Tank to Lake:	<input type="text" value="276"/>	ft

Elevations:

BM:	<input type="text" value="100"/>	
House:	<input type="text" value="100"/>	ft
Tank1 and 2:	<input type="text" value="100.2"/>	ft
Mound - top:	<input type="text" value="108"/>	ft
Mound - bottom:	<input type="text" value="102.7"/>	ft

Tank Outlet:

ft

Soil Sample Profile

Date Completed: 4/8/2022	Observation Boring #: SB1
Completed By: Soderstrom Septic LLC	Equipment: Bucket Auger
Customer Name: Sarah Scanlon	Parent Material: Loamy Lodgment Till
Landscape Position: Summit, Shoulder, Side slope	Vegetation: Grass
Mapped Soil Type: C72D	Weather: Sunny

Observation #: SB1 Time: 11:30am

Horizon Depth	Soil Texture	Matrix Color	Rock %	Redox Features	Shape	Grade	Consistence
0-10	Fine Sandloam	10YR 3/2	5		Blocky	Moderate	Friable
10-27	Fine Sandloam	10YR 4/3	5		Blocky	Moderate	Friable
20	Fine Sandloam	10YR 4/3	5	10YR 6/2 Depletion 10YR 5/6 Concentration	Blocky	Moderate	Friable

Kanabec County, Minnesota

C72D—Milaca-Millward complex, 2 to 20 percent slopes, stony

Map Unit Setting

National map unit symbol: 2z19w

Elevation: 790 to 1,970 feet

Mean annual precipitation: 27 to 36 inches

Mean annual air temperature: 37 to 46 degrees F

Frost-free period: 80 to 150 days

Farmland classification: Farmland of statewide importance

Map Unit Composition

Milaca, stony, and similar soils: 60 percent

Millward, stony, and similar soils: 20 percent

Minor components: 20 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Milaca, Stony

Setting

Landform: Moraines

Landform position (two-dimensional): Summit, shoulder, backslope

Landform position (three-dimensional): Side slope

Down-slope shape: Convex

Across-slope shape: Linear, convex

Parent material: Coarse-loamy lodgment till

Typical profile

A - 0 to 7 inches: fine sandy loam

E - 7 to 9 inches: fine sandy loam

B/E - 9 to 16 inches: fine sandy loam

Bt - 16 to 40 inches: fine sandy loam

BCd - 40 to 79 inches: fine sandy loam

Properties and qualities

Slope: 2 to 9 percent

Surface area covered with cobbles, stones or boulders: 0.1 percent

Depth to restrictive feature: 31 to 52 inches to densic material

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately high (0.00 to 0.20 in/hr)

Depth to water table: About 24 to 43 inches

Frequency of flooding: None

Frequency of ponding: None

Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

Available water supply, 0 to 60 inches: Low (about 5.9 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3e
Hydrologic Soil Group: B
Forage suitability group: Sloping Upland, Acid (G090XN006MN)
Other vegetative classification: Sloping Upland, Acid
(G090XN006MN)
Hydric soil rating: No

Description of Millward, Stony

Setting

Landform: Moraines
Landform position (two-dimensional): Backslope, summit, shoulder
Landform position (three-dimensional): Side slope
Down-slope shape: Convex, linear
Across-slope shape: Linear, convex
Parent material: Loamy glaciofluvial deposits over sandy and
gravelly glaciofluvial deposits over coarse-loamy lodgment till

Typical profile

A - 0 to 7 inches: fine sandy loam
E - 7 to 13 inches: fine sandy loam
Bw1 - 13 to 21 inches: fine sandy loam
2Bw2 - 21 to 34 inches: gravelly loamy sand
3Bt1 - 34 to 64 inches: fine sandy loam
3Bt2 - 64 to 79 inches: fine sandy loam

Properties and qualities

Slope: 3 to 20 percent
Surface area covered with cobbles, stones or boulders: 0.1 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Capacity of the most limiting layer to transmit water
(Ksat): Moderately high to high (0.20 to 6.00 in/hr)
Depth to water table: About 24 to 51 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 2 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0
mmhos/cm)
Available water supply, 0 to 60 inches: Moderate (about 8.2
inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4e
Hydrologic Soil Group: A
Forage suitability group: Sloping Upland, Low AWC, Acid
(G090AN008MN)
Other vegetative classification: Sloping Upland, Low AWC, Acid
(G090AN008MN)
Hydric soil rating: No

Minor Components

Ronneby, stony

Percent of map unit: 5 percent

Landform: Moraines, drumlins

Landform position (two-dimensional): Footslope

Landform position (three-dimensional): Side slope, tal

Down-slope shape: Concave

Across-slope shape: Linear

Other vegetative classification: Level Swale, Acid (G090XN005MN)

Hydric soil rating: No

Giese, frequently ponded, stony

Percent of map unit: 5 percent

Landform: Interdrumlins, moraines

Landform position (three-dimensional): Dip

Down-slope shape: Concave, linear

Across-slope shape: Concave

Other vegetative classification: Ponded If Not Drained
(G090XN013MN)

Hydric soil rating: Yes

Mora, stony

Percent of map unit: 5 percent

Landform: Moraines

Landform position (two-dimensional): Footslope, backslope

Landform position (three-dimensional): Side slope

Down-slope shape: Convex, linear

Across-slope shape: Linear

Other vegetative classification: Level Swale, Acid (G090XN005MN)

Hydric soil rating: No

Cromwell, stony

Percent of map unit: 5 percent

Landform: Moraines

Landform position (two-dimensional): Backslope, footslope

Landform position (three-dimensional): Side slope

Down-slope shape: Concave, linear

Across-slope shape: Linear

Other vegetative classification: Sandy (G090XN022MN)

Hydric soil rating: No

Data Source Information

Soil Survey Area: Kanabec County, Minnesota

Survey Area Data: Version 16, Sep 10, 2021

Vacation/Private Home Rental Checklist (prior to application):

- ☒ Home owner must inhabit the home for no less than 30 days per year.
- ☒ Rental has a Minnesota Department of Health Lodging License.
- ☒ Floor plan drawing including number of bedrooms with dimensions and other sleeping accommodations.
- ☒ A to-scale site plan showing location and dimensions of property lines, primary structure, accessory structures, parking areas, shore recreational facilities, and septic system.
- ☒ Emergency contact information (police, fire, hospital, septic pumper, etc.) is posted in the home
- ☒ Current compliance inspection on the septic system.
- ☒ Current water test from an accredited laboratory with results for nitrate nitrogen and coliform bacteria.
- ☒ Garbage disposal plan.
- ☒ Pet policy for the guests.
- ☒ Dimensions and style of egress windows submitted in a drawing for each bedroom and room that will be used for sleeping. Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code.
- ☒ Overnight occupancy limited to no more than:
 - Two (2) persons per bedroom plus two (2) additional persons per building
OR
 - No more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle

Whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.

 - Property is approved for 4 overnight guests (from Environmental Services Department).
- ☒ Vacation/private home rental is connected to an approved SSTS. The use of holding tanks for vacation/private home rental units shall be prohibited. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and provided to the Environmental Services Department.
- ☒ On-site parking is sufficient to accommodate the maximum number of occupants. Parking is located on an improved surface (gravel, asphalt, concrete, etc.) and is located at least five (5) feet from any property lines. Septic systems and public streets cannot be used for parking areas.
 - Property parking can support 3 total vehicles.
- ☒ Additional occupancy through use of recreational vehicles, tents, accessory structures or fish houses may not be used.
- ☒ Carbon monoxide detectors shall comply with MN Statute Section 299F.51. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- ☒ On-premise advertising is not displayed.

- ☒ Visual demarcation of property lines are clearly displayed for guests.
- ☒ A report will be kept detailing use of the home by guests by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Environmental Services Department upon request.
- ☒ There are no more than two (2) vacation/private home rentals located on the parcel.
- ☒ Agree to follow any stipulations made by the Board or Adjustments or Planning Commission (fencing, vegetation screening, noise standards, duration or permit, watercraft docking restrictions, etc.).
- ☒ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- ☒ The applicant shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who is responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit.
- ☒ The contact person for the property must be available to accept phone calls on a 24 hour basis at all times that the vacation/private home rental is rented or occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same time frame.
- ☒ Each vacation rental must have a property information handbook available for renters that include the name and contact information for the owner and/or caretaker; quiet hours as per approved ; maximum number of overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of conditions that were placed on the approved IUP; and a notice that all ordinance and IUP conditions will be enforced by the Kanabec County Sheriff's Office and the Kanabec County Environmental Services Department.

I have read and completed the applicant checklist to verify compliance with Kanabec County Shoreland Ordinance #5 Section 6.2 Vacation Rental Homes.

Applicant _____

For County Use

- ☒ This property meets license requirements, statutes, rules, regulations, and ordinances for the County.



 Environmental Services Department



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

Kanabec County Planning Commission Meeting Minutes of May 22, 2023

MINUTES ARE CURRENTLY UNAPPROVED

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

EX-OFFICIAL PRESENT: none

MEMBERS ABSENT: none

EX-OFFICIAL ABSENT: Chad Gramentz

STAFF: Ryan Carda – Environmental Services Tech.

APPLICANT REPRESENTATIVE(S): Sarah Scanlon, Bryan Witschen

PUBLIC ATTENDING: Dustin Paulson

Call to Order: Kanabec County Planning Commission was called to order at 7:00pm by Tom Roeschlein.

Pledge of Allegiance

Approval of Agenda/Additions to Agenda:

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

All in favor, motion carried.

Approval of Minutes:

A motion was made by Earl Bracewell, seconded by Wayne Zaudtke to approve the minutes from January 23rd, 2023 as presented.

All in favor, motion carried.

Old Business:

None

New Business:

Public Hearing – Review IUP Application: Vacation Rental – 1477 230th Avenue, Mora, MN 55051, Sarah Scanlon:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - Two separate site visits were conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the first meeting and requirements that weren't met were fixed by the property owner and verified at the second meeting
 - The property has met the requirements of the Shoreland Ordinance
 - Staff feels that the criteria for granting an interim use permit has been met
 - A question was asked about the water test on the new well
 - Discussion on which requirements weren't met at the first meeting was had

Applicant presentation:

- Sarah Scanlon
 - Explained why she is doing the vacation and the intention behind doing the rental
 - The improvements that were required at the preliminary platting stage were made
- Earl Bracewell
 - Stated that the application was very well put together

Public hearing comments:

- None

Conclusion of public hearing:

- Rhonda Olson
 - Recommended that Welia Health's contact information be added to the emergency contact list
- Wayne Zaudtke
 - Asked whether or not pets would be allowed
 - Sarah responded and said pets wouldn't be allowed
- Doug Sabinash
 - Asked about the downstairs sleeping area and fire extinguisher locations
- Earl Bracewell
 - Asked about fines being given for violations
- Other general discussions were had regarding different items such as dealing with issues, Airbnb's rental policy, advertising, and history of the rentals in the County

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Doug Sabinash, to recommend approval of the Interim Use Permit to the County Board.
All in favor, motion carried.

Public Hearing – Review IUP Application: Vacation Rental – 1891 Dusty Lane, Mora, MN 55051, Bryan & Jessica Witschen:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - A site visit was conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the site visit and requirements that weren't met were fixed by the property owner and verified with pictures
 - The property has met the requirements of the Shoreland Ordinance
 - Staff feels that the criteria for granting an interim use permit has been met
 - The property owner's application is for approval of 4 overnight guests, but they are looking at upgrading the septic system to increase their occupancy limit
 - The property could support a maximum of 11 overnight occupants based on size and bedrooms
 - The system would need to be upgraded to support a flow rate of 825 gallons/day
 - Staff recommends that the recommendation to the County Board include a condition that the septic system be upgraded prior to increasing rental capacity

Applicant presentation:

- Bryan Witschen
 - Explained why he is doing the vacation and the intention behind doing the rental
 - Gave the history of how they obtained the cabin
 - Talked about the Airbnb process and the safeguards and security they offer
 - Mentioned how it would be used as a cost offset
- Doug Sabinash
 - Asked about the parking situation and how many cars could be parked
 - Asked about the septic situation
- Earl Bracewell & Wayne Zaudtke
 - Asked about the scale drawing

Public hearing comments:

- Dustin Paulson
 - Lives at the end of Dusty Lane and talked about the easement that goes across the properties and maintenance of that access
 - Would like to keep the neighborhood quiet and nice
 - Mentioned that they do something similar with Airbnb in Arizona

Conclusion of public hearing:

- Bryan Witschen
 - Stated that they want to keep the neighborhood nice and they aren't expecting to rent extremely frequently
 - Likely will only be six weekends in the summer
 - Regarding the easement access and maintenance, he said this it is their obligation to have the property open to renters for access and that he has parents in Milaca that help with maintenance
- Ryan Carda
 - Gave the requirements of the ordinance regarding operation and rules
 - Mentioned that if violations occur the IUP can be revoked
- Pat O'Brien
 - Brought up the quiet hours
- Other general discussions were had regarding different items such as the easement access, parking situation, septic, and requirements of the ordinance

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Doug Sabinash, to recommend approval of the Interim Use Permit to the County Board with the condition that if the occupancy number is to be increased to 11, the septic system will need to be upgraded and approved.
All in favor, motion carried.

Public Hearing Comment:

- None

Adjourn:

A motion was made by Doug Sabinash, seconded by Rhonda Olson to adjourn the meeting at 8:17pm.
All in favor, motion carried.

Respectfully submitted,
Ryan Carda
Recording Secretary

11:05am Appointment

Item b.

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Approve IUP for Vacation Rental – Bryan & Jessica Witschen – 1891 Dusty Lane, Mora	b. Origination: Planning Commission/Environmental Services
c. Estimated time: 10 minutes	d. Presenter(s): Ryan Carda, Environmental Services GIS Technician

e. Board action requested:

Approve the Interim Use Permit application for the short term/vacation rental by Bryan & Jessica Witschen at 1891 Dusty Lane, Mora with the condition that if the occupancy number is to be increased to 11, the septic system will need to be upgraded and approved, per the Planning Commission's recommendation.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	6/2/23
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Coordinators Comments:



**KANABEC
COUNTY**
Minnesota

Kanabec County Environmental Services
903 Forest Ave East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Interim Use Permit Application

Application Fee: \$670

As set forth in Section 3.7 of Ordinance #5 Ordinance of Shoreland Areas of Kanabec County, Minnesota.

Property Owner: Bryan and Jessica Witschen

Phone & Email: 320-761-2839 bwitschen@gmail.com

Mailing Address: 2694 Liberty Pl, Woodbury, MN 55129

Property Address: 1891 Dusty Ln, Mora, MN 55051

Parcel ID Number: 02.02965.00

Sec/Twp/Range: 33-39-24

Zoning District: 2 Arthur

☒ Vacation Rental Home Section 6.2 of Ordinance #5

☐ Home Occupation Section 8.4 of Ordinance #5

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a interim use permit stated in Section 3.7 of Ordinance #5 (attached). Provide a detailed description and reason for the request that addresses the following:

1. Describe the existing use of the property.
This is our family cabin.
2. Does the proposal involve any new buildings or additions?
No.
3. Does the interim use conform with the County Comprehensive Plan and the zoning regulation requirements within the proposed district? ☒ yes ☐ no
4. Explain any land alteration including vegetation removal/grading & filling
None.
5. Number of daily occupants on the premises (employees/customers)
Maximum overnight occupants is 4.
6. Describe water and septic usage and locations of facilities.
Private well on the east side of the property and private septic system on the west side.
7. The interim use will provide adequate access to a public road to not cause traffic hazards or congestion on the adjacent public roads and that there are sufficient off-street parking and loading space to serve the proposed use.
Yes.

Buildings and Setbacks (As shown on site plan) Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, buildings, roads, wetlands, etc.

Structure type: Year-round cabin (rambler) with bunkhouse
Dimensions of structure: See attached floor plan Height: 1 story
Distance of proposed dwelling to primary dwelling: N/A
Lot size (approx. acres): 0.85 acres per Kanabec County
Setback: see attached plat Shoreland OHW Setback: _____
Road Type: Township County State Highway _____
Front Setback: _____ ROW Setback: _____ Centerline Setback: _____
Rear Setback: _____ Side Setback: _____ Side Setback: _____

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

Description of Request and Statement of Justification:

It is our intent to secure a permit to allow short term vacation renters at our family cabin. We are looking to offset some of the annual expenses that occur while owning a cabin property (real estate taxes, utilities, insurance, etc...).

Environmental Services Office Use only

Zoning District: Shoreland Lake/River/Stream Fish Lake
Proposed Use: Vacation Rental Sec. of Ord.: #5-6.2
Meeting Date: 5/22/23 Reviewed for Accuracy by: Environmental Services - Ryan Carola
(Date shall not be scheduled until staff confirms receipt of all materials)
Application approved ☐ yes ☒ no
Date/time and place of hearing: _____
Application approved by: _____
Planning Commission Chairman
Interim Use Permit issued in accordance with and in compliance with conditional requirements and special regulations and MN DNR notified this _____ day of _____ 20____

INTERIM USE CHECK LIST

- 1) X A site visit with Environmental Services staff is required.
- 2) Please send Provide applicant with a copy of Section 3.7 of Ordinance #5 Ordinance for the Management of Shoreland Areas "Criteria for granting Interim Use Permits"
- 3) X **Application packet** is completed and signed
- 4) X Applicant must provide **evidence of ownership**. (A valid purchase agreement is acceptable.)
- 5) X Copy of the complete legal is needed for recording.
- 6) X **A detailed sketch**, to scale, with a north arrow, of property is attached (show buildings, distance to property lines, septic, well, roads (name & number), driveway, wetlands, physical features and any other ordinance requirements.
- 7) N/A **Clearly identify** proposed structure(s), driveways, septic, fences, etc.
- 8) X A **Compliance Inspection** report must be provided for any existing sewage treatment system on the affected property at the time of application for a IUP.
- 9) N/A If the application is for a **new building** that will generate waste water/have plumbing, it must be able to support **TWO "STANDARD"** sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site).
- 10) N/A Access approval from road authority if new access is proposed.
- 11) X **Completed description of the request and statement of justification is attached.**
- 12) X **Application Fee of \$670.**
Fees are non-refundable
- 13) X Applicant (or their representative) must be present at the Planning Commission public hearing.
- 14) X If the IUP is denied, by the Planning Commission, it cannot be resubmitted for six months.
- 15) X **Conditions may be included on granted IUP's.**
- 16) X **Granted Interim Use Permits become void** if applicant does not proceed substantially within one year of the date the IUP is granted.
- 17) X **The IP deals only with the use of the property. A Land Use Permit is required** prior to construction of any structures.

NOTE: A Public Hearing will be scheduled for the next available Planning Commission meeting only if the applicant provides all the required information prior to the application deadline. State of Minnesota Law requires public notification for at least 10 days prior to the hearing.

*** Applicant is responsible for utilizing accurate property boundaries in submitted documents.**

Bryan Witachen
Applicant

April 28, 2023
Date

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 – Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 – Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 – Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water area.

Type 4 – Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.

Type 5 – Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 – Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 – Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.

Bryan Witachen
Signature of Applicant

April 28, 2023
Date

Compliance inspection report form

Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspection results based on Minnesota Pollution Control Agency (MPCA) requirements and attached supporting documentation – additional local requirements may also apply. Further information can be found here:

<https://www.pca.state.mn.us/sites/default/files/wq-wwists4-31a.pdf>

Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance.

Property information

Local tracking number: ARTHUR TOWNSHIP

Parcel ID# or Sec/Twp/Range: 02.02965.00 Local regulatory authority: KNABEK COUNTY

Property address: 1891 DUSTY LAKE WICK, MN

Owner/representative: ROSS BURAU Owner's phone: _____

Brief system description: 1000 GALLON SEPTIC TANK, 500 GALLON PUMP TANK, 10x38

System status PRESSURE BED

System status on date (mm/dd/yyyy): SEPT. 14, 2022

☒ **Compliant – Certificate of compliance***

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

***Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.**

☐ **Noncompliant – Notice of noncompliance**

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- ☐ Tank integrity (Compliance component #2) – Failing to protect groundwater
- ☐ Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- ☐ Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- ☐ Soil separation (Compliance component #5) – Failing to protect groundwater
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant - local ordinance applies

Comments or recommendations

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: PROM EXCAVATING LLC

Inspector signature: CHARLES D. PROM

(This document has been electronically signed)

Certification number: C3796

License number: L801

Phone: 320-249-6080

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ Locally required forms
- ☒ Tank Integrity Assessment
- ☐ Operating Permit
- ☐ Other information (list): _____

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface

☐ Yes* ☒ No

System discharges sewage to drain tile or surface waters.

☐ Yes* ☒ No

System causes sewage backup into dwelling or establishment.

☐ Yes* ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

CONVERSATION WITH HOMEOWNER.
VISUAL INSPECTION OF SITE.

Attached supporting documentation:

☐ Other: _____

☐ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?

☐ Yes* ☒ No

Sewage tank(s) leak below their designed operating depth?

☐ Yes* ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

VISUAL INSPECTION OF PUMPED TANK

Attached supporting documentation:

☒ Pumped at time of inspection

Name of maintenance business:

PURPLE
PUMPER

License number of maintenance business:

Date of maintenance:

9/14/2022

☐ Existing tank integrity assessment (Attach)

Date of maintenance
(mm/dd/yyyy):

(must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other: _____

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes* ☒ No ☐ Unknown

3b. Other issues (*electrical hazards, etc.*) to immediately and adversely impact public health or safety? ☐ Yes* ☒ No ☐ Unknown

"Yes to 3a or 3b - System is an imminent threat to public health and safety."

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes* ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes* ☒ No

"Yes to 3c or 3d - System is failing to protect groundwater."

Describe verification methods and results:

VISUAL INSPECTION

Attached supporting documentation: ☒ Not applicable ☐

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☐ No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design? ☐ Yes ☐ No

If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning?

☐ Yes ☐ No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

5. Soil separation – Compliance component #5 of 5

Date of installation SEPT. 2009 ☐ Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food beverage lodging? ☒ Yes ☐ No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment:

☐ Yes ☐ No*

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment:

☒ Yes ☐ No*

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080. 2350 or 7080.2400 (Advanced Inspector License required)

☐ Yes ☐ No*

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

COUNTY RECORDS

Attached supporting documentation:

☒ Soil observation logs completed for the report (Attach)

☐ Two previous verifications of required vertical separation (Attach)

☐ Not applicable (No soil treatment area)

☐ _____

Indicate depths or elevations SB1 102.3'

A. Bottom of distribution media	<u>100'</u>
B. Periodically saturated soil/bedrock	<u>96' END BAINC</u>
C. System separation	<u>4'</u>
D. Required compliance separation*	<u>3'</u>

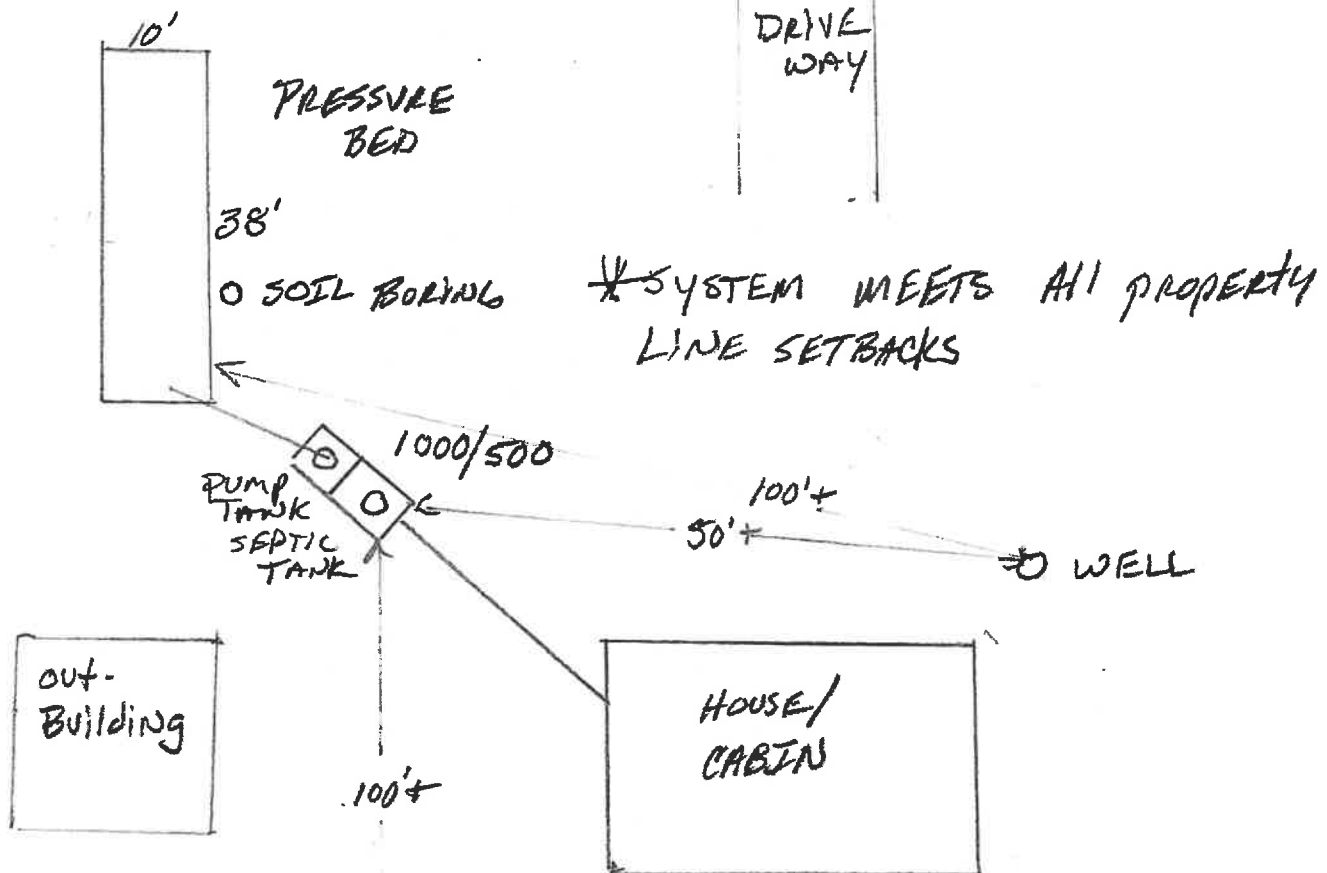
*May be reduced up to 15 percent if allowed by Local Ordinance.

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

1891 DUSTY LANE
MORA, MN

02.02465.00

N1



- 1) TANKS WERE PUMPED AND INSPECTED. TANK IS IN GOOD SHAPE WITH BAFFLES IN PLACE AND A SOLID BOTTOM. 24" RISERS ARE TO THE SURFACE.
- 2) DRAIN FIELD HAS NO SIGNS OF PONDING OR SURFACING.
- 3) AT THE TIME OF THE INSPECTION, THE SYSTEM APPEARS TO BE FUNCTIONING PROPERLY.

FISH LAKE

- 4) THIS INSPECTION DOES NOT GUARANTEE FUTURE OPERATION OF THIS SYSTEM.

NOT TO SCALE

#3796

CHUCK TROMP
CHUCK TROMP
9/14/22 #801

UNIVERSITY
OF MINNESOTA

OSTP Soil Observation Log

Project ID:

v 03.19.15



Client/ Address: 1891 Dusty Lane, Mora

Legal Description/ GPS:

2965

Soil parent material(s): (Check all that apply)

☒ Summit ☐ Outwash ☐ Lacustrine ☒ Loess ☒ Till ☐ Alluvium ☐ Bedrock ☐ Organic Matter

Landscape Position: (check one)

☒ Summit ☐ Shoulder ☐ Back/Side Slope ☐ Foot Slope ☐ Toe Slope Slope shape

LL

Vegetation

Lawn

Soil survey map units C23B

Slope%

2.0

Elevation:

102.3'

Weather Conditions/Time of Day:

Sunny 2:15pm

Date

09/14/22

Observation #/Location:

#1 drain field area

Observation Type:

Auger

Depth (in)	Texture	Rock Frag. %	Matrix Color(s)	Mottle Color(s)	Redox Kind(s)	Indicator(s)	Structure-----		
							Shape	Grade	Consistence
0-1"	Loamy Sand	<35%	10YR 2/2				Granular	Weak	Loose
1'-2"	Loamy Sand	<35%	10YR 4/3				Granular	Weak	Loose
22-75"	Loamy Coarse Sand	<35%	10YR 4/4				Granular	Weak	Loose

Comments

I hereby certify that I have completed this work in accordance with all applicable ordinances, rules and laws.

Chuck Prom

801

9/14/2022

(Designer/Inspector)

(Signature)

(License #)

(Date)



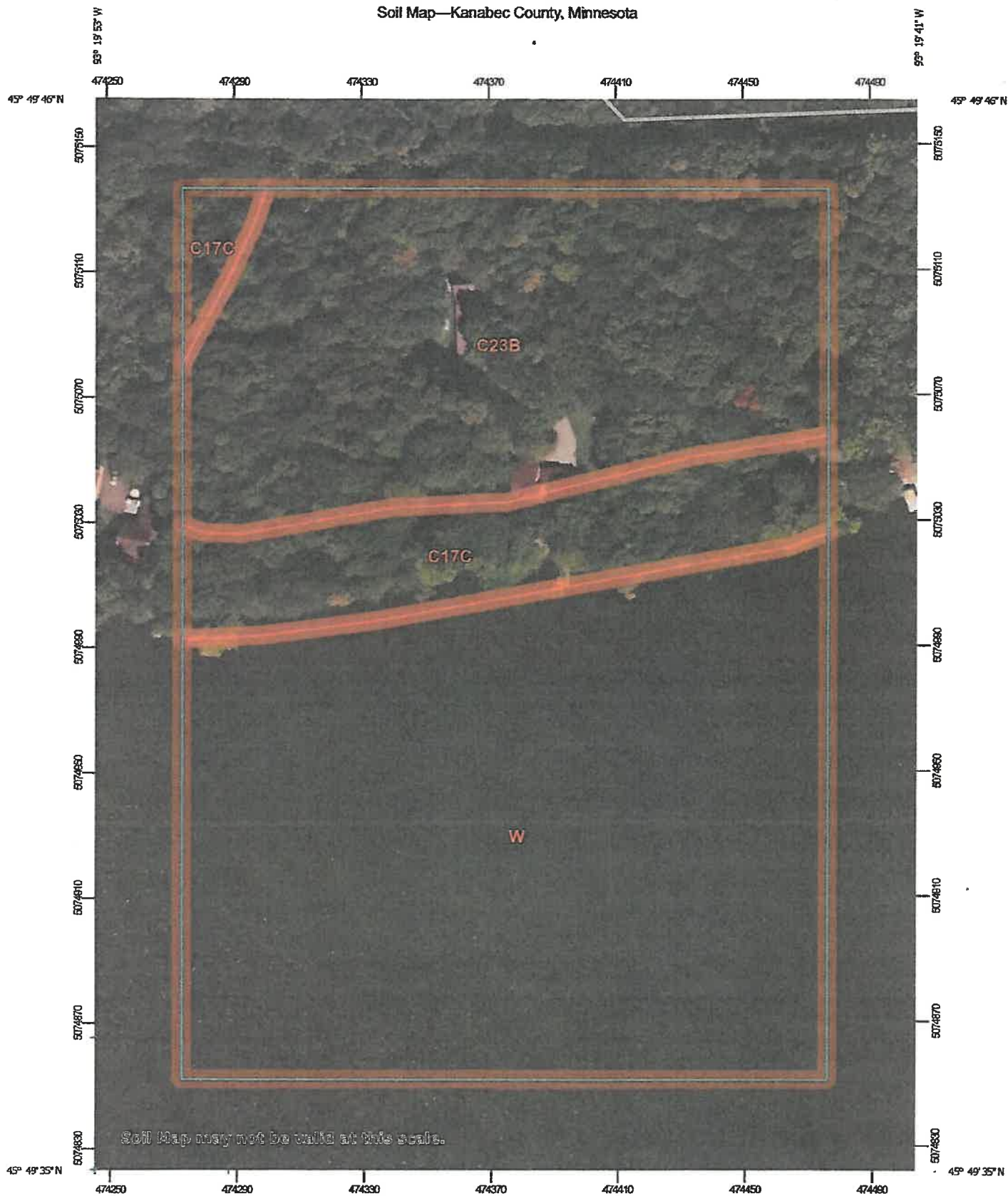
Parcel ID	02.02965.00	Alternate ID	n/a	Owner Address	BURAU, ROSS A & ANNE B
Sec/Twp/Rng	33-039-024	Class	151 - SEASONAL RES REC		PO BOX 1
Property Address	1891 DUSTY LN	Acreage	0.85		BECKER, MN 55308
	MORA				
District	ARTHUR SCH 0332				
Brief Tax Description	Sect-33 Twp-039 Range-024 .85 AC PT GOVT LOT 1 W 200' OF E 350' LYING S OF N 753' EX & RESERVING THEREFROM A STRIP OF LAND 12' WIDE ALONG N LINE OF SAID TRACT, WHICH SAID 12' SHALL BE USED AS A R/W FOR PUBLIC TRAVEL TO & FROM THE PROPERTY OF THE PARTIES; SAID EASEMENT BEING A PERPETUAL EASEMENT OVER SAID 12' TRACT OF LAND & SAID 12' TRACT OF LAND SPECIFICALLY INCL THE E 150' OF E 350' OF GOVT LOT 1				
	(Note: Not to be used on legal documents)				

Date created: 9/17/2022

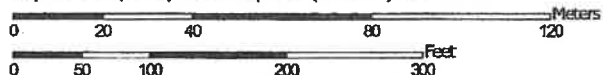
Last Data Uploaded: 9/16/2022 8:01:12 PM

Developed by  **Schneider**
GEOSPATIAL

Soil Map—Kanabec County, Minnesota



Map Scale: 1:1,660 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge ticks: UTM Zone 15N WGS84



Natural Resources
Conservation Service

Web Soil Survey
National Cooperative Soil Survey

9/3/2022
Page 1 of 313

Kanabec County, Minnesota

C23B—Antigo-Chetek complex, 2 to 8 percent slopes

Map Unit Setting

National map unit symbol: 1t5cx

Elevation: 980 to 1,640 feet

Mean annual precipitation: 25 to 30 inches

Mean annual air temperature: 39 to 45 degrees F

Frost-free period: 120 to 140 days

Farmland classification: Farmland of statewide importance

Map Unit Composition

Antigo and similar soils: 60 percent

Chetek and similar soils: 20 percent

Minor components: 20 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Antigo

Setting

Landform: Outwash plains, stream terraces

Landform position (two-dimensional): Shoulder, summit, backslope

Down-slope shape: Linear

Across-slope shape: Linear

Parent material: Outwash

Typical profile

Ap - 0 to 4 inches: silt loam

E - 4 to 12 inches: silt loam

B/E - 12 to 18 inches: silt loam

2Bt - 18 to 30 inches: fine sandy loam

3C - 30 to 80 inches: gravelly coarse sand

Properties and qualities

Slope: 2 to 6 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately high to high (0.60 to 2.00 in/hr)

Depth to water table: More than 80 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Moderate (about 6.0 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 3s

Hydrologic Soil Group: B

Forage suitability group: Sloping Upland, Acid (G090XN006MN)

Other vegetative classification: Sloping Upland, Acid
(G090XN006MN)
Hydric soil rating: No

Description of Chetek

Setting

Landform: Outwash plains, stream terraces
Landform position (two-dimensional): Backslope, summit, shoulder
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Outwash

Typical profile

Ap - 0 to 5 inches: fine sandy loam
E - 5 to 12 inches: fine sandy loam
Bt1 - 12 to 18 inches: sandy loam
2Bt2 - 18 to 25 inches: gravelly loamy coarse sand
2BC, 2C - 25 to 80 inches: gravelly coarse sand

Properties and qualities

Slope: 2 to 8 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water
(Ksat): Moderately high to high (0.60 to 6.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Low (about 3.7 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 6s
Hydrologic Soil Group: A
Forage suitability group: Sandy (G090XN022MN)
Other vegetative classification: Sandy (G090XN022MN)
Hydric soil rating: No

Minor Components

Rosholt

Percent of map unit: 10 percent
Landform: Outwash plains, stream terraces
Landform position (two-dimensional): Shoulder, backslope, summit
Down-slope shape: Linear
Across-slope shape: Linear
Other vegetative classification: Sloping Upland, Low AWC, Acid
(G090XN008MN)
Hydric soil rating: No

Langlade

Percent of map unit: 10 percent
Landform: Outwash plains, stream terraces



Traut Water Analysis Lab

32640 Co Rd 133 St Joseph, MN 56374

320-251-5090

Water Analysis Report

Bill To: Ross Burau
PO Box 1
Becker, MN 55308

Property: Ross Burau
1891 Dusty Lane
Mora, Mn 55051

Ordered By: Ross Burau
Phone: 320-224-2973

Amount Due:	\$55.00
Method of Payment:	CREDIT

Sample Number: 221431
Report Date: September 19, 2022

Collected Date: September 15, 2022
Collected Time: 1200
Collected By: Ross Burau
Received on Ice: Yes
Temperature: 6.8° C
Sample Condition: Accepted for analysis
Received Date: September 16, 2022
Received Time: 0811
Received By: KH

Analysis Details					Method		
Parameter	Results	Units	Date	Time	& RL	Analyst	MCL*
Total Coliform Bacteria**	ABSENT	P/A	09/16/22	1400	1	***	ABSENT
E. Coli Bacteria**	ABSENT	P/A	09/16/22	1400	1	***	ABSENT
Nitrates**	0.903	mg/L	09/16/22	1328	2	***	10.0 mg/L

*MCL is defined as the Maximum Contaminant Level allowed by the Safe Drinking Water Act.

** This report contains data that were produced by a subcontracted lab certified for the fields of testing perfon

***Water Laboratories, PO Box 388, Elk River MN 55330 ID# 027-141-110

^ Sample was tested after the 30 & 48 hour holding time. Therefore a sample retest may be suggested for Coliform Bacateria and Nitrates.

1 SM 9223 B (Colilert®-18)-97

2 EPA 353.2 Rev 2.0 Reporting Limit 0.5 mg/L.

This sample **DOES** meet EPA guidelines for safe drinking water for the Analytes tested.

State of Minnesota Laboratory ID # 027-145-121

Mailing Address: 32640 County Road 133 St Joseph, MN 56374

This report can only be copied in it's entirety unless approved in writing by Traut Water Analysis Lab.

The above chemical and bacterial determinations relate only to the sanitary quality of the water sample that was provided to Traut Water Analysis Lab and in no way implies or guarantees continued potability of said water source.

(Top 3 inches reserved for recording data)

WARRANTY DEED

Individual(s) to Individual(s)

**Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)**

eCRV number: 1478575

DEED TAX DUE: 1716.00

DATE: October 14, 2022
(month/day/year)

FOR VALUABLE CONSIDERATION, Ross A. Burau and Anne Burau, married to each other ("Grantor"), hereby conveys and warrants to Jessica Witschen and Bryan Witschen ("Grantee"), as

(Check only one box.)

☐ tenants in common,
☒ joint tenants,

(If more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named as tenants in common.)

real property in Kanabec County, Minnesota, legally described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)

Grantor

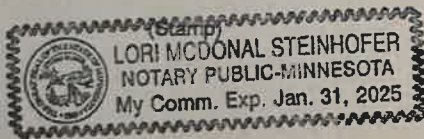
Ross A. Burau
 Ross A. Burau

Anne Burau
 Anne Burau

- ☒ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

State of Minnesota, County of Stearns

This instrument was acknowledged before me on Oct 10, 2022, by Ross A. Burau and ~~Anna Burau~~, married to ~~each other~~ Anne Burau



[Signature]

(signature of notarial officer)

Title (and Rank):

My commission expires: 1.31.2025

THIS INSTRUMENT WAS DRAFTED BY:
 (insert name and address)

Kelly Babler Crezée
 Gibraltar Title Agency, LLC
 7825 Washington Avenue South
 Suite 200
 Bloomington, MN 55439

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:

(insert legal name and residential or business address of Grantee)

Jessica Witschen and Bryan Witschen

1894 ~~Dusty Lane~~ 2694 Liberty Place
~~Mora, MN 55054~~ Woodbury MN 55129

State of Minnesota, County of Stearns

This instrument was acknowledged before me on Oct 11, 2022 by Anne Burau married to Ross A. Burau

[Signature]

Notary Public

My Commission expires: 1.31.2025

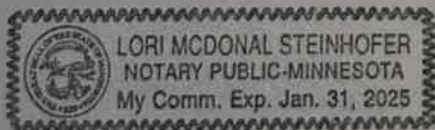


EXHIBIT "A"
LEGAL DESCRIPTION

The West 200 feet of the East 350 feet, all of the land in Government Lot 1, Section 33, Township 39, Range 24, Kanabec County, Minnesota, lying South of the North 753 feet thereof, subject to a perpetual easement over a strip of land 12 feet wide along the North line of said tract, said easement to be used as a right of way for public travel.

Abstract Property

Fish Lake Cabin Handbook



Welcome to Fish Lake! Enjoy your stay!

1891 Dusty Ln, Mora, MN 55051

Please read through this handbook as it provides all you need to know about the property, along with some recommendations. Please reach out to the below contacts with any questions. Thank you for staying with us.

Property Contacts:

Bryan Witschen	320-761-2839
Jessie Witschen	651-280-5515

Emergency Contacts:

Emergency Contact Information:	Number	Address
Mora Police Dept	Non-Emergency 320-679-5170	16 N Lake St., Mora MN 55051
Kanabec County Sheriff	Non-Emergency 320-679-8400	18 N Vine St., Mora, MN 55051
Mora Fire Dept	Non-Emergency 320-679-5837	218 Railroad Ave NE, Mora MN 55051
Mora Hospital (Welia Health)	320-679-1212	301 MN-65 Mora, MN 55015
Emergency	Call 911	
Septic Company: Soderstrom Septic	320-515-1081	
Electric Company: East Central Energy	1-800-254-7944	
Garbage Company: Quality Disposal Systems	320-584-9225	

Property Rules, Details, and Information:

Internet:

Wifi name: CenturyLink-CabinGuest

Password: XXXXXXXXX

Maximum Overnight Occupants: 4

Maximum Vehicles: 10 vehicles

Check in/out times:

Check-in time: 4:00 pm

Check-out time: 11:00 am

Quiet Hours: 11pm-6am

Children: Yes

Pets: No pets

Important:

1. Adults must not leave children unattended at any time. Any guest injuries sustained inside or outside the cabin property are not covered by our vacation rental insurance.
2. Safety is our top priority and guests are fully responsible for the safety of themselves and security of their children in and around the property.
3. If something breaks or there is an incident, let rental property owner know immediately. Please take care of the furnishings. You will have to pay for damages that exceed the security deposit. We understand that accidents happen, so we kindly request that you report any accidental breakages or damages before checking out.
4. No Smoking inside the property and please rid of cigarette butts in a proper manner.
5. No swimming between sunset and sunrise.
6. Do not flush feminine products down the toilets.

7. Please double-check that you have locked all doors and windows before you leave to protect your belongings.
8. Please do not use glass outside or down by the lake for safety reasons.
9. Cleanliness is a priority, so please remove shoes in the mudroom.
10. Fire extinguisher can be found in the cabinet under the kitchen sink and by door in bunkhouse.

CLEANLINESS:

1. Dishes: Please clean and put away all dishes and utensils where you originally found them prior to check-out.
2. Laundry: Please place all dirty/soiled towels/wash cloths by washing machine prior to check-out.
3. Garbage/Recycling: Please dispose of all garbage/recycling and place in proper containers by garage.
4. Kitchen cleaning products are under the sink. All other necessary cleaning supplies are in closet across from main bathroom (if needed).
5. Be careful not to wash food remains down the drain and always use the kitchen sink drain strainer. Please throw any kitchen scraps in the garbage.

Appliances and Utilities:

1. You may use all kitchen appliances.
2. You're welcome to use the washer and dryer. Please do not overload the washer/dryer and wash on a low temperature where possible.
3. The optimum temperature for the thermostat is 75°F in summer (for air conditioning) and 65-70°F in winter (for heating). Electric baseboard heat and mini-split AC.
4. Please double-check that you have switched off all the lights before you check out.

Additional Information:

1. Tap water IS safe to drink.
2. The refrigerator in the mudroom is private and locked, please do not attempt to open.
3. The garage and shed are private and locked, please do not attempt to open them.
4. Guests are always fully responsible for the safety of themselves and security of their children, as well as any disturbance caused to other residents in the neighborhood.
5. Guests are to allow the homeowner or service access to the property for purposes of repair and inspection. The homeowner will exercise this right of access in a reasonable manner and advise beforehand where possible.
6. In the unlikely case of a power outage, please call us before touching the control panel. No compensation will be given for any temporary outage of electricity.
7. We are not responsible for the loss of any personal belongings or valuables. In case you misplace something in the house, please let us know so we can look out for the item during the changeover and vacation rental cleaning.
8. We reserve the right to evict any guest or visitor who fails to adhere to property rules.

Arrangements and Amenities:

Main Cabin:

Bedroom 1 – King (master)
Bedroom 2 – Queen w/twin bunk above
Bedroom 3 – Full
Living Room
Kitchen
Dining room
1 bath w/shower (no tub)
½ bath in master
Mudroom w/laundry

Bunkhouse (0 baths)

2 Full over Full bunk beds (4 full beds in total)

Kitchen Inventory:

Pots
Pans
Cooking utensils
Mixing bowls
Storage bowls
Cereal bowls
Small plates
Large plates
Cups Coffee Mugs and glassware
Silverware
Baking sheets
Pizza pan
Measuring cups and spoons
Can opener
Pizza cutter
Wine bottle opener
Bottle opener
Knife set
Fillet knives
Strainers
Cutting board
Coffee Maker
Blender
Crock Pot
Toaster
Food Processor
Hand Mixer
Hand Towels

Wash cloths
Dish soap
Dishwasher soap
Drying rack

Bath Amenities:

Toiletries

- Hand Soap
- Body Wash
- Shampoo
- Conditioner

Hair Dryer
Hand Towels
Bath Towels

Misc. Amenities:

Toilet Paper
Paper Towels
Napkins
Highchair
Pack'n'Play

Outdoor Amenities:

Decks

Fire pit patio and firewood (near garage)

- do not leave the fire pit unattended at any point and use the hose on the east side of the cabin to put out the fire when you are done.

Fire pit Roasting Sticks

Lakefront and Dock – no glass

Grill (propane) – please shut off and clean after use.

Canoe (2 person) and Paddleboard(s) (1 person)

- must wear a life jacket and pull out of the water after use.

Life Jackets

Sand Toys

Beach Towels

Outdoor chairs

Boating – you may bring your own boat or other watercrafts. There is a public access directly to the south of the cabin as well as other lakes in the area. We have a dock that may accommodate overnight parking depending on size/length of watercraft.

Recommendations

Restaurants:

Crystals Bar & Grill

Kev's Depot

Freddie's Family Restaurant

Pizza Hut

Emma's Pizza

Plus – a deli and a couple bakeries

Fast Food:

McDonald's

Hardee's

Subway

Dairy Queen

Grocery/shopping:

Coborn's

North Country Bottle Shop

Dollar General and Family Dollar

Other:

Victory Lanes Bowling (and Sports Bar)

Paradise Theatre

Kid's Kingdom / Mora Lions Park (seasonal aquatic center)

Outings:

Ogilvie Raceway

Ann River Winery

BeerClub Brewing

Sapsucker Farms Yellow Belly Cidery

Thank you for staying with us.

Property Contacts:

Bryan Witschen 320-761-2839

Jessie Witschen 651-280-5515



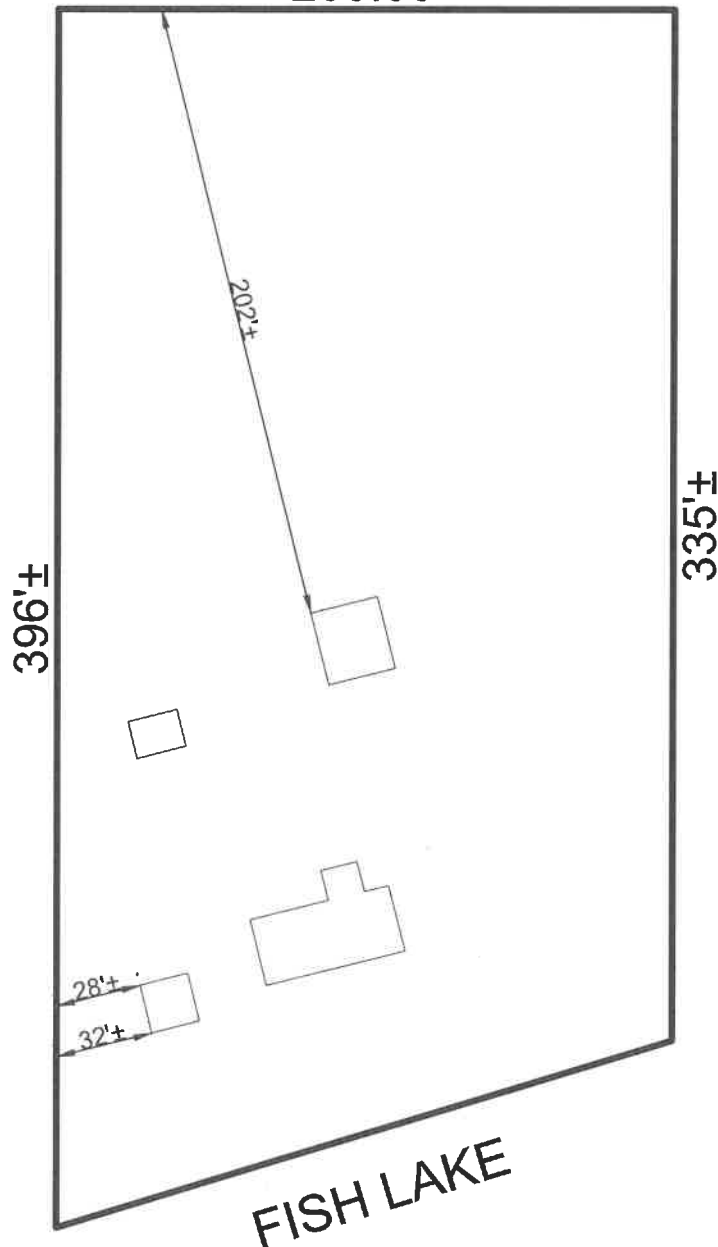
EPIC PROPERTY SERVICES, INC.

PROPERTY SKETCH

60 Scale

DUSTY LN

200.00'



1891 DUSTY LN

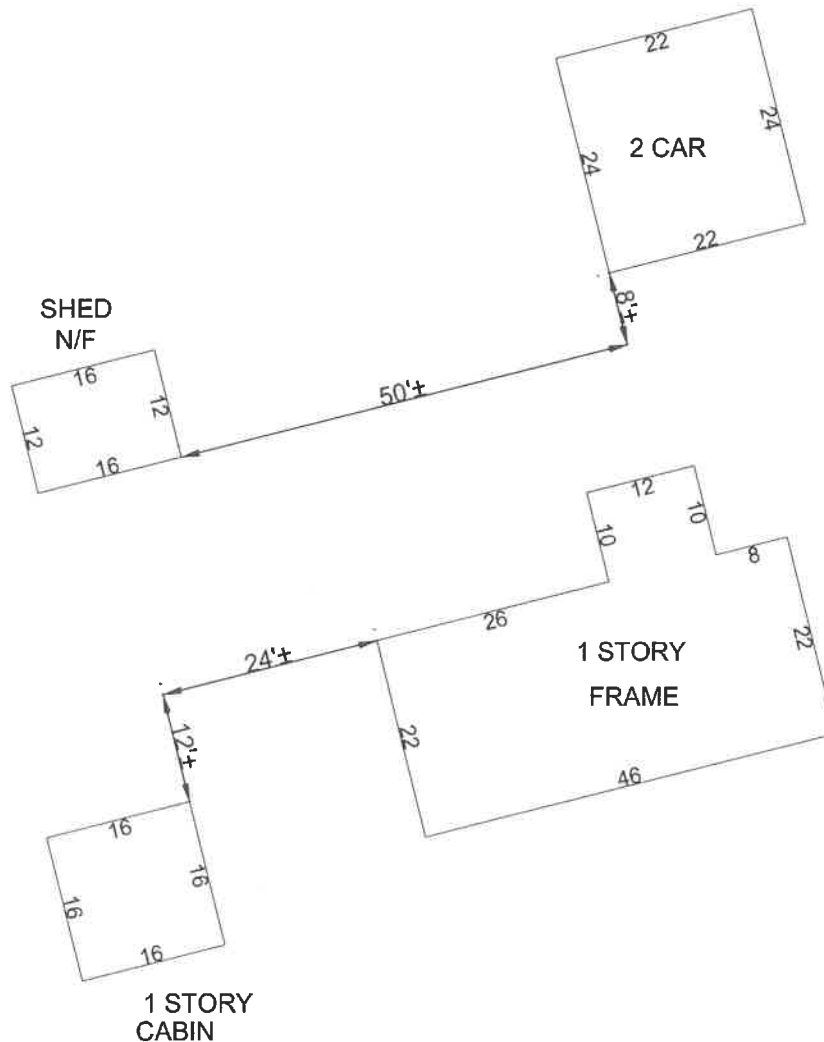
MORA

THIS IS NOT A SURVEY NOR SHOULD THIS BE USED AS A SURVEY TO LOCATE FUTURE IMPROVEMENTS. This drawing is for residential mortgage informational purposes only. The information relating to the property dimensions is based upon the recorded plat or maps in the county records. The improvements location and dimensions shown are approximate and based upon a visual inspection.



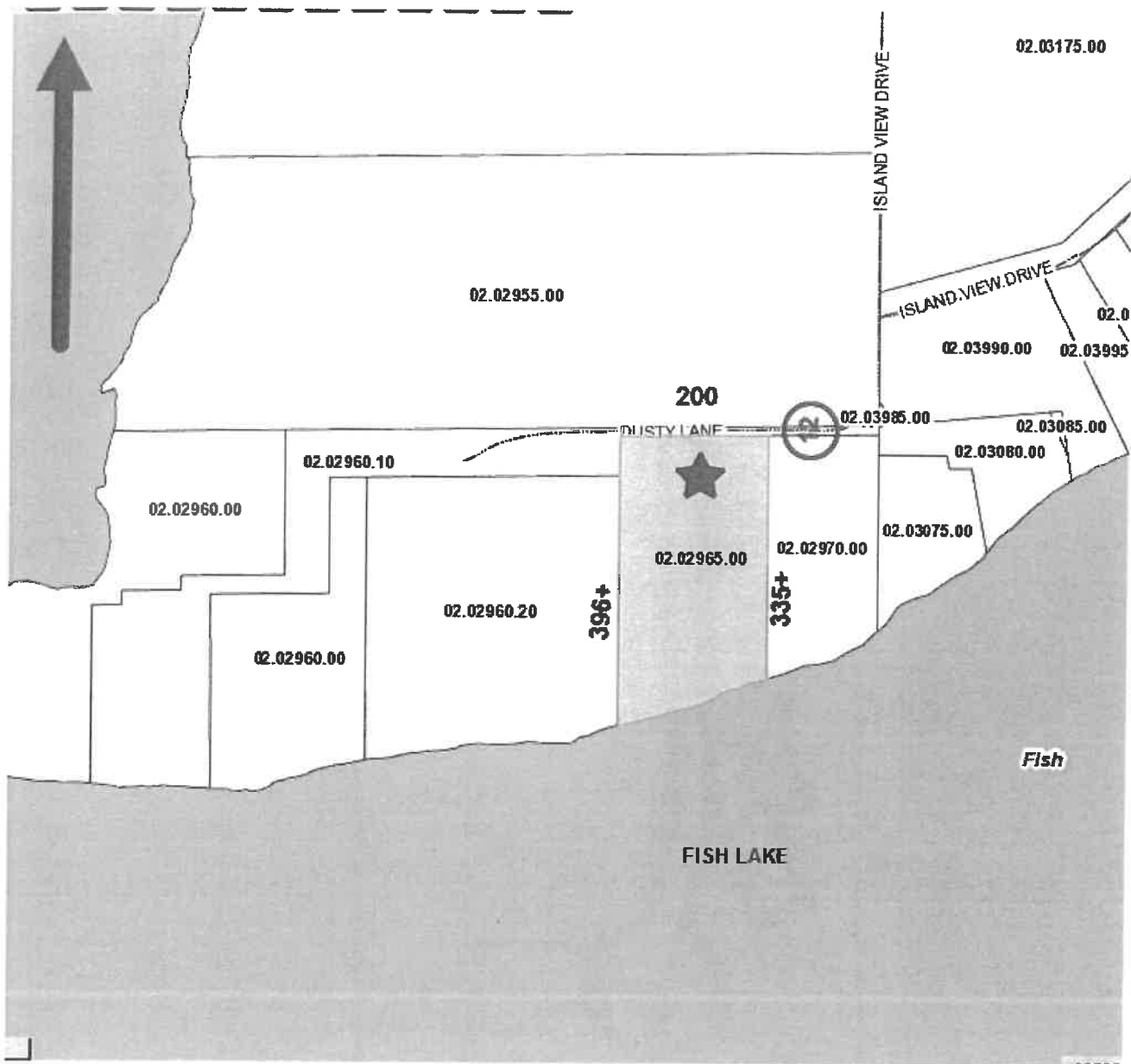


EPIC PROPERTY SERVICES

EPIC PROPERTY SERVICES, INC.**PROPERTY SKETCH****20 Scale****1891 DUSTY LN****MORA**

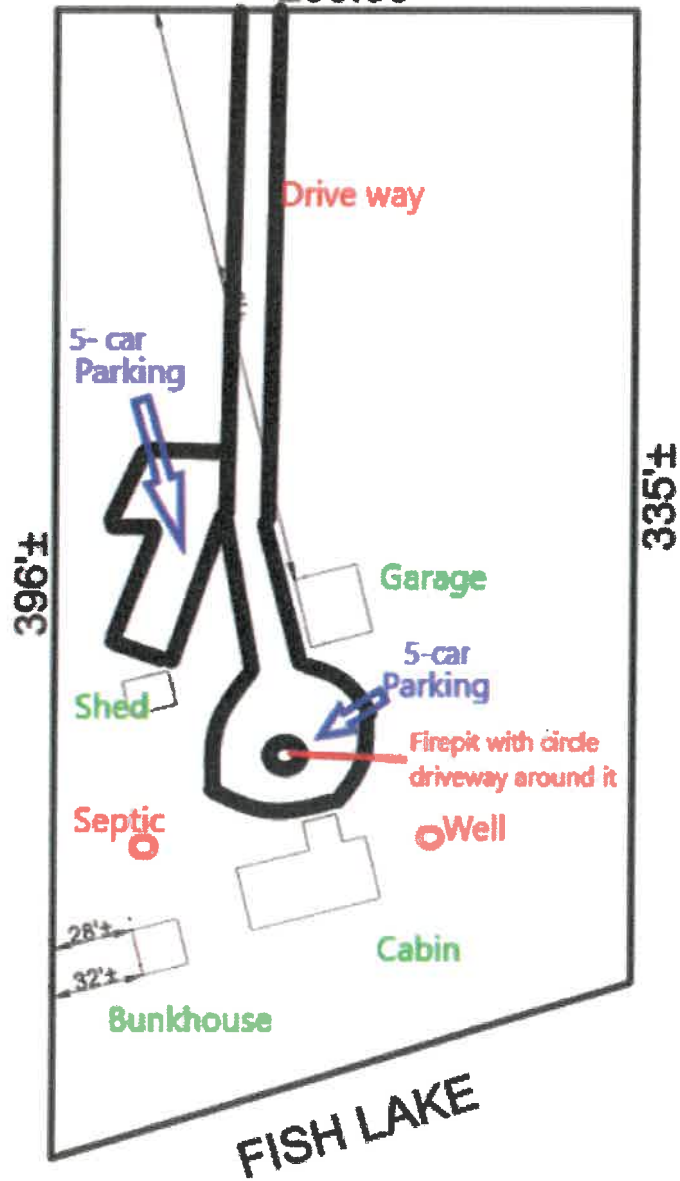
THIS IS NOT A SURVEY NOR SHOULD THIS BE USED AS A SURVEY TO LOCATE FUTURE IMPROVEMENTS. This drawing is for residential mortgage informational purposes only. The information relating to the property dimensions is based upon the recorded plat or maps in the county records. The improvements location and dimensions shown are approximate and based upon a visual inspection.





PROPERTY SKETCH

DUSTY LN
200.00'



FLOORPLAN SKETCH

Borrower: Bryan & Jessica Witschen

File No.: EAS22317

Property Address: 1891 Dusty Ln

Case No.: 91296173

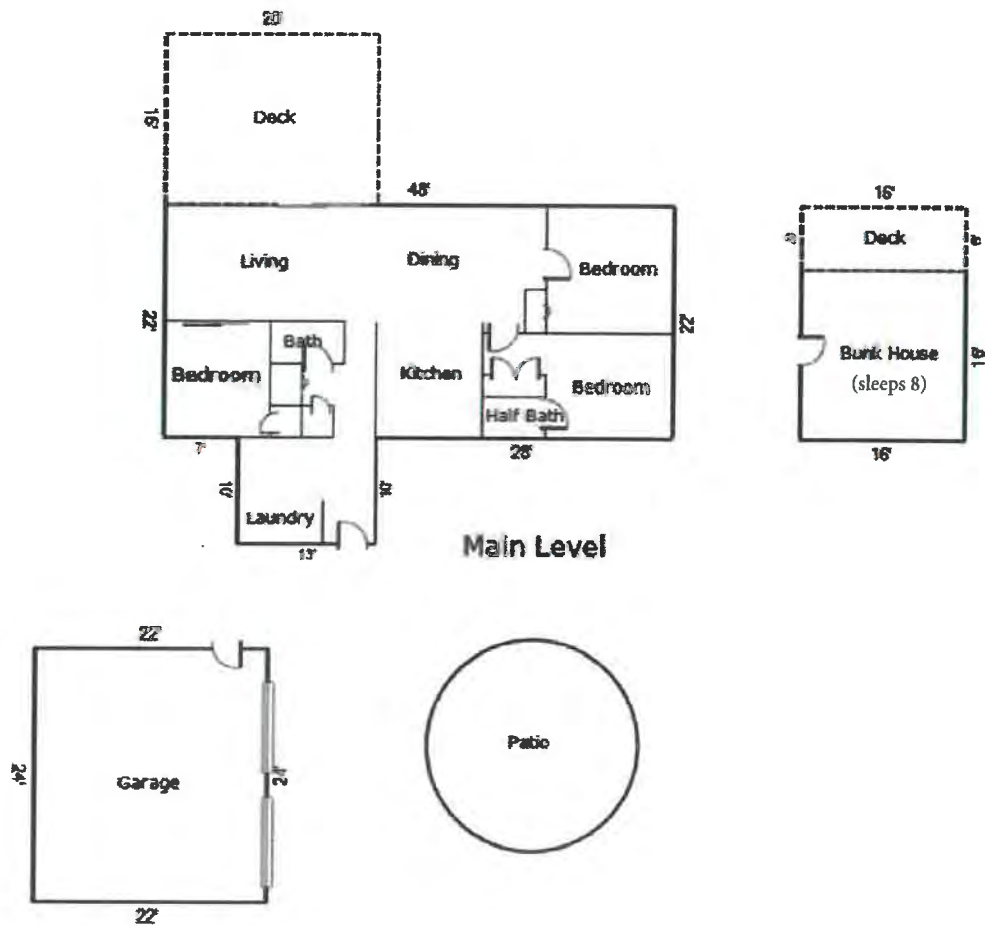
City: Mora

State: MN

Zip: 55051

Lender: Alerus Mortgage

Sketch



12 ft

Area Calculation					
Living Area					
First Floor	1188 ft ²	First Floor	10' x 12' x 1.00 =	120 ft ²	
Nonliving Area			42' x 22' x 1.00 =	924 ft ²	
Bunk House	256 ft ²				
Wood Deck	96 ft ²				
Wood Deck	320 ft ²				
2 Car Detached	624 ft ²				
Concrete Patio	514.16 ft ²				
Total Living Area (rounded):	1188 ft ²				

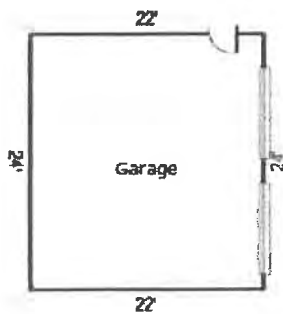
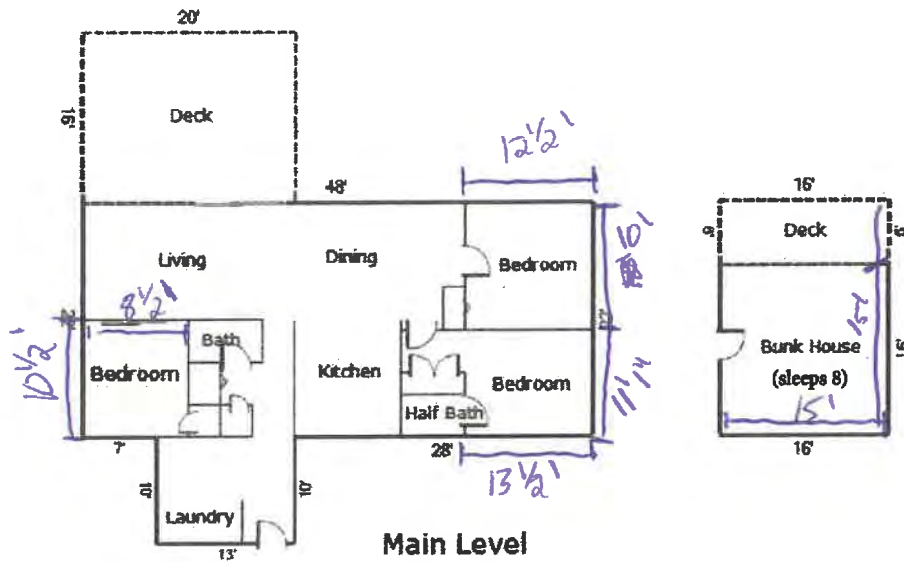
FLOORPLAN SKETCH

Borrower: Bryan & Jessica Witschen
 Property Address: 1891 Dusty Ln
 City: Mora
 Lender: Alerus Mortgage

File No.: EAS22317
 Case No.: 91296173
 State: MN
 Zip: 55051

Sketch

Bedroom Sizes



12 ft

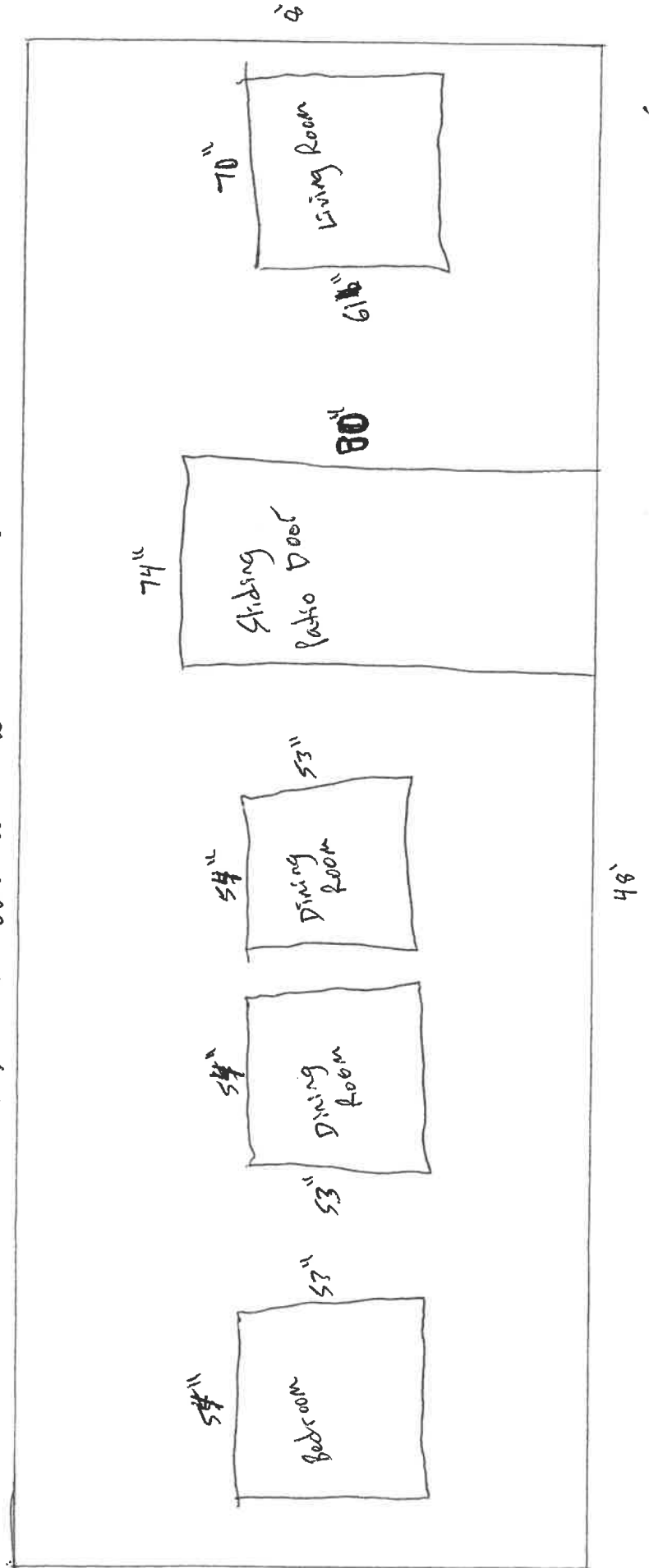
Living Area		Area Calculation			
First Floor	1180 ft ²	First Floor			
Nonliving Area		10' x	13' x	1.00 =	130 ft ²
Bunk House	256 ft ²	40' x	22' x	1.00 =	1068 ft ²
Wood Deck	320 ft ²				
2 Car Detached	528 ft ²				
Concrete Patio	314.16 ft ²				
Total Living Area (rounded):	1180 ft ²				

1891 Dusty Ln

Cabin South Wall



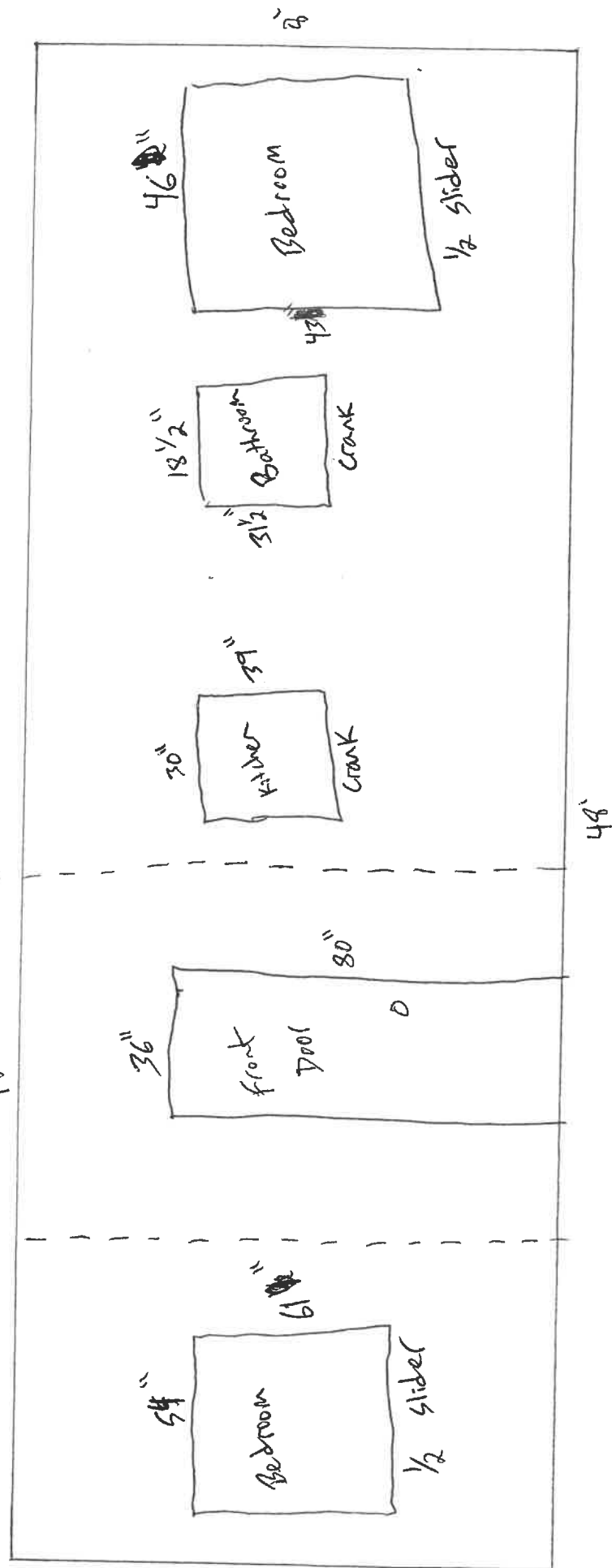
* All windows are 1/2 sliders on the South Wall.



Cabin North Wall

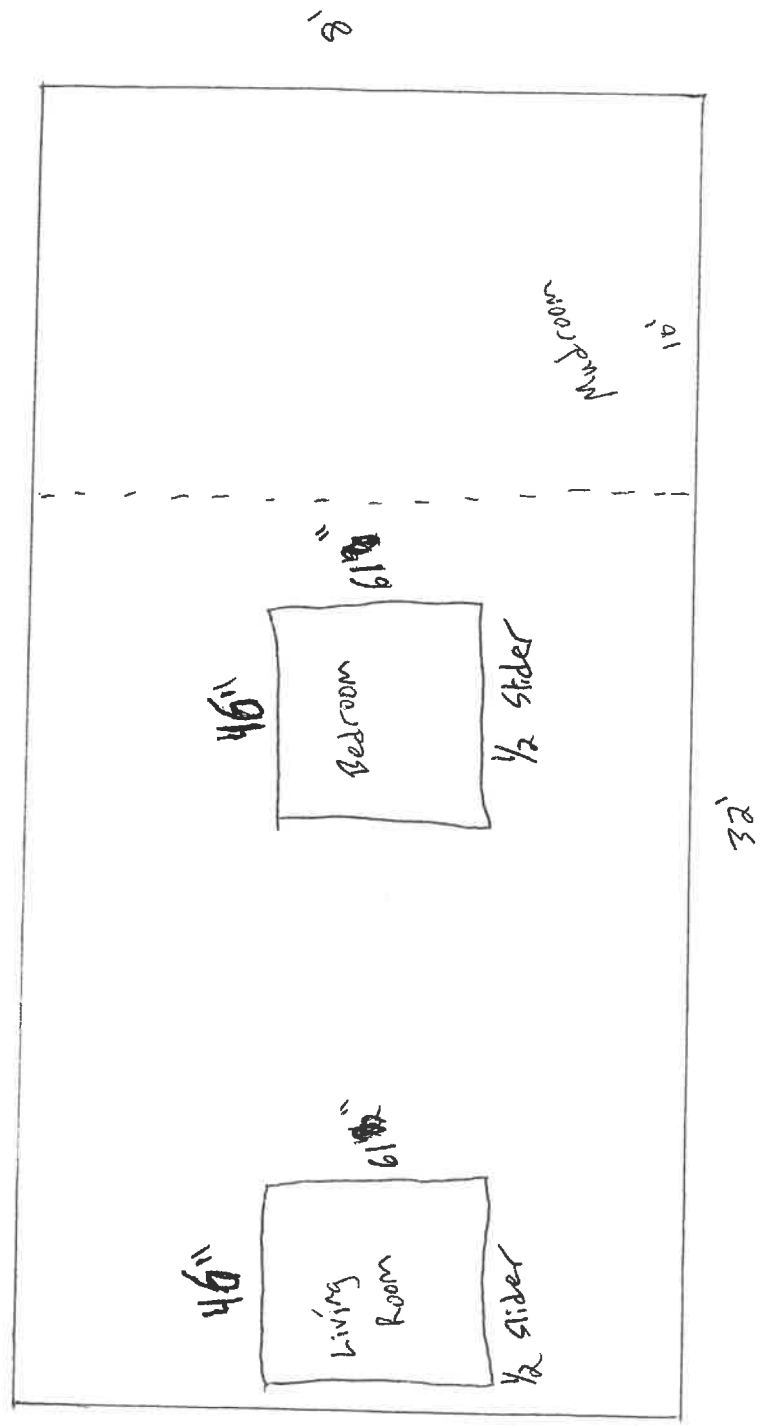


mudroom
pushes out
to the north
13'



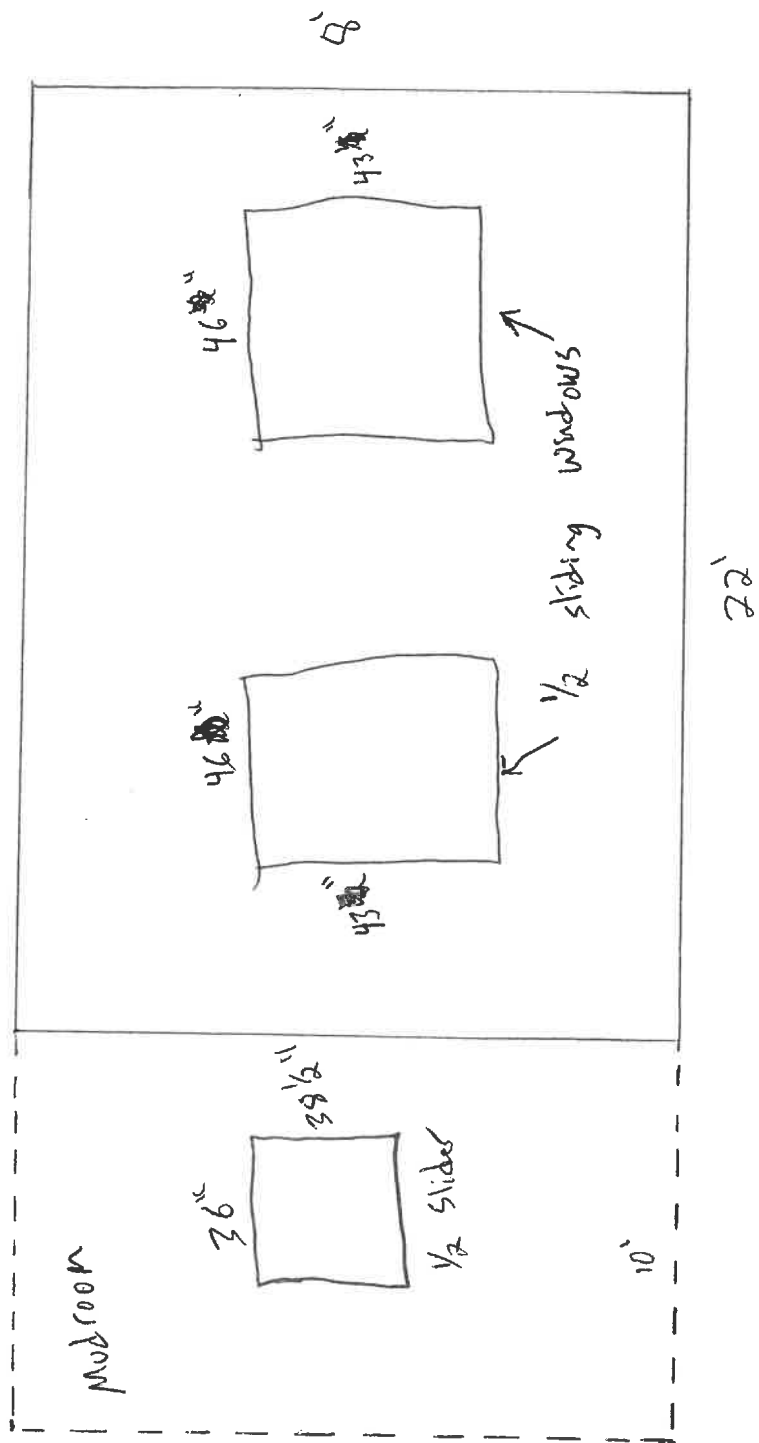
1891 Dusty Ln

Cabin East Wall



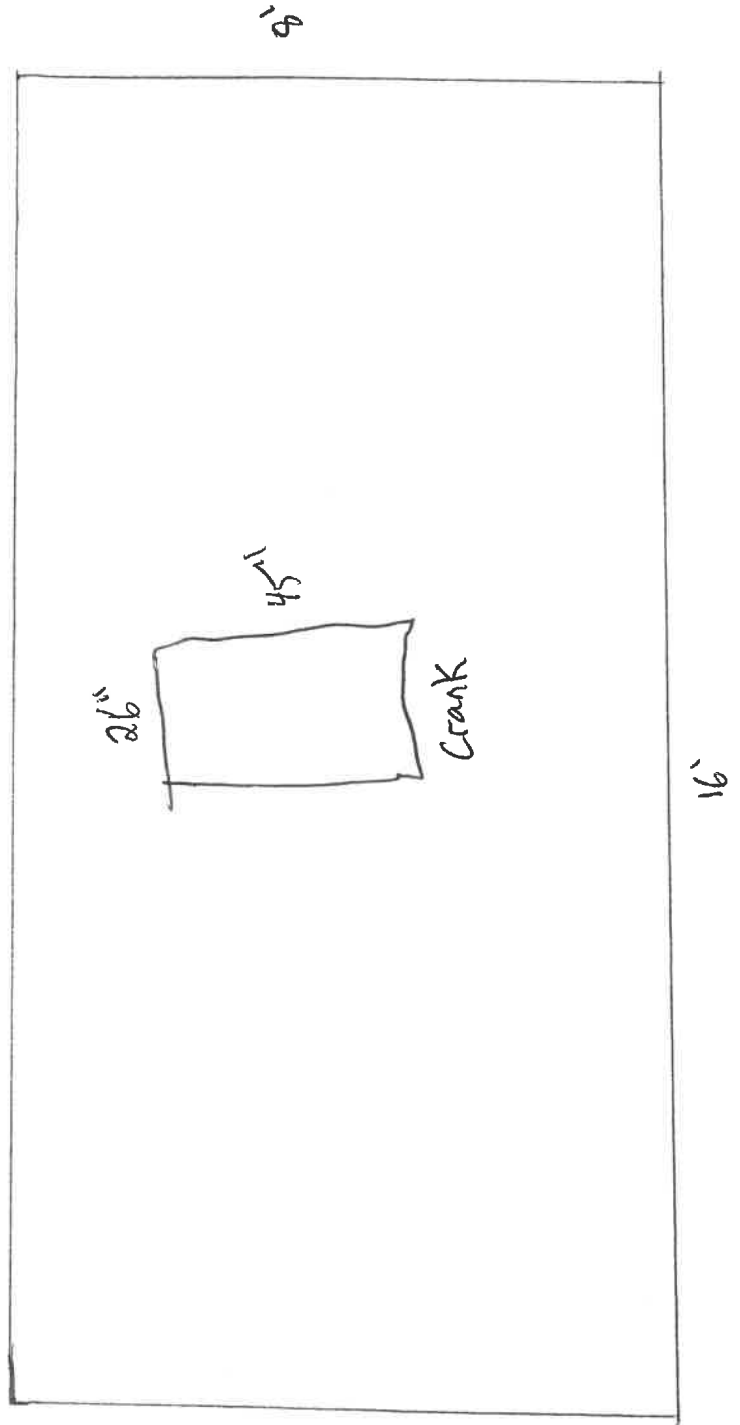
1891 Rusty Ln

Cabin West Wall



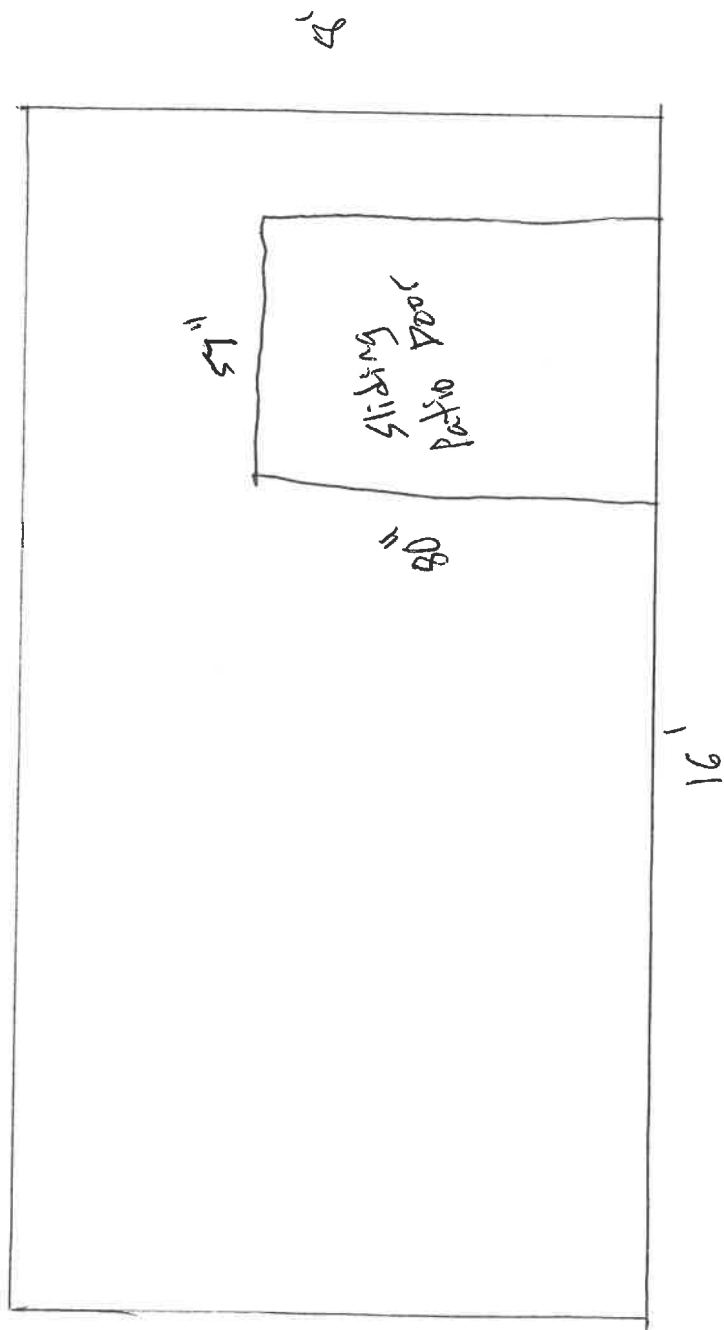
1891 Dusty Ln

Bunkhouse North Wall



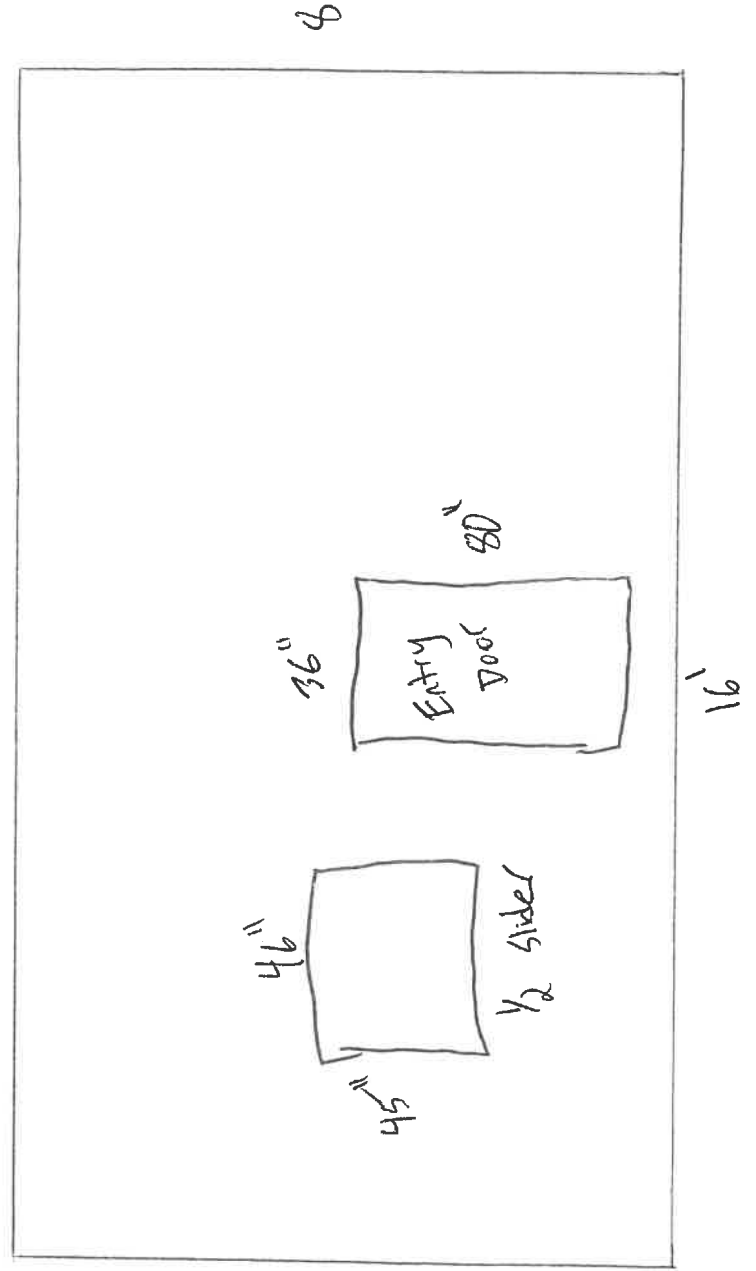
1891 Dasty Ln

Burkhouse South Wall



1891 Dusty Ln

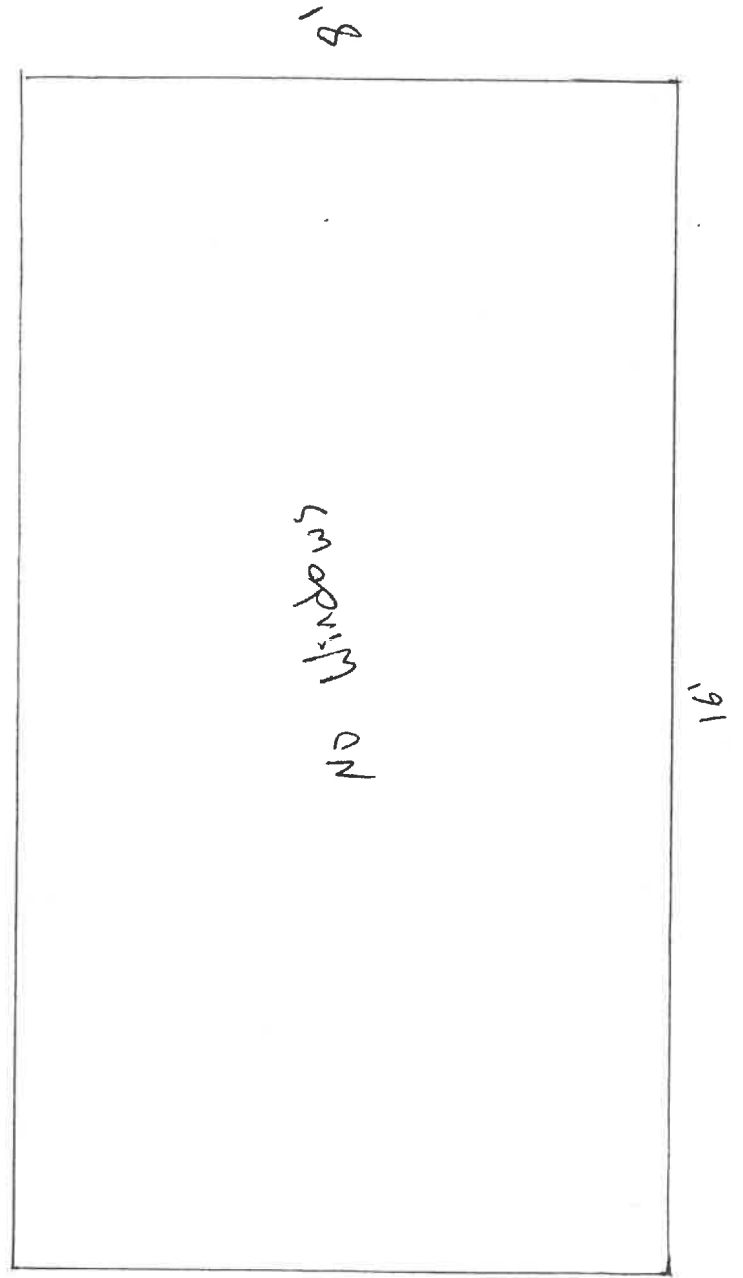
Bunkhouse East Wall



Bunkhouse West Wall

1291 Dusty Ln

N
←



POST
CONSPICUOUSLY

MINNESOTA DEPARTMENT OF HEALTH
625 Robert Street North, P.O. Box 64975
Environmental Health Division
St. Paul, Minnesota 55164-0975
(651) 201-4500

NOT TRANSFERABLE
AS TO PERSON
OR PLACE
Fee Paid: \$276.00
701

LICENSE NO. FBL-41286-59958 FOR THE OPERATION OF:
License Categories: Base Fee - FBL, Hospitality Fee, 1-Hotel/Motel, 0-Private Sewer,
1-Private Water

LICENSE PERIOD: June 1, 2023 THRU December 31, 2023

ISSUED TO:

Bryan A Witschen
2694 Liberty Place
Woodbury, Minnesota 55125

ESTABLISHMENT NAME:

Bryan Witschen VR
1891 Dusty Lane
Mora, Minnesota 55051

License Type(s): Hotel/Motel-VH
County: Kanabec

Occupant Report - 1891 Dusty Ln, Mora, MN 55051

[illegible]

Vacation/Private Home Rental Checklist (prior to application): 1891 Dusty Ln, Mora, MN 55051

- ☒ Home owner must inhabit the home for no less than 30 days per year.
- ☒ Rental has a Minnesota Department of Health Lodging License. **Approved. License to be mailed.**
- ☒ Floor plan drawing including number of bedrooms with dimensions and other sleeping accommodations.
- ☒ A to-scale site plan showing location and dimensions of property lines, primary structure, accessory structures, parking areas, shore recreational facilities, and septic system.
- ☒ Emergency contact information (police, fire, hospital, septic pumper, etc.) is posted in the home
- ☒ Current compliance inspection on the septic system.
- ☒ Current water test from an accredited laboratory with results for nitrate nitrogen and coliform bacteria.
- ☒ Garbage disposal plan. **Garbage and recycling provided on site by Quality Disposal Systems.**
- ☒ Pet policy for the guests. **No pets.**
- ☒ Dimensions and style of egress windows submitted in a drawing for each bedroom and room that will be used for sleeping. Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code. **Approved. Measured at initial inspection and approved by the MN Department of Health also measured at inspection.**
- ☒ Overnight occupancy limited to no more than:
 - Two (2) persons per bedroom plus two (2) additional persons per building
 - OR
 - No more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handleWhichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.
 - Property is approved for 4 overnight guests (from Environmental Services Department).
- ☒ Vacation/private home rental is connected to an approved SSTS. The use of holding tanks for vacation/private home rental units shall be prohibited. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and provided to the Environmental Services Department. **Picture to follow for existing septic; however, time dosing to be incorporated on the new septic system. Working with Soderstrom Septic for a May 2023 install. Final bids are being requested May 5, 2023.**
- ☒ On-site parking is sufficient to accommodate the maximum number of occupants. Parking is located on an improved surface (gravel, asphalt, concrete, etc.) and is located at least five (5) feet from any property lines. Septic systems and public streets cannot be used for parking areas.
 - Property parking can support **10** total vehicles.
- ☒ Additional occupancy through use of recreational vehicles, tents, accessory structures or fish houses may not be used.
- ☒ Carbon monoxide detectors shall comply with MN Statute Section 299F.51. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable

floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.

- ☒ On-premise advertising is not displayed.
- ☒ Visual demarcation of property lines are clearly displayed for guests. **Pictures to follow.**
- ☒ A report will be kept detailing use of the home by guests by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Environmental Services Department upon request.
- ☒ There are no more than two (2) vacation/private home rentals located on the parcel.
- ☒ Agree to follow any stipulations made by the Board or Adjustments or Planning Commission (fencing, vegetation screening, noise standards, duration or permit, watercraft docking restrictions, etc.).
- ☒ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- ☒ The applicant shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who is responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit.
- ☒ The contact person for the property must be available to accept phone calls on a 24 hour basis at all times that the vacation/private home rental is rented or occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same time frame.
- ☒ Each vacation rental must have a property information handbook available for renters that include the name and contact information for the owner and/or caretaker; quiet hours as per approved ; maximum number of overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of conditions that were placed on the approved IUP; and a notice that all ordinance and IUP conditions will be enforced by the Kanabec County Sheriff's Office and the Kanabec County Environmental Services Department. **Handbook will be emailed separately.**

I have read and completed the applicant checklist to verify compliance with Kanabec County Shoreland Ordinance #5 Section 6.2 Vacation Rental Homes.



Applicant _____

For County Use

- ☒ This property meets license requirements, statutes, rules, regulations, and ordinances for the County.



Environmental Services Department

Transfer Entered
Date: 10-26-2022
No Delinquent Taxes

ECRV submitted: 1478575

Deed tax: 1,716.00
Receipt # 30913
Denise M. Snyder
Kanabec County Auditor-Treasurer
BY cg
PID# 02.02965.00

DOCUMENT#: 280403

Certified filed and/or Recorded on
10-26-2022 at 12:50 PM

Lisa Holcomb, Recorder
Kanabec County, Minnesota

Pages: 3 Fee Amount: \$46.00

***This document has been electronically
recorded and returned to the submitter***

(Top 3 inches reserved for recording data)

WARRANTY DEED

Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Gibraltar Title Agency 87075 Form 10.1.1 (2016)

eCRV number:

1478575

DEED TAX DUE:

1716.00

DATE:

October 14, 2022
(month/day/year)

FOR VALUABLE CONSIDERATION, Ross A. Burau and Anne Burau, married to each other ("Grantor"), hereby
conveys and warrants to Jessica Witschen and Bryan Witschen ("Grantee"), as

(Check only one box.)

☐ tenants in common,
☒ joint tenants,

(If more than one Grantee is named above and either no box is checked or
both boxes are checked, this conveyance is made to the named as tenants in
common.)

real property in Kanabec County, Minnesota, legally described as follows:

SEE EXHIBIT "A" ATTACHED HERETO

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)

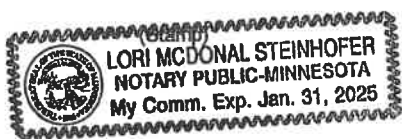
☒ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Ross A. Bureau
 Ross A. Bureau
Anne Bureau
 Anne Bureau

State of Minnesota, County of Stearns

This instrument was acknowledged before me on Oct 10, 2012, by Ross A. Bureau and Anne Bureau, married to each other. Anne Bureau



[Signature]
 (signature of notarial officer)

Title (and Rank): _____

My commission expires: 1.31.2025

THIS INSTRUMENT WAS DRAFTED BY:
 (insert name and address)

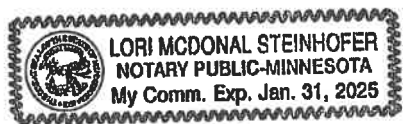
Kelly Babler Crezée
 Gibraltar Title Agency, LLC
 7825 Washington Avenue South
 Suite 200
 Bloomington, MN 55439

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN
 THIS INSTRUMENT SHOULD BE SENT TO:
 (insert legal name and residential or business address of Grantee)

Jessica Witschen and Bryan Witschen
 1804 Dusty Lane 2694 Liberty Place
 Mora, MN 55054 Woodbury MN 55129

State of Minnesota, County of Stearns

This instrument was acknowledged before me on Oct 11, 2012 by Anne Bureau married to Ross A. Bureau



[Signature]
 Notary Public

My Commission expires: 1.31.2025

EXHIBIT "A"

LEGAL DESCRIPTION

File No.: 87075

The West 200 feet of the East 350 feet, all of the land in Government Lot 1, Section 33, Township 39, Range 24, Kanabec County, Minnesota, lying South of the North 753 feet thereof, excepting and reserving therefrom a strip of land 12 feet wide along the north line of said tract, which said 12 feet shall be used as a right of way for public travel to and from the property of the parties. Said easement being a perpetual easement over said 12 foot tract of land and said 12 foot tract specifically including the East 150 feet of the East 350 feet of said Government Lot 1.

Abstract Property



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

Kanabec County Planning Commission Meeting Minutes of May 22, 2023

MINUTES ARE CURRENTLY UNAPPROVED

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

EX-OFFICIAL PRESENT: none

MEMBERS ABSENT: none

EX-OFFICIAL ABSENT: Chad Gramentz

STAFF: Ryan Carda – Environmental Services Tech.

APPLICANT REPRESENTATIVE(S): Sarah Scanlon, Bryan Witschen

PUBLIC ATTENDING: Dustin Paulson

Call to Order: Kanabec County Planning Commission was called to order at 7:00pm by Tom Roeschlein.

Pledge of Allegiance

Approval of Agenda/Additions to Agenda:

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

All in favor, motion carried.

Approval of Minutes:

A motion was made by Earl Bracewell, seconded by Wayne Zaudtke to approve the minutes from January 23rd, 2023 as presented.

All in favor, motion carried.

Old Business:

None

New Business:

Public Hearing – Review IUP Application: Vacation Rental – 1477 230th Avenue, Mora, MN 55051, Sarah Scanlon:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - Two separate site visits were conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the first meeting and requirements that weren't met were fixed by the property owner and verified at the second meeting
 - The property has met the requirements of the Shoreland Ordinance
 - Staff feels that the criteria for granting an interim use permit has been met
 - A question was asked about the water test on the new well
 - Discussion on which requirements weren't met at the first meeting was had

Applicant presentation:

- Sarah Scanlon
 - Explained why she is doing the vacation and the intention behind doing the rental
 - The improvements that were required at the preliminary platting stage were made
- Earl Bracewell
 - Stated that the application was very well put together

Public hearing comments:

- None

Conclusion of public hearing:

- Rhonda Olson
 - Recommended that Welia Health's contact information be added to the emergency contact list
- Wayne Zaudtke
 - Asked whether or not pets would be allowed
 - Sarah responded and said pets wouldn't be allowed
- Doug Sabinash
 - Asked about the downstairs sleeping area and fire extinguisher locations
- Earl Bracewell
 - Asked about fines being given for violations
- Other general discussions were had regarding different items such as dealing with issues, Airbnb's rental policy, advertising, and history of the rentals in the County

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Doug Sabinash, to recommend approval of the Interim Use Permit to the County Board.
All in favor, motion carried.

Public Hearing – Review IUP Application: Vacation Rental – 1891 Dusty Lane, Mora, MN 55051, Bryan & Jessica Witschen:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - A site visit was conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the site visit and requirements that weren't met were fixed by the property owner and verified with pictures
 - The property has met the requirements of the Shoreland Ordinance
 - Staff feels that the criteria for granting an interim use permit has been met
 - The property owner's application is for approval of 4 overnight guests, but they are looking at upgrading the septic system to increase their occupancy limit
 - The property could support a maximum of 11 overnight occupants based on size and bedrooms
 - The system would need to be upgraded to support a flow rate of 825 gallons/day
 - Staff recommends that the recommendation to the County Board include a condition that the septic system be upgraded prior to increasing rental capacity

Applicant presentation:

- Bryan Witschen
 - Explained why he is doing the vacation and the intention behind doing the rental
 - Gave the history of how they obtained the cabin
 - Talked about the Airbnb process and the safeguards and security they offer
 - Mentioned how it would be used as a cost offset
- Doug Sabinash
 - Asked about the parking situation and how many cars could be parked
 - Asked about the septic situation
- Earl Bracewell & Wayne Zaudtke
 - Asked about the scale drawing

Public hearing comments:

- Dustin Paulson
 - Lives at the end of Dusty Lane and talked about the easement that goes across the properties and maintenance of that access
 - Would like to keep the neighborhood quiet and nice
 - Mentioned that they do something similar with Airbnb in Arizona

Conclusion of public hearing:

- Bryan Witschen
 - Stated that they want to keep the neighborhood nice and they aren't expecting to rent extremely frequently
 - Likely will only be six weekends in the summer
 - Regarding the easement access and maintenance, he said this it is their obligation to have the property open to renters for access and that he has parents in Milaca that help with maintenance
- Ryan Carda
 - Gave the requirements of the ordinance regarding operation and rules
 - Mentioned that if violations occur the IUP can be revoked
- Pat O'Brien
 - Brought up the quiet hours
- Other general discussions were had regarding different items such as the easement access, parking situation, septic, and requirements of the ordinance

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Doug Sabinash, to recommend approval of the Interim Use Permit to the County Board with the condition that if the occupancy number is to be increased to 11, the septic system will need to be upgraded and approved.
All in favor, motion carried.

Public Hearing Comment:

- None

Adjourn:

A motion was made by Doug Sabinash, seconded by Rhonda Olson to adjourn the meeting at 8:17pm.
All in favor, motion carried.

Respectfully submitted,
Ryan Carda
Recording Secretary

June 6, 2023
11:25am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|-------------------------------------|--------------------------|
| 1. Construction Bids | Resolution #1 (06-06-23) |
| 2. Arthur Township Platting Dispute | |
| 3. Annual Report | |
| 4. Department Update | |
-

Resolution #1 (6-06-23)
2023 Bituminous Paving
SAP 033-026-007, SAP 033-608-015, KCP 23-02,
KCP 23-05, Arthur 23-01, Mora 23-01

WHEREAS the following bids were received for SAP 033-026-007, SAP 033-608-015, KCP 23-02, KCP 23-05, Arthur 23-01, and Mora 23-01:

Knife River Corporation	\$3,823,654.98
Mark Sand & Gravel Co.	\$4,857,463.85

WHEREAS a detailed bid abstract was presented before the Board and included herein, and

WHEREAS the City of Mora and Arthur Township have recommended award of the low bid by resolution, and

WHEREAS said resolutions were presented before the Board and included herein, and

THEREFORE BE IT RESOLVED to accept the low bid of \$3,823,654.98 by Knife River Corporation for SAP 033-026-007, SAP 033-608-015, KCP 23-02, KCP 23-05, Arthur 23-01, and Mora 23-01, and

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

Kanabec County 2023 Bituminous Rehabilitation Projects
Kanabec County Public Works

					Engineer Estimate		Knife River Corporation		Mark Sand & Gravel Co.	
Sectic Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SECTION A - CSAH 26 SAP 033-626-007						\$799,776.40		\$913,516.73		\$1,007,345.17
1	2021.501	MAINTENANCE & RESTORATION OF HAUL ROADS	L.S.	1	\$5,000.00	\$5,000.00	\$47,650.00	\$47,650.00	\$1.00	\$1.00
2	2051.501	MOBILIZATION	L.S.	1	\$30,000.00	\$30,000.00	\$0.01	\$0.01	\$35,000.00	\$35,000.00
3	2101.505	SAWING BITUMINOUS PAVEMENT	L.F.	50	\$2.00	\$100.00	\$3.00	\$150.00	\$10.00	\$500.00
4	2104.502	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	250	\$2.50	\$625.00	\$9.00	\$2,250.00	\$15.00	\$3,750.00
5	2104.502	GEOTEXTILE FABRIC TYPE 5	SQ. YD.	250	\$2.00	\$500.00	\$4.50	\$1,125.00	\$10.00	\$2,500.00
6	2104.502	DOZER	HOUR	4	\$130.00	\$520.00	\$280.00	\$1,120.00	\$250.00	\$1,000.00
7	2104.503	MOTOR GRADER	HOUR	4	\$125.00	\$500.00	\$365.00	\$1,460.00	\$250.00	\$1,000.00
8	2104.503	2.0 CU. YD.SHOVEL	HOUR	4	\$195.00	\$780.00	\$280.00	\$1,120.00	\$250.00	\$1,000.00
9	2104.503	DISK HARROW	HOUR	4	\$150.00	\$600.00	\$0.95	\$3.80	\$250.00	\$1,000.00
10	2104.504	TAMPING ROLLER	HOUR	4	\$125.00	\$500.00	\$0.95	\$3.80	\$250.00	\$1,000.00
11	2104.504	AGGREGATE BASE (LV) CLASS 5	CU. YD.	250	\$20.00	\$5,000.00	\$32.00	\$8,000.00	\$34.60	\$8,650.00
12	2105.602	SHOULDER BASE AGGREGATE (LV), CLASS 1	CU. YD.	3600	\$20.00	\$72,000.00	\$34.00	\$122,400.00	\$29.40	\$105,840.00
13	2106.507	BITUMINOUS PATCHING MIXTURE	TON	300	\$85.00	\$25,500.00	\$67.00	\$20,100.00	\$125.00	\$37,500.00
14	2106.507	BITUMINOUS MATERIAL FOR TACK COAT	GAL	5809	\$2.00	\$11,618.00	\$2.80	\$16,265.20	\$3.00	\$17,427.00
15	2123.51	TYPE SP 4.75 NONWEARING COURSE (2,B) TIGHT BLADE	TON	2920	\$65.00	\$189,800.00	\$71.00	\$207,320.00	\$98.00	\$286,160.00
16	2123.51	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	6827	\$65.00	\$443,755.00	\$67.00	\$457,409.00	\$71.75	\$489,837.25
17	2123.51	MAILBOX SUPPORT	EACH	39	\$110.00	\$4,290.00	\$225.00	\$8,775.00	\$115.00	\$4,485.00
18	2123.51	TRAFFIC CONTROL	L.S.	1	\$2,000.00	\$2,000.00	\$9,670.00	\$9,670.00	\$2,000.00	\$2,000.00
19	2123.51	4" SOLID LINE PAINT (YELLOW)	L.F.	23314	\$0.10	\$2,331.40	\$0.13	\$3,030.82	\$0.13	\$3,030.82
20	2123.51	4" SOLID LINE PAINT (WHITE)	L.F.	43570	\$0.10	\$4,357.00	\$0.13	\$5,664.10	\$0.13	\$5,664.10
						\$993,212.25		\$1,143,941.26		\$1,412,289.90
SECTION B - CSAH 8 SAP 033-608-015										
21	2021.501	MOBILIZATION	L.S.	1	\$40,000.00	\$40,000.00	\$63,480.00	\$63,480.00	\$60,000.00	\$60,000.00
22	2051.501	MAINTENANCE & RESTORATION OF HAUL ROADS	L.S.	1	\$5,000.00	\$5,000.00	\$0.01	\$0.01	\$1.00	\$1.00
23	2104.503	SAWING BITUMINOUS PAVEMENT	L.F.	150	\$5.00	\$750.00	\$3.00	\$450.00	\$10.00	\$1,500.00
24	2106.507	SUBGRADE EXCAVATION	CU. YD.	2576	\$6.00	\$15,456.00	\$11.00	\$28,336.00	\$34.00	\$87,584.00
25	2108.504	GEOTEXTILE FABRIC TYPE 5	SQ. YD.	13334	\$2.00	\$26,668.00	\$2.75	\$36,668.50	\$4.25	\$56,669.50
26	2123.51	DOZER	HOUR	12	\$130.00	\$1,560.00	\$280.00	\$3,360.00	\$250.00	\$3,000.00
27	2123.51	MOTOR GRADER	HOUR	12	\$125.00	\$1,500.00	\$365.00	\$4,380.00	\$250.00	\$3,000.00
28	2123.51	2.0 CU. YD.SHOVEL	HOUR	12	\$195.00	\$2,340.00	\$280.00	\$3,360.00	\$250.00	\$3,000.00
29	2123.51	DISK HARROW	HOUR	12	\$150.00	\$1,800.00	\$0.95	\$11.40	\$250.00	\$3,000.00
30	2123.51	TAMPERING ROLLER	HOUR	12	\$125.00	\$1,500.00	\$0.95	\$11.40	\$250.00	\$3,000.00
31	2211.507	AGGREGATE BASE (LV) CLASS 5	CU. YD.	600	\$18.00	\$10,800.00	\$32.00	\$19,200.00	\$34.60	\$20,760.00
32	2212.507	DRAINABLE AGGREGATE BASE, TYPE OGAB (CV)	CU. YD.	2041	\$40.00	\$81,640.00	\$62.00	\$126,542.00	\$96.15	\$196,242.15
33	2215.504	FULL DEPTH RECLAMATION	SQ. YD.	38448	\$1.50	\$57,672.00	\$1.90	\$73,051.20	\$1.75	\$67,284.00
34	2221.507	SHOULDER BASE AGGREGATE (LV) CLASS 1	CU. YD.	3273	\$20.00	\$65,460.00	\$34.00	\$111,282.00	\$35.00	\$114,555.00
35	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1780	\$1.50	\$2,670.00	\$2.80	\$4,984.00	\$3.00	\$5,340.00
36	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	8490	\$75.00	\$636,750.00	\$73.00	\$619,770.00	\$81.55	\$692,359.50
37	2502.502	4" PRECAST CONCRETE HEADWALL	EACH	10	\$206.00	\$2,060.00	\$700.00	\$7,000.00	\$500.00	\$5,000.00
38	2502.503	4" PERFORATED TP PIPE DRAIN	LF	2900	\$8.50	\$24,650.00	\$8.00	\$23,200.00	\$26.50	\$76,850.00
39	2502.503	4" TP PIPE DRAIN	LF	200	\$6.50	\$1,300.00	\$9.00	\$1,800.00	\$26.50	\$5,300.00
40	2540.602	MAILBOX SUPPORT	EACH	14	\$125.00	\$1,750.00	\$225.00	\$3,150.00	\$115.00	\$1,610.00
41	2563.601	TRAFFIC CONTROL	L.S.	1	\$7,000.00	\$7,000.00	\$9,670.00	\$9,670.00	\$2,000.00	\$2,000.00
42	2582.503	4" SOLID LINE PAINT YELLOW	L.F.	6367	\$0.15	\$955.05	\$0.13	\$827.71	\$0.13	\$827.71
43	2582.503	4" SOLID LINE PAINT WHITE	L.F.	26208	\$0.15	\$3,931.20	\$0.13	\$3,407.04	\$0.13	\$3,407.04
SECTION C - County Road 43 KCP 23-02						\$1,153,096.79		\$1,272,643.99		\$1,938,128.08
44	2021.501	MOBILIZATION	L.S.	1	\$60,000.00	\$60,000.00	\$63,480.00	\$63,480.00	\$45,000.00	\$45,000.00
45	2051.501	MAINTENANCE & RESTORATION OF HAUL ROADS	L.S.	1	\$5,000.00	\$5,000.00	\$0.01	\$0.01	\$1.00	\$1.00
46	2104.503	SAWING BITUMINOUS PAVEMENT	L.F.	100	\$5.00	\$500.00	\$3.00	\$300.00	\$10.00	\$1,000.00
47	2106.507	GRANULAR EMBANKMENT (EV)	CU. YD.	20900	\$18.00	\$376,200.00	\$19.35	\$404,415.00	\$42.50	\$888,250.00
48	2108.504	GEOTEXTILE FABRIC TYPE 5	SQ. YD.	15667	\$2.00	\$31,334.00	\$2.75	\$43,084.25	\$4.25	\$66,584.75
49	2123.51	DOZER	HOUR	12	\$130.00	\$1,560.00	\$280.00	\$3,360.00	\$250.00	\$3,000.00
50	2123.51	MOTOR GRADER	HOUR	12	\$125.00	\$1,500.00	\$365.00	\$4,380.00	\$250.00	\$3,000.00
51	2123.51	2.0 CU. YD.SHOVEL	HOUR	12	\$195.00	\$2,340.00	\$280.00	\$3,360.00	\$250.00	\$3,000.00
52	2123.51	DISK HARROW	HOUR	12	\$150.00	\$1,800.00	\$0.95	\$11.40	\$250.00	\$3,000.00
53	2123.51	TAMPERING ROLLER	HOUR	12	\$125.00	\$1,500.00	\$0.95	\$11.40	\$250.00	\$3,000.00
54	2211.507	AGGREGATE BASE (LV) CLASS 5	CU. YD.	1451	\$15.00	\$21,765.00	\$32.00	\$46,432.00	\$43.40	\$62,973.40
55	2221.507	SHOULDER BASE AGGREGATE (LV) CLASS 1	CU. YD.	1914	\$20.00	\$38,280.00	\$34.00	\$65,076.00	\$43.40	\$83,067.60
56	2231.509	BITUMINOUS PATCHING MIXTURE	TON	300	\$85.00	\$25,500.00	\$67.00	\$20,100.00	\$125.00	\$37,500.00
57	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	5717	\$1.50	\$8,575.50	\$2.80	\$16,007.60	\$3.00	\$17,151.00
58	2360.509	TYPE SP 4.75 NONWEARING COURSE (2,B) TIGHT BLADE	TON	1865	\$65.00	\$121,225.00	\$71.00	\$132,415.00	\$104.00	\$193,960.00
59	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	5652	\$65.00	\$367,380.00	\$67.00	\$378,684.00	\$77.75	\$439,443.00
60	2540.602	MAILBOX SUPPORT	EACH	15	\$125.00	\$1,875.00	\$225.00	\$3,375.00	\$115.00	\$1,725.00
61	2563.601	TRAFFIC CONTROL	L.S.	1	\$10,000.00	\$10,000.00	\$13,760.00	\$13,760.00	\$4,000.00	\$4,000.00
62	2573.503	SILT FENCE, TYPE HI	L.F.	6435	\$3.00	\$19,305.00	\$3.00	\$19,305.00	\$3.50	\$22,522.50
63	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L.F.	1749	\$19.00	\$33,231.00	\$15.00	\$26,235.00	\$10.00	\$17,490.00
64	2574.507	COMMON TOPSOIL BORROW	CU. YD.	464	\$30.00	\$13,920.00	\$36.00	\$16,704.00	\$38.00	\$17,632.00
65	2574.508	FERTILIZER TYPE 1	POUND	528	\$1.00	\$528.00	\$0.95	\$501.60	\$1.00	\$5,280.00
66	2575.505	SEEDING	ACRE	1.32	\$302.00	\$398.64	\$950.00	\$1,254.00	\$6,500.00	\$8,580.00
67	2575.508	SEED MIXTURE 25-141	POUND	78	\$5.00	\$390.00	\$4.55	\$354.90	\$10.00	\$780.00
68	2575.509	MULCH MATERIAL TYPE 1	TON	3	\$232.00	\$696.00	\$950.00	\$2,850.00	\$1,000.00	\$3,000.00
69	2582.503	4" SOLID LINE PAINT	L.F.	13323	\$0.15	\$1,998.45	\$0.13	\$1,731.99	\$0.13	\$1,731.99
70	2582.503	4" SOLID LINE PAINT	L.F.	41968	\$0.15	\$6,295.20	\$0.13	\$5,455.84	\$0.13	\$5,455.84

SECTION D - County-Wide Patching KCP 23-05						\$64,750.00		\$103,130.00		\$86,225.00
71	2021.501	MOBILIZATION	L.S.	1	\$5,000.00	\$5,000.00	\$14,300.00	\$14,300.00	\$5,000.00	\$5,000.00
72	2104.513	REMOVE BITUMINOUS SURFACE VARIED DEPTH (BRIDGE)	SY	890	\$5.00	\$4,450.00	\$17.00	\$15,130.00	\$10.00	\$8,900.00
73	2232.501	MILL BITUMINOUS SURFACE 0-2" 3' WIDTH	LF	100	\$3.00	\$300.00	\$43.00	\$4,300.00	\$50.00	\$5,000.00
74	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	700	\$75.00	\$52,500.00	\$93.00	\$65,100.00	\$94.75	\$66,325.00
75	2563.601	TRAFFIC CONTROL	L.S.	1	\$2,500.00	\$2,500.00	\$4,300.00	\$4,300.00	\$1,000.00	\$1,000.00
SECTION E - Arthur Township Project 23-01						\$223,500.00		\$232,710.00		\$261,464.00
76	2021.501	MOBILIZATION	L.S.	1	\$5,000.00	\$5,000.00	\$6,700.00	\$6,700.00	\$10,000.00	\$10,000.00
77	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	2050	\$75.00	\$153,750.00	\$82.00	\$168,100.00	\$88.35	\$181,117.50
78	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	830	\$75.00	\$62,250.00	\$67.00	\$55,610.00	\$83.55	\$69,346.50
79	2563.601	TRAFFIC CONTROL	L.S.	1	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00	\$1,000.00	\$1,000.00
SECTION F - City of Mora Project 23-01						\$134,460.00		\$157,713.00		\$152,011.70
80	2021.501	MOBILIZATION	L.S.	1	\$5,000.00	\$5,000.00	\$6,700.00	\$6,700.00	\$10,000.00	\$10,000.00
81	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	1565	\$75.00	\$117,375.00	\$84.00	\$131,460.00	\$83.55	\$130,755.75
82	2232.501	MILL BITUMINOUS SURFACE 0-2" 6' WIDTH	LF	1917	\$5.00	\$9,585.00	\$9.00	\$17,253.00	\$5.35	\$10,255.95
83	2563.601	TRAFFIC CONTROL	L.S.	1	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00	\$1,000.00	\$1,000.00
Base Bid Total:						\$3,368,795.44		\$3,823,654.98		\$4,857,463.85

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: _____

DATE: 6/2/23

Pursuant to due call and notice thereof Mayor Jake Mathison called to order the special meeting of the Mora City Council at 5:15 p.m. on Thursday, June 1, 2023 in the City Hall council chambers.

2. **Roll Call:** Present: Mayor Mathison, Councilmembers Anderson, and Youngquist
Absent: Councilmembers Broekemeier and Shepard
Staff Present: City Administrator Glenn Anderson, Administrative Services Director Natasha Segelstrom, Public Works Director Joe Kohlgraf,
3. **Adopt Agenda:** MOTION made by Youngquist, seconded by Anderson and carried to approve the agenda as presented.
4. **Special Business:**
 - a. **Blacktop/Overlay Quote and Award:** Kohlgraf brought forward the blacktop bid that had been submitted with Kanabec County. He explained the bid closed on May 30th and the Kanabec County Board would meet on June 6, 2023.

The projects included in the bid were Village Green Lane, Village Green Place, Locust Street, Snake River Canoe Park Access, and Oakwood cemetery. Kohlgraf explained that there were available funds in the Future Improvement Fund from the medium duty dump truck (\$77,215), unused 2021 Small Cities Grant money (\$68,413) and that \$35,000 had been included in the 2023 budget in the cemetery fund. He explained that the bid had been more than expected and to reduce the overall cost, the canoe park and Locust Street could be repaired instead of a full overlay.

Further discussion on the cost of the bid and ensuring the best value. The consensus was that with the budgeted cemetery road improvements, and Small Cities Grant Money, the use of medium dump truck funds if necessary and the preferred amount for the blacktop/overlay was \$105,000 and maximum amount of \$130,000.

MOTION made by Anderson, seconded by Youngquist, and carried to accept the bid Knife River for \$157,713.

MOTION made by Anderson, seconded by Youngquist, and carried to approve the blacktop/overlay not to exceed \$130,000.

5. **Reports:**
 - a. **Councilmember Anderson:** Nothing new to report.
 - b. **Councilmember Broekemeier:** Absent.
 - c. **Councilmember Shepard:** Absent.
 - d. **Councilmember Youngquist:** Nothing new to report.
 - e. **Mayor Mathison:** Nothing new to report.
 - f. **City Administrator:** Discussed the upcoming city council meeting and council committee appointments to different committees. Cannabis committee in response to recent law that had been passed by the Minnesota Legislature and Childcare committee.
6. **Adjournment:** MOTION made by Youngquist, seconded by Anderson, and unanimously carried by the City Council to adjourn at 5:34 p.m.

Mayor

City Clerk



Squires
Waldspurger
& Mace, P.A.

Jay T. Squires*†
Michael J. Waldspurger*
Amy E. Mace
Trevor S. Helmers*
John P. Edison*
Liz J. Vieira
Kristin C. Nierengarten
Zachary J. Cronen
Tessa S. Wagner

Michael J. Ervin
Abigail R. Kelzer
Marcus B. Jardine
Jessica M. Anderson
Victoria M. Hansen
William M. Seiler
Dalia N. Istephanous
Calen E. King
Molly M. Fischl

*Also Admitted in Wisconsin

†Real Property Specialist Certified - MN State Bar Association

May 25, 2023

To Whom it May Concern:

I write to explain the legal position of Kanabec County (the “County”) with respect to its concurrent zoning authority with Arthur Township (the “Town”). Respectfully, the County disagrees with the position set forth by Eric Cook, Attorney for Developer Linden Woods.

The County Subdivision Ordinance expressly applies to the Town. Section 1.14 states that the ordinance “shall apply and be binding upon all of the area of Kanabec County, Minnesota, *located outside the incorporated limits of municipalities.*” (emphasis added). By definition, a town is unincorporated, and therefore located “outside the incorporated limits of cities.” *See* Minn. Stat. § 414.011, subds. 2 & 3; *see also* Minn. House Research, “Terms Used in Local Government Law” (Nov. 2019) (“In the context of governmental units, ‘incorporated’ means a city and ‘unincorporated’ means a town”). This is consistent with state statutes that create concurrent zoning authority for townships, but not for cities. *Compare* Minn. Stat. § 394.33 with § 462.357; *see also* § 394.22, subds. 4 (defining “municipality” as “a city”).

Opinions of the Attorney General are not binding on courts. *County of Hennepin v. County of Houston*, 39 N.W.2d 858, 861 (Minn. 1949). They do carry “considerable weight,” but only when there is no court decision on point. *State v. Hartman*, 112 N.W.2d 340, 345 (Minn. 1961). There is a precedential Minnesota Court of Appeals decision that directly addresses whether a county may refuse to record a plat approved by a township. *West Circle Properties, LLC v. Hall*, 634 N.W.2d 238 (Minn. App. 2001). *West Circle* abrogates the opinion of the Attorney General, which appeared to be based more on the office’s opinion on what constitutes fair treatment, rather than conducting interpretation of the statutes that exist.

Contrary to the Attorney General opinion, *West Circle Properties* held that the provisions of Minnesota Statutes Sections 505.03 are not irreconcilable with Section 462.352. 634 N.W.2d at 242. Pursuant to Section 505.03, subd. 1, a plat “shall” be presented for approval by County Board of Commissioners. The County has determined that the method of presenting a plat to the County Board requires full compliance with the

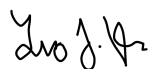
County's Subdivision Ordinance. This is consistent with the statutory requirement granting the County the power to control and regulate plats, although it cannot do so without approval of the Town. Minn. Stat. § 505.09.

Moreover, for concurrent zoning to apply, the Town's ordinance must be no less restrictive than the County's. Minn. Stat. § 394.33; *Haverhill Township v. County of Olmsted*, 674 N.W.2d 781 (Minn. App. 2004). The Town's Subdivision Ordinance is less restrictive than the County's the following ways:¹

- The Town requires reduced right-of-way widths for certain roads. Section 4.16.1 of the County Ordinance requires arterial streets to be a minimum of 120 feet for major arterial, 150 feet for minor arterial, and 200 feet for principal arterial streets. Section 6, subdivision 2, M of the Town Ordinance requires a minimum of 100 feet for all arterial streets.
- The Town also permits alleys to be narrower than the County. (Town: 30 feet per Sec. 6, subd. 2, L; County: 33 feet per Sec. 4.16.1).
- The Town requires a minimum of 10 feet for utility easements, compared to 20 feet for the County. (Town Sec. 6, subd. 3, A; County Sec. 4.21).
- The County requires approval of the final plat by the County Surveyor (Sec. 8.13; *see also* Minn. Stat. § 389.09); the Town has no comparable provision.

Accordingly, County review of plats approved by the Town is not duplicative, but is instead necessary to ensure compliance with the County's Subdivision Ordinance as envisioned by Minnesota law.

Very Truly Yours,



Liz J. Vieira

SWM: 238132

¹ This list is merely examples and not intended to reflect all differences.

ARTHUR TOWNSHIP
KANABEC COUNTY, MINNESOTA
RESOLUTION NO. 0530-2023
RESOLUTION REGARDING PAVING COLLIN, PARKER, GRACE AND
ROBERT STREETS

WHEREAS Knife River Corporation provided the lowest quote for completion of project, 23-01 paving Collin, Parker, Grace and Robert Streets, and

WHEREAS the Arthur Town Board wishes to proceed with this project, so,

THEREFORE, BE IT RESOLVED that the Arthur Town Board requests that Knife River Corporation proceed with construction of the project with a contract amount of \$232,710 or less.

BE IT FURTHER RESOLVED that the Arthur Town Board agrees to pay for all construction costs in excess of the bid amount with an approved change order.

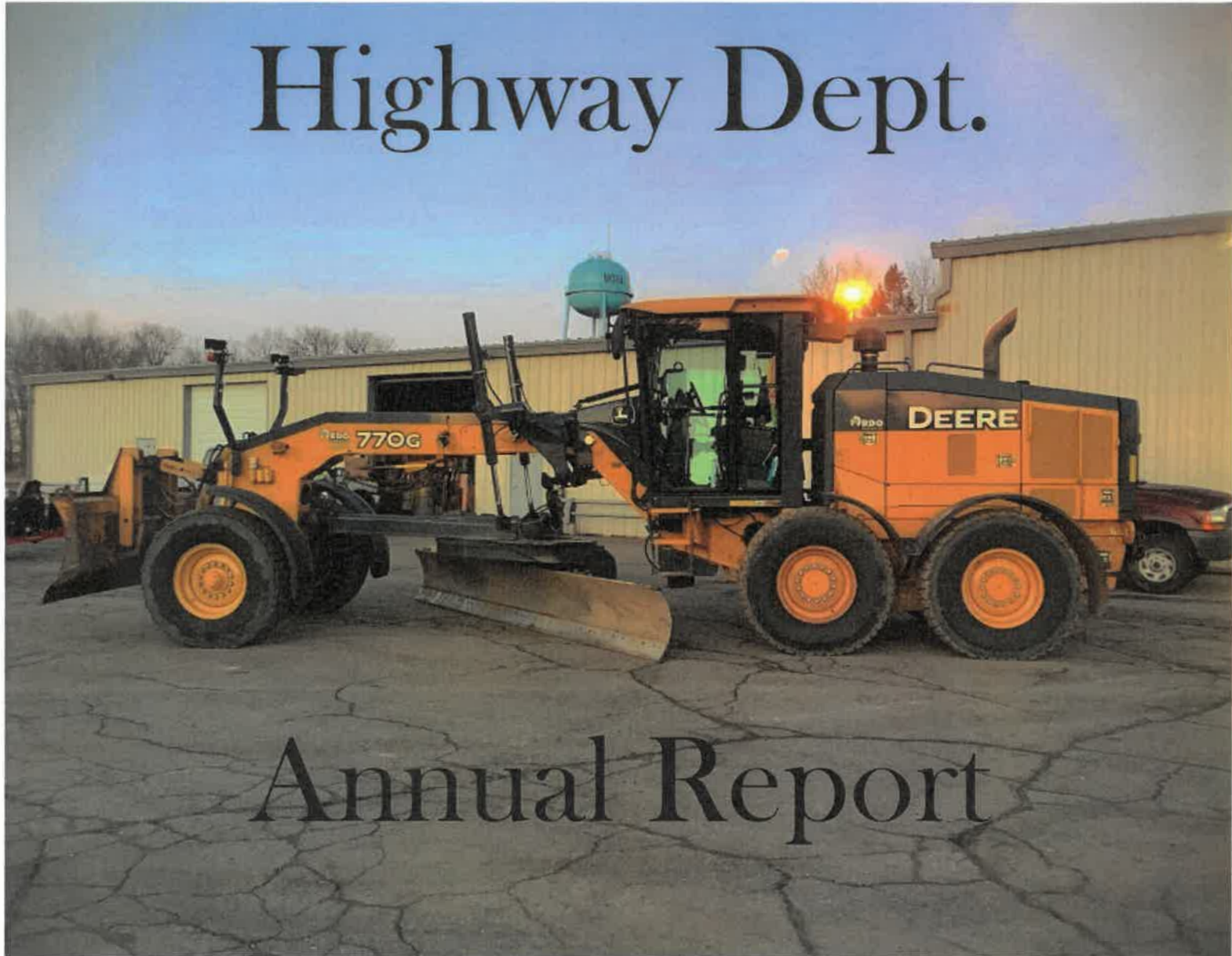
Adopted this 30th day of May, 2023


Clerk


Chairperson, Arthur Town Board

Kanabec County

Highway Dept.



Annual Report

2022



KANABEC COUNTY PUBLIC WORKS DEPT.

Chad T. Gramentz, PE, Public Works Director

903 Forest Avenue East, Mora, MN 55051

320-679-6300

May 1, 2023

The Honorable Board of County Commissioners

Enclosed is a report of the activities of the Kanabec County Highway Department for the year ending December 31, 2022.

The report presents, in detail, the various accounts within the "Road and Bridge Fund" pertaining to revenue and expenditures. Also, presented for your approval is a proposed budget of the anticipated revenue and expenditures for State Aid Highways and County Roads for the year 2022.

The report is made possible through the cooperation and support of the engineering, maintenance, administration and accounting staff. I would like to acknowledge and thank each employee for his or her contribution to the development and maintenance of our county road system this past year.

Respectfully submitted,

Chad T. Gramentz, PE
Public Works Director

**Kanabec County Highway Department
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For the Year Ended December 31, 2022**

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Kanabec County, Minnesota - Highway Department
Summary of County Highway Information

Year Ended December 2022

Mileage - CSAH Regular	203.22
Maintenance Costs - CSAH Regular	\$ 1,283,991.88
Mileage - CSAH Municipal	8.91
Maintenance Costs - CSAH Municipal	\$ 37,711.17
Mileage - County Roads	217.08
Maintenance Costs - County Roads	\$ 2,819,794.08
Construction - CSAH Regular	\$ 2,184,483.03
Construction - CSAH Municipal	\$ 337,707.13
Construction - County Roads	\$ 1,656,690.06

KANABEC COUNTY, MINNESOTA HIGHWAY DEPARTMENT
BRIEF OF ACTIVITIES, COMMENTS AND RECOMMENDATIONS
Year ended December 31, 2022

The following summary of work completed on projects has resulted from the authorized expenditures and operations on County State Aid Highways and County Roads in Kanabec County during the year 2022:

1. STATE AID HIGHWAYS - REGULAR CONSTRUCTION

A. Contracts

A1)	Full Depth Reclamation, Milling, Bituminous Surfacing, and Agg. Shouldering			
	CSAH 3	SP 033-603-029	11.04 miles	\$ 33,851.41
	CSAH 20	SAP 033-620-011	3.39 miles	\$ 654,945.17
	CSAH 30	SAP 033-630-003	1.12 miles	\$ 386,930.04

A2)	Mill and Resurfacing			
	CSAH 5	SAP 033-605-022	0.47 miles	\$ 107,871.46
	CSAH 17	SAP 033-617-010	3.39 miles	\$ 1,028,967.86

A3) Bituminous Surfacing and Agg. Shouldering

A4) Highway Pavement Markings None

B. Agreements (County Forces) None

2. STATE AID HIGHWAYS - MUNICIPAL CONSTRUCTION

A. Contracts

A1) Grading None

A2)	Full Depth Reclamation, Milling, Bituminous Surfacing, and Agg. Shouldering			
	CSAH 10	SAP 033-610-019	0.75 miles	\$ 367,430.47

A3) Concrete Repair

B. Agreements (County Forces) None

3. COUNTY ROADS - CONSTRUCTION

A. Contracts

A1)	Grading and Graveling			
	Multiple Locations NW	KCP 20-09	16.75 miles	\$ 8,405.70
	Multiple Locations SW	KCP 22-06		\$ 473,348.54

A2) Full Depth Reclamation, Milling, Bituminous Surfacing, and Agg. Shouldering

A3)	Resurfacing			
	CR 48	KCP 22-04	5.87 miles	\$ 976,817.02

A4) Bridges None

A5) Grading, Base and Bituminous

A6)	Highway Pavement Markings			
	Paved Roads	KCP 22-07		\$ 169,393.53

B. County Forces			
B1)	Grading	None	
B2)	Base and Bituminous	None	
B3)	Bridges	None	
4. TOWN BRIDGES - CONSTRUCTION			
A. Contracts			
	Agreements (County Forces)	None	
5. CAPITAL IMPROVEMENTS			
A. Contracts			
		None	
6. STATE AID HIGHWAYS - REGULAR MAINTENANCE			
	203.22 mi.		\$ 1,103,890.14
7. STATE AID HIGHWAYS - MUNICIPAL MAINTENANCE			
	8.91 mi.		\$ 29,799.63
8. COUNTY ROADS - MAINTENANCE			
	217.08 mi.		\$ 2,627,444.66
9. EQUIPMENT/SHOP MATERIALS PURCHASED			
	Unit 2104 Sign Truck Body		\$ 108,945.00
	Unit 2201 JD Grader 672G		\$ 410,078.74
	Unit 2202 Mack Plow Truck		\$ 241,255.00
	Unit 2301 Chipper Morbark		\$ 88,605.00
10. EQUIPMENT TRADED/SOLD/JUNKED			
	Unit 214 Ford Truck	Traded	\$ 10,000.00
	Unit 289 Chevy Truck	Scrapped	\$ 385.00
	Unit 450 Chevy Bus 84	Scrapped	\$ 800.00
	Unit 1201 Volvo Grader	Traded	\$ 37,000.00
	Unit 1602 Verrmeer Chipper	Traded	\$ 17,000.00
Personnel			
	1044 Cliff Braford, Engineering Tech, Hired	04/18/2022	Resigned 9/30/2022
	1054 Nate Burski, Seasonal Worker, Hired	6/2/2022	
	9126 Jon Magaard, Seasonal Worker, Returned	05/16/2022	
	1071 Kelly Cooper, HEO II, Hired	11/14/2022	
	1045 Dain Friedrichs, HEO II, Hired	4/25/2022	Resigned 7/7/2022
	1042 Pam Harms, Secretary, Hired	4/12/2022	
	1024 James Hoffman, HEO II, Hired	1/18/2022	Resigned 2/25/2022
	1072 Timothy Lundberg, HEO II, Hired	11/7/2022	Resigned 11/17/2022
	1051 Anders McGriff, Sign Man, Hired	5/9/2022	
	1026 Brandon Walz, Engineering Tech, Hired	1/25/2022	Resigned 2/25/2022
	9114 Jeremy Ringler, HEO II, Resigned	4/1/2022	
	9124 Cornelius Jacob, HEO II, Resigned	4/1/2022	
	9066 Debra Sanbeck, Secretary, Retired	3/11/2022	

To maintain our current highway system it is important to perform proper maintenance activities when needed.

RECOMMENDATIONS

We must continue to take advantage of all funding sources to improve our road system.

We should consider developing a county transportation plan.

We must continue to work together to provide a safe and reliable road system for the residents of Kanabec County.

The Kanabec County Highway Department employees appreciate the support and effort of the County Board in providing the necessary equipment, staff, and policies to meet the needs of the department. I hope that we can continue to work together to improve our road system for the citizens of Kanabec County.

2022 PROJECTS

Full Depth Reclamation, Milling, Bituminous Surfacing, and Agg. Shouldering

SAP 033-620-011, CSAH 20

From CR 85 to County line

Contractor: Knife River Corporation

Completed 2022: Payment Not Complete

SAP 033-605-022, CSAH 5

From TH 70 to CSAH 17

Contractor: Knife River Corporation

Completed 2022: Payment Not Complete

SAP 033-617-010, CSAH 10

From CSAH 11 to TH 23

Contractor: Knife River Corporation

Completed 2022: Payment Not Complete

SAP 033-630-003, CSAH 30

From CSAH 20 to County line

Contractor: Knife River Corporation

Completed 2022: Payment Not Complete

Resurface

KCP 22-04, CR 48

From Garden St to Harbor St

Contractor: Knife River Corporation

Completed 2022: Payment Not Complete

Striping

KCP 22-07,

All paved county roads

Contractor: SirLines-A-Lot

Completed 2022: Payment Not Complete

Re-Gravel

KCP 22-06,

Southwest part of County

Contractor: WM. D. Scepaniak

Completed 2022: Payment Not Complete

PROJECTS COMPLETED 2022

Full Depth Reclamation, Milling, Bituminous Surfacing, and Agg. Shouldering

SP 033-603-029, CSAH 3

From TH 65 East to County line

Contractor: Knife River Corporation

State Park Re-Gravel, Grading and Ditching

SAP 033-600-005, 310th Ave

From CSAH 20 to end of road

Contractor: Helmin Construction

SAP 033-600-006, 290th Ave

From CSAH 5 to end of road

Contractor: Helmin Construction

Re-Gravel

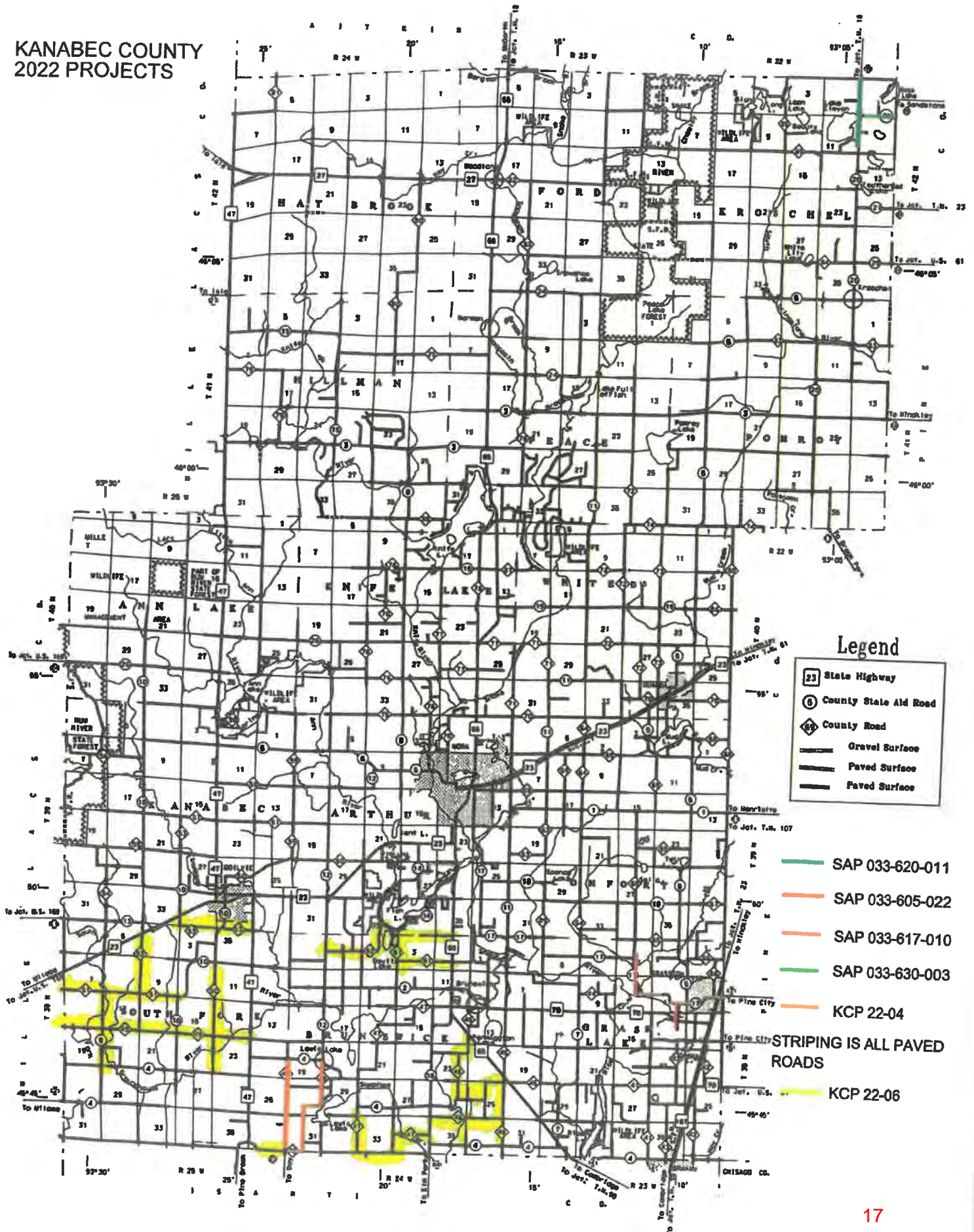
KCP 20-09,

North West part of County

Contractor: Bjorklund Companies

Kanabec County

KANABEC COUNTY 2022 PROJECTS



KANABEC COUNTY HIGHWAY DEPARTMENT

FINANCIAL STATEMENT

Year Ended - December 31, 2022

Assets	
Current Assets	
Cash	4,699,178.70
Petty Cash	250.00
Current/Delinquent Taxes Receivable	207,524.15
Accounts Receivable/Misc.	619,795.03
Due from St of MN Receivable	215,942.58
Regular Construction Allotment	1,769,304.38
Municipal Construction Allotment	71,129.74
Municipal Maintenance Allotment	57,694.00
Town Bridge Allotment	214,206.19
Bridge Bonding Grant	-
State Aid Advance	-
	<u>7,855,024.77</u>
Supplies Inventories	
Routine Replacements	85,988.06
Motor Fuel, Lube, Anti-Freeze	40,850.78
Field Materials and Supplies	<u>381,349.43</u>
	<u>508,188.27</u>
Total Assets	<u>8,363,213.04</u>

Liabilities, Reserves and Fund Balance	
Current Liabilities	
Accounts Payable	86,434.99
Contracts Payable	65,286.74
Salaries and Wages Payable	50,810.68
PTO Payable	178,330.07
Vacation Payable	13,989.41
State Aid Advance Payable	-
SA Advance in Lieu of Federal Funds	-
Due to Other	4,500.00
Due to MNDOT, Municipal Maintenance overpay	12,787.56
Deferred Revenue, Mun. Const. Over Paid	
Deferred Revenue Regular Maintenance	159,660.70
Deferred Revenue Municipal Maintenance	57,694.00
Deferred Revenue Regular Construction	1,892,403.14
Deferred Revenue Municipal Construction	71,129.74
Deferred Revenue Bridge Bonding	-
Deferred Revenue State Park	-
Deferred Revenue Town Bridge	214,206.19
	<u>2,807,233.22</u>
Fund Balance	
Reserve - Supplies Inventory	508,188.27
Unreserved/Undesignated Fund Balance	<u>5,047,791.55</u>
	<u>5,555,979.82</u>
Total Liabilities, Reserves and Fund Balance	<u>8,363,213.04</u>

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT

RECEIVABLES

As of December 31, 2022

	<u>Beginning Balance</u>	<u>Charges Billed</u>	<u>Payments Received</u>	<u>Ending Balance</u>
Taxes Receivable				
Unapportioned Taxes	4,978.17	1,622,117.27	1,626,611.76	483.68
Accounts Receivable				
George DeJong	0.00	0.00	0.00	0.00
Sub-Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Due From Other Funds				
Assessor	161.23	0.00	0.00	161.23
Environmental Services	137.15	1,298.09	1,254.88	180.36
Motor Pool	0.00	792.80	792.80	0.00
Sheriff	70.38	0.00	70.38	0.00
Social Services	0.00	0.00	0.00	0.00
Surveyor	0.00	0.00	0.00	0.00
Timber Trails Public Transit	<u>635.68</u>	<u>5,038.66</u>	<u>5,482.91</u>	<u>191.43</u>
	1,004.44	7,129.55	7,600.97	533.02
Due From Other Government				
East Central Solid Waste	0.00	0.00	0.00	0.00
Mora HRA	0.00	0.00	0.00	0.00
MN DNR Forestry Division	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	0.00	0.00	0.00	0.00
Page sub-totals:	5,982.61	1,629,246.82	1,634,212.73	1,016.70

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT

RECEIVABLES Continued

As of December 31, 2022

	Beginning Balance	Charges Billed	Payments Received	Ending Balance
Balance Forward	5,982.61	1,629,246.82	1,634,212.73	1,016.70
Townships				
Ann Lake	0.00	502.00	0.00	502.00
Arthur	0.00	150,791.16	2,500.00	148,291.16
Brunswick	0.00	0.00	0.00	0.00
Comfort	0.00	0.00	0.00	0.00
Ford	0.00	0.00	0.00	0.00
Grass Lake	0.00	0.00	0.00	0.00
Haybrook	-35.00	0.00	0.00	-35.00
Hillman	250.00	0.00	250.00	0.00
Kanabec	0.00	255.75	0.00	255.75
Knife Lake	0.00	0.00	0.00	0.00
Kroschel	0.00	0.00	0.00	0.00
Peace	500.00	0.00	500.00	0.00
Pomroy	0.00	0.00	0.00	0.00
Southfork	0.00	0.00	0.00	0.00
Whited	250.00	0.00	250.00	0.00
Sub-total	965.00	151,548.91	3,500.00	149,013.91
Municipalities				
Braham	0.00	0.00	0.00	0.00
Grassston	0.00	0.00	0.00	0.00
Mora	0.00	16,555.68	16,555.68	0.00
Ogilvie	250.00	484,248.10	14,250.00	470,248.10
Quamba	0.00	0.00	0.00	0.00
Sub-total	250.00	500,803.78	30,805.68	470,248.10
State Aid Accts. Rcvbl.				
Regular Maintenance	137,311.20	1,596,607.00	1,574,257.50	159,660.70
Regular Construction	26,787.21	3,414,032.53	3,268,778.76	172,040.98
Municipal Maintenance	50,250.00	115,388.00	107,944.00	57,694.00
Municipal Construction	-2,214.55	859,366.81	813,250.66	43,901.60
DCP - Fed. Aid to States	532,898.02	0.00	532,898.02	0.00
Bridge Bonding	0.00	0.00	0.00	0.00
State Park	30,285.31	-25,992.90	4,292.41	0.00
Town Bridge	0.00	0.00	0.00	0.00
Due From State of MN	775,317.19	5,959,401.44	6,301,421.35	433,297.28
Due From Other Funds				
FAS Encumbered \$	0.00	0.00	0.00	0.00
Grand Total	782,514.80	8,241,000.95	7,969,939.76	1,053,575.99

2022 TOWNSHIP ROAD ALLOTMENT

50% POPULATION				50% MILES			
TOWNSHIP	2020 POPULATION	% OF POPULATION	POPULATION FUND	MILES	% OF MILES	MILES FUND	TOTAL PER TOWNSHIP
Ann Lake	406	3.46%	\$ 4,822.66	11.550	3.88%	\$ 5,398.03	\$ 10,220.69
Arthur	1771	15.11%	\$ 21,036.78	23.300	7.82%	\$ 10,889.53	\$ 31,926.31
Brunswick	1320	11.26%	\$ 15,679.59	35.000	11.75%	\$ 16,357.66	\$ 32,037.25
Comfort	1207	10.30%	\$ 14,337.32	20.000	6.72%	\$ 9,347.23	\$ 23,684.56
Ford	179	1.53%	\$ 2,126.25	13.000	4.36%	\$ 6,075.70	\$ 8,201.95
Grass Lake	965	8.24%	\$ 11,462.73	30.000	10.07%	\$ 14,020.85	\$ 25,483.58
Haybrook	198	1.69%	\$ 2,351.94	8.100	2.72%	\$ 3,785.63	\$ 6,137.57
Hillman	422	3.60%	\$ 5,012.72	14.500	4.87%	\$ 6,776.74	\$ 11,789.46
Kanabec	854	7.29%	\$ 10,144.22	14.750	4.95%	\$ 6,893.59	\$ 17,037.80
Knife Lake	1212	10.34%	\$ 14,396.71	23.125	7.76%	\$ 10,807.74	\$ 25,204.45
Kroschel	187	1.60%	\$ 2,221.28	17.500	5.88%	\$ 8,178.83	\$ 10,400.11
Peace	956	8.16%	\$ 11,355.82	33.000	11.08%	\$ 15,422.94	\$ 26,778.76
Pomroy	376	3.21%	\$ 4,466.31	16.500	5.54%	\$ 7,711.47	\$ 12,177.78
South Fork	768	6.55%	\$ 9,122.67	25.500	8.56%	\$ 11,917.72	\$ 21,040.39
Whited	897	7.65%	\$ 10,654.99	12.000	4.03%	\$ 5,608.34	\$ 16,263.33
TOTAL:	11,718	100.00%	\$ 139,192.00	297.825	100.00%	\$ 139,192.00	\$ 278,384.00

KANABEC COUNTY HIGHWAY DEPARTMENT
TRIAL BALANCE PAGE 8 INVENTORY
Fringe Benefits Not Included CLOSE OF YEAR 2022

ACCOUNT NUMBER	DESCRIPTION	LABOR COST	EQUIPMENT COST	MATERIAL COST	OTHER DEBITS	CREDITS	TOTAL
50-0000	SUPPLIES INVENTORIES						
51-0000	REPAIR PARTS & MISCELLANEOUS	0	0	0	0	0	0.00
51-0300	REPAIR PARTS	0	0	238.48	0	0.00	238.48
	TOTAL 51-0000	0.00	0.00	238.48	0.00	0.00	238.48
52-0000	ROUTINE REPLACEMENTS						
52-0100	BELTS FOR EQUIPMENT	0	0	0.00	0	0.00	0.00
52-0200	FILTERS	0	0	11,999.10	0	3,252.56	8,746.54
52-0300	TIRES, TUBES, & CHAINS	0	0	0.00	0	0.00	0.00
52-0400	CUTTING EDGES	0	0	40,214.90	0	8,199.25	32,015.65
52-0500	SNOW PLOW & WING CUTTING EDGES	0	0	69,260.19	0	24,272.80	44,987.39
52-0600	BATTERIES	0	0	0.00	0	0.00	0.00
	TOTAL 52-0000	0	0	121,474.19	0.00	35,724.61	85,749.58
53-0000	MOTOR FUEL, LUBE, ANTI-FREEZE						
53-0100	DIESEL FUEL	0	0	229,677.13	0	211,922.17	17,754.96
53-0200	GASOLINE - UNLEADED	0	0	29,097.98	0	14,105.74	14,992.24
53-0300	MOTOR OIL	0	0	8,627.89	0	3,770.16	4,857.73
53-0400	GREASE	0	0	740.29	0	669.18	71.11
53-0500	ANTI-FREEZE	0	0	2,246.82	0	1,812.24	434.58
53-0600	HYDRAULIC OIL	0	0	4,770.08	0	2,841.26	1,928.82
53-0800	TRANSMISSION OIL	0	0	1,979.16	0	1,167.82	811.34
	TOTAL 53-0000	0.00	0.00	277,139.35	0.00	236,288.57	40,850.78
54-0000	FIELD MATERIALS AND SUPPLIES						
54-0100	BITUMINOUS MATERIALS	0	0	2,012.53	0	688.50	1,324.03
54-0200	CALCIUM CHLORIDE	0	0	4,210.85	0	15.89	4,194.96
54-0210	BLACK DIRT - SHOP	0	0	25.20	0	25.20	0.00
54-0300	SALT/SAND	0	0	113,001.74	0	94,942.16	18,059.58
54-0400	ROCK - STOCKPILE	0	0	6,814.60	0	2,564.48	4,250.12
54-0500	COLD MIX MATERIAL	0	0	62,940.00	0	60,300.00	2,640.00
54-0600	GRAVEL MATERIAL IN STOCKPILE	0	0	5,110.45	0	4,389.59	720.86
54-0700	CULVERTS & BANDS	0	0	282,642.30	0	35,753.93	246,888.37
54-0800	SIGNS AND POSTS	0	0	163,746.91	0	66,579.06	97,167.85
54-1100	MATERIALS USED	0	0	4.00	0	4.00	0.00
54-1300	MISCELLANEOUS	0	0	7,374.62	0	2,187.81	5,186.81
54-1400	CRACKFILLER	0	0	1,110.49	0	193.64	916.85
	TOTAL 54-0000	0.00	0.00	648,993.69	0.00	267,644.26	381,349.43
55-0000	ITEM CHGS.SPREAD FROM UNALLOC.						
55-0100	ITEM CHGS.SPREAD FROM UNALLOC.	0	0	0.00	0	0.00	0.00
59-9900	ADJUSTING ENTRIES						
59-9901	PARTIAL PAYMENT ADJUSTMENTS	0	0	0.00	0	0.00	0.00
	TOTAL 55-0000 - 59-9900	0	0	0.00	0	0.00	0.00
	GRAND TOTAL 50-0000	0.00	0.00	1,047,845.71	0.00	539,657.44	508,188.27

KANABEC COUNTY, MINNESOTA - HIGHWAY DEPARTMENT

Liabilities and Fund Balance Reserves

As of December 31, 2022

	Administration	Construction	Maintenance	Shop & Equip. Maint.	Other	Total
Accounts Payable	8,313.84	-	3,575.08	74,248.65	297.42	86,434.99
Salaries Payable	23,901.02	1,593.12	19,950.83	2,809.05	2,556.66	50,810.68
Vacation Payable	1,170.60	-	10,351.28	2,467.53	-	13,989.41
PTO Payable	55,004.51	16,253.14	76,642.75	30,429.67	-	178,330.07
Contracts Payable						
KCP 22-06		4,781.30				
KCP 22-07		1,711.05				
KCP 22-04		9,866.83				
SAP 033-610-019		26,920.33				
SAP 033-617-010		10,393.62				
SAP 033-620-011		6,615.61				
SAP 033-630-003		3,908.39				
SAP 033-605-022		<u>1,089.61</u>				
						65,286.74
Over Payment Municipal Construction						12,787.56
Private Sector-DE Permits						4,500.00
State Aid Advance In Lieu of Federal						-
Unearned Revenue						
Regular Maintenance			159,660.70			
Regular Construction			1,892,403.14			
Municipal Maintenance			57,694.00			
Municipal Construction			71,129.74			
State Park			-			
Bridge Bonding			-			
Town Bridge			<u>214,206.19</u>			
						2,395,093.77
Fund Balance						
Reserve - Supplies Inventory						508,188.27
Unreserved/Undesignated Fund Balance						5,047,791.55
						<u>8,363,213.04</u>
Total Liabilities, Reserve & Fund Balance						<u>8,363,213.04</u>
Potential Liabilities						
Not included on Financial Statement						
Unvested Sick Leave						-

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT
2022 LIABILITIES AND FUND BALANCE RESERVES ADDENDUM

Accounts Payable	Maintenance	Engineering	Administration	Shop and Equip. Maint.	Other	Total
A and E Cleaning Services			950.00			950.00
Ace				69.14		69.14
Aramark			245.34	550.69		796.03
Avenu Insights & Analytics			6,603.13			6,603.13
Central Pension Fund	471.60					471.60
City of Mora	977.34					977.34
Federated Co-ops				479.99		479.99
Glens Tire				50.00		50.00
Gopher State One Call	4.05					4.05
Granite City Jobbing			346.92			346.92
Kanabec County Coordinator			105.45			105.45
Kanabec County Highway Petty Cash			63.00			63.00
Kwik Trip				63.72		63.72
Mille Lacs County	2,122.09					2,122.09
Nuss Truck				112.37		112.37
Power Plan				608.48		608.48
Trenchersplus				71,605.00		71,605.00
Wallace, Bruce					76.02	76.02
Wella Health					221.40	221.40
Ziegler				709.26		709.26
Totals	3,575.08	-	8,313.84	74,248.65	297.42	86,434.99
		7A				86,434.99

FIXED ASSETS
KANABEC COUNTY HIGHWAY
DECEMBER 31, 2022

ADMIN. EQUIPMENT EQUIP NO. & DESCRIPTION	ACQUIRED DATE	ORG. COST	EST. LIFE	BEGIN BALANCE. 1-1-2022	COST ADDED	RENTAL EARNED	ADJUSTMEN TO EQUALIZ DEPRECIATION/DEPLETE	ENDING BALANCE 12-31-2022
103 TYPEWRITER, IBM WHEELWRITER 3	7/6/1988	916.00	5	0	0	0	0	0
104 FILES, (2) 4 DRAWER - LEGAL	7/6/1988	315.14	2	0	0	0	0	0
105 FILES-(2) 4 DRAWER, LEGAL	1/1/1979	378.50	2	0	0	0	0	0
106 LATERAL FILE, INSULATED-3DRAW	1/1/1980	850.00	2	0	0	0	0	0
107 LATERAL FILE - 2 DRAWER	1/1/1980	190.00	20	0	0	0	0	0
110 MISC. ADMIN. EQUIPMENT	1/1/1982	634.48	20	0	0	0	0	0
117 SHARP MX3501N COLOR IMAGER	4/24/2008	12,276.26	5	0	0	0	0	0
130 MAGNAVOX 25" TV/REMOTE#620387	11/9/1996	266.24	5	0	0	0	0	0
131 SYMPHONIC VCR SERIAL#U206567	10/17/1996	149.09	5	0	0	0	0	0
152 TRIPLE PLAN FILE	5/1/1980	1,000.00	2	0	0	0	0	0
170 SHEA CMPTR 6502241 (GEORGE 0	12/8/1998	1,411.99	5	0	0	0	0	0
174 DELL GX240 CMPTR RON'S STN	3/6/2002	1,032.01	5	0	0	0	0	0
1706 PLOTTER HP DESIGNJET T3500	8/31/2017	8,823.00	5	947.47	0	0	-947.47	947.47
TOTAL ADMIN. EQUIPMENT		28,242.71		947.47	0	0	-947.47	947.47

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CAR-PICKUP EQUIPMENT NO. - DESCRIPTION	ACQUIRED DATE	ORIGINAL COST	EST. LIFE	1-1-2022 BALANCE	COST ADDED	RENTAL EARNED	ADJ. TO		BAL. TO DEPLETE	ENDING BALANCE 12-31-2022
							EQUAL DEPRCTN			
287 99 FORD 1FTNX21LXXEE66022	6/18/1999	23,393.79	7	0	22,310.97	7,315.00	-14,995.97		0	0
288 CHEV CREWCAB 1GCHK33R6VFO427	5/12/1997	25,718.12	5	0	2415.01	5,738.00	3,322.99		0	0
289 CHEV CC PU IGGC33R9TF005314	12/21/1995	19,739.15	7	0	0.00	0.00	0.00		0	0
291 03FORD SUPCABIF5NX21P63ED601	6/16/2003	28,019.08	5	0	8,216.26	5,443.50	-2,772.76		0	0
293 2005 CHEV 1/2 TN PICKUP 3036	5/19/2005	21,207.50	5	0	11,169.62	8,977.50	-2,192.12		0	0
294 99FORD P/U 1FTNX21L3XEC82668	12/16/1998	24,336.96	5	0	5,035.17	2,726.50	-2,308.67		0	0
295 F150 PICK-UP 1FTNF20L64ED215	5/12/2004	15,095.31	5	0	1,968.31	3,068.50	1,100.19		0	0
297 CHEV 3/4TN 1GCHC23K18F200395	3/10/2008	21,072.81	5	0	4,293.46	11,599.50	7,306.04		0	0
298 2006CHEVPKUP 1GCHK23U16F2256	4/4/2006	22,936.91	5	0	6,127.19	104.50	-6,022.69		0	0
450 84 CHEV BUS 1GBL6P1F6EV13638	7/08/2003	532.50	5	0	0	0	0		0	0
1402 2001 FORD F550-MECHANICS TRUCK	10/8/2014	28,944.22	5	0	8,662.25	1,567.50	-7,094.75		0	0
1703 PICKUP GMC SIERRA WT 2017	6/12/2017	35,114.31	5	2,926.11	23,870.63	14,810.50	-11,986.24	2,926.11		0
2002 1/2 TON DODGE RAM 4X4 1500 2020	7/1/2020	26,019.70	5	18,213.79	2,720.25	0.00	-7,924.19	5,203.94		13,009.85
2003 1/2 TON DODGE RAM 4X4 1500 2020	7/1/2020	26,019.70	5	18,213.79	3,310.88	104.50	-8,410.32	5,203.94		13,009.85

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2006 CHEVY 6500 4X4 2020	10/5/2020	74,962.64	5	56,221.98	6,131.11	6,640.50	-14,483.14	14,992.53	41,229.45
2104 CHEVY SILVERADO SIGN TRUCK	11/23/2021	58,103.83	5	56,167.04	21,335.18	16,596.50	-38,899.79	34,161.11	130,950.93
TOTAL CAR-PICKUP EQUIPMENT		451,216.53		151,742.71	127,566.29	84,692.50	-105,361.42	62,487.63	198,200.08

CONSTRUCTION EQUIPMENT	ACQUIRED ORIGINAL DATE	COST	EST. LIFE	IBALANCE 1-1-2022	COST ADDED	RENTAL EARNED	ADJ. TO		ENDING BALANCE 12-31-2022
							EQUAL DEPRCTN	BAL. TO DEPLETE	
156 TOPCON AUTO LEVEL W/TRIPOD	4/27/1989	998.27	2	0	0	0	0	0	0
157 16' LEVELING RODS - 16' (3)	12/13/1990	200.5	5	0	0	0	0	0	0
159 GILSON 8" SIEVE TESTER ST-28	6/8/1993	500	10	0	0	0	0	0	0
162 TOPCON TRIPODE - TP-10 WOOD	12/30/1997	319.59	15	0	0	0	0	0	0
163 SURELOK PRECISE PRISM POLE	4/22/1999	254.58	7	0	0	0	0	0	0
164 GILSON TEST SCREEN/6 TRAYS	7/08/2003	3,613.55	7	0	0	0	0	0	0
165 SCHONSTEDT CA52CX MAG.LOCATE	3/18/2004	821.38	7	0	0	0	0	0	0
166 SCALE OHAUS EP4101C	4/22/2004	1,440.75	7	0	0	0	0	0	0
303 SCHOENSTEDT MAG.LOCATOR GA52	3/22/1988	650	10	0	0	0	0	0	0
304 FORNEY CONCRETE AIR TEST.LA3	3/1/1987	620	2	0	0	0	0	0	0

CONSTRUCTION EQUIP., CONTINUED	ACQUIRED ORIGINAL DATE	EST. LIFE	ORIGINAL COST	1-1-2022 BALANCE	COST ADDED	RENTAL EARNED	ADJ. TO EQUAL DEPRCTN	PERIOD DEPREC. DEplete	ENDING BALANCE 12-31-2022
310 NUMETRICS NS-50 DIST.MSR.ON2	8/21/1997	3	447.5	0	0	0	0	0	0
320 SOKKIA 410 TOTAL STN&DATA CL	3/29/2000	10	14,473.36	0	0	0	0	0	0
350 SOIL SAMPLING TUBE,CHART,BKS	7/25/1994	5	389.79	0	0	0	0	0	0
1203 TRIMBLE GNSS RECEIVER W/ RADIO	12/14/2012	10	24527.81	2,248.35	0	0	-2,248.35	2,248.35	0
1204 ROBOTIC TOTAL STATION	12/14/2012	10	29866.22	2,737.49	0	0	-2,737.49	2,737.49	0
1205 TRIMBLE CONTROLLER W/ RADIO	12/14/2012	10	7064.44	647.63	0	0	-647.63	647.63	0
TOTAL CONSTRUCTION EQUIPMENT			86,187.74	5,633.47	0	0	-5,633.47	5,633.47	0
GRADER EQUIPMENT									
502 JD GRADER DW770CH582937	4/01/2002	12	112,268.04	0	55,669.49	69,387.50	13,718.01	0	0
507 JD 770D GRADER DW770DX616177	11/8/2007	12	145,956.65	0	190,798.99	49,497.50	-141,301.49	0	0
1201 VOLVO GRADER G940B	2/2/2012	12	217,923.00	37,833.55	21,208.51	0.00	-30,288.61	9,080.10	0
1505 JD GRADER 2016 JD 770G	11/17/2015	12	232,990.99	114,057.56	55,653.16	58,825.00	-16,380.84	19,552.68	94,504.88
2201 JD GRADER 672G	2/2/2022	12	410,078.45	410,078.45	62,008.74	71,715.00	-21,619.18	31,325.44	378,753.01
TOTAL GRADER EQUIPMENT			1,119,217.13	561,969.56	385,338.89	249,425.00	-195,872.11	59,958.22	473,257.89
LOADER-BULLDOZER EQUIPMENT									
236 BOBCAT W/FORKS,BLOWER,BROOM	11/6/2008	7	43,897.34	0	4,217.75	8,240.00	4,022.25	0	0

1302 JD 644K LOADER	8/15/2013	204,198.58	12	60,975.80	12,453.73	36,495.00	7,024.79	17,016.48	43,959.32
1801 SKID STEER AA 299D2	1/12/2018	84,030.00	12	56,020.08	26,683.81	20,300.00	-13,386.29	7,002.48	49,017.60
1803 TRACKHOE CAT 314E	1/12/2018	125,786.37	12	83,857.57	6,919.54	22,770.00	5,368.26	10,482.20	73,375.37
1902 BACKHOE JD 410G	4/29/2019	50,000.00	12	38,541.66	4,742.95	27,840.00	18,930.38	4,166.67	34,374.99
TOTAL LOADER-BULLDOZER EQUIPMENT		507,912.29		239,395.11	55,017.78	115,645.00	21,959.39	38,667.83	200,727.28
MINOR EQUIPMENT									
305 LASER TRANSMITTER LL300-10	10/26/2011	610.00	3	0	0	0	0	0	0
306 LASER RECEIVER CR 600	10/26/2011	400.00	3	0	0	0	0	0	0
322 2" TRASH PUMP HONDA WT20X GX 160	1/10/2010	500.00	0	0	129.51	172.00	42.49	0	0
1401 CRAFTCO MELTER SS125D	7/28/2014	36,210.00	7	0	1,447.81	1,695.00	247.19	0	0
1601 RETRIEVER GRADER WING MOUNT	2/12/2016	17,450.00	7	2,700.46	76.36	810.00	-1,759.24	2,492.88	207.58
1701 TRASH PUMP ONDA 240CC	2/24/2017	1,598.98	5	26.63	385.31	214.00	-197.94	26.63	0
1702 SKID SPRAYER 200 GALLON 268170	5/8/2017	2,799.99	5	186.47	369.39	394.00	-161.86	186.47	0
1704 DISC MOWER FRONTIER DM5060	7/19/2017	7,600.00	7	2,714.08	801.01	1,785.00	-101.77	1,085.76	1,628.32
1806 KUHN GMD 240 DISC MOWER	5/15/2018	9,933.07	7	4,730.03	382.29	4,650.00	2,848.70	1,419.01	3,311.02
1807 LASER SPECTRA GL 412N	5/24/2018	2,919.99	5	0	0	10.00	10.00	0	0
1904 JUMPING JACK WACKER	1/1/2018	2,400.00	5	0	210.40	62.00	-148.40	0	0
1905 CABLE LOCATOR RYCOM	7/24/2019	1,593.00	5	796.50	0	54.00	-264.60	318.60	477.90
2001 TWO WAY RADIOS	2/11/2020	2,582.00	3	932.39	0	0	-860.67	860.67	71.72

2004 MAGNETIC LOCATOR	8/25/2020	769.00	3	405.86	0	0	-256.33	256.33	149.53
2005 BATWING MOWER SCHULTE XH1000	9/16/2020	24,284.55	7	19,658.92	11,530.55	13,905.00	-1,094.77	3,469.22	16,189.70
2102 BRILLION CHISEL PLOW	4/26/2021	700.00	5	595.00	0	0	-140.00	140.00	455.00
2105 EXCAVATOR THUMB FOR UNIT 1803	5/18/2021	21,860.00	10	20,402.67	0	0	-2,186.00	2,186.00	18,216.67
2301 CHIPPER MORBARK	12/29/2022	88,605.00	7	88,605.00	30.86	0	-1,085.68	1,054.82	87,550.18
TOTAL MINOR EQUIPMENT		222,815.58		141,754.01	15,363.49	23,751.00	-5,108.88	13,496.39	128,257.62

MINOR EQUIPMENT	ACQUIRED ORIGINAL DATE	ORIGINAL COST	EST. LIFE	BALANCE 1-1-2022	COST ADDED	RENTAL EARNED	ADJ. TO		ENDING BALANCE 12-31-2022
							EQUAL DEPRCTN	BAL. TO DEplete	

112 HAND SQUEEZE ROLL APPLICATOR	9/23/1994	1,927.65	10	0	0	0	0	0	0
193 NU-METRICS DISTNCE MEAS.COMP	11/1/1987	435	10	0	0	0	0	0	0
194 HELI FLUX METAL LOCATOR GA-5	9/1/1982	540	10	0	0	0	0	0	0
200 RENTAL EQUIPMENT				0	48.14	95	46.86	0	0
257 BRUSH CUTTER W00509C046265/4	9/18/1989	1,700.00	7	0	137.19	324	186.81	0	0
266 NEW STONEPLATE CMPACTOR20412	3/27/1985	1,030.00	5	0	0	0	0	0	0
269 3" ASPHALT CHISEL,6" HAND TAM	3/10/1994	369.9	0	0	0	0	0	0	0
272 COMPRESSOR-SIGN TRUCK 2008	2/19/2008	7,870.84	7	0	0	0	0	0	0
273 POST DRIVER	6/1/1985	1,012.15	10	0	78.5	0	-78.5	0	0
281 CHAIN SAWS/BRUSHING EQUIPMEN	1/1/1980	1,818.00	5	0	1,583.85	1078	-505.85	0	0
283 CHAIN SAW SHARPENER,HUSQVARNA	9/25/1997	272.59	2	0	23.19	0	-23.19	0	0

MINOR EQUIPMENT, CONTINUED		ACQUIRED ORIGINAL	EST. LIFE	EST. BALANCE	COST ADDED	RENTAL EARNED	ADJ. TO EQUAL DEPRCTN	BAL. TO DEplete	ENDING BALANCE
	DATE	COST		1-1-2022					12-31-2022
284 LEAF BLOWER,HUSQVARNA 700416	4/20/2000	351.45	5	0	479.99	548	68.01	0	0
285 ROAD WORK AHEAD SIGNS(2) 48	5/5/2000	734.07	5	0	0	0	0	0	0
409 SPREADER/SANDER POLYHAWK 12 V	6/29/2010	6,128.21	7	0	88.57	38	-50.57	0	0
411 ROUTER	7/14/2000	8,750.51	7	0	0	0	0	0	0
413 HENDERSON SPREADER 8XMILD	2/22/2001	3,726.44	7	0	0	0	0	0	0
414 EPPS CLVT STEAMER SER#165101	3/06/2001	6,748.28	7	0	1277.86	60.00	-1,217.86	0	0
415 ROLLER/PNEUMATIC TIRES 16510	5/17/2001	10,771.50	7	0	1,619.70	926.00	-693.70	0	0
416 ING-RAND COMPRSR CD4039D1295	7/06/2001	8,253.75	5	0	85.14	200.00	114.86	0	0
448 JD LAWNMOWER FROM CRTHS(NEW)	1/1/2009	8,300.00	4	0	1497.08	2,100.00	602.92	0	0
1301 SHOULDER WIDENER	7/15/2013	25,650.00	10	3,847.50	0	0	-2,565.00	2,565.00	1,282.50
1403 WACKER JUMPING JACK 20091782	4/30/2014	2,400.00	5	0	3.12	0	-3.12	0	0
1602 VERMEER (CHIPPER)	5/16/2016	10,500.00	5	0	2555.78	3,690.00	1,134.22	0	0
1802 MULCHER FOR SKID STEER	1/12/2018	32,910.00	5	6,582.00	329.49	2,240.00	-4,671.49	6,582.00	0
1804 MULCHER FOR TRACKHOE	4/23/2018	21,500.00	5	4,300.16	1,351.42	495.00	-5,156.58	4,300.16	0
TOTAL MINOR. EQUIPMENT		163,700.34		14,729.66	11,159.02	11,794.00	-12,812.18	13,447.16	1,282.50

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<u>SHOP EQUIPMENT</u>		ACQUIRED ORIGINAL DATE COST	EST. LIFE	IBALANCE 1-1-2022	COST ADDED	RENTAL EARNED	ADJ. TO EQUAL DEPRCTN	BAL. TO DEplete	ENDING BALANCE 12-31-2022
100 SHOP EQUIPMENT		1/1/1984 1,194.00	5	0	663.10	0	-663.1	0	0
101 22 TON BTL. JACK20		8/16/1990 99.95	20	0	470.52	0	-470.52	0	0
102 10 TON SERV. JACK LLE W93660		2/07/1994 2,111.45	10	0	0	0	0	0	0
263 LANDA HOT WASHER PHWS 4-2000		5/23/1990 3,786.50	5	0	707.09	0	-707.09	0	0
360 SHOP AIR FILTER SYSTEM		11/6/1996 3,924.80	10	0	0	0	0	0	0
361 BALKAMP 30-GAL PARTS WASHER		7/7/1998 532.5	5	0	853.23	0	-853.23	0	0
362 DUAL AIR CONDTN SVC CNTR		5/21/1999 2,769.00	5	0	0	0	0	0	0
363 1 TON ELECTRIC CHAIN HOIST		7/20/2000 1,678.44	7	0	0	0	0	0	0
364 WHEEL DOLLY		5/11/2000 357.28	5	0	0	0	0	0	0
365 CPI 2-WAY RADIO BASE		3/22/2001 1,321.67	5	0	0	0	0	0	0
366 GASBOY GAS&DIESEL PUMP/KEYSY		8/01/2005 16,194.00	5	0	627.5	0	-627.50	0	0
367 GENISYS CMPTRZD DIAGNOSTICTO		11/17/2005 2,769.00	5	0	0	0	0	0	0
368 POWERMIG 255C ARC WELDER		4/20/2006 2,142.87	5	0	0	360	360	0	0
369 GENIE PERSONNEL LIFT (USED)		8/19/2008 7,668.00	5	0	0	0	0	0	0
TOTAL SHOP EQUIPMENT		46,549.46		0.00	3,321.44	360.00	-2,961.44	0	0

TRACTOR-TRAILER EQUIPMENT		ACQUIRED ORIGINAL DATE	COST	EST. LIFE	EST. BALANCE 1-1-2022	COST ADDED	RENTAL EARNED	ADJ. TO EQUAL DEPRCTN	BAL. TO DEplete	ENDING BALANCE 12-31-2022
246	TRAILER IR9F252T4J1109258 BK	5/26/1988	6,880.00	8	0	43.29	5,215.00	5,171.71	0	0
248	CULVERT TRAILER	1/1/1980	0	8	0	0	168	168	0	0
252	HYSTER TRAILER 15206	3/26/1982	8,057.66	8	0	43.29	1,932.00	1,888.71	0	0
256	BRUSH BANDIT (NEW CHIPPER-94	11/30/1994	18,983.49	8	0	389.00	1,085.00	696.00	0	0
311	OEM SPEED MONITOR/TRAILER MA	8/20/1998	4,982.72	5	0	0	0	0	0	0
312	OEM SPEED MONITOR/TRAILER CO	8/20/1998	4,982.71	5	0	0	0	0	0	0
313	METALWORKS UTILITY TRAILER	11/17/2000	1,159.79	5	0	0	938	938	0	0
314	07 HOMEMADE TRAILR DPSPMN0618	1/17/2008	5,260.00	5	0	855.49	1,393.00	537.51	0	0
401	BITM PATCH WAGON SPH-2.0-98	9/16/2008	15,165.60	7	0	252.36	945.00	692.64	0	0
417	NEW HOLLAND TN65 TRCTR 12452	9/24/2001	18,485.94	7	0	0	0	0	0	0
418	SWEEPSTER PICK-UP BROOM ON 2	7/2/2002	15,163.47	10	0	0	0	0	0	0
419	SWANSTON WRT PT15 ROLLER	6/22/2006	15,442.50	10	0	373.47	728.00	354.53	0	0

TRACTOR-TRAILER, CONTINUED										ADJ. TO		BAL. TO		ENDING
ACQUIRED	ORIGINAL	EST. LIFE	BALANCE	COST	RENTAL	EQUAL	DEPRCTN	DEPLETE	BALANCE					12-31-2022
DATE	COST		1-1-2022	ADDED	EARNED									
420 MIDLAND BELLY DUMP 9YR000583	5/8/2002	26,838.00	8	0	268.24	791.00	522.76	0	0					0
421 LOAD KING 2060 BELLYDUMP TRL	5/20/2004	17,572.50	8	0	28.15	14	-14.15	0	0					0
422 LOAD KING 2066 BELLYDUMP TRL	3/14/2008	26,846.13	8	0	98.53	14	-84.53	0	0					0
1202 ROLLER/COMPACTOR W/ SHEEPSFT	6/28/2012	32,062.50	10	1,353.10	1,192.73	630.00	-1,915.83	1,353.10	0					0
1502 KUBOTA L6060 HST TRCTR W/ CA	5/6/2015	47,500.00	10	15,833.41	6,729.90	4,137.00	-7,342.86	4,749.96	11,083.45					
1503 KUBOTA L6060 HST TRCTR W/ CA	5/6/2015	47,500.00	10	15,833.41	8,530.86	2,590.00	-10,690.82	4,749.96	11,083.45					
1504 TRAILER, TOWMASTER	8/1/2015	4,700.00	8	930.07	230.21	3,346.00	2,528.27	587.52	342.55					
1705 ROLLER WALK N' 2007 WRC07239	7/26/2017	16,500.00	10	9,075.00	833.76	4,536.00	2,052.24	1,650.00	7,425.00					
1805 T50 TRAILER	4/10/2019	26,475.95	8	19,581.18	9,610.59	10,626.00	-2,294.08	3,309.49	16,271.69					
2101 MAXXUM 125 TRACTOR & LOADER	2/19/2021	101,829.54	10	92,495.17	6,250.96	6,503.00	-9,930.91	10,182.95	82,312.22					
2103 MAXXUM 125 TRACTOR & DIAMOND	5/24/2021	155,983.60	10	145,584.69	6,846.04	5,397.00	-17,047.40	15,598.36	129,986.33					
TOTAL TRACTOR-TRAILER EQUIPMENT		618,372.10		300,686.03	42,576.87	50,988.00	-33,770.21	42,181.34	258,504.69					
TRUCK EQUIPMENT														
208 07MACK CV713 1M2AG11C37M0568	3/9/2006	153,379.18	8	0	51,922.71	36,337.50	-15,585.21	0	0					
211 FORD LT9500 2FZHAZDL55AN8476	8/10/2004	128,646.58	8	0	28,345.33	17,572.50	-10,772.83	0	0					
214 FORD TRUCK 2FZNEECB87AH48387	4/07/2000	111,947.84	10	0	1,814.19	1,350.00	-464.19	0	0					
215 09 MACK TRUCK GU713 Y89MOO54	5/01/2008	187,151.39	8	0	56,905.44	25,200.00	-31,705.44	0	0					

216 CHEV 3500 1GBHC33F32FO53782	6/23/1998	30,413.31	5	0	7,580.76	8,212.50	631.74	0	0
220 2010 INTERNATIONAL 7600 SFA6	12/2/2009	190,851.44	8	0	75,688.73	38,475.00	-37,213.73	0	0
221 2012 INTERNATIONAL 7600 (NEW)	12/7/2011	195,955.43	8	0	64,755.22	25,335.00	-39,420.22	0	0
222 F550 SIGNTRK 1FDAF56F6YED366	5/17/2000	53,733.79	8	0	14,864.51	12,285.00	-2,579.51	0	0
1501 2014 INTERNATIONAL 7600	11/20/2014	221,000.26	8	23,301.82	50,178.82	51,097.50	-22,383.14	23,301.82	0.00
1901 INTL HV613 2019	1/31/2019	228,532.26	8	142,832.67	39,017.59	34,942.50	-32,641.62	28,566.53	114,266.14
2202 MACK PLOW TRUCK AF GRANITE 64FF 2/2/2022		246,589.45	8	246,589.45	19,192.74	21,200.00	-26,247.78	28,255.04	218,334.41
TOTAL TRUCK EQUIPMENT		<u>1,748,200.93</u>		<u>412,723.94</u>	<u>410,266.04</u>	<u>272,007.50</u>	<u>-218,381.93</u>	<u>80,123.39</u>	<u>332,600.55</u>
FINAL TOTAL ALL CATEGORIES		<u><u>4,992,414.81</u></u>		<u><u>1,829,581.96</u></u>	<u><u>1,050,609.82</u></u>	<u><u>808,663.00</u></u>	<u><u>-558,889.72</u></u>	<u><u>316,942.90</u></u>	<u><u>1,592,830.61</u></u>

SUMMARY OF CAPITAL IMPROVEMENTS
DURING FISCAL 2021

EQUIP.NO. - DESCRIPTION	ENDING BALANCE DEC.31,2021	CAPITAL IMPROVEMENTS YEAR 2022	NEW DEP. VALUE FOR 2022
2104 CHEVY SILVERADO SIGN TRUCK	11/23/2021 56,167.04	108,945.00	165,112.04

KANABEC COUNTY HIGHWAY DEPARTMENT

Equipment Expense Analysis

Fringe Benefits Included
From: 2022-01-0000
Thru: 2022-13-9999

Equipment Code	Equipment Name	REPAIR LAB PARTS, SERV. EQ. RENTAL	BATTERIES/BELTS FILTERS TIRES	CUTTING EDGE CUTTING WING	DIESEL FUEL GASOLINE	MOTOR OIL GREASE HYDRAULIC/OIL	ANTI-FREEZE	UNALLOC. CHG	Total Equipment Dollars
0100	SHOP EQUIPMENT	663.10							663.10
0101	22 TON BTL. JACK 20	133.52	337.00						470.52
0200	RENTAL EQUIPMENT	48.14							48.14
0208	07MACK CV713 1M2AG11C37...	15,708.36	806.72		11,642.73	193.72		23,571.18	51,922.71
0211	FORD LT9500 2FZH4ZDL55AN...	9,834.59			5,591.47	43.94	7.49	12,867.84	28,345.33
0214	FORD TRUCK 2FZNEECB87AH...	745.00			245.61			823.58	1,814.19
0215	09 MACK TRUCK GU713 Y89M...	18,767.80	1,613.44		10,691.03			25,833.17	56,905.44
0216	CHEV 3500 1GBHC33F32FO53...	2,977.11			1,155.96	6.28		3,441.41	7,580.76
0220	2010 INTERNATIONAL 7600 S...	26,644.77			14,495.46	165.59	22.75	34,360.16	75,688.73
0221	2012 INTERNATIONAL 7600	26,279.96			8,937.87	133.19	7.49	29,396.71	64,755.22
0222	F550 TRUCK 1FDAF56F6YED3...	7,261.69			789.57	57.63	7.63	6,747.99	14,864.51
0236	BOBCAT W/FORKS, BLOWER, B...	2,303.03						1,914.72	4,217.75
0246	TRAILER IR9F252T4J1109258...	43.29							43.29
0252	HYSTER TRAILER 15206	43.29							43.29
0256	BRUSH BANDIT (NEW CHIPPE...	353.14			35.86				389.00
0257	BRUSH CUTTER W00509C046...	137.19							137.19
0263	LANDA HOT WASHER PHWS 4...	707.09							707.09
0273	POST DRIVER RHINO	78.50							78.50
0281	CHAIN SAWS/BRUSHING EQU...	1,436.19			147.66				1,583.85
0283	CHAIN SAW SHARPENER, HUS...	23.19							23.19
0284	LEAF BLOWER, HUSQVARNA 7...	479.99							479.99
0287	99 FORD 1FTNX21LXXEE66022	347.35			11,814.29	20.89		10,128.44	22,310.97
0288	CHEV CREWCAB 1GCHK33R6...	171.73			1,131.97		14.98	1,096.33	2,415.01
0291	03FORD SUPCABIF5NX21P63...	2,930.54	229.98		1,212.01	83.30	30.52	3,729.91	8,216.26
0293	2005 CHEV 1/2 TN PICKUP 30...	3,635.72			2,430.84	32.43		5,070.63	11,169.62
0294	99FORD P/U 1FTNX21L3XEC8...	2,290.66			457.15	1.56		2,285.80	5,035.17
0295	F150 PICK-UP 1FTNF20L64ED...	415.35			659.41			893.55	1,968.31
0297	CHEV 3/4TN 1GCHC23K18F20...	402.60			1,932.40	9.37		1,949.09	4,293.46
0298	2006CHEV PKUP 1GCHK23U16...	837.27			2,499.01	9.37		2,781.54	6,127.19
0314	07 HOMEMADE TRAILR DPSM...	855.49							855.49

KANABEC COUNTY HIGHWAY DEPARTMENT

Equipment Expense Analysis

Fringe Benefits Included
From: 2022-01-0000
Thru: 2022-13-9999

Equipment Code	Equipment Name	REPAIRLABOR	BATTERIES/BELTS	CUTTINGEDGE	DIESEL FUEL	MOTOR OIL	ANTI-FREEZE	UNALLOC.CHG	Total Equipment Dollars
		PARTS,SERV. EQ. RENTAL	FILTERS TIRES	CUTTINGWING	GASOLINE	GREASE HYDRAULIC/OIL			
0322	2" TRASH PUMP HONDA WT2...	106.87			21.08	1.56			129.51
0361	BALKAMP 30-GAL PARTS WAS...	853.23							853.23
0366	GASBOY GAS&DIESEL PUMP/...	627.50							627.50
0401	BITM PATCH WAGON SPH-2.0...	137.37	114.99						252.36
0409	SPREADER/SANDR POLYHAW...	88.57							88.57
0414	EPPS CLVT STEAMER SER#16...	1,264.55			13.31				1,277.86
0415	ROLLER/PNEUMATIC TIRES 1...	1,619.70							1,619.70
0416	ING-RAND COMPRSR CD4039...	85.14							85.14
0419	SWANSTON WRT PT15 ROLLER	368.00				5.47			373.47
0420	MIDLAND BELLY DUMP 9YR00...	268.24							268.24
0421	LOAD KING 2060 BELLYDUMP...	28.15							28.15
0422	LOAD KING 2066 BELLYDUMP...	98.53							98.53
0448	JD LAWNMOWER FROM CRTH...	1,414.47	66.99			15.62			1,497.08
0502	JD GRADER DW770CH582937	13,960.12	435.00		15,621.18	381.10		25,272.09	55,669.49
0507	JD 770D GRADER DW770DX6...	91,307.65			12,727.58	152.29		86,611.47	190,798.99
1201	VOLVO GRADER G940B	195.82			11,384.73			9,627.96	21,208.51
1202	ROLLER/COMPACTOR W/SHE...	260.47	932.26						1,192.73
1302	LOADER JD 644K	3,041.16			3,638.32	120.67		5,653.58	12,453.73
1401	CRAFCO MELTER SS125D	474.83			972.98				1,447.81
1402	2004 FORD F550-MECHANICS...	3,753.36			920.04	56.48		3,932.37	8,662.25
1403	WACKER JUMPING JACK 200...					3.12			3.12
1501	2014 INTERNATIONAL 7600	15,659.26			11,603.99	136.06		22,779.51	50,178.82
1502	KUBOTA L6060 HST TRCTR W...	2,690.37			3,971.08	68.45			6,729.90
1503	KUBOTA L6060 HST TRCTT W...	3,671.00			4,795.90	63.96			8,530.86
1504	TRAILER, TOWMASTER	224.74				5.47			230.21
1505	JD GRADER 2016 JD 770G	10,057.83		1,909.64	18,031.16	389.85		25,264.68	55,653.16
1601	RETRIEVER GRADER WING M...	76.36							76.36
1602	VERMEER (CHIPPER)	2,555.78							2,555.78
1701	3" TRASH PUMP HONDA WT...	265.60			116.59	3.12			385.31
1702	SKID SPRAYER 200 GALLON 2...	316.32			53.07				369.39

Fringe Benefits Included

From: 2022-01-0000

Thru: 2022-13-9999

Equipment Expense Analysis

Equipment Code	Equipment Name	REPAIR/LABOR/PARTS, SERV. EQ. RENTAL	BATTERIES/BELTS FILTERS TIRES	CUTTING/EDGE CUTTING/WING	DIESEL FUEL GASOLINE	MOTOR OIL GREASE HYDRAULIC/OIL	ANTI-FREEZE	UNALLOC.CHG	Total Equipment Dollars
1703	PICKUP GMC SIERRA WT 201...	2,900.35			10,005.67	128.14		10,836.47	23,870.63
1704	DISC MOWER FRONTIER DM5...	801.01							801.01
1705	ROLLER WALK N' 2007 WRCO...	817.35				16.41			833.76
1801	SKID STEER AA 299D2 XHP 0...	12,382.71	156.99		1,959.44	71.11		12,113.56	26,683.81
1802	MULCHER FOR SKID STEER C...	329.49							329.49
1803	TRACKHOE CAT 314E ZJT01064	3,429.02				349.28		3,141.24	6,919.54
1804	MULCHER FOR TRACKHOE FX...	1,351.42							1,351.42
1805	T50 TRAILER ID#14330	2,323.83	7,236.46			50.30			9,610.59
1806	KUHN GMD 240 DISC MOWER	382.29							382.29
1901	INTL HV613 2019 SBA 6X4 EN...	9,032.31	1,613.44		10,555.10	104.05		17,712.69	39,017.59
1902	BACK HOE JD 410G	821.62			1,677.58	90.61		2,153.14	4,742.95
1904	JUMPING JACK WACKER NEU...	182.80			27.60				210.40
2002	1/2 TON DODGE RAM 4X4 15...	298.67			1,170.97	15.71		1,234.90	2,720.25
2003	1/2 TON DODGE RAM 4X4 15...	1,209.65			582.49	15.71		1,503.03	3,310.88
2005	BATWING MOWER SCHULTE ...	11,459.44				71.11			11,530.55
2006	CHEVY 6500 4X4 2020	1,182.93			2,120.62	44.24		2,783.32	6,131.11
2101	MAXXUM 125 TRACTOR & LO...	3,742.26	2,410.78			97.92			6,250.96
2103	MAXXUM 125 TRACTOR & DI...	4,243.89			2,501.41	100.74			6,846.04
2104	CHEVY SILVERADO MD 2021 ...	6,585.48			5,017.29	46.95		9,685.46	21,335.18
2201	JD GRADER 2021 JD 672G	25,362.64		632.77	7,273.70	589.73		28,149.90	62,008.74
2202	MACK PLOW TRUCK 2022 AF ...	4,640.01			5,825.60	14.26		8,712.87	19,192.74
2301	CHIPPER MORBARK 2313-SA				30.86				30.86
		375,505.81	15,954.05	2,542.41	208,489.64	3,966.76	90.86	444,060.29	1,050,609.82
							Sum of Columns 1 - 7	1,050,609.82	
									Equal Sum of Total Equipment Dollars

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KANABEC COUNTY HIGHWAY DEPARTMENT Equipment Rental Analysis

Batch: 1-0-2022
Thru: 13-9999-2022

Equipment Code	Description	Maintenance	Contract	Administrative & Unallocated	Repair Equipment	Inventory	Account Recon & Other	Total
0200	RENTAL EQUIPMENT	95.00						95.00
0208	07MACK CV713 1M2AG11C37M056866	32,152.50		1,912.50	292.50		1,980.00	36,337.50
0211	FORD LT9500 2FZHAZDL55AN84760	16,942.50		180.00	135.00		315.00	17,572.50
0214	FORD TRUCK 2FZNEECB87AH48387	1,350.00						1,350.00
0215	09 MACK TRUCK GU713 Y89MOO5419	22,657.50		1,732.50	135.00		675.00	25,200.00
0216	CHEV 3500 1GBHC33F32FO53782	7,875.00		292.50	45.00			8,212.50
0220	2010 INTERNATIONAL 7600 SFA6X4	36,202.50		1,260.00			1,012.50	38,475.00
0221	2012 INTERNATIONAL 7600	20,632.50		3,240.00	22.50		1,440.00	25,335.00
0222	F550 TRUCK 1FDAF56F6YED36676	11,610.00		315.00	360.00			12,285.00
0236	BOBCAT W/FORKS,BLOWER,BROOM	3,800.00			920.00		1,480.00	8,240.00
0246	TRAILER IR9F252T4J1109258 BKHO	5,040.00		2,040.00			147.00	5,215.00
0248	CULVERT TRAILER	160.00		8.00				168.00
0252	HYSTER TRAILER 15206	1,820.00			14.00		98.00	1,932.00
0256	BRUSH BANDIT (NEW CHIPPER-94)	1,015.00					70.00	1,085.00
0257	BRUSH CUTTER W00509C046265/417	324.00						324.00
0281	CHAIN SAWS/BRUSHING EQUIPMENT	1,062.00						1,078.00
0284	LEAF BLOWER,HUSQVARNA 7004164			16.00			508.00	548.00
0287	99 FORD 1FTNX21LXXEE66022	3,534.00		40.00	218.50		1,197.00	7,315.00
0288	CHEV CREWCAB 1GCHK33R6VFO42704	4,579.00		2,365.50			788.50	5,738.00
0291	03FORD SUPCABIF5NX21P63ED60177	2,603.00		370.50	133.00		2,365.50	5,443.50
0293	2005 CHEV 1/2 TN PICKUP 303693	7,068.00		342.00	247.00		456.00	8,977.50
0294	99FORD P/U 1FTNX21L3XEC82668	2,394.00		1,206.50	114.00		76.00	2,726.50
0295	F150 PICK-UP 1FTNF20L64ED21561	2,280.00		142.50	161.50		171.00	3,068.50
0297	CHEV 3/4TN 1GCHC23K18F200395	8,198.50		456.00	256.50		893.00	11,599.50
0298	2006CHEVPKUP 1GCHK23U16F225606	95.00		2,251.50				104.50
0313	METALWORKS UTILITY TRAILER	938.00		9.50				938.00
0314	07 HOME MADE TRAILR DPSMN061855	1,064.00		154.00	112.00		63.00	1,393.00
0322	2" TRASH PUMP HONDA WT20X GX160	172.00						172.00
0368	POWERMIG 255C ARC WELDER ALL WEL	2.00		102.00	256.00			360.00
0401	BITM PATCH WAGON SPH-2.0-98	945.00						945.00
0409	SPREADER/SANDR POLYHAWK 12 VDC			2.00			36.00	38.00
0414	EPSP CLVT STEAMER SER#165101	60.00						60.00
0415	ROLLER/PNEUMATIC TIRES 165101	886.00					40.00	926.00

KANABEC COUNTY HIGHWAY DEPARTMENT

Equipment Rental Analysis

Batch: 1-0-2022
Thru: 13-9999-2022

Equipment Code	Description	Maintenance	Contract	Adminstrative & Unallocated	Repair Equipment	Inventory	Account Recon & Other	Total
0416	ING-RAND COMPRSR CD4039D129507	200.00						200.00
0419	SWANSTON WRT PT15 ROLLER	728.00						728.00
0420	MIDLAND BELLY DUMP 9YR0005831	791.00						791.00
0421	LOAD KING 2060 BELLYDUMP TRLR				14.00			14.00
0422	LOAD KING 2066 BELLYDUMP TRLR				14.00			14.00
0448	JD LAWNMOWER FROM CRTHSE1-1-09			190.00			1,910.00	2,100.00
0502	JD GRADER DW770CH582937	67,860.00		1,527.50				69,387.50
0507	JD 770D GRADER DW770DX616177	48,035.00		1,040.00	162.50		260.00	49,497.50
1202	ROLLER/COMPACTOR W/SHEEPSFOOT	609.00		7.00			14.00	630.00
1302	LOADER JD 644K	5,895.00		21,060.00	450.00		9,090.00	36,495.00
1401	CRAFCO MELTER SS125D	1,695.00						1,695.00
1402	2004 FORD F550-MECHANICS TRUCK	418.00		19.00	1,130.50			1,567.50
1501	2014 INTERNATIONAL 7600	47,520.00		2,025.00			1,552.50	51,097.50
1502	KUBOTA L6060 HST TRCTR W/ CAB	4,116.00		21.00				4,137.00
1503	KUBOTA L6060 HST TRCTT W/ CAB	2,513.00		49.00			28.00	2,590.00
1504	TRAILER, TOWMASTER	3,059.00		28.00	147.00		112.00	3,346.00
1505	JD GRADER 2016 JD 770G	57,655.00		1,170.00				58,825.00
1601	RETRIEVER GRADER WING MOUNT	810.00						810.00
1602	VERMEER (CHIPPER)	3,675.00			15.00			3,690.00
1701	3" TRASH PUMP HONDA WT30X GX270	214.00						214.00
1702	SKID SPRAYER 200 GALLON 268170	352.00		42.00				394.00
1703	PICKUP GMC SIERRA WT 2017 1GT22RE	7,533.50		6,811.50	9.50		456.00	14,810.50
1704	DISC MOWER FRONTIER DM5060	1,680.00		30.00	75.00			1,785.00
1705	ROLLER WALK N' 2007 WRC07239	4,536.00						4,536.00
1801	SKID STEER AA 299D2 XHP ODX202594	17,880.00		460.00	280.00		1,680.00	20,300.00
1802	MULCHER FOR SKID STEER CZ FX36 8H	2,140.00			100.00			2,240.00
1803	TRACKHOE CAT 314E ZJT01064	20,580.00		1,395.00	15.00		780.00	22,770.00
1804	MULCHER FOR TRACKHOE FX36 ID X64E	495.00						495.00
1805	T50 TRAILER ID#T4330	9,723.00		539.00	56.00		308.00	10,626.00
1806	KUHN GMD 240 DISC MOWER	4,575.00			75.00			4,650.00
1807	LASER SPECTRA GL412N 17385763	10.00						10.00
1901	INTL HV613 2019 SBA 6X4 ENGINE 2Y4E	28,935.00		2,745.00	787.50		2,475.00	34,942.50
1902	BACK HOE JD 410G	23,680.00		3,120.00	120.00		920.00	27,840.00

KANABEC COUNTY HIGHWAY DEPARTMENT Equipment Rental Analysis

Batch: 1-0-2022
Thru: 13-9999-2022

Equipment Code	Description	Maintenance	Contract	Administrative & Unallocated	Repair Equipment	Inventory	Account Recon & Other	Total
1904	JUMPING JACK WACKER NEUSON B550-4	62.00						62.00
1905	CABLE LOCATOR RYCOM 3-WATT	54.00						54.00
2003	1/2 TON DODGE RAM 4X4 1500 2020	28.50		76.00				104.50
2005	BATWING MOWER SCHULTE XH1000	13,875.00			30.00			13,905.00
2006	CHEVY 6500 4X4 2020	5,538.50		475.00	218.50		408.50	6,640.50
2101	MAXXUM 125 TRACTOR & LOADER	6,503.00						6,503.00
2103	MAXXUM 125 TRACTOR & DIAMOND CU	5,397.00						5,397.00
2104	CHEVY SILVERADO MD 2021 SIGN TRUC	13,946.00		1,121.00	47.50		1,482.00	16,596.50
2201	JD GRADER 2021 JD 672G	70,980.00		560.00			175.00	71,715.00
2202	MACK PLOW TRUCK 2022 AF GRANITE 6	17,575.00		1,800.00			1,825.00	21,200.00
Final Total		699,428.50	0.00	64,777.50	7,169.50	0.00	37,287.50	808,663.00

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT

LAND AND BUILDINGS

Year Ended December 31, 2022

Land and Buildings	Year Purchased	Original Cost	Est. Life Years	Accumulated Value Jan. 1st	Betterments During Year	Type of Betterment	Accum. Value December 31st
Storage Lot (County Pit)	1959	500.00		2,350.00			2,350.00
Lands (Abandoned Gravel Pits (Sections 17 & 26)	1961	371.00		371.00			371.00
Bin Salt Shed	1992	47,745.12	30.00	47,745.12			47,745.12
Salt Shed (Shop lot) 80' x 140' salt storage	2007	262,098.70	30.00	262,098.70			262,098.70
Office, Shop & Lots	1996	570,379.93	30.00	884,145.19			884,145.19
Total:		881,094.75		1,196,710.01	0.00		1,196,710.01

KANABEC COUNTY, MINNESOTA - HIGHWAY DEPARTMENT

STATEMENT OF REVENUE AND EXPENDITURES (Unaudited)

Year Ended December 31, 2022

REVENUE	Receipts Issued 2022	Reverse Previous Year Accruals	Record Current Year Accruals	Transfers/ Adjustments	Modified Accrual Balance
Taxes					
Current-Real Estate	1,583,454.88	-25,476.99	25,970.65		1,583,948.54
Current-Mobile Home	1,663.10	-142.16	25.77		1,546.71
Several Mineral Interests	23.96				23.96
Delinquent - Real Estate	40,581.81	-7,477.17	2,715.87		35,820.51
Delinquent - Mobile Home	888.01	-110.46	0.00		777.55
Auxiliary Forest Settlement					0.00
Housing & Redevelopment					0.00
MH & RE HACA Aid/Disp. Red./CPA, MV	180,150.62				180,150.62
PERA Rate Aid					0.00
PILT -HRA	348.18				348.18
Tax Increment Financing	1,521.48				1,521.48
Gravel Tax	71,616.13	-71,616.13	58,949.09		58,949.09
Wheelage Tax	174,550.91	-13,416.33	13,029.57		174,164.15
Sales Tax	1,043,333.12	-89,736.71	106,833.20		1,060,429.61
Taxes - Sub Total	3,098,132.20	-207,975.95	207,524.15	0.00	3,097,680.40
Intergovernmental Revenue					
State Aid-Regular Maint.	1,574,257.50	-137,311.20	159,660.70	-1,596,607.00	0.00
State Aid-Regular Const.	3,268,778.76	-531,816.16	172,070.98	-702,405.63	2,206,627.95
State Aid-Municipal Maint.	57,694.00	-50,250.00	57,694.00	-65,138.00	0.00
State Aid-Municipal Const.	813,250.66		43,901.60	-605,082.09	252,070.17
State Aid Bridge Bonding					0.00
DCP 80% Federal Aid to States	532,898.02	-532,898.02			0.00
State Aid - Town Bridge					0.00
State FEMA					0.00
Federal FEMA					0.00
Capital Improvement-Insulation	0.00				0.00
Capital Improvement-Furnace/AC	0.00				0.00
State Aid - State Parks	4,292.41			-165.02	4,127.39
Intergovernmental Revenue - Sub Total:	6,251,171.35	-1,252,275.38	433,327.28	-2,969,397.74	2,462,825.51
Charges of Services/Materials					
Municipalities	30,805.68	-250.00	470,248.10		500,803.78
Townships	3,500.00	-186.90	149,013.91	-778.10	151,548.91
Other Governments (includes Kan. Co.)	7,233.02	-1,782.54	533.02	1,146.05	7,129.55
Individuals	0.00	0.00	0.00		0.00
Chrgs for Service/Materials-Sub Total	41,538.70	-2,219.44	619,795.03	367.95	659,482.24
Miscellaneous Revenue					
Sale of Equipment	13,716.30				13,716.30
Sale of Materials	15,423.78				15,423.78
Refunds & Reimbursements	2,557.17				2,557.17
Utility Permits	4,800.00				4,800.00
Workforce Center Rent/Lease	10,500.00				10,500.00
Drivers License Revenue	29,680.00				29,680.00
Driveway Entrance Deposits	16,350.00				16,350.00
Interest/Dividends	888.94				888.94
Moving Permits	545.00				545.00
Misc. Revenue - Subtotal	94,461.19	0.00	0.00	0.00	94,461.19
Total Revenue:	9,485,303.44	-1,462,470.77	1,260,646.46	-2,969,029.79	6,314,449.34
Transfers In: County Grounds Maint.	312,000.00	0.00	0.00	0.00	312,000.00
Total Received	9,797,303.44	-1,462,470.77	1,260,646.46	-2,969,029.79	6,626,449.34

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT
STATEMENT OF REVENUE AND EXPENDITURES (Unaudited)
Year Ended December 31, 2022

EXPENDITURES	Warrants Issued 2022	Record Previous Year Accounts. Payable	Record Current Year Accounts Payable	Transfers/ Adjustments	Modified Accrual Balance
Administration-301					
Personal Services	184,800.16	-24,369.37	23,901.02		184,331.81
Other Services	56,368.75	-3,351.75	8,313.84		61,330.84
Liability Insurance	43,280.00				43,280.00
Supplies	11,408.24				11,408.24
Capital Outlay	0.00				0.00
Administration -Sub-Total	295,857.15	-27,721.12	32,214.86	0.00	300,350.89
Highway Maintenance-310					
Personal Services	447,906.46	-16,982.98	19,950.83		450,874.31
Other Services	82,127.10				82,127.10
Maintenance Contracts	1,627,964.79	-8,405.70	16,359.18	-1,249,648.55	386,269.72
Supplies	233,224.76	-8,644.42	3,575.08		228,155.42
Highway Maint.-Sub-Total	2,391,223.11	-34,033.10	39,885.09	-1,249,648.55	1,147,426.55
Highway Engineering/Const.-320					
Personal Services	165,654.01	-1,446.24	1,593.12		165,800.89
Other Services	115,829.48	-9,657.25			106,172.23
Construction Contracts	2,749,472.14	-20,282.50	48,927.56	-2,195,735.81	582,381.39
Right of Way	6,395.00				6,395.00
Supplies	1,538.79				1,538.79
Capital Outlay	600.00				600.00
Hwy Eng./Const.-Sub-total:	3,039,489.42	-31,385.99	50,520.68	-2,195,735.81	862,888.30
Highway Equipment/Shop-330					
Personal Services	130,932.33	-2,174.79	2,809.05		131,566.59
Other Services	188,495.00				188,495.00
Supplies	582,030.09	-43,462.39	74,248.65		612,816.35
Capital Outlay	506,672.36				506,672.36
Hwy Equip./Shop-Sub Total:	1,408,129.78	-45,637.18	77,057.70	0.00	1,439,550.30
Unallocated General Expense-300					
Personal Services	161,998.68	-9,533.31	2,556.66		155,022.03
PERA	78,374.90				78,374.90
Social Security (FICA)	80,753.80				80,753.80
Group Health Insurance	186,468.39				186,468.39
Cafeteria Plan Benefit	23,680.16				23,680.16
Group Life Insurance					0.00
HRA	6,100.00				6,100.00
Unallocated Gen.Exp.-Sub-Total:	537,375.93	-9,533.31	2,556.66	0.00	530,399.28

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT
STATEMENT OF REVENUE AND EXPENDITURES (Unaudited)
Year Ended December 31, 2022

EXPENDITURES	Warrants Issued 2022	Record Previous Year Accounts Payable	Record Current Year Accounts Payable	Transfers/ Adjustments	Modified Accrual Balance
Other Services					
Workers' Compensation Insurance	25,406.00				25,406.00
Other Services (Misc.)	29,568.73	-31,917.23	297.42		-2,051.08
Total Other Services	54,974.73	-31,917.23	297.42	0.00	23,354.92
Unallocated Expense					
Supplies	1,651.13				1,651.13
Total Unallocated Expense	1,651.13	0.00	0.00	0.00	1,651.13
Refunds & Reimbursements Resale					
Refunds	18,625.00	0.00			18,625.00
Personal Services					0.00
Other Services					0.00
Supplies	0.00	0.00	0.00		0.00
Total Resale	18,625.00	0.00	0.00	0.00	18,625.00
Unallocated Non-Highway					
Capital Outlay (Bldgs.)	0.00				0.00
Drivers License, Personal Service					0.00
County Ditches	39,048.05				39,048.05
County Grounds, Purchases					0.00
County Grounds, Personal Service	0.00				0.00
Total Unallocated Non-Highway	39,048.05	0.00	0.00	0.00	39,048.05
					1.39
TOTAL WARRANTS:	7,786,374.30	-180,227.93	202,532.41	-3,445,384.36	4,363,294.42

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT
STATEMENT OF REVENUE AND EXPENDITURES (Unaudited)
Year Ended December 31, 2022

Year-End Cash Reconciliation

Beginning Cash 01-01-2022	\$ 2,688,249.56
Plus Receipts	9,797,303.44
Minus Disbursements	<u>7,786,374.30</u>
Ending Cash 12-31-2022	<u>\$ 4,699,178.70</u>

Year-End Fund Balance Reconciliation

Beginning Fund Balance 01-01-2022	2,784,636.63
Plus Revenues	6,626,449.34
Minus Expenditures	4,363,294.42
Adjustments	<u>-</u>
Ending Fund Balance 12-31-2022	<u>\$ 5,047,791.55</u>

**off by petty cash of \$250.00

FOR THE YEAR 2022 TOTAL CLASS		KANABEC COUNTY HIGHWAY DEPARTMENT					
Fringe Benefits not Included		SUMMARY OF ROAD PROGRAM MAINT. COSTS					
ACCOUNT		FOR THE PERIOD JAN TO DEC					
NUMBER	DESCRIPTION	CSAH REG.	COST/ MILE	CSAH MUN.	COST/ MILE	COUNTY	COST/ MILE
11-0000	ROUTINE MAINTENANCE						
11-0100	SMOOTHING SURFACE-GRAVE	89,984.28	442.79	2,961.45	332.37	264,119.91	1,216.70
11-0200	MINOR SURFACE MAINT.BIT	112,278.09	552.50	7,795.59	874.93	54,120.01	249.31
11-0300	ROADSIDE & DRAINAGE	44,362.13	218.30	2,960.32	332.25	84,924.05	391.21
11-0400	BRUSH AND WEED CONTROL	142,519.61	701.31	4,076.31	457.50	174,670.99	804.64
11-0500	SNOW AND ICE REMOVAL	337,142.55	1,659.01	7,862.74	882.46	263,606.99	1,214.33
11-0600	TRAFFIC SERVICES (INCL.	269,714.39	1,327.20	4,073.11	457.14	130,581.21	601.53
TOTAL	11-0000	996,001.05	4,901.11	29,729.52	3,336.65	972,023.16	4,477.72
12-0000	REPAIRS AND REPLACEMENT						
12-0100	RESHAPING	3,993.51	19.65	0.00	0.00	3,070.26	14.14
12-0200	RESURFACING	19,533.03	96.12	0.00	0.00	478,264.43	2,203.17
12-0300	CULVERTS, BRIDGES, GUAR	13,739.81	67.61	0.00	0.00	77,756.02	358.19
12-0400	WASHOUTS-EROSION/STORM	11,223.99	55.23	66.73	7.49	28,498.55	131.28
12-0500	SUB-GRADE REPAIR	27,157.10	133.63	0.00	0.00	67,252.84	309.81
TOTAL	12-0000	75,647.44	372.24	66.73	7.49	654,842.10	3,016.59
13-0000	BETTERMENTS						
13-0100	NEW CULVERTS, GUARD RAIL	31,658.28	155.78	0.00	0.00	3,195.86	14.72
13-0200	CUTS AND FILLS	276.16	1.36	0.00	0.00	15,547.65	71.62
13-0300	SEEDING AND SODDING	307.21	1.51	3.38	0.38	5,018.87	23.12
13-0400	BITUMINOUS TREATMENT	0.00	0.00	0.00	0.00	0.00	0.00
13-0500	OVERLAYS	0.00	0.00	0.00	0.00	976,817.02	4,499.81
TOTAL	13-0000	32,241.65	158.65	3.38	0.38	1,000,579.40	4,609.27
14-0000	SPECIAL WORK						
14-0100	DUST TREATMENTS			0.00	0.00	0.00	0.00
14-0600	SPECIAL AGREEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	14-0000	0.00	0.00	0.00	0.00	0.00	0.00
19-0900	EOY ADJUSTMENTS						
19-0901	EOY UNALLOCATED PRORATION						
TOTAL	19-0900						
TOTAL EXPENSE		1,103,890.14	5,432.00	29,799.63	3,344.52	2,627,444.66	12,103.58
TOTAL NO. OF MILES		203.22		8.91		217.08	

FOR THE YEAR 2022		TOTAL CLASS	KANABEC COUNTY HIGHWAY DEPARTMENT					
Fringe Benefits NOT Included			SUMMARY OF ROAD PROGRAM MAINTENANCE COSTS					
			FOR THE PERIOD JAN TO DEC					
ACCOUNT NUMBER	ACCOUNT	DESCRIPTION	COST CSAH REGULAR	COST/ MILE	COST CSAH MUNICIPAL	COST/ MILE	COST COUNTY	COST/ MILE
11-0000	11-0000	ROUTINE MAINTENANCE	996,001.05	4,901.10	29,729.52	3,336.65	972,023.16	4,477.72
12-0000	12-0000	REPAIRS AND REPLACEMENT	75,647.44	372.24	66.73	7.49	654,842.10	3,016.59
13-0000	13-0000	BETTERMENTS	32,241.65	158.65	3.38	0.38	1,000,579.40	4,609.27
14-0000	14-0000	SPECIAL WORK	-	-	-	-	0.00	0.00
19-0900	19-0900	EOY ADJUSTMENTS	-	-	-	-	-	-
UNALLOCATED EXPENSE			-84,532.54	-415.97	-3,713.37	-416.76	-90,281.11	(415.89)
ADJUSTMENT TO EQUALIZE DEPRECIATION			264,634.28	1,302.21	11,624.91	1,304.70	282,630.53	1,301.96

TOTAL EXPENSE	1,283,991.88	6,318.24	37,711.17	4,232.46	2,819,794.08	12,989.65
TOTAL NO. OF MILES	203.22		8.91		217.08	
PRORATION PERCENT	47.35%		2.08%		50.57%	

KANABEC COUNTY HIGHWAY DEPARTMENT Summary of Road Maintenance Costs by Road

Fringe Benefits Included
From 01-0001-2022
Through 13-9999-2022

	Road	Surface	Length	11-0000 ROUTINE MAINTENANCE		12-0000 REPAIRS AND REPLACEMENT		13-0000 BETTERMENTS		Total Sum Of Road Cost	Cost Per Mile
				Road Cost	Road Cost	Road Cost	Road Cost	Road Cost	Road Cost		
Prg. 10 - 19	0001	BITUM	5.9500	27,215.66						27,215.66	4,574.06
	0002	BITUM	3.4700	15,343.80	982.00					16,325.80	4,704.84
	0003	BITUM	18.2800	78,261.50	1,584.68	25.21				79,871.39	4,369.33
	0004	BITUM	16.4500	56,971.45	616.77					57,588.22	3,500.80
	0005	BITUM	18.7600	87,329.63	1,915.41					89,245.04	4,757.20
	0006	GRAVEL	5.0500	23,606.26	19,471.42					43,077.68	8,530.23
	0007	BITUM	5.8300	30,731.71	641.52					31,373.23	5,381.34
	0007	BITUM	3.9900	15,979.11						15,979.11	4,004.79
	0008	BITUM	8.5900	30,925.96	513.84	8,120.22				39,560.02	4,605.36
	0010	BITUM	7.3300	46,491.17	1,652.43	57.35				48,200.95	6,575.84
	0011	GRAVEL	6.1600	26,965.87	879.06	12.81				27,857.74	4,522.36
	0011	BITUM	18.4100	101,404.30	1,818.95	8,021.79				111,245.04	6,042.64
	0012	BITUM	9.1300	42,521.71	767.60	7,160.52				50,449.83	5,525.72
	0013	BITUM	2.3400	17,933.35	46.92					17,980.27	7,683.88
	0014	BITUM	5.3400	28,095.48	1,968.41	62.88				30,126.77	5,641.72
	0015	BITUM	6.1000	22,364.50	119.31	8,063.13				30,546.94	5,007.70
	0016	BITUM	4.2700	17,357.61	75.59					17,433.20	4,082.72
	0017	BITUM	6.0800	36,486.32	995.07	599.96				38,081.35	6,263.38
	0017	GRAVEL	3.9600	23,295.85	3,740.41					27,036.26	6,827.34
	0018	BITUM	5.1600	45,539.02						45,539.02	8,825.40
	0019	BITUM	8.1700	34,404.46	558.71					34,963.17	4,279.46
	0020	BITUM	10.1200	38,103.99	3,928.38					42,032.37	4,153.40
	0020	GRAVEL	3.4900	16,272.40	8,009.06					24,281.46	6,957.44
	0021	BITUM	1.0100	39,535.27						39,535.27	39,143.83
	0022	GRAVEL	0.7400	3,998.25	17,090.27					21,088.52	28,498.00
	0024	BITUM	7.2500	30,878.21						30,878.21	4,259.06
	0026	BITUM	9.0800	38,076.15	8,271.63	117.78				46,465.56	5,117.35
	0026	GRAVEL		575.62						575.62	0.00
	0028	GRAVEL	0.4500	8,408.95						8,408.95	18,686.56
	0029	GRAVEL	1.0000	7,155.44						7,155.44	7,155.44
	0030	BITUM	1.2600	3,772.05						3,772.05	2,993.69
				996,001.05	75,647.44	32,241.65				1,103,890.14	
Prg. 20 - 29	0001	BITUM	1.0000	3,237.03						3,237.03	3,237.03
	0005	BITUM	1.5300	2,995.73	26.82					3,022.55	1,975.52

KANABEC COUNTY HIGHWAY DEPARTMENT

Summary of Road Maintenance Costs by Road

Fringe Benefits Included
From 01-0001-2022
Through 13-9999-2022

	Road	Surface	Length	11-0000 ROUTINE MAINTENANCE		12-0000 REPAIRS AND REPLACEMENT		BETTERMENTS	Total Sum Of Road Cost	Cost Per Mile
				Road Cost	Road Cost	Road Cost	Road Cost			
Prg. 20 - 29	0006	BITUM	1.5000	2,679.87					2,679.87	1,786.58
		CONC	0.2100	369.99					369.99	1,761.86
	0010	BITUM	1.6300	10,308.26			3.38		10,311.64	6,326.16
	0017	BITUM	2.2000	9,352.16	39.91				9,392.07	4,269.12
	0023	BITUM	0.1700	301.93					301.93	1,776.06
	0027	BITUM	0.6200	302.50					302.50	487.90
		CONC	0.0500	182.05					182.05	3,641.00
				29,729.52	66.73	3.38			29,799.63	
Prg. 30 - 39	0009	GRAVEL	2.4300	11,416.67	31,211.11	1,299.94			43,927.72	18,077.25
	0025	GRAVEL	4.0800	15,618.75	580.33				16,199.08	3,970.36
	0041	BITUM	0.4700	1,782.71					1,782.71	3,793.00
		GRAVEL	4.6300	12,733.54	364.70				13,098.24	2,828.99
	0042	GRAVEL	3.9200	15,939.68					15,939.68	4,066.24
	0043	BITUM	4.0300	35,136.86	11,562.37	446.54			47,145.77	11,698.70
	0044	GRAVEL	1.7600	5,645.35					5,645.35	3,207.59
	0045	GRAVEL	1.8300	8,185.95	15,162.03	82.31			23,430.29	12,803.44
	0046	GRAVEL	6.7200	15,267.47	82,372.24				97,639.71	14,529.72
	0047	BITUM	2.8200	21,335.78	648.95	83.13			22,067.86	7,825.48
		GRAVEL	5.4600	14,307.52	53,597.38				67,904.90	12,436.79
	0048	BITUM	5.9000	92,707.56		976,817.02			1,069,524.58	181,275.36
	0049	GRAVEL	5.0900	17,007.72	73,216.80	21.03			90,245.55	17,729.97
	0050	GRAVEL	3.0600	9,086.62	41,999.24				51,085.86	16,694.73
	0051	GRAVEL	3.2300	12,198.56	58,676.39	133.10			71,008.05	21,983.92
	0052	GRAVEL	2.6600	9,491.74	37,880.32				47,372.06	17,809.05
	0053	GRAVEL	3.1300	12,058.60	31,231.53				43,290.13	13,830.71
	0054	GRAVEL	1.5100	12,565.79	1,800.07	277.66			14,643.52	9,697.70
	0055	GRAVEL	3.5300	11,788.19	5,963.63	231.85			17,983.67	5,094.52
	0056	GRAVEL	2.3000	9,625.56	818.86				10,444.42	4,541.05
	0057	GRAVEL	5.0600	15,784.81	1,174.73	171.32			17,130.86	3,385.54
	0058	GRAVEL	3.0700	10,249.26	1,151.44				11,400.70	3,713.58
	0059	GRAVEL	2.9600	23,771.81	40,908.08	142.65			64,822.54	21,899.51
	0060	BITUM	1.4600	7,430.03	454.99	399.74			8,284.76	5,674.49
		GRAVEL	2.8900	15,640.34	1,292.66	851.03			17,784.03	6,153.64
	0061	BITUM	0.1000	923.28	766.36				1,689.64	16,896.40
		GRAVEL	2.9400	11,736.37	140,137.44				51,873.81	17,644.15

KANABEC COUNTY HIGHWAY DEPARTMENT

Summary of Road Maintenance Costs by Road

Fringe Benefits Included
From 01-0001-2022
Through 13-9999-2022

Prg. 30 - 39	Road	Surface	Length	11-0000 ROUTINE MAINTENANCE		12-0000 REPAIRS AND REPLACEMENT		13-0000 BETTERMENTS		Total Sum Of Road Cost	Cost Per Mile
				Road Cost	Road Cost	Road Cost	Road Cost	Road Cost	Road Cost		
	0062	GRAVEL	2.2300	9,784.32	30,706.79					40,491.11	18,157.45
	0063	GRAVEL	2.2200	8,457.64						8,457.64	3,809.75
	0064	GRAVEL	6.5400	19,816.66						19,816.66	3,030.07
	0065	GRAVEL	6.7500	36,988.76	4,161.09			8,499.90		49,649.75	7,355.52
	0066	BITUM	0.5600	1,473.41						1,473.41	2,631.09
		GRAVEL	1.7600	7,237.88						7,237.88	4,112.43
	0067	GRAVEL	1.2500	4,152.71						4,152.71	3,322.17
	0068	GRAVEL	8.8800	65,941.95	26,919.73			3,869.18		96,730.86	10,893.11
	0069	BITUM	4.6300	19,070.17						19,070.17	4,118.83
		GRAVEL	2.9600	10,780.48						10,780.48	3,642.05
	0070	BITUM	4.2200	17,215.06						17,215.06	4,079.40
		GRAVEL	4.8000	16,443.14						16,443.14	3,425.66
	0071	BITUM	5.4800	22,592.76	3,703.55					26,296.31	4,798.60
		GRAVEL		88.80						88.80	0.00
	0072	GRAVEL	10.4100	29,162.34	1,336.10					30,498.44	2,929.73
	0073	GRAVEL	4.7800	14,881.44	891.00					15,772.44	3,299.67
	0074	GRAVEL	3.6900	15,421.98	368.32			273.17		16,063.47	4,353.24
	0075	GRAVEL	2.7500	12,114.51	2,282.13			511.69		14,908.33	5,421.21
	0076	BITUM	3.1700	12,164.43	97.57					12,262.00	3,868.14
		GRAVEL	5.5700	17,073.30	1,327.08					18,400.38	3,303.48
	0077	GRAVEL	6.0500	23,699.41	1,817.79					25,517.20	4,217.72
	0078	BITUM	0.5700	2,922.23	14.92					2,937.15	5,152.90
		GRAVEL	6.6500	19,975.09	1,654.79					21,629.88	3,252.61
	0079	GRAVEL	3.5000	9,351.33	502.11					9,853.44	2,815.27
	0080	GRAVEL	5.2700	12,702.78	445.63					13,148.41	2,494.95
	0081	BITUM	2.0100	9,487.35						9,487.35	4,720.07
	0082	GRAVEL	3.9500	15,748.93	483.66					16,232.59	4,109.52
	0083	GRAVEL	3.0000	36,058.58	29,797.53					65,856.11	21,952.04
	0084	GRAVEL	2.0400	15,389.63	8,066.92			71.39		23,527.94	11,533.30
	0085	GRAVEL	4.1600	12,448.03	626.36					13,074.39	3,142.88
	0086	BITUM	1.0100	1,572.57						1,572.57	1,557.00
	0087	GRAVEL	1.0100	5,461.29	125.84					5,587.13	5,531.81
	0088	GRAVEL	1.9300	6,205.90	505.71			57.10		6,768.71	3,507.10
	0089	GRAVEL	1.0900	4,140.84	685.71					4,826.55	4,428.03
	0090	BITUM	0.6700	5,117.79						5,117.79	7,638.49

KANABEC COUNTY HIGHWAY DEPARTMENT Summary of Road Maintenance Costs by Road

Fringe Benefits Included
 From 01-0001-2022
 Through 13-9999-2022

	Road	Surface	Length	11-0000 ROUTINE MAINTENANCE		12-0000 REPAIRS AND REPLACEMENT		13-0000 BETTERMENTS	Total Sum Of Road Cost	Cost Per Mile
				Road Cost	Road Cost	Road Cost	Road Cost			
Prg. 30 - 39	0100	GRAVEL	2.9800	20,888.79	5,350.12	6,339.65			32,578.56	10,932.40
	0131	BITUM	1.5000	554.36					554.36	369.57
				972,023.16	654,842.10	1,000,579.40			2,627,444.66	
				1,997,753.73	730,556.27	1,032,824.43			3,761,134.43	

Kanabec County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2022

County State Aid Highway System - Regular Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 000-002-106	\$0.00	\$3,570.99	\$0.00	\$0.00	\$0.00	\$0.00	\$3,570.99
SAP 000-002-107	\$0.00	\$3,323.92	\$0.00	\$0.00	\$0.00	\$0.00	\$3,323.92
SAP 033-605-022	\$108,961.07	\$661.54	\$0.00	\$0.00	\$0.00	\$90.39	\$109,713.00
SAP 033-610-017	\$0.00	\$1,309.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,309.30
SAP 033-617-010	\$1,039,361.48	\$15,309.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,054,671.04
SAP 033-620-011	\$661,560.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$661,560.78
SAP 033-626-007	\$0.00	\$6,375.61	\$0.00	\$0.00	\$0.00	\$0.00	\$6,375.61
SAP 033-628-001	\$0.00	\$17,646.86	\$6,395.00	\$0.00	\$0.00	\$0.00	\$24,041.86
SAP 033-630-003	\$390,838.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$390,838.43
SP 000-002-201	\$0.00	\$3,097.69	\$0.00	\$0.00	\$0.00	\$0.00	\$3,097.69
SP 033-603-029	\$5,906.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,906.19
Construction Total:	\$2,206,627.95	\$51,295.47	\$6,395.00	\$0.00	\$0.00	\$90.39	\$2,264,408.81

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 000-002-106 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: 20

LOCATION: CSAH 20

DESCRIPTION: FDR Bit surfacing & agg shouldering

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$3,164.22	\$3,164.22
Project Engineering:	\$225.98	\$406.77	\$632.75
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$225.98	\$3,570.99	\$3,796.97

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$225.98	\$3,570.99	\$3,796.97
Total Funding:	\$225.98	\$3,570.99	\$3,796.97

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 000-002-107 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: 30

LOCATION: CSAH 30

DESCRIPTION: FDR Bit surfacing & agg shouldering

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$2,706.27	\$2,706.27
Project Engineering:	\$286.24	\$617.65	\$903.89
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$286.24	\$3,323.92	\$3,610.16

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$286.24	\$3,323.92	\$3,610.16
Total Funding:	\$286.24	\$3,323.92	\$3,610.16

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-605-022 Alternate Project:

Percent Completed: 90.98% Length: .47

ROAD NUMBER/TWSP: CSAH 5

LOCATION: CSAH 5 From TH 70 to CSAH 17

DESCRIPTION: Mill and resurfacing

LETTING DATE: 6 /1 /2022

AWARD DATE: 6 /1 /2022

CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$108,961.07	\$108,961.07
Construction Engineering:	\$0.00	\$299.98	\$299.98
Project Engineering:	\$0.00	\$361.56	\$361.56
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$90.39	\$90.39
Total Project Costs:	\$0.00	\$109,713.00	\$109,713.00

Funding Sources			
Regular Construction:	\$0.00	\$108,961.07	\$108,961.07
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$751.93	\$751.93
Total Funding:	\$0.00	\$109,713.00	\$109,713.00

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-610-017 Alternate Project: 033-610-017
Percent Completed: 100.00% Length:
ROAD NUMBER/TWSP: CSAH 10
LOCATION: West of TH 47 on 170th ave and East side of TH 47 in city limits
DESCRIPTION: FDR, Paving, milling and shouldering Job Number 2006 and 2007
LETTING DATE: 3 /10/2020 AWARD DATE: 3 /17/2020
CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$333,889.75	\$0.00	\$333,889.75
Construction Engineering:	\$2,092.05	\$1,309.30	\$3,401.35
Project Engineering:	\$3,478.58	\$0.00	\$3,478.58
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$339,460.38	\$1,309.30	\$340,769.68

Funding Sources

Regular Construction:	\$251,039.70	\$0.00	\$251,039.70
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$88,420.68	\$1,309.30	\$89,729.98
Total Funding:	\$339,460.38	\$1,309.30	\$340,769.68

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-617-010 Alternate Project:

Percent Completed: 81.90% Length:

ROAD NUMBER/TWSP: CSAH 17

LOCATION: CSAH 17 from CSAH 11 to TH 23

DESCRIPTION: Reclamation and resurfacing

LETTING DATE: 6 /1 /2022

AWARD DATE: 6 /1 /2022

CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$1,039,361.48	\$1,039,361.48
Construction Engineering:	\$0.00	\$10,641.19	\$10,641.19
Project Engineering:	\$0.00	\$4,668.37	\$4,668.37
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$1,054,671.04	\$1,054,671.04

Funding Sources			
Regular Construction:	\$0.00	\$914,631.50	\$914,631.50
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$140,039.54	\$140,039.54
Total Funding:	\$0.00	\$1,054,671.04	\$1,054,671.04

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-620-011 Alternate Project:

Percent Completed: 96.59% Length: 2

ROAD NUMBER/TWSP: CSAH 20

LOCATION: CSAH 20 From CR 85 to Aitkin County line

DESCRIPTION: Reclamation and resurfacing

LETTING DATE: 6 /1 /2022

AWARD DATE: 6 /1 /2022

CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$661,560.78	\$661,560.78
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$0.00	\$0.00
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$661,560.78	\$661,560.78

Funding Sources			
Regular Construction:	\$0.00	\$661,560.78	\$661,560.78
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$0.00	\$0.00
Total Funding:	\$0.00	\$661,560.78	\$661,560.78

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-626-007 Alternate Project: 033-626-007

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 26

LOCATION:

DESCRIPTION:

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$6,375.61	\$6,375.61
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$6,375.61	\$6,375.61

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$6,375.61	\$6,375.61
Total Funding:	\$0.00	\$6,375.61	\$6,375.61

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-628-001 Alternate Project: 033-628-001

Percent Completed: 0.00% Length: .41

ROAD NUMBER/TWSP: CSAH 28

LOCATION: TH 107 to East County Line

DESCRIPTION: Regrade, paving and gravel

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$1,634.85	\$1,634.85
Project Engineering:	\$0.00	\$16,012.01	\$16,012.01
Permanent ROW:	\$0.00	\$2.00	\$2.00
Temporary ROW:	\$0.00	\$6,393.00	\$6,393.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$24,041.86	\$24,041.86

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$24,041.86	\$24,041.86
Total Funding:	\$0.00	\$24,041.86	\$24,041.86

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-630-003 Alternate Project:

Percent Completed: 89.36% Length: 1

ROAD NUMBER/TWSP: CSAH 30

LOCATION: CSAH 30 from CSAH 20 to Pine County line

DESCRIPTION: Rehabilitation project

LETTING DATE: 6 /1 /2022

AWARD DATE: 6 /1 /2022

CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$390,838.43	\$390,838.43
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$0.00	\$0.00
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$390,838.43	\$390,838.43

Funding Sources

Regular Construction:	\$0.00	\$390,838.43	\$390,838.43
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$0.00	\$0.00
Total Funding:	\$0.00	\$390,838.43	\$390,838.43

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SP 000-002-201 Alternate Project: SP
Percent Completed: 0.00% Length: 11.04
ROAD NUMBER/TWSP: CSAH 3
LOCATION: TH 65 to County line
DESCRIPTION: FDR, BIT Overlay, Shouldering
LETTING DATE: AWARD DATE:
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$3,097.69	\$3,097.69
Project Engineering:	\$0.00	\$0.00	\$0.00
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$3,097.69	\$3,097.69

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$3,097.69	\$3,097.69
Total Funding:	\$0.00	\$3,097.69	\$3,097.69

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SP 033-603-029 Alternate Project: 2003

Percent Completed: 99.99% Length: 6

ROAD NUMBER/TWSP: 3 CSAH

LOCATION: CSAH 3 From HWY 65 to CR 5

DESCRIPTION: Mill & Overlay

LETTING DATE: 5 /10/2021

AWARD DATE: 5 /10/2021

CONTRACTOR: Knife River Corp

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$2,794,521.61	\$5,906.19	\$2,800,427.80
Construction Engineering:	\$21,380.86	\$0.00	\$21,380.86
Project Engineering:	\$7,460.25	\$0.00	\$7,460.25
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$838.67	\$0.00	\$838.67
Total Project Costs:	\$2,824,201.39	\$5,906.19	\$2,830,107.58

Funding Sources			
Regular Construction:	\$550,364.50	\$0.00	\$550,364.50
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$1,668,560.00	\$0.00	\$1,668,560.00
County - Other Local:	\$605,276.89	\$5,906.19	\$611,183.08
Total Funding:	\$2,824,201.39	\$5,906.19	\$2,830,107.58

Kanabec County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2022

County State Aid Highway System - Municipal Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 033-610-019	\$252,070.17	\$2,709.92	\$0.00	\$0.00	\$0.00	\$3,001.26	\$257,781.35
Construction Total:	\$252,070.17	\$2,709.92	\$0.00	\$0.00	\$0.00	\$3,001.26	\$257,781.35

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-610-019 Alternate Project: SAP 033-610-019

Percent Completed: 99.99% Length:

ROAD NUMBER/TWSP: 10

LOCATION: CSAH 10

DESCRIPTION: FDR, Milling, Bituminous surfacing, aggregate shouldering and curb and gutter

LETTING DATE: 6 /7 /2021

AWARD DATE: 6 /7 /2021

CONTRACTOR: Northern Lines Contracting

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$2,439,962.51	\$252,070.17	\$2,692,032.68
Construction Engineering:	\$22,409.22	\$2,709.92	\$25,119.14
Project Engineering:	\$30,981.18	\$0.00	\$30,981.18
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$295.00	\$0.00	\$295.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$3,001.26	\$3,001.26
Total Project Costs:	\$2,493,647.91	\$257,781.35	\$2,751,429.26

Funding Sources			
Regular Construction:	\$1,161,994.28	(\$79,925.78)	\$1,082,068.50
Municipal Construction:	\$652,627.75	\$225,404.25	\$878,032.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$679,025.88	\$112,302.88	\$791,328.76
Total Funding:	\$2,493,647.91	\$257,781.35	\$2,751,429.26

Kanabec County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2022

County Highway Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 000-002-101	\$0.00	\$381.69	\$0.00	\$0.00	\$0.00	\$0.00	\$381.69
CP 000-002-102	\$0.00	\$845.39	\$0.00	\$0.00	\$0.00	\$0.00	\$845.39
CP 000-002-204	\$986,683.85	\$7,555.05	\$0.00	\$0.00	\$0.00	\$0.00	\$994,238.90
CP 000-002-206	\$478,129.84	\$2,678.66	\$0.00	\$0.00	\$0.00	\$100.84	\$480,909.34
CP 000-002-207	\$171,104.58	\$199.14	\$0.00	\$0.00	\$0.00	\$33.19	\$171,336.91
CP 000-002-302	\$0.00	\$8,977.83	\$0.00	\$0.00	\$0.00	\$0.00	\$8,977.83
Construction Total:	\$1,635,918.27	\$20,637.76	\$0.00	\$0.00	\$0.00	\$134.03	\$1,656,690.06

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-101 Alternate Project: 21-01

Percent Completed: 0.00% Length: 4.5

ROAD NUMBER/TWSP: CR 43

LOCATION: S County line to TH 70

DESCRIPTION: Overlay/Grading

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$381.69	\$381.69
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$381.69	\$381.69

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$381.69	\$381.69
Total Funding:	\$0.00	\$381.69	\$381.69

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-102 Alternate Project: 21-02

Percent Completed: 0.00% Length: 3.5

ROAD NUMBER/TWSP: CR 48

LOCATION: CSAH 22 TO CSAH 4 on CR 48

DESCRIPTION: Overlay

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$589.28	\$589.28
Project Engineering:	\$0.00	\$256.11	\$256.11
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$845.39	\$845.39

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$845.39	\$845.39
Total Funding:	\$0.00	\$845.39	\$845.39

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-204 Alternate Project: 22-04

Percent Completed: 99.99% Length:

ROAD NUMBER/TWSP: CR 48

LOCATION: CR 48 from Garden St to Harbor St

DESCRIPTION: Resurfacing project

LETTING DATE: 6 /1 /2022

AWARD DATE: 6 /1 /2022

CONTRACTOR: Knife River

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$986,683.85	\$986,683.85
Construction Engineering:	\$0.00	\$4,918.77	\$4,918.77
Project Engineering:	\$0.00	\$2,636.28	\$2,636.28
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$994,238.90	\$994,238.90

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$994,238.90	\$994,238.90
Total Funding:	\$0.00	\$994,238.90	\$994,238.90

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-206 Alternate Project: 22-06

Percent Completed: 99.99% Length:

ROAD NUMBER/TWSP: South West County roads

LOCATION: South West County roads

DESCRIPTION: Regravel

LETTING DATE: 4 /18/2022

AWARD DATE: 4 /18/2022

CONTRACTOR: Wm. D. Scepaniak

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$478,129.84	\$478,129.84
Construction Engineering:	\$0.00	\$1,985.67	\$1,985.67
Project Engineering:	\$0.00	\$692.99	\$692.99
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$100.84	\$100.84
Total Project Costs:	\$0.00	\$480,909.34	\$480,909.34

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$480,909.34	\$480,909.34
Total Funding:	\$0.00	\$480,909.34	\$480,909.34

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-207 Alternate Project: 22-07

Percent Completed: 99.99% Length:

ROAD NUMBER/TWSP: County wide

LOCATION: County wide

DESCRIPTION: Striping

LETTING DATE: 4 /18/2022

AWARD DATE: 4 /18/2022

CONTRACTOR: Sir Lines-A-Lot

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$171,104.58	\$171,104.58
Construction Engineering:	\$0.00	\$199.14	\$199.14
Project Engineering:	\$0.00	\$0.00	\$0.00
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$33.19	\$33.19
Total Project Costs:	\$0.00	\$171,336.91	\$171,336.91

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$171,336.91	\$171,336.91
Total Funding:	\$0.00	\$171,336.91	\$171,336.91

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-302 Alternate Project: KCP 23-02

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CR 43

LOCATION: CSAH 4 to TH 70

DESCRIPTION: Regrade, Shoulders and Overlay

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$696.99	\$696.99
Project Engineering:	\$0.00	\$8,280.84	\$8,280.84
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$0.00	\$8,977.83	\$8,977.83

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$8,977.83	\$8,977.83
Total Funding:	\$0.00	\$8,977.83	\$8,977.83

Kanabec County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2022

Bridge Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 000-002-404	\$0.00	\$99.57	\$0.00	\$0.00	\$0.00	\$21,559.75	\$21,659.32
SAP 000-002-209	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,192.75	\$36,192.75
SAP 000-002-403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,521.75	\$30,521.75
Construction Total:	\$0.00	\$99.57	\$0.00	\$0.00	\$0.00	\$88,274.25	\$88,373.82

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: CP 000-002-404 Alternate Project: KCP 24-04

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: 235th ave Bridge L2576

LOCATION: 235th ave Bridge L2576

DESCRIPTION:

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$99.57	\$99.57
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$21,559.75	\$21,559.75
Total Project Costs:	\$0.00	\$21,659.32	\$21,659.32

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$21,659.32	\$21,659.32
Total Funding:	\$0.00	\$21,659.32	\$21,659.32

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 000-002-209 Alternate Project:
Percent Completed: 0.00% Length:
ROAD NUMBER/TWSP:
LOCATION: Bridge 33507

DESCRIPTION:

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$7,352.50	\$0.00	\$7,352.50
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$36,192.75	\$36,192.75
Total Project Costs:	\$7,352.50	\$36,192.75	\$43,545.25

Funding Sources			
Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$7,352.50	\$36,192.75	\$43,545.25
Total Funding:	\$7,352.50	\$36,192.75	\$43,545.25

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 000-002-403 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: 5

LOCATION: Bridge 33508 CSAH 5 Rainbow St

DESCRIPTION:

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$4,920.43	\$0.00	\$4,920.43
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$30,521.75	\$30,521.75
Total Project Costs:	\$4,920.43	\$30,521.75	\$35,442.18

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$4,920.43	\$30,521.75	\$35,442.18
Total Funding:	\$4,920.43	\$30,521.75	\$35,442.18

Kanabec County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2022

Miscellaneous Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 033-600-005	\$18.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.59
SAP 033-600-006	\$11,280.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,280.61
Construction Total:	\$11,299.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,299.20

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-600-005 Alternate Project:

Percent Completed: 97.52% Length:

ROAD NUMBER/TWSP: 310th Ave

LOCATION: 310th Ave

DESCRIPTION: Bit

LETTING DATE: 5 /14/2019

AWARD DATE: 5 /14/2019

CONTRACTOR: Helmin Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$282,359.74	\$18.59	\$282,378.33
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$342.08	\$0.00	\$342.08
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$282,701.82	\$18.59	\$282,720.41

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$282,359.74	\$18.59	\$282,378.33
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$342.08	\$0.00	\$342.08
Total Funding:	\$282,701.82	\$18.59	\$282,720.41

Kanabec County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2022

Project: SAP 033-600-006 Alternate Project:

Percent Completed: 99.99% Length:

ROAD NUMBER/TWSP: 290th Ave

LOCATION: 290th Ave

DESCRIPTION: Bit

LETTING DATE: 5 /14/2019

AWARD DATE: 5 /14/2019

CONTRACTOR: Helmin Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$286,054.34	\$11,280.61	\$297,334.95
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$169.26	\$0.00	\$169.26
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$0.00	\$0.00
Total Project Costs:	\$286,223.60	\$11,280.61	\$297,504.21

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$286,054.34	\$4,108.80	\$290,163.14
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$169.26	\$7,171.81	\$7,341.07
Total Funding:	\$286,223.60	\$11,280.61	\$297,504.21

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT

Budget 2023

Estimated Fund Balance: January 1	4,500,000
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Estimated Revenue

Tax Apportionment Levy	1,737,550
S.A. Allotment-Maintenance	1,600,000
S.A. Allotment-Construction	1,370,000
S.A. Allotment - Municipal	0
S.A. Advance-Construction	
Federal-Construction	
Bridge Bonding	
S.A. State Parks	
State FEMA	
Federal FEMA	
Wheelage Tax	165,000
Aggregate Removal Tax	55,000
Transportation Sales Tax	800,000
Planned Use of Fund Balance	0
Miscellaneous Receipts	170,000
Drivers License Receipts	25,000
Total Estimated Revenue	5,922,550

Transfers In: Road Project from TFLS	
Transfers In: Grounds Maint. & Snow Remov	62,000
Transfers In: Solid Waste Surcharge	
Transfers In: Transit Fund Balance	
Transfer In: Parks	250,000
Total Fund , Est. Rev., Trans.	10,734,550

Estimated Expenditures

<u>Administration (301)</u>	
Personal Services	239,586
Other Services	71,800
Liability Insurance	45,000
Supplies	14,500
Capital Outlay	0
Total Administration	370,886

<u>Engineering (320)</u>	
Personal Services	176,537
Right-of-Way	0
Construction Contracts	1,370,000
County Construction	1,500,000
Other Engineering Costs	45,000
Supplies	0
Capital Outlay	0
Total Engineering	3,091,537

<u>Highway Maintenance (310)</u>	
Personal Services	491,782
Other Services	193,000
Supplies	300,000
Total Highway Maintenance	984,782

KANABEC COUNTY, MINNESOTA, HIGHWAY DEPARTMENT

Budget 2023

<u>Highway Equipment / Shop (330)</u>	
Personal Services	151,318
Other Services	125,500
Supplies	460,600
Capital Outlay	376,000
Total Highway Equip / Shop	1,113,418
<u>Unallocated Expense (300)</u>	
Personal Services	201,757
PERA	94,573
Medicare	18,284
Social Security (FICA)	78,181
Group Health Insurance	228,828
Group Life Insurance	304
Health Reserves	0
Cafeteria Plan Benefit	0
Total Personal Services	621,927
Workers' Comp. Insurance	28,000
Other Services (Misc.)	1,000
Total Other Services	29,000
separate cafeteria,glasses,clothing	
Supplies	1,000
Total Unallocated Expense	684,786
<u>Refunds & Reimbursements</u>	
<u>Resale</u>	
Personal Services	5,000
Other Services	5,000
Supplies	10,000
Total Resale	20,000
<u>Unallocated Non-Highway</u>	
Co Grounds-Pers Srv & Purchases	52,000
Parks	10,000
Capital Outlay (Bldgs.)	0
Drivers License	35,000
Other Services	5,000
Total Unallocated Non-Hwy	102,000
TOTAL ESTIMATED EXPENDITURE	6,334,550
Est. Fund Balance	4,400,000

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

May 16, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, May 16, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

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

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

Action #1 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the agenda with the following changes: Add Gambling Request from Wishes & More.

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

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

<u>Vendor</u>	<u>Amount</u>
AT&T Mobility	1,522.27
Chamberlain Oil	2,954.14
Consolidated Communications	1,125.59
East Central Energy	263.30
EC Riders	8,540.30
Kanabec County AT ACH_VISA	1,354.55
Kwik Trip	13,532.13
Midcontinent Communications	452.77
Minnesota Department of Finance	4,270.00
Office of MN.IT Services	1,338.65
Quadient Finance	3,999.00
Quality Disposal	533.01

Spire Credit Union	10,312.27
Verizon Wireless Aircards	1,375.49
Verizon Wireless Cell Phones	2,950.73

15 Claims Totaling: \$ 54,524.20

9:02am – The Chairperson called for public comment three times. No one responded.

9:05am – The Chairperson closed public comment.

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

Revenue Fund	
<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	525.00
Ace Hardware	44.91
Ace Hardware	18.99
Ace Hardware	84.62
Ace Hardware	3.59
Adam's Pest Control	125.00
Adam's Pest Control	250.00
Advanced Correctional Healthcare	19,890.93
American Solutions for Business	4,345.10
Anne M. Carlson Law Office, PLLC	550.00
Aspen Mills	64.00
Aspen Mills	1,167.15
Auto Value	8.98
Auto Value	52.96
Auto Value	693.40
Bluebird Window Cleaning	1,600.00
Bluum	1,697.88
Caswell, Wendy	100.22
Curtis, Michael	513.71
CW Technology	2,200.00
CW Technology	25.00
Department of Public Safety	250.00
DKN Construction	47,000.00
East Central Regional Juvenile Center	4,487.00
EATI	124.70
EATI	200.26
Emma's Pizza	36.00
FBG Service Corporation	4,829.00

FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Fox Run Kennels	500.00
Glen's Tire	1,766.43
Glen's Tire	839.32
Granite City Jobbing	611.62
Granite Electronics	275.45
Hamilton Funeral Homes	430.00
Handyman's Inc	341.35
Hartshorn, Jim	214.84
Hildi Inc	100.00
Hoefert, Robert	1,450.17
Hohn's Auto Body & Glass	940.10
Innovative Office Solutions, LLC	216.07
IT SAVVY	176.54
Johnsons Hardware	7.99
Kanabec County Highway Dept	408.41
Kanabec County Highway Dept	29.79
Kanabec Publications	355.59
Kanabec Publications	546.90
Kukuk, Elisa	96.00
Marco	159.00
McKinnnis & Doom PA	859.50
Menards	152.79
Menards	(435.34)
Menards	1,008.97
Methven Funeral and Cremation Services	400.00
Michael Keller, Ph.D., L.P.	650.00
Minnesota Monitoring, Inc.	165.00
Minnesota Monitoring, Inc.	552.00
Minnesota Pollution Control Agency	37,898.17
MNCCC Lockbox	35.00
Mora Bakery	32.06
Motorola Solutions	2,115.00
Motorola Solutions	898.10
Motorola Solutions	415.00
Motorola Solutions	38,895.92
Northland Fire Protection	431.40
Northland Fire Protection	364.00
Office of MNIT Services	834.19
Premium Waters, Inc.	35.10
Ratwik, Roszak & Maloney, PA	2,111.40
RELX Inc. DBA LexisNexis	231.75

RELX Inc. DBA LexisNexis	189.08
Rinke Noonan	2,713.50
RS EDEN	381.22
Rupp, Anderson, Squires & Waldspurger, PA	1,264.40
Rupp, Anderson, Squires & Waldspurger, PA	115.00
Stellar Services	182.00
Stellar Services	212.46
Stellar Services	273.77
Streicher's	128.50
Summit Food Service Management	4,102.74
Summit Food Service Management	4,054.65
Terhaar, Cheryl	89.08
Tinker & Larson	249.42
Van Alst, Lillian	607.84
VC3	4,331.25
WEX	418.00
Widseth Smith Nolting & Assoc., Inc.	2,685.00
Ziegler Inc.	2,078.52

89 Claims Totaling: \$ 215,295.41

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,050.00
Ace Hardware	58.14
American Door Works	839.10
Aramark	385.32
Auto Value	6,031.72
Avenu Insights & Analytics	1,550.00
Crawford's Equipment	700.00
Fluegge's Ag	1,419.00
Frontier Precision	242.44
Glens Tire	1,449.56
Gopher State One-Call	17.55
Handyman's Hardware	205.52
Houston Engineering	1,127.50
Kanabec County Highway Dept	84.15
Kwik Trip	51.84
Locators & Supplies	887.43
Marco	330.89
Mille Lacs County Public Works	297.50
MN Counties Ins Trust	210.00

Newman Traffic Signs	31,665.85
Northern Safety	221.52
Nuss Truck	867.98
Oslin Lumber	34.00
Pomp's Tires	4,418.08
Quality	208.24
Safety-Kleen Systems	405.29
Trueman Welters	967.00
USIC Locating	40.00
Vault Health	113.57
Wahl, Mary	150.00
Wiacom	675.30
Ziegler	382.50

32 Claims Totaling: \$ 57,086.99

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

Resolution #5 – 5/16/23

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for Wishes & More for a raffle event to be held at Ogilvie Raceway 1539 MN-23 Ogilvie, MN 56358 on June 3, 2023.

County Coordinator Kris McNally led a discussion regarding the Animal Control Agreement with Gratitude Farms for 2023.

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

Resolution #6 – 5/16/23

Animal Control Agreement with Gratitude Farms

WHEREAS, Gratitude Farms agreed to contract for services on effective July 1, 2023 on an as needed basis; and

WHEREAS, a miscommunication between the vendor and the county resulted in an flawed agreement being approved and signed on 4/18/23; and

WHEREAS, agreement language has now been clarified and the terms consistent with the 2021-2022 agreement with Gratitude Farms,

THEREFORE BE IT RESOLVED to rescind the Animal Control Agreement with Gratitude Farms for animal control services approved on 4/18/23;

BE IT FURTHER RESOLVED to approve the revised Animal Control Agreement with Gratitude Farms for animal control services beginning 7/1/23;

BE IT FURTHER RESOLVED that if both the Sheriff and vendor are satisfied with the service and terms of the agreement as of June 30, 2024, the agreement may be renewed;

BE IT FURTHER RESOLVED that the Sheriff and Coordinator are authorized to sign the agreement and any extension thereof.

Action #7 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to recess the meeting at 9:16am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:16am on Tuesday, May 16, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS8 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the Family Services Board Agenda as presented.

CSO/Financial Assistant Supervisor Tim Dahlberg met with the Board to give a presentation regarding Resuming Minnesota Health Care Program Renewals. Information only, no action was taken.

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

Action #FS9 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the payment of 120 claims totaling \$221,949.47 on Family Services Funds.

Action #FS10 - It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:38am and to meet again on Tuesday, June 20, 2023 at 9:20am.

The Board of Commissioners reconvened.

South Country Health Alliance CEO Leota Lind and CFO Scott Schufman met with the Board to present the 2022 Year-end Financial Results, the 2023 Budget, and the 2023-2025 Strategic Plan. Information only, no action was taken.

Action #11 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to recess the regular meeting at 10:10am to a time immediately following a Public Hearing to solicit testimony on the Impassable Road Petition submitted on March 7, 2023.

The Chairperson called the Public Hearing to order and stated that this proceeding exists under Minn. Stat. 163.16. The Chairperson further stated that a petition signed by 10 people was brought and dated March 7, 2023, to have a certain portion of a roadway commonly known as Hornet Street in Hillman Township to be declared an impassable road as that term is defined by Minn. Stat. 163.16.

A notice of public hearing was published in the Kanabec County Times on May 4, 2023. County Coordinator Kris McNally read the following public notice aloud:

Notice of Public Hearing Kanabec County Board of Commissioners

NOTICE IS HEREBY GIVEN that the Kanabec County Board of Commissioners intends to hold a public hearing on an impassable road petition pursuant to Minn. Statute 163.16 on the 16th day of May, 2023 at 10:10 a.m., in Boardroom #164 at the County Courthouse, 317 Maple Avenue East, Mora, MN 55051.

The subject of the hearing is an impassable road petition for a certain portion of a roadway commonly known as Hornet Street in Hillman Township.

To attend virtually via WebEx:

Phone number: 1-408-418-9388

Meeting ID (access code): 2482 406 9089

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

Kanabec County Board of Commissioners

317 Maple Avenue East, Suite 181

Mora, MN 55051

Or via email at coordinator@co.kanabec.mn.us

For further information, contact the office of the Kanabec County Coordinator at 679-6440 or visit our website at kanabeccounty.org

The Chairperson provided a recap of the subject matter, history, and procedural guidelines for the hearing.

10:17am – The Chairperson called for public comment regarding the Impassable Road Petition. Those that responded included:

Rick Martens	Comments regarding the maintenance of Hornet Street and MN Statutes regarding Impassable Roads. Opposed to the Impassable Road Petition.
Jessica Olen	Comments regarding the maintenance and legal status of Hornet Street, MN Statutes regarding Impassable Roads, and the cost to maintain Hornet St. In support of the Impassable Road Petition.
Galen Brelie	Comments regarding a passable road versus an impassable road, legal status of Hornet Street, and the importance for emergency vehicles to have access to the Crisman home if needed. In support of the Impassable Road Petition.
Andy Crisman	Comments regarding injustices endured, unfair treatment by the Hillman Township Board. In favor of the Impassable Road Petition.
Sarah Jewell	Comments regarding prior litigation between the Crisman's and Hillman Township, and a vote taken by Hillman Township residents in favor of maintaining Hornet Street, disagreement with the legal advice provided to the County. In favor of the Impassable Road Petition.
Andrew Jauhola	Comments regarding roads maintained by Hillman Township not servicing full-time residences. In favor of the Impassable Road Petition.
Katherine Tramm	Comments regarding minimum maintenance roads that Hillman Township maintains. In favor of the Impassable Road Petition.

County Coordinator Kris McNally read aloud the following summary of written statements regarding the Impassable Road Petition that were submitted to the Board prior to, and during the public comment period of the Public Hearing:

<u>Exhibit #</u>	<u>Author(s)</u>	<u>Date Received</u>
Exhibit #1	Troy Gilchrist	5/4/2023
Exhibit #2	Peter and Jessica Larsen	5/10/2023
Exhibit #3	Russ and Donna Callander	5/10/2023
Exhibit #4	Dianne and James Fisher	5/10/2023
Exhibit #5	Sondra Erickson	5/10/2023
Exhibit #6	Heather Gall	5/10/2023
Exhibit #7	Jessica Olen	5/10/2023
Exhibit #8	Robert Mallory	5/11/2023
Exhibit #9	Galen Brelie	5/12/2023
Exhibit #10	Galen Brelie	5/12/2023
Exhibit #11	Christine Chambers	5/15/2023
Exhibit #12	Renee Crisman	5/15/2023
Exhibit #13	Deb and Greg Crisman	5/15/2023
Exhibit #14	David and Elizabeth VanBurkleo	5/15/2023
Exhibit #15	Jodee Schultz	5/15/2023

Exhibit #16	Al and Carey Nohner	5/15/2023
Exhibit #17	Gerald and Janice Tramm	5/15/2023
Exhibit #18	Suzanne Halverson	5/15/2023
Exhibit #19	Michelle Decheine	5/15/2023
Exhibit #20	Elaine Norman	5/15/2023
Exhibit #21	Fran and Frank Kacon	5/15/2023
Exhibit #22	DeLores Sisco-Harman and Gary Harman	5/15/2023
Exhibit #23	Corrine and Al Thomas	5/15/2023
Exhibit #24	Mary Schwinghamer	5/15/2023
Exhibit #25	Craig Schultz	5/15/2023
Exhibit #26	Kim Saulsbury	5/15/2023
Exhibit #27	Joshua Ondry	5/15/2023
Exhibit #28	Shayna and Matthew Hamiel	5/15/2023
Exhibit #29	Lynn and Peggy Erickson	5/15/2023
Exhibit #30	Can't read the signature	5/15/2023
Exhibit #31	Scott TenNapel and Karen Faust	5/15/2023
Exhibit #32	Daniel Braun	5/15/2023
Exhibit #33	Darlene and Virgil Lindholm	5/15/2023
Exhibit #34	Amanda, Paul, Cossette, Dietrich, and Torsten Stenberg	5/15/2023
Exhibit #35	Conrad Thomsen	5/15/2023
Exhibit #36	Laird Mork	5/15/2023
Exhibit #37	Robert and Mary Tramm	5/15/2023
Exhibit #38	Jack Schwinghamer	5/15/2023
Exhibit #39	Dianne Fisher	5/15/2023
Exhibit #40	Pamela Dee	5/15/2023
Exhibit #41	Adelia Hass	5/15/2023
Exhibit #42	Nancy Swanson	5/15/2023
Exhibit #43	Kathleen Kroschel	5/15/2023
Exhibit #44	Tasha Freese for Sarah Jewell	5/15/2023
Exhibit #45	Susan Crisman	5/15/2023
Exhibit #46	Tom Mullin	5/15/2023
Exhibit #47	Jim and Lynette Skolte	5/15/2023
Exhibit #48	Jeff and Kathy Voss	5/15/2023
Exhibit #49	Erika Janssen	5/15/2023
Exhibit #50	Mike Brooks	5/16/2023
Exhibit #51	Andrew Jauhola	5/16/2023
Exhibit #52	Doug and Sue Pohlman	5/16/2023
Exhibit #53	Rick Martens	5/16/2023
Exhibit #54	Jess Olsen	5/16/2023
Exhibit #55	Galen Brelie	5/16/2023
Exhibit #56	Andy Crisman	5/16/2023

The Chairperson thanked those who offered testimony and said the Board would take their input under advisement toward rendering a decision during the regular board meeting on June 6, 2023.

Action #12 – It was moved by Peter Ripka, seconded Tom Roeschlein and carried unanimously to close the public hearing regarding the Impassable Road Petition at 10:53am.

The Board of Commissioners reconvened.

10:55am – The Board took a ten minute break.

11:03am – The Board reconvened.

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

Action #13 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution with the requirement of correcting the courthouse address on the lease:

Resolution #13 – 5/16/23

DPS Lease Renewal Public Works Building

WHEREAS Kanabec County and the Minnesota Department of Public Safety, Driver and Vehicle Services(DPS) have an existing lease agreement for use of a portion of the public works property at 903 Forest Avenue East for driver testing services, and

WHEREAS the existing lease, No. PS0248, Amendment No. 4, is set to expire on July 31, 2023, and

WHEREAS DPS has requested to renew said lease under the terms as presented in Amendment No. 5, included herein by reference, and

THEREFORE BE IT RESOLVED to approve Amendment No. 5 to Lease NO. PS0248 and authorize the chairperson to sign the agreement.

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

Resolution #14 – 5/16/23

County Engineer Reappointment

WHEREAS the County Engineer's term does expire May 30, 2023, and

WHEREAS the County Board of each Minnesota County is required to appoint and employ a County Engineer, and

WHEREAS Chad T. Gramentz has met all the qualifications of appointment as specified in M.S. §163.07, and

BE IT RESOLVED to confirm that the board does reappoint Chad T. Gramentz as County Engineer for a four-year term commencing May 31, 2023 and ending May 30, 2027.

Public Works Director Chad Gramentz gave a department update. Information only, no action was taken.

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

Action #15 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to change the start time of the County Board of Appeal and Equalization on 6/21/23 from 6:30pm to 5:30pm.

County Assessor Tina Von Eschen led a discussion regarding the Assessor Clerk position. The Board expressed consensus to send the position to the wage consultant for reevaluation and to further consider changing it to a full time position after review of the revaluation results.

The Board held a discussion regarding the request to consider adopting the update Snake River One Watershed One Plan. Chad Gramentz gave an overview of the history of the Snake River Watershed Management Board. Barb Peichel from BWSR met with the Board via WebEx to provide clarification regarding the plan and governance. Jon Sanford and Deanna Pomije met with the Board to further clarify the plan and its governance.

Action #16 – Alison Holland introduced a motion to approve the following resolution:

Resolution #16 – 5/16/23
Resolution to Adopt the Snake River
Comprehensive Watershed Management Plan

WHEREAS, Kanabec County has been notified by the Minnesota Board of Water and Soil Resources that the Snake River Comprehensive Watershed Management Plan has been approved (1/25/2023) according to Minnesota Statutes §103B.101, Subdivision 14 and Board Resolution #18-14: and

WHEREAS, the Kanabec County Board of Commissioners finds the Snake River Comprehensive Watershed Plan to be acceptable; and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby adopts the approved Comprehensive Watershed Management Plan for the area of the

county identified within the Plan. The Comprehensive Watershed Management Plan replaces the Kanabec County Water Plan for the area of the county identified within the Plan.

BE IT FURTHER RESOLVED to request an amendment to said Plan once the governance is determined.

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

Peter Ripka, OPPOSED
Alison Holland, IN FAVOR
Wendy Caswell, IN FAVOR
Tom Roeschlein, OPPOSED
Rick Mattson, IN FAVOR

whereupon the resolution was declared duly passed and adopted.

Probation Director Luke Athey met with the Board to give a department update. Information only, no action was taken.

Future Agenda Items: Moving the Extension Office to a better location.

Action #17 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to adjourn the meeting at 1:07pm and to meet again in Regular Session on Tuesday, June 6, 2023 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor-Treasurer	9,425.41	Vehicle Leases & Maintenance	Various
Minnesota Energy Resources Corp	10,644.79	Gas Utilities	Various
East Central Energy	1,161.48	Intersection Lighting	Highway
Minnesota Energy Resources Corp	301.05	Natural Gas for Garage	Highway
Card Services (Coborn's)	15.68	Supplies	Community Health
Card Services (Coborn's)	79.65	Wellness Supplies	Employee Wellness
Braham Public Schools	83,985.35	50% May 2023 Settlement	Taxes & Penalties
East Central School District	29,781.80	50% May 2023 Settlement	Taxes & Penalties
Hinckley-Finallyson Schools	31,128.50	50% May 2023 Settlement	Taxes & Penalties
Isle Public Schools	26,203.01	50% May 2023 Settlement	Taxes & Penalties
Kanabec County Auditor-Treasurer	141,275.10	50% May 2023 Settlement	Taxes & Penalties
Milaca Public Schools	7,607.75	50% May 2023 Settlement	Taxes & Penalties
Mora Public Schools	1,596,725.16	50% May 2023 Settlement	Taxes & Penalties
Ogilvie Public Schools	502,563.69	50% May 2023 Settlement	Taxes & Penalties
Pine City Public Schools	282.47	50% May 2023 Settlement	Taxes & Penalties
Marco	176.00	Printer Contract	Transit
E-Z Excavating	500.00	Driveway Permit Refund	Highway
Dearborn National Life Insurance	565.68	6.23 Short Term Disability Ins Premiums	Employee Benefits
Health Partners	6,949.28	6.23 Dental Ins Premiums	Employee Benefits
Life Insurance Co of North America	594.77	6.23 Accident, Group Hospital, Critical Illness Premium	Employee Benefits
The Hartford Priority Accounts	6,742.91	6.23 Life and Long Term Disability Ins Premiums	Employee Benefits
VSP Insurance Co	562.36	6.23 Vision Insurance Premiums	Employee Benefits
City of Mora	16,116.54	Electric and Water Utilities	Various
Kanabec County Auditor HRA	322.38	VEBA Final Retirement Pmt - JA	HR
Quadient Finance USA, Inc.	2,000.00	Courthouse Postage	Unallocated
Spire Credit Union	8,608.76	See Below	

VC3, Inc	648.00	Monthly Services Mail Filter etc	IS
VC3, Inc	2,662.00	Monthly Service Backup & MFA	ARPA
Verizon Wireless Aircards	1,375.39	Aircards	Various
City of Mora	1,183.81	Water Tower Antenna, Hwy Bldg, Metered Lights	Highway
East Central Energy	299.57	Intersection Lighting	Highway
JDA Builders	500.00	Driveway Permit Refund	Highway
Reuben Eicher	500.00	Driveway Permit Refund	Highway
Ann Lake Twp	46,557.94	May 2023 Settlement	Taxes & Penalties
Arthur Twp	152,029.97	May 2023 Settlement	Taxes & Penalties
Braham Public Schools	83,985.35	May 2023 Settlement	Taxes & Penalties
Brunswick Twp	84,007.34	May 2023 Settlement	Taxes & Penalties
City of Braham	24,254.19	May 2023 Settlement	Taxes & Penalties
City of Grasston	11,351.73	May 2023 Settlement	Taxes & Penalties
City of Mora	987,557.62	May 2023 Settlement	Taxes & Penalties
City of Ogilvie	69,271.48	May 2023 Settlement	Taxes & Penalties
City of Quamba	26,537.83	May 2023 Settlement	Taxes & Penalties
Comfort Twp	80,024.34	May 2023 Settlement	Taxes & Penalties
Comm of Finance - Treas Div	475.81	May 2023 Settlement	Taxes & Penalties
East Cent. Reg Dev Commission	14,295.47	May 2023 Settlement	Taxes & Penalties
East Central School District	29,781.80	May 2023 Settlement	Taxes & Penalties
Ford Twp	60,342.16	May 2023 Settlement	Taxes & Penalties
Grass Lake Twp	69,966.83	May 2023 Settlement	Taxes & Penalties
Haybrook Twp	44,343.02	May 2023 Settlement	Taxes & Penalties
Hillman Twp	35,367.81	May 2023 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	31,128.50	May 2023 Settlement	Taxes & Penalties
Isle Public Schools	26,203.01	May 2023 Settlement	Taxes & Penalties
Kanabec County	140,699.31	May 2023 Settlement	Taxes & Penalties
Kanabec Twp	49,866.09	May 2023 Settlement	Taxes & Penalties
Knife Lake Improvement District	22,390.63	May 2023 Settlement	Taxes & Penalties
Knife Lake Twp	66,476.09	May 2023 Settlement	Taxes & Penalties
Kroschel Twp	15,911.83	May 2023 Settlement	Taxes & Penalties
Milaca Public Schools	7,607.74	May 2023 Settlement	Taxes & Penalties
MN Commissioner of Revenue	99.98	May 2023 Settlement	Taxes & Penalties
Mora Public Schools	1,596,760.88	May 2023 Settlement	Taxes & Penalties

Ogilvie Public Schools	502,563.68	May 2023 Settlement	Taxes & Penalties
Peace Township	77,470.17	May 2023 Settlement	Taxes & Penalties
Pine City Public Schools	282.46	May 2023 Settlement	Taxes & Penalties
Pomroy Twp	62,388.23	May 2023 Settlement	Taxes & Penalties
Southfork Twp	30,188.93	May 2023 Settlement	Taxes & Penalties
St Paul Port Authority	1,917.39	May 2023 Settlement	Taxes & Penalties
Whited Twp	43,693.64	May 2023 Settlement	Taxes & Penalties

67 Claims Totaling: \$ 6,987,287.59

Spire Credit Union	462.89	MACATFO Summer Conf - DS	Auditor
	40.99	Amazon - Passport Stool	Auditor
	65.95	Amazon - Power Strips	IS
	34.99	Amazon - HDMI to VGA Adapter	IS
	33.99	Amazon - Compressed Gas Dusters	IS
	10.89	Amazon - Connector Cable Plug	IS
	-250.00	MN County Atty Assn Credit	Attorney
	65.47	Amazon - Toner Cartridges	Attorney
	38.45	Amazon - Laptop Privacy Screen	Attorney
	694.35	MCRA Summer Conf - LH	Recorder
	109.15	IM Hotel - Reservation Deposit	Assessor
	109.15	IM Hotel - Reservation Deposit	Assessor
	45.70	Amazon - Office Supplies	Veterans
	32.16	Amazon - Cleaning Supplies	Veterans
	17.16	Amazon - Cleaning Supplies	Veterans
	14.99	Amazon Prime Membership	Sheriff
	300.00	MSA Sheriff's Summer Conf - BS	Sheriff
	627.41	Cragun's - MSA Lodging - BS	Sheriff
	206.47	Amazon - Law Enforcement Supplies	Sheriff
	145.00	Rocky - Work Boots - KB	Sheriff
	41.19	Amazon - Dispatch Supplies	Dispatch
	12.78	Amazon - Dispatch Supplies	Dispatch
	41.60	Amazon - Dispatch Supplies	Dispatch
	112.12	Amazon - Jail Supplies	Jail
	368.48	Amazon - TCL TV (Canteen)	Jail

98.98	Amazon - Library Books (Canteen)	Jail
23.99	Amazon - USB Switch Selector KVM	E911
17.22	Amazon - USB Extension Cable	E911
620.64	E911 Supplies	E911
53.66	Amazon - Office Supplies	Extension
15.02	Amazon - Fair Supplies	Extension
0.99	Apple - Storage	Highway
355.00	EDAM Summer Conf Reg - JH	EDA
40.14	Amazon - Office Supplies	Community Health
613.87	Delta - Allianz Flight to Ala.	Community Health
838.40	Amazon - Books for Training RPC	Community Health
838.40	Amazon - Books for Training RPC	Community Health
838.40	Amazon - Books for Training RPC	Community Health
628.80	Amazon - Books for Training RPC	Community Health
25.60	Availity Subscrip Fee	Community Health
22.40	Availity Subscrip Fee	Community Health
32.00	Availity Subscrip Fee	Community Health
116.94	Amazon - Wellness Supplies	Employee Wellness
46.98	Amazon - Wellness Supplies	Employee Wellness
44 Claims Totaling: \$ 8,608.76		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 6/6/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	American Solutions for Business	8,566.87	Postage, Service/Charge & Supplies - Valuation Notices
ASSESSOR	Von Eschen, Tina	416.11	Mileage & Meal for MCIS Meetings 4/19-4/20, 5/10-5/11
		8,982.98	
BUILDINGS MAINTENANCE	Ace Hardware	114.40	Toilet Bolt, Primer, Brushes, Plumbing Supplies - PSB
BUILDINGS MAINTENANCE	Ace Hardware	159.18	Hose Repair Mole, Batteries, Paint & Brushes - Courthouse
BUILDINGS MAINTENANCE	Ace Hardware	11.04	Bolts, Nuts, Washers, Copper Fittings - Jail
BUILDINGS MAINTENANCE	DKN Construction	750.75	Supply & Install New SS Top to Infill Window Sill - Old Jail Project
BUILDINGS MAINTENANCE	Handyman's Inc	499.93	Toilets & Gaskets (3) - Courthouse
BUILDINGS MAINTENANCE	Oslin Lumber	99.94	Caulking & Lumber - PSB
BUILDINGS MAINTENANCE	Oslin Lumber	10.56	Lumber - Courthouse
		1,645.80	
COMMISSIONERS	Ripka, Peter	37.20	Mileage to County Board Meetings 5/2, 5/16
		37.20	
COMPUTER EXPENSES	American Solutions for Business	3,971.78	Data Proc., Print Formatting, Hand Assembly etc.-Valuation Notices
		3,971.78	
COUNTY ATTORNEY	McFadden, Barb	289.36	Mileage to MCAA Board in St Paul & MFIA Conference
COUNTY ATTORNEY	ODP Business Solutions LLC	59.04	Envelopes and Yellow Flags
		348.40	

COUNTY COORDINATOR	Marco, Inc	477.00	Printer Lease
COUNTY COORDINATOR	MN Counties Intergovernmental Trust	110.00	Public Sector HR Basics Seminar May 17-18 in St. Cloud -
		587.00	
COUNTY CORONER	Ramsey County	1,516.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	537.00	Post Mortem Exam/Toxicology
		2,053.00	
COUNTY RECORDER	IT Savvy	768.63	Computer for Scanning Station
		768.63	
COURT ADMINISTRATOR	CORE Professional Services P.A.	1,050.00	Doctor Fees for Psychological Evaluation
COURT ADMINISTRATOR	Rhonda J. Magnussen LLC	487.06	Court Appt Attorney Fees
COURT ADMINISTRATOR	Timothy J. Peterson - Attorney at Law, LLC	230.00	Court Appt Attorney Fees
		1,767.06	
CULTURES & RECREATION	Kanabec County Ag Society	4,500.00	2023 Contribution to the Ag Society (Fair Board)
CULTURES & RECREATION	Kanabec County History Center	5,000.00	2023 Contribution to the History Center
CULTURES & RECREATION	Ogilvie Museum	1,500.00	2023 Contribution to the Ogilvie Museum
		11,000.00	
ECONOMIC DEVELOPMENT	Hartshorn, Jim	142.79	Mileage to Meetings in St. Paul 5/11 & North Branch 5/19
		142.79	
ELECTIONS	MCCC Lockbox	4,725.00	OB Firmware Lic Renewal & Hardware Maintenance 1/1/23-
		4,725.00	
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	16.38	Postage - April
ENVIRONMENTAL SERVICES	Kanabec Publications	102.60	Board of Adjustments & Planning Commission Notices
ENVIRONMENTAL SERVICES	MACAI	250.00	2023 MN Assoc. Co Ag Inspectors Conference 7/17-7/19
		368.98	
FORFEIT TAX SALE	Arthur Twp	2,381.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	City of Ogilvie	845.76	2022 Tax Forfeit Settlement

FORFEIT TAX SALE	Ford Twp	7,761.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Hinckley-Finalyson Public Schools	30,202.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Milaca Public Schools	11,842.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Mora Public Schools	27,822.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Ogilvie Public Schools	279.62	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Peace Twp	168.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Pomroy Twp	15,101.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Southfork Twp	5,921.00	2022 Tax Forfeit Settlement
FORFEIT TAX SALE	Whited Twp	3,601.00	2022 Tax Forfeit Settlement
		105,924.38	
HUMAN RESOURCES	American DataBank	100.10	Background Studies for New Employees (2)
HUMAN RESOURCES	MRA	92.50	Compensation Services Job Evaluation April 2023
HUMAN RESOURCES	Ratwick, Roszak & Maloney, PA	4,300.00	Mediation Services
HUMAN RESOURCES	SwipeClock LLC	332.00	Monthly Billing for June 20-July 20, 2023
		4,824.60	
INFORMATION SYSTEMS	Marco, Inc	3,267.40	Phone Lease
		3,267.40	
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,487.00	May 2023 Contracted Beds at East Central Juv. Center
		4,487.00	
PUBLIC TRANSPORTATION	Auto Value Mora	137.97	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	681.08	Volunteer Mileage 5/8-5/29
PUBLIC TRANSPORTATION	Granite City Jobbing Company	213.58	Office Supplies
PUBLIC TRANSPORTATION	Hoefert, Robert	1,856.27	Volunteer Mileage 5/8-5/29
PUBLIC TRANSPORTATION	Innovative Office Solutions	500.26	Office Supplies
PUBLIC TRANSPORTATION	Kanabec County Highway Department	508.24	Bus and Van Repairs
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,609.99	Volunteer Mileage 5/8-5/29
		5,507.39	
SHERIFF	Aspen Mills	129.88	Pants - KB
SHERIFF	Aspen Mills	1,891.05	New Deputy Uniform - CB

SHERIFF	EATI	505.79	LED Spotlight and Mount Kit for Squad
SHERIFF	EATI	4,518.50	Various Squad Lights, Speakers, Mounts, USB Panel, etc.
SHERIFF	Fox Run Kennels	50.00	Dog Transported to Tri County Humane Society in St. Cloud
SHERIFF	Hohn's Auto Body & Glass	4,924.20	Repairs on Squad #203
SHERIFF	IT Savvy	1,367.91	Computer and Hardware
SHERIFF	Novus Glass	25.00	Rearview Mirror Adhesive Kit, Installation Labor - Squad
SHERIFF	O'Reilly Auto Parts	22.99	Antifreeze
		13,435.32	
SHERIFF - 911 EMERGENCY	Accurate Controls Inc	82.00	Technical Support Call
SHERIFF - 911 EMERGENCY	Granite Electronics	132.00	Plantronics Headset
SHERIFF - 911 EMERGENCY	Michael Keller, Ph.D., L.P.	650.00	Psych Eval - New Employee
		864.00	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control Inc.	250.00	Prevention Plus - Jail
SHERIFF - JAIL/DISPATCH	Bob Barker	591.23	Inmate Supplies - Socks, Lotion, Shampoo, Toothpaste, Chapstick
SHERIFF - JAIL/DISPATCH	Emma's Pizza	24.00	Jail Training Pizza
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Company	203.92	Jail Supplies - Trash Bags x 3
SHERIFF - JAIL/DISPATCH	M & H Appliance	121.50	Microwave for Jail
SHERIFF - JAIL/DISPATCH	RS Eden	6.80	Drug Testing
SHERIFF - JAIL/DISPATCH	SIRCHIE	244.62	Integrity Evidence Bags
SHERIFF - JAIL/DISPATCH	Stellar Services	226.15	Canteen 5/15/23
SHERIFF - JAIL/DISPATCH	Stellar Services	147.60	Canteen 5/22/23
SHERIFF - JAIL/DISPATCH	Stellar Services	233.51	Canteen 5/8/23
SHERIFF - JAIL/DISPATCH	Stellar Services	188.17	Canteen 5/30/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,087.71	Inmate Meals 5/20-5/26
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,089.95	Inmate Meals 5/6-5/12
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,131.61	Inmate Meals 5/13-5/19
		14,546.77	
SNAKE RIVER WATER MANAGEMENT BOARD Kanabec SWCD		4,499.00	Funding Toward No-till Drill
		4,499.00	

STATE FISCAL RECOVERY ARP	MRA	<u>693.75</u>	Compensation Study April 2023
		693.75	
UNALLOCATED	SafeAssure Consultants Inc.	<u>9,466.22</u>	Safety Training
		9,466.22	
VETERAN SERVICES	Crystal Bar & Grill	654.44	DAV Volunteer Dinner
VETERAN SERVICES	Mora Bakery	<u>36.81</u>	Coffee Talk
		691.25	
84 Claims Totaling:		<u><u>\$ 204,605.70</u></u>	

Agenda Item #3b
Regular Bills - Road & Bridge
Bills to be approved: 6/6/2023

Vendor	Amount	Purpose
Ace Hardware	61.85	Shop supplies
A&M Aggregate	12,714.55	Gravel
Aramark	491.10	Coveralls and janitor supplies
Auto Value	2,530.65	Repair parts
CPF	547.20	Training center use fee
Campbell, Gary	1,050.00	Beaver removal
Capitalone Trade Credit	304.68	Repair parts
Central McGowan	181.28	Welding supplies
City of Mora	8,117.60	Road maintenance agreement
Crawford's Equipment	889.28	Rental sweeper
Federated Co-op	82.15	Repair parts
Fueling MN	700.00	Tank inspection
Glens Tire	2,073.54	Tire repair
Houtsma, Wes	350.00	Beaver removal
Johnson Hardware	213.63	Shop supplies
Kanabec County Highway Dept	145.59	Petty cash, postage
Kanabec Publications	561.33	Bid ad
Locators & Supplies	1,961.51	Maintenance supplies
Martin Marietta	175.42	Bituminous
Med Compass	670.25	Hearing tests
Mora Chevrolet Buick	115.68	Repair parts
Northern States Supply	247.80	Shop supplies
Northland Chemical	123.74	Cleaning supplies
Northpost	1,704.90	Shop supplies
Nuss Truck	221.73	Repair parts
ODP	54.67	Office supplies
Oslin Lumber	39.99	Shop supplies
Sanitary Systems	170.00	Restroom rental
Scott's Lawn & Landscapes	13,100.00	Snow removal
Uline	68.22	Shop supplies
USIC Locating	280.00	Locates

31 Claims Totaling: 49,948.34

Agenda Item #4

June 6, 2023

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 6/6/23 SCORE CLAIMS

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

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

WHEREAS SCORE Funds appear adequate for the purpose;

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

Waste Management	\$818.60
Quality Disposal	\$2,331.00
Arthur Township	\$500.00
Total	\$3,649.60

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (April)	\$1,831.00	\$1,831.00
WASTE MANAGEMENT (April)	\$818.60	\$818.60
Sub-Total	\$2,649.60	\$2,649.60
Recycling Center Incentive Payments:		
Quality Disposal (April)	\$500.00	\$500.00
Arthur Township (April)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$3,649.60

Date received in County Coordinators Office: Various dates in May

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

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

Expenditure: 01-391-392-0000-6211 = \$18,915.68

Current SCORE Funds balance is = \$92,687.17

Agenda Item #5

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Approve Collective Bargaining Agreement with LIUNA City Employees' Union Local 363	b. Origination: Negotiation Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

Resolution #__ - 6/6/23

Approval of Collective Bargaining Agreement with LIUNA City Employees' Union Local 363

WHEREAS the negotiating committee has presented the Board with a proposed 2023-2024 bargaining unit agreement between Kanabec County and the LIUNA City Employees' Union Local 363, and

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

BE IT RESOLVED to approve the 2023-2024 bargaining unit agreement between Kanabec County and the LIUNA City Employees' Union Local 363;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign said 2023-2024 bargaining unit agreement.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #6

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Juneteenth (June 19 th)	b. Origination: State of Minnesota
c. Estimated time: 5-10 minutes	d. Presenter(s): Kris McNally, Coordinator
e. Board action requested:	

Approve the following resolution:

RESOLUTION #____-6/6/23

Establishing Juneteenth as a Kanabec County Holiday

WHEREAS, Juneteenth is recognized as a federal holiday celebrating the abolition of slavery in the United States; and

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023; and

WHEREAS, Minnesota Statute 645.44 Subd.5. states that no public business shall be transacted on any holiday, except in cases of necessity and except in cases of public business transacted by the legislature, nor shall any civil process be served thereon;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby establishes Juneteenth (June 19) as a paid holiday for Kanabec County employees effective June 19, 2023; and

BE IT FUTHER RESOLVED that the date and rules of observance of the holiday shall be as specified in MN Statutes 645.44 and 10.55;

BE IT FURTHER RESOLVED that County personnel policies will be amended to recognize Juneteenth as a paid holiday;

BE IT FUTHER RESOLVED that the Board Chair is authorized to sign Memorandum of Agreements with collective bargaining units Local 49, Local 106, Local 107, Local 320, and Local 363 for recognition and implementation of Juneteenth as an observed, paid holiday effective June 19, 2023.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Office of the Revisor of Statutes

Office of the Revisor of Statutes

Minnesota Session Laws - 2023, Regular Session

[Authenticate](#)

This document represents the act as presented to the governor. The version passed by the legislature is the [final engrossment](#). It does not represent the official 2023 session law, which will be available here summer 2023.

Key: (1) ~~language to be deleted~~ (2) new language

CHAPTER 5--S.F.No. 13

An act relating to state government; recognizing Juneteenth, June 19, as a state holiday; amending Minnesota Statutes 2022, sections 10.55; 645.44, subdivision 5.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. Minnesota Statutes 2022, section 10.55, is amended to read:

10.55 JUNETEENTH.

(a) ~~The third Saturday in June~~ June 19 of each year is designated Juneteenth in recognition of the historical pronouncement of the abolition of slavery on June 19, 1865, when the Emancipation Proclamation was said to have been first publicly read in Texas by Union soldiers led by General Granger. The announcement came 2-1/2 years after President Abraham Lincoln's Emancipation Proclamation and two months after General Lee's surrender in April 1865. Juneteenth and emancipation celebrations have been commonplace in Minnesota since 1889 as a result of community-based grassroots efforts.

(b) Each year the governor shall issue a proclamation honoring this observance and recognizing the important contributions African-Americans have made to Minnesota's communities, culture, and economy. The governor may also take any additional action necessary to promote and encourage the observance of Juneteenth and public schools may offer instruction and programs on the occasion.

Sec. 2. Minnesota Statutes 2022, section 645.44, subdivision 5, is amended to read:

Subd. 5. **Holiday.** "Holiday" includes New Year's Day, January 1; Martin Luther King's Birthday, the third Monday in January; Washington's and Lincoln's Birthday, the third Monday in February; Memorial Day, the last Monday in May; Juneteenth, June 19; Independence Day, July 4; Labor Day, the first Monday in September; Christopher Columbus Day, the second Monday in October; Veterans Day, November 11; Thanksgiving Day, the fourth Thursday in November; and Christmas Day, December 25; provided, when New Year's Day, January 1; or Juneteenth, June 19; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday and, provided, when New Year's Day, January 1; or Juneteenth, June 19; or Independence Day, July 4; or Veterans Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday. No public business shall be transacted on any holiday, except in cases of necessity and except in cases of public business transacted by the legislature, nor shall any civil process be served thereon. However, for the executive branch of the state of Minnesota, "holiday" also includes the Friday after Thanksgiving but does not include Christopher Columbus Day. Other branches of state government and political subdivisions shall have the option of determining whether Christopher Columbus Day and the Friday after Thanksgiving shall be holidays. Where it is determined that Columbus Day or the Friday after Thanksgiving is not a holiday, public business may be conducted thereon.

Any agreement between a public employer and an employee organization citing Veterans Day as the fourth Monday in October shall be amended to cite Veterans Day as November 11.

Presented to the governor February 3, 2023

Signed by the governor February 3, 2023, 12:18 p.m.

Agenda Item #7

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Discuss Process, Draft Calendar, and Goals in Establishment of the 2024 Budget and Preliminary Levy	b. Origination: Coordinator's Office
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss the budgeting process, review the draft calendar, and set preliminary goals for department heads in preparing their respective 2024 budgets.

f. Background:

2023 Budget = \$32,169,317
Levy= \$13,641,336 (+3.26% over 2022)

2022 Budget= \$33,189,103
Levy= \$13,210,868 (+2.94% over 2021)

2021 Budget= \$34,225,922
Levy= \$12,833,651 (+1.75% over 2020)

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

Date received in County Coordinators Office:

Coordinators Comments:

2024 Budget Preparation Schedule

June 2023

Su	M	Tu	W	Th	F	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	

June

06/06/23 (Tue)	Board of Commissioners sets initial budget goals for 2024
6/19-6/30	Coordinator's Office distributes budget worksheets and wage data to Department Heads (Year end 2022 + Rev/Exp through May 2023)

July 2023

Su	M	Tu	W	Th	F	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					

July

07/04/23 (Tue)	July 4th Holiday
7/3-7/26	Department Heads prepare their 2024 preliminary budgets
07/27/23 (Thu)	Budget drafts due to Coordinator's Office

August 2023

Su	M	Tu	W	Th	F	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		

August

08/01/23 (Tue)	Board Regular Meeting
08/08/23 (Tue)	Board Budget Work Session
08/15/23 (Tue)	Board Regular Meeting
08/22/23 (Tue)	Board Budget Work Session
08/29/23 (Tue)	Board Budget Work Session

September 2023

Su	M	Tu	W	Th	F	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

September

09/04/23 (Mon)	Labor Day Holiday
09/05/23 (Tue)	Regular Board Meeting
09/12/23 (Tue)	Board Budget Work Session (if needed)
09/19/23 (Tue)	Board certifies the PRELIMINARY maximum levy and proposed budget. Must be certified with the County Auditor/Treasurer
09/29/23 (Fri)	by Sept 29th. Between Sept 19th and Dec 7th the Board works on corrections, considers changes and re-examines priorities

October 2023

Su	M	Tu	W	Th	F	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				

October

10/03/23 (Tue)	Regular Board Meeting
10/10/23 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
10/17/23 (Tue)	Regular Board Meeting
10/24/23 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements



November	
11/07/23 (Tue)	Regular Board Meeting
11/10/23 (Fri)	Veteran's Day Holiday
11/14/23 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
11/21/23 (Tue)	Regular Board Meeting
11/28/23 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
11/23-11/24	Thanksgiving and Day After Thanksgiving Holidays

December	
12/07/23 (Thu)	Regular Board Meeting 5pm & Truth in Taxation Hearing 6pm. Final budget approval on Dec 7th or a continued meeting thereof
12/12/23 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
12/19/23 (Tue)	Final budget approval or a continued meeting thereof
12/25-12/26	Christmas Eve and Christmas Day Holidays
12/27/23 (Wed)	Final budget and levy must be certified with the Department of Revenue by Dec 27, 2023

[illegible]

Agenda Item #8

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Consider Approval of Revised Policy P-106 Wages & Salaries	b. Origination: Coordinator's Office
c. Estimated time: 5-10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve updates and revisions to Policy P-106 Wages and Salaries Policy.

Resolution # ___ - 6/6/23

Approval of Revised Policy P-106 Wages and Salaries Policy

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

WHEREAS, the proposed policy revisions and updates are recommended in order to establish and maintain current definitions, procedures and best practices for the County's wages, salaries and job evaluation system;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the revised Wages & Salaries Policy P-106 effective January 1, 2023.

f. Background:

The performance pay program was authorized by Board Resolution #13-12/20/22. That language is integrated into this policy along with other updates.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Policy: P-106

Approved: 6/6/23

Effective: 6/6/23

Supersedes (Eff): 10/05/21
07/11/17

DETERMINATION OF WAGES AND SALARIES POLICY

I. POLICY STATEMENT

In an effort to pay each employee of Kanabec County in a consistent and equitable fashion for the relative worth of his/her contribution to the operations of the County, a job evaluation system has been established. The job evaluation system is the basis for the assignment of all jobs into wage and salary classes. All job evaluation ratings and re-evaluations are subject to final approval by the County Board of Commissioners.

II. JOB EVALUATION PROCEDURE, NEW POSITIONS:

- A. When a new job is created, the job description and physical analysis shall be written, reviewed and authorized by the appropriate Department Head with consultation from the Personnel Director.
- B. Once the job description is authorized, the job description and physical analysis shall be forwarded to the County Board of Commissioners for their review. The Coordinator will submit them to the Board at the next available Regular Board Meeting. Materials submitted to the board shall include:
 - (1) standard board meeting cover sheet
 - (2) proposed job description and physical analysis
 - (3) justification of the necessity of the action
- C. Upon review, the Board may do one of the following:
 - (1) refer the job description and physical analysis to the pay consultant for evaluation,
or
 - (2) send the job description and physical analysis back to the Department Head for changes or clarifications.
- D. After the job has been evaluated, the results shall be directed back to the County Board of Commissioners for approval.
- E. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation, any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Board.
- F. No individual may be hired into a new job before the job description has been written, evaluated and approved by the County Board of Commissioners.

III. JOB EVALUATION PROCEDURE, EXISTING POSITIONS:

- A. When a job changes substantively, the job description and physical analysis shall be rewritten, reviewed and authorized by the appropriate Department Head with consultation from the Personnel Director.
- B. Once the job description and physical analysis is authorized it shall be forwarded to the pay consultant for evaluation.
- C. After the job has been evaluated, the results shall be directed to the County Board of Commissioners for approval at the next available Regular Board Meeting. Materials submitted to the board shall include:
 - (1) standard board meeting cover sheet
 - (2) proposed job description and physical analysis
 - (3) evaluation results
- D. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation, any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Board.
- E. In the event that a job that has been previously evaluated changes classes, the following pay adjustments shall be made to employees in those jobs on the first day of the first payroll period beginning after Board authorization of the job description.
 - 1. In the event that the job is evaluated to a higher pay class the pay of individuals in that job shall be adjusted to the next higher pay by the following method: each individual's actual pay rate at the time of the change will be set into the new pay range, then rounded up to the closest step in the new range. If the individuals actual pay rate at the time of the change is exactly equal to a step in the new pay range, then that is the pay step used.
 - 2. The employee's step advancement date schedule will not be affected by this change. For employees on Step G with no scheduled step movement and are eligible for a step on the new range, the next step movement will occur one year from date of movement to the new pay range.
 - 3. In the event that the job is evaluated to a lower pay class the pay of individuals in that job shall remain at the same pay rate and move to the nearest next step on the next scheduled step date if not at the top of the new pay range. If the individual is above the top of the new pay range, then his or her wage is frozen until the schedule catches up to the frozen wage.

IV. JOB RE-EVALUATION PROCEDURE, EXISTING POSITIONS:

- A. All classifications will be re-evaluated approximately every three years on a schedule established by the Kanabec County Board of Commissioners **after an initial re-evaluation of all jobs over 2017 & 2018**. Existing positions re-evaluated pursuant to Section II will be reset to the beginning of a 3 year cycle. From time to time, the county board may alter where positions are in the 3 year cycle to provide an equitable annual distribution.

- B. No later than July 1 of each year, each department head shall submit to the Personnel Director for each position being evaluated in their department:
1. Updated job description. Any differences from the previous job description will be detailed as to the change and reason for the change.
 2. For department head positions, Chairperson of the County Board the Personnel Committee will review the updated job description and updated physical analysis prepared by the department head.
- C. Any position not submitted by July 1 is assumed to have no change and will be reset in the 3 year schedule. After the July 1 date, the board may direct a department head to submit a job description and physical analysis where the supervisor did not meet the July 1 deadline.
- D. The Personnel Director is responsible for:
1. Reviewing all job descriptions and physical analysis and resolving any inconsistencies with the department head.
 2. Reviewing the existing and proposed job descriptions and questionnaire physical analysis and either:
 - a. accept with no further action if no changes are made, or
 - b. refer to the pay consultant for evaluation.
 3. Submitting the reconciled job descriptions and physical analysis to the pay consultant.
 4. Preparing a synopsis of results for the board and department heads.
 5. Submitting all jobs recommended for change to the county board for action.
 6. Submitting a list of those jobs reviewed and accepted to the County Board by July 1 of each year.
- E. After a job description has been evaluated, the results shall be directed to the County Board of Commissioners for review and approval.
- F. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the Personnel Director. The Personnel Director will review and comment on the appeal and submit it to the County Board for action.
- G. In the event that a job reevaluated in accordance with this section changes classes, the following pay adjustments shall be made to employees in those jobs on January 1 after Board authorization of the job description.
1. In the event that the job is evaluated to a higher pay class the pay of individuals in that job shall be adjusted to the next higher pay by the following method: each

individual's actual pay rate at the time of the change will be set into the new pay range, then rounded up to the closest step in the new range. If the individual's actual pay rate at the time of the change is exactly equal to a step in the new pay range, then that is the pay step used.

2. In the event that the job is evaluated to a lower pay class the pay of individuals in that job shall remain at the same pay rate and move to the nearest next step on the next scheduled step date if not at the top of the new pay range. If the individual is above the top of the new pay range, then his or her pay is frozen until the schedule catches up to the frozen wage.
- H. In the event a position is vacant and the position will not be filled the job description will be taken off the 3 year cycle. If the County Board or Department Head decides to fill the position an updated job description and physical analysis will be submitted to the County Board for approval.

V. EVALUATIONS, NEW AND REVISED

For the sake of equitable relationships, the pay consultant will evaluate the product of the combined effort of the involved staff members as approved by the board. By following this standard protocol, communications and reasons for ratings are documented as part of the public record. Contact with the pay consultant will be by the Kanabec County Board of Commissioners and the Personnel Director **or designee**. Employees, including supervisors and department heads, will not contact the pay consultant directly.

VI. PROMOTION PAY POLICY

- A. When an employee is promoted to a new position of greater responsibility, his/her pay rate shall move to the next higher step in the new pay range which is 4% or higher than the employee's present rate.
- B. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following Board approval of the promotion.
- C. DEFINITION: PROMOTION: A promotion is defined as the assumption of the duties of a new job which involves greater responsibility and is in a higher pay class.

VII. TRANSFER PAY POLICY

- A. When an employee transfers from one job to another within the same pay class his/her rate of pay shall remain the same.
- B. DEFINITION: TRANSFER: A transfer is defined as the assumption of the duties of a job which involves comparable responsibility and/or training than that of the previous job and is in the same pay class.

VIII. DEMOTION PAY POLICY

- A. When an employee is assigned to a job of a lesser pay range than his/her present job (whether this new assignment be by his/her choice or by the management), the rate of his/her new job will remain the same or go the maximum of the new salary range -- whichever is less.

- B. Pay changes necessitated by this policy shall be implemented on the first day of the first payroll period following Board approval of the demotion.
- C. DEFINITION: DEMOTION: A demotion is defined as the assumption of the duties of a job which involves less responsibility and/or training than that of the previous job and is in a lower pay class.

IX. CREDIT FOR EXPERIENCE POLICY

- A. It is the policy of Kanabec County to recognize prior education and experience that a new employee has had. Subsequently, when an individual with previous relevant education and experience is offered a position at Kanabec County, his/her previous education and experience may be taken into consideration when determining the starting rate of pay.
- B. The determination of the actual salary for a new employee which is above the beginning rate shall be made by the County Board of Commissioners upon the recommendation of the Department Head. As a guideline, one step into the pay range may be granted for each year of education and/or experience which exceeds the education and experience requirements specified on the job description not to exceed the third step.
 - 1. Exceptions may be made to this policy with demonstrated evidence of market need and a unanimous vote of the Board of Commissioners.
 - 2. DEFINITION: PRIOR EXPERIENCE: Prior experience must be recent, relevant, and be of superior quality as indicated by references, background checks and any other pertinent information.

X. STEP MOVEMENT

- A. The minimum time period between pay steps is:
 - From 'A' to 'B' = 6 months
 - From 'B' to 'C' = 12 months
 - From 'C' to 'D' = 12 months
 - From 'D' to 'E' = 12 months
 - From 'E' to 'F' = 12 months
 - From 'F' to 'G' = 12 months

Step times are from the last step or change in pay from a promotion, demotion or special pay change event. Step dates do not necessarily coincide with employment anniversaries and are not linked to length of time required to complete any prior step.

- B. Unpaid absences from work do not count towards time-in-grade for the next pay step.
- C. The effective date of step advancement is back to the start of the pay period in which the step advancement is due.
- D. Movement from Step 'A' to 'B' typically coincides with completion of probation. This step may be extended by mutual consent of the department head, employee and Personnel

Director. Employees who start above Step A do not advance another step until the completion of one year of employment.

- E. Step movement is contingent upon satisfactory performance as determined by the department head. The department head may delay step advancement to the extent necessary to correct a performance deficiency: up to indefinitely. In the event an employee feels they were improperly treated by a department head in denying or delaying step advancement, they have the right to:
1. Within 10 days of the department head's action, the employee may request the Personnel Director to mediate the matter.
 2. If mediation fails, the action may be appealed to the county board within 10 days of the outcome of mediation.
- F. The performance of department heads will be evaluated by the county board annually. The commissioners will prepare individual rating forms which will be consolidated by the Personnel Director and discussed with department head by ~~commissioners designated by the board for that purpose~~ the Personnel Committee. Appointed department head evaluations will be completed in the two months prior to the scheduled step movement. See Appendix B A.

XI. PERFORMANCE PAY

Section XI. applies to non-union employees and union employees whose collective bargaining agreement includes this language. Performance pay eligibility guidelines may differ by respective bargaining agreements. Elected officials are not eligible for performance pay.

Employees who have reached 10 and/or 15 years of employment (cumulative) with Kanabec County will be eligible for performance pay effective on their anniversary date. The anniversary date is based on date of hire. The increase shall be awarded following a satisfactory performance review by the Department Head or designee. Any employee not awarded performance pay increase on their 10 and/or 15-year anniversary will be reconsidered at future anniversary dates.

Performance pay is cumulative and structured as follows:

10 years= 1%

15 years= 2%

In the event an employee feels they were improperly reviewed by the Department Head or designee in denying or delaying performance pay, they have the right to:

- i. Within ten (10) days of the Department Head or designee's action, the employee may request the Personnel Director to mediate the matter.
- ii. If mediation with the Personnel Director fails, the action may be appealed to the County Personnel Committee within ten (10) days of the outcome of mediation.

- iii. The decision of the Personnel Committee is final.

XII. ELECTED OFFICIALS

The wage for elected officials (except commissioners) shall be set as follows:

~~A. Each elected position shall be evaluated according to the unique requirements of that position in a manner similar to that of appointed officials. This results in a range of pay steps.~~

AB. In January of each year, the Kanabec County Board of Commissioners will set by resolution the **salary** of each elected official per MN Statutes 387.20, 386.015, 384.151, and 388.18.

The board shall consider the responsibilities and qualifications of the position. If the valuation of the job does not reasonably match the responsibilities and qualifications of the position, the board will reconsider the evaluation pursuant to Section II and III of this policy.

BC. In January of each year, the Kanabec County Board of Commissioners shall set the **minimum wage** by resolution of each elected official per MN Statutes 387.20, 386.015, 384.151, and 388.18.

CD. The County Board shall set the annual wage for commissioners by resolution on an annual basis in accordance with MN Statute 375.055.

XIII. NOTIFICATION OF RATE OF PAY CHANGES

Pursuant to the Minnesota Wage Theft Protection Act, employees will receive written notification of required rate of pay information at the time of initial hire, as well as at any time their rate or rates of pay and the basis thereof changes during their employment with Kanabec County.

Approved: 10/05/21

Effective: 10/05/21

Supersedes: (Originally P-117) 04/26/06

ADDENDUM A

Policy P-106

I. POLICY STATEMENT

This policy specifies how Article III, Section A is implemented: a three-year rotation of reevaluation of all county job classes

II. POLICY GUIDELINES

A. Initial set-up in the year 2017 and 2018 will be as follows:

1. Job descriptions will be placed on a spreadsheet with the year it was last evaluated.
2. Job descriptions will be evaluated in chronological order starting with job descriptions last evaluated in 2008.
 - a. job descriptions last evaluated in 2008 through 2012 will be reevaluated in 2017.
 - b. job descriptions last evaluated in 2013 through 2016 will be reevaluated in 2018.
3. After the initial two year reevaluation process all job descriptions will be placed on a three year cycle based on the last year it was reevaluated.

B. The list will be a revolving one carrying on from year to year in the order determined above.

Adjustments may be made from time to time in the following circumstances or as directed by the board in special circumstances:

1. If a new classification is added, it will go to the bottom of the list that is five years from the evaluation date.
2. If a position is reevaluated pursuant to Article II of P-106 outside of the reevaluation rotation, it will go to the bottom of the list that is three years from the evaluation date.

C. The reevaluation method will be as determined by the Kanabec County Board of Commissioners.

Approved: 6/6/23

Effective: 10/05/21

Supersedes: (Originally P-117) 04/13/11
10/05/21

ADDENDUM B A

Policy P-106

It is the policy of the Kanabec County Board of Commissioners to conduct a performance appraisal of all appointed Department Heads on an annual basis. The performance appraisal will be conducted by a Personnel Committee consisting of the County Coordinator, County Board Chair and the County Board Vice Chair.

Reviews will be completed on a schedule established annually by the County Board.

Evaluation tools will include, but not be limited to, those included in this policy:

Form A To be completed by the Kanabec County Board of Commissioners and the County Coordinator

Form B Memorandum to go to the Department Head

FORM A

Policy P-106 Addendum B **A**

Department Head _____ 6 month review _____ Annual Review _____

Name: _____ Review Date: _____

Reviewer's Name: _____

(1) Not Acceptable (2) Below Expectations (3) Meets Expectations (4) Exceeds Expectations (5) Exceptional

Rating	
	<u>Quality</u> – Completes high quality work according to specifications. Follows standards and procedures. Keeps complete records. Pays attention to details.
	<u>Job Knowledge</u> – Possesses skills, understanding and knowledge to perform the job competently.
	<u>Communication</u> – Organizes and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information.
	<u>Interpersonal Skills</u> – Is sensitive to the needs, feelings and capabilities of others. Approaches others in a non-threatening and pleasant manner and treats them with respect.
	<u>Conflict Resolution</u> – Expresses alternative points of view in a non-threatening way. Knows when it is appropriate to compromise and when it is important to take a stand.
	<u>Teamwork</u> – Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other staff members. Fulfills commitments to others. Shows a cooperative spirit.
	<u>Community Relations</u> – Represents the county within the community. Is able to conform and promote the county's standards of conduct. Engages in legislative and advocacy activities for the county.
	<u>Initiative</u> – Strives to learn and improve. Seeks out ways to better themselves and the county. Self motivated.
	<u>Leadership</u> - Effective in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort.
	<u>Expense Management</u> - Effective in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets.

OVERALL RATING: _____

1. What specific recommendations do you have for goals/priorities of the Director during the upcoming year?

2. Describe what you see as significant strengths and accomplishments of the Director during this past year?

3. In what areas do you feel the Director's performance could improve in the next period or gain knowledge in?

4. Describe a possible plan of action that would assist the Director in improving on the issues mentioned in question 3?

5. Please provide any additional comments regarding the Director's performance.

Action resulting from performance review:

Passed review: _____

Wage increase effective: _____
(Date)

Board Chair Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

FORM B

TO: Department Head

FROM: Personnel Committee

DATE:

The Personnel Committee will soon be conducting an evaluation of your performance over the last 12 months.

We will meet with you on Wednesday, _____ at ____:00_m following the regular County Board meeting to discuss the evaluation.

For your part of this process, we'd like you to answer these two questions:

1. What are your accomplishments over the last 12 months?
2. What are your goals over the next 12 months?

Please have your response back to the County Coordinator's Office by _____, 20__.

Agenda Item #9

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Moving the Extension Office	b. Origination: Board of Commissioners/Extension Committee/4-H Coordinator
c. Estimated time: 5-10 Minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss and approve the proposed plan and timeframe for the 4-H Coordinator's office to move to the Courthouse.

f. Background:

The Board consensus has been to find a more publicly-friendly-access location for the Extension/4-H Office. It is currently located in the Public Services Building in the Family Services area.

The alternative space available is the former EDA office at the west end of the hallway on the first floor of the courthouse.

4-H Coordinator Nicole Priebe examined the space and the nearby space in which a portion of Extension materials and supplies are stored. She indicated the new office would suffice, however requested to postpone the move until fall or early winter so she can focus on the busy summer 4-H projects and then have time to sort through the items in storage, clean, move and organize when 4-H projects are less busy.

The longer-term plan is to move the Extension office to the area where Veterans Services is currently located after the Veterans Services moves to the new memorial building.

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

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #10

June 6, 2023

REQUEST FOR BOARD ACTION

a. Subject: Temporary Placement of Kneeling Soldier Statue at Public Service Building	b. Origination: Veteran's Memorial Committee
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss allowing the temporary placement of a kneeling soldier statute near the flag pole at the Public Services Building.

f. Background:

The Veterans Memorial site is in process. The site is planned to have a memorial wall and a statue of a kneeling soldier with his hand on the wall. This statue has been ordered and is estimated to arrive in August.

A Veterans Memorial Committee member inquired if the County would consider allowing this statue to be placed on County property until the memorial site is ready.

After discussion, the recommended place for this statue is near the flag pole at the Public Service Building. This is a relatively flat terrain that would allow easier delivery and placement of the statue, in addition to a highly visible display.

The statue itself is 51 inches tall, 27 inches wide, and 56 inches deep.

Once the Veterans Memorial site is ready, the statue would be moved to his permanent location.

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

Date received in County Coordinators Office:

Coordinators Comments:

The County would prepare an agreement with the Veterans Memorial Committee defining the terms, responsibilities and indemnity language for temporarily hosting the statue.