



# Kanabec County Board of Commissioners

## Regular Meeting Agenda The Meeting of March 21, 2023

- Due to COVID-19 safety protocol, this meeting will be in-person and via WebEx (video/phone conference)
- The public may join the meeting via WebEx or in-person 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: 2480 454 8624

### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m011c83a94693fd2f7d67c90ca9aa1e19>

Meeting number: 2480 454 8624

Password: kPpQnxWS233 (57776997 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.**

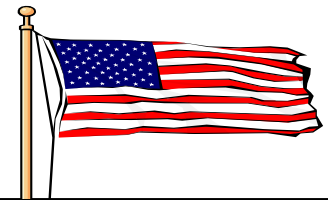
- 9:00am      a. Call to Order  
              b. Pledge of Allegiance  
              c. Agenda approval

- 9:02am    Public Comment    Telephone call-in number for public access: 1-408-418-9388  
                                 Access Code: 2480 454 8624

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

- 9:40am    Jennifer Erdmann, CCAP, Lakes & Pines Emergency Services Program Manager  
                                 Community Services Department- Resolution Authorizing Administration of  
                                 Minnesota's Housing Finance Agency's Family Homeless Prevention and  
                                 Assistance

- 9:55am    Presentation of 25 Years of Service Award to Jodi Lindberg, Assistant County Assessor



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*

- 10:00am Barbara McFadden, County Attorney-
- a. Request to Enter Into a Professional Services Agreement with Attorney Richard Hodsdon for Property Tax Litigation
  - b. Request to Enter Into a Professional Services Agreement with Attorney Richard Hodsdon for Zoning, Roads, Ditches and Other Related Matters
- 10:10am Teresa Wickeham, Environmental Services Supervisor-
- a. SCORE Presentation
  - b. Block Grant Information
- 10:30am Commissioner Ripka- Snake River 1 Watershed 1 Plan Update and Discussion
- 10:45am Lisa Blowers, I.S. Director-
- a. Request to Proceed with Purchase and Implementation of Microsoft Office 365
  - b. Discuss Audio Upgrade in the Board Room
  - c. Department Update
- 11:00am Chad Gramentz, Public Works
- 

Other business to be conducted as time is available:

1. Minutes- March 7, 2023
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Request Approval to Transfer Funds Related to a 1994 Donation from the Mora Jaycees for a K-9 Unit
5. Request Approval for Increasing the County Recorder's Change Fund from \$200 to \$300
6. Request Approval for Resolution Authorizing Re-Allocation of Unspent ARPA Dollars and Entering into Agreement for an Agency-Wide Compensation Study
7. CLOSED SESSION: Union Negotiation Strategy--(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
8. Future Agenda Items
9. Discuss any other matters that may come before the County Board

ADJOURN

## **Kanabec County Family Services**

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

### **Kanabec County Family Services Board**

#### **Agenda**

**March 21, 2023**

**9:20 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. K.C. Health & Human Services Advisory Committee**
  - Nomination of a 2023 Chairperson**
  - Action requested**
- 3. Director's Report**
  - Staffing**
  - Ongoing Number of Children in Placement**
  - Additional Staff for MN Choices, Waiver Case Management and Care Coordination**
    - Action requested**
    - See attached resolution** **Pg. 2-9**
- 4. RFP for Local Homelessness Prevention**
  - Action requested**
  - See attached RFP and resolution** **Pg. 10-13**
- 5. Family Services Fund Report**
  - See attached report** **Pg. 14**
- 6. Financial Report**
  - See attached report** **Pg. 15-16**
- 7. Abstract Approval**
  - See attached abstract and board vendor paid list** **Pg. 17-19**
- 8. Other Business**
- 9. Adjourn**

# **Family Service Director's Report**

March 2023

## **Staffing**

Nothing to report

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

Last month we had 23 children in our care in out of home placements. We have 23 children in care this month compared to 21 last year for the same month.

## **Additional Staff for MN Choices, Waiver Case Management and Care Coordination**

### **-Action requested**

- See the Plan and resolution below





## Adding Staff for MNChoices, Waiver Case Management and Care Coordination

### Plan

Add two Social Workers to address current needs and increase services. By reorganizing the structure between Community Health and Family Services, we will increase efficiencies. This will have a positive effect on the service we can provide to our clients, as well as increased revenue to the agency.

### Revenue generate from positions

Move the \$37,500 currently paid to Community Health for **MNChoices** intake to Family Services. Our reimbursable Waiver, Care Coordination and MNChoices billing capacity will increase by at least 40 hours per week for these staff. This will be a conservative revenue increase of \$237,180.

### Cost to add staff

The cost of two Social Worker Positions is \$157,250. This includes benefits and wages. Equipment will cost \$3,800 for phone, computer and supplies. Total cost is \$161,050. The net result is a positive impact on the budget of \$76,130.

### Growth of need

As seen in Attachment A, over the last six years we have seen a 64% increase in Waiver cases from 132 clients to 217. Since 2019, we have seen a 144% increase in Aging Services Care Coordination cases from 88 to 215 clients. MNChoices assessments have increased 260% from 108 assessments in 2015 to 389 assessments in 2022. This growth will in all likelihood continue for a number of years as we serve more complex individuals in their own homes, and our population ages. Revenue has not increased proportionally to the growth in the number of people we are serving because of our limited capacity with staff time to provide the billable services. This was noted by the HCBS Lead Agency Review completed by DHS in November 2022 - see Attachment B. Over time, we have made efficiencies to manage growth. We replaced a social worker with a case aide in 2018, and added a Care Coordinator in 2020. At this point we need to add additional staff to manage growth, as we have incorporated all of the internal supports and stream lined processes that we can.

### Service Needs Addressed with the plan

The needs of people served through both Community Health and Family Services have become more complex. We are seeing a growing number of clients being served at home because there are staffing shortages in facilities. Meeting client needs in the community has also become more difficult, again because of limited providers and staffing shortages. Clients receiving waiver case management and

care coordination have had limited visits and contact by our staff due to the large caseloads. As staff time becomes limited, preventative and monitoring visits decline. The result is an increase in urgent issues taking priority, so our ability to support people in their own home decreases. As seen in Attachment A, our billing is limited despite increased client numbers.

This plan will increase capacity in Community Health by moving **MNChoices to Family Services**, thereby allowing more time for other case management services. Family Services will continue to collaborate with Community Health to utilize the medical expertise of staff as needed for assessment and services. By combining MNChoices into one unit we will be better able to manage any person needing assessment and reduce wait times for services. If we do not change our staffing pattern, our waiting list for assessment and services will continue to grow.

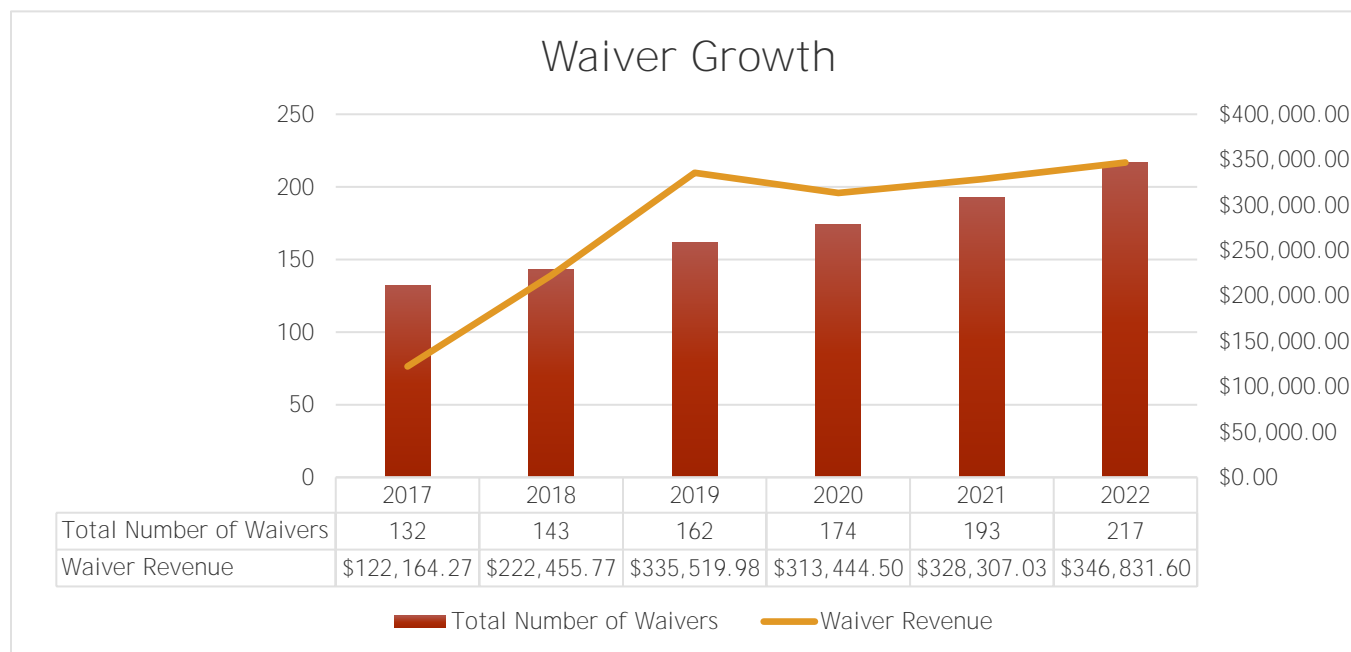


## ATTACHMENT A

# AGING AND DISABILITY SERVICES TRENDS

### Waiver Services

Kanabec County Family Services provides Waiver Case Management for eligible adults and children through the Developmental Disabilities, CADI (Community Access for Disability Inclusion), CAC (Community Alternative Care), and BI (Brain Injury) Waivers. Over the past 6 years, we have seen a 64% increase in persons that we serve, and a 184% increase in the revenue that we receive.



### Contributing Factors

- Legislature increased waiver funding in 2015, eliminating waiting lists for CAC, CADI, BI and DD waivers.
- In 2019, we completed a thorough audit of our records, and were able to go back for 1 year to increase our billing. We also trained staff to increase their knowledge about documentation required for billing.

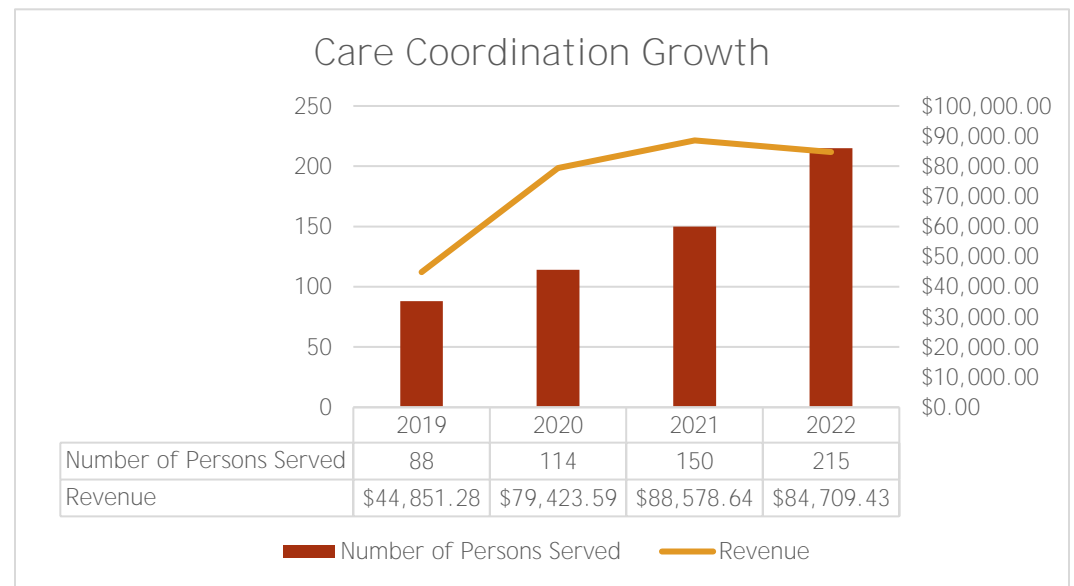
- Over time we have redistributed caseloads, and currently have 3 **FTE's dedicated to Waiver Case Management**. In 2017, we had the equivalent of 2.75 **FTE's dedicated to Waiver Case Management**. In 2018, we had the equivalent of 2.25 **FTE's after a Social Worker** retired and was replaced with a Case Aide. This allowed more time for Social Workers to spend on case work.
- We currently have caseloads over 70. The regional average caseload size is 60-65. Due to higher caseload sizes and serving individuals with complex needs, our case managers have less time to work with individuals we serve. Approximately 50% of our case management units were unbilled as we did not have the capacity to provide case management. Adding capacity would allow us to allocate more time required to manage complex cases and improve outcomes for the individuals we serve.

## 65+ Care Coordination

Kanabec County Family Services provides Community Well Care Coordination for managed care members (SCHA and Blue Plus) who are age 65 and older living in their own homes without waiver services. We have seen a 144% growth in the number of members that we serve in the last 4 years. We have seen an 89% growth in revenue in the last 4 years.

### Contributing Factors:

- Members must be eligible for medical assistance through SCHA or Blue Plus
- In 2019, we had the equivalent of 1 FTE
- In 2020, we anticipated the need for additional staff time for Care Coordination activities, as we have an aging population in our county. We currently have **1.75 FTE's** to work with the 65+ population.
- Our growth in revenue has not matched our growth in the number of persons served, largely because we are limited in the amount of staff time that we can dedicate to this program. Adding staff capacity would allow us to allocate more time required to serve individuals.

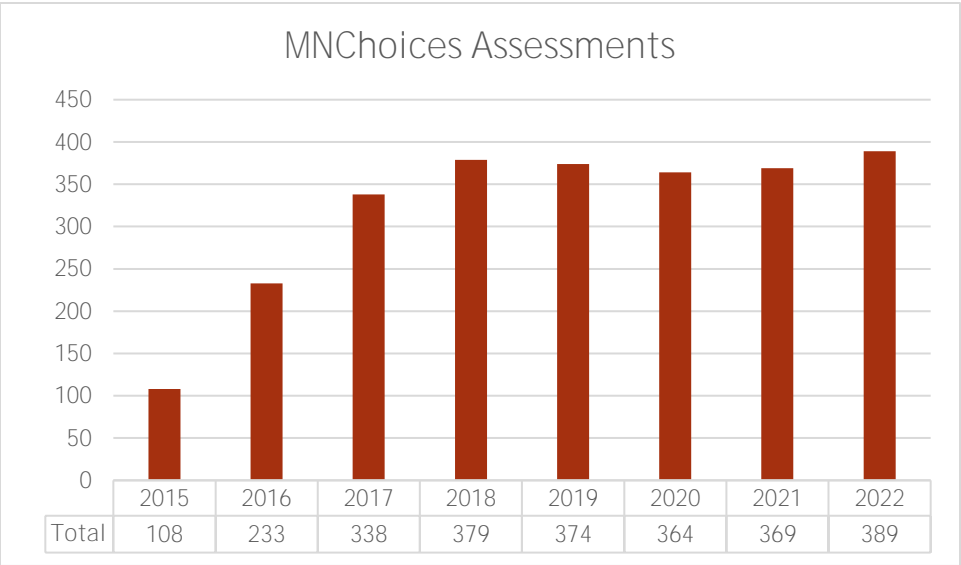


MNChoices Assessments

Kanabec County Family Services and Community Health provide eligibility assessments for those seeking or currently receiving services, including CAC, CADI, BI, DD, Elderly Waiver and Alternative Care, PCA, Consumer Support Grant and Rule 185 Case Management. We have seen a 260% growth in the number of assessments since MNChoices Assessments was fully implemented in 2015.

Contributing Factors:

- Funding for MNChoices Assessments is based on a Random Moment Time Study rather than the number of assessments completed. DHS sends random emails throughout the year requesting information about staff activities. DHS applies the **percentages from the time study to the county’s cost pool to allocate costs and determine** administrative reimbursement.
- **We have the equivalent of 2 FTE’s between Family Services and Community Health. This has not changed since 2014, when** MNChoices Assessments began. We increased our efficiencies with the assessments by incorporating a case aide in 2018 to assist with administrative tasks.
- Regionally, other counties are capping the number of assessments per month at 12 per FTE. Due to the increase in volume of assessments, Kanabec County began prioritizing assessment requests in January 2023. We are currently capping at 16 per FTE, and are still not able to meet the 20 day timeline to complete assessments.
- The MNChoices application is undergoing major revision in April 2023. **With this change, previous year’s information will not** be copied over. All assessments completed after the revision is released will be new assessments, which requires additional staff time.





## ATTACHMENT B

# HCBS LEAD AGENCY REVIEW

November 2022

Increase case management and assessor capacity. The HCBS programs in Kanabec County have grown 29.9% from January 2017 to January 2021. In addition, Kanabec County serves a population with higher needs that exceed the state and cohort averages across all programs. Serving those with higher needs places increased demands on case managers as they work to support people with complex service and support needs. While the programs have grown in number and acuity of need overall, it was reported that Kanabec County has not added case management or assessment positions since the previous lead agency review to accommodate this growth. This has resulted in higher workloads and caseload sizes. Due to higher caseload sizes, Kanabec County case managers have less time to work with the individuals they serve. One way that this is evidenced is by the percentage of authorized case management units billed and paid. For example, in the DD program only 54% of case management units authorized were billed leaving 46% or \$109,316 in case management units unbilled. Similarly, in the CCB program only 51% of case management units were billed, leaving 49% or \$189,265 in case management units unbilled. Adding case management capacity would allow them to allocate the time required to manage complex cases and improve outcomes for the individuals they serve.

**Resolution # FS 3/21/23**  
**Request to Hire Two Social Workers Resolution**

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

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

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

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

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

**WHEREAS**, the plan to hire two social workers will increase capacity, and combining MNChoices into one unit will afford the ability to better manage people needing assessments and reduce wait times for services. If these changes are not made the waiting lists for assessments and service will continue to grow, and

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

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

**Request for Proposal  
Local Homeless Prevention Aid Grant Proposals**

TO: Providers within the service areas of Chisago, Isanti, Kanabec, and Pine Counties

FROM: The counties of Chisago, Isanti, Kanabec, and Pine

DATE: March 15, 2023

RE: Request for Proposal to provide family housing services to at-risk families

The counties of Chisago, Isanti, Kanabec, and Pine are soliciting proposals from qualified agencies interested in providing family housing services to at-risk families who have children in grades Pre-Kindergarten to Grade 12. Services much include a plan for providing rental assistance, support, and case management services to improve housing stability. Interested agencies must submit a plan for targeting homeless or at-risk families with school- aged children.

Local Homeless Prevention Aid is designed to be a flexible funding source, with the goal of ensuring that no child is homeless within a local jurisdiction by keeping families losing housing and helping those experiencing homelessness find housing. Agencies are asked to incorporate the use of these funds for concrete services, such as ongoing rent, security deposits, etc. Agencies should be aware that this funding is provided to counties from the Minnesota Department of Revenue. Funding for 2023 is collectively for the four counties \$245,195. The funding will continue through 2028. Funding is based on the overall county population and the number of students experiencing homelessness in the county. Because this number may vary, agencies are encouraged to explain how the allocation in future years will be directed, knowing that the exact amount of funding for future years is not yet certified. Respondents must also include information on how they will track the number of people served by this aid and include how they plan to assess how the aid impacts people who are currently experiencing homelessness or at risk of experiencing homelessness. The service area does include the Mille Lacs Band Family Services. Respondents should also provide information on how they plan to incorporate feedback from the reservation so that all families have access to this resource.

Respondents should familiarize themselves with the program requirements which can be found on the Minnesota Department of Revenue's website:

<https://www.revenue.state.mn.us/local-homeless-prevention-aid>

Questions about this RFP should be directed to:

Penny Messer  
Isanti County Health and Human Services Division Leader



Direct Line: 763-689-8152

E-mail: [penny.messer@co.isanti.mn.us](mailto:penny.messer@co.isanti.mn.us)

Proposals will be reviewed by the selection committee comprised of representatives from the four counties and the Mille Lacs Band Family Services. Proposers identified as finalists may be invited to an in-person interview/presentation. All materials submitted as part of the proposal shall become the property of Isanti County. The counties reserve the right to request additional information throughout the selection process.

The selected proposer will be expected to have an approved professional services contract with each county within thirty days of the notice of award and begin services as outlined in the proposal.

All submittals to be considered must be received by the due date and delivered or e-mailed to the specified address. All proposals shall include identification of any potential conflicts of interest. Chisago, Isanti, Kanabec, and Pine Counties retain the right to cancel the Request for Proposals at any time, has no obligation to act on any or all the proposals and retains the right to waive or not waive any irregularities in any submittal. All proposals under this RFP shall be valid for 60 days from the due date.

#### **Instructions for Responding to this Request for Proposals (RFP):**

Responses to this Request for Proposals should be prepared simply and economically, providing a straight forward and concise description of the respondent's interest and qualifications in offering the services identified above.

Chisago, Isanti, Kanabec, or Pine Counties will not be liable for any expenses incurred by the respondent in connection with the preparation or submittal of a response to the county.

Please submit your response by **4:30 p.m., April 7, 2023**

1. A cover letter which summarizes your agency's history and background.
2. A list of services your agency currently provides to individuals.
3. Agency brochure(s).
4. Estimated start of service. The expectation is that services will begin on or about July 1, 2023.
5. Certificates of insurance outlining the coverage types and amounts carried by your agency.
6. Responses to the following questions, not to exceed one (1) single-sided page per question:
  - Outline your agency's experience with working with families and children that have been homeless or at-risk of homelessness.
  - Outline your plan for the services/activities that will be provided.

- Outline how your agency collaborates with other community providers, including how your agency plans to incorporate working with all of Chisago, Isanti, Kanabec, Pine, and Mille Lacs Band School Districts. Outline how the services will be tracked and the measurements that will be used to determine effectiveness of the activity or service.
- Project budget, including any personnel and administrative expenses and the percentage of projected funding available for direct aid.

**Selection of Proposal:**

All responses to this RFP will be reviewed by the selection committee and the agency awarded will be contacted. Selection will be based on the provider's demonstrated experience, knowledge, and costs.

**Contact Information:**

Questions can be sent to Penny Messer at [penny.messer@co.isanti.mn.us](mailto:penny.messer@co.isanti.mn.us) or at 763-689-8152. Please submit the proposal and documentation via email, fax or mail by 4:30 p.m., April 7, 2023, to:

Penny Messer, Health and Human Services Division Leader  
Isanti County Health and Human Services Division  
1700 East Rum River Drive South  
Suite A  
Cambridge MN 55008  
[penny.messer@co.isanti.mn.us](mailto:penny.messer@co.isanti.mn.us)

**Resolution # FS 3/21/23**  
**RFP for Local Homelessness Prevention Resolution**

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

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

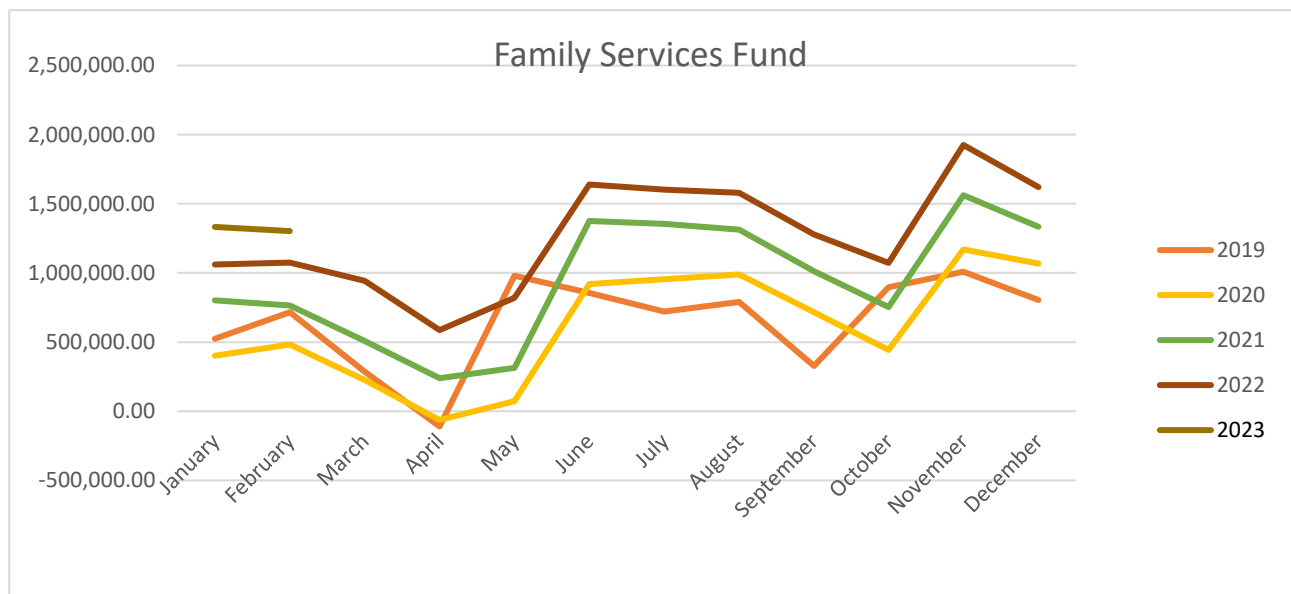
**WHEREAS**, funding is based on the overall county population and the number of students experiencing homelessness in the county, and because this number may vary the exact amount of funding for future years through 2028 is not yet certified, and

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

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

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

	2019	2020	2021	2022	2023
January	523,556.70	401,131.39	802,602.99	1,060,669.83	1,332,846.30
February	715,738.74	483,781.08	764,375.81	1,074,400.99	1,303,079.82
March	285,341.21	225,078.17	507,711.89	942,838.71	
April	-109,902.43	-63,141.11	239,129.82	586,755.76	
May	979,247.26	73,382.15	313,993.85	820,322.23	
June	855,820.47	920,867.09	1,376,518.14	1,638,762.92	
July	721,467.48	955,700.06	1,355,779.92	1,603,064.80	
August	791,435.79	990,235.56	1,312,346.82	1,578,429.94	
September	326,963.03	716,408.79	1,012,985.41	1,277,604.14	
October	897,606.65	443,084.51	753,774.16	1,072,396.60	
November	1,008,939.34	1,170,024.75	1,562,104.61	1,925,516.68	
December	804,618.63	1,067,709.00	1,335,030.43	1,620,823.12	
Totals	7,800,832.87	7,384,261.44	11,336,353.85	15,201,585.72	2,635,926.12
Averages	650,069.41	615,355.12	944,696.15	1,266,798.81	1,317,963.06
6 month Avg.	758,505.15	890,527.11	1,222,003.56	1,512,972.55	1,422,044.44
Rolling 12 month Avg	650,069.41	615,355.12	944,696.15	1,266,798.81	1,308,536.75



Kanabec County Family Services - Board Financial Report				Through February 2023			
	Total year to date/			8.33%	16.67%	25.00%	
Department	Budget	% of budget	Total	January	February	March	
Income Main. Service							
Exp	753,602.00	14.22%	107,184.13	53,804.48	53,379.65		
Rev	560,191.00	12.76%	71,489.30	9,831.56	61,657.74		
Tax	367,731.25	1.47%	5,406.53	5,406.53			
State Shared Rev			0.00				
Recoveries							
Exp	15,600.00	0.00%	0.00	0.00	0.00		
Rev	21,600.00	11.11%	2,400.82	801.00	1,599.82		
Tax	22,100.71	1.59%	351.21	351.21			
State Shared Rev			0.00				
Burials							
Exp	25,000.00	5.35%	1,336.50	1,336.50	0.00		
Rev			0.00				
Tax			0.00				
Child Support							
Exp	379,758.00	14.40%	54,692.63	27,408.09	27,284.54		
Rev	404,000.00	19.94%	80,548.93	16,364.47	64,184.46		
Tax							
MA Services							
Exp	483,900.00	14.39%	69,618.28	24,920.54	44,697.74		
Rev	452,000.00	12.67%	57,251.92	43,537.73	13,714.19		
Tax	31,513.97	3.21%	1,011.07	1,011.07			
State Shared Rev			0.00				
Child Care							
Exp	230,950.00	2.27%	5,253.41	99.00	5,154.41		
Rev	230,776.00	18.40%	42,453.00	580.00	41,873.00		
Tax	204.64	52.01%	106.43	106.43			
State Shared Rev			0.00				
Fraud							
Exp	74,689.00	15.14%	11,308.62	5,646.39	5,662.23		
Rev			0.00	0.00	0.00		
Tax	73,669.03	1.64%	1,206.18	1,206.18			
State Shared Rev			0.00				
Adult Services							
Exp	5,500.00	0.00%	0.00	0.00	0.00		
Rev	8,839.00	30.41%	2,688.15	2,165.03	523.12		
Tax							
Dev. Disability							
Exp	77,429.00	13.25%	10,257.20	4,411.87	5,845.33		
Rev	57,015.00	16.09%	9,176.00	0.00	9,176.00		
Tax	20,054.35	1.88%	376.05	376.05			
State Shared Rev			0.00				

Mental Health							
Exp	1,225,163.00	19.71%	241,500.42	132,192.61	109,307.81		
Rev	797,301.00	8.50%	67,752.09	32,971.07	34,781.02		
Tax	421,550.57	1.71%	7,222.92	7,222.92			
State Shared Rev			0.00				
Chemical Dependency							
Exp	46,000.00	5.31%	2,443.43	-17.19	2,460.62		
Rev	20,000.00	12.50%	2,499.45	583.88	1,915.57		
Tax	25,579.53	3.95%	1,011.07	1,011.07			
State Shared Rev			0.00				
Child Services							
Exp	560,639.00	20.99%	117,668.42	59,596.08	58,072.34		
Rev	276,235.00	25.51%	70,473.05	14,355.49	56,117.56		
Tax	280,146.96	1.15%	3,214.13	3,214.13			
State Shared Rev			0.00				
Social Services							
Exp	1,390,604.00	14.01%	194,828.66	100,568.86	94,259.80		
Rev	1,267,977.00	14.27%	180,893.28	49,067.73	131,825.55		
Tax	120,735.36	2.29%	2,760.03	2,760.03			
State Shared Rev			0.00				
Income Main. Admin							
Exp	96,111.00	15.15%	14,558.61	7,188.53	7,370.08		
Rev	46,300.00	19.67%	9,104.95	1,095.72	8,009.23		
Tax	49,112.68	1.49%	730.81	730.81			
State Shared Rev			0.00				
Social Services Admin.							
Exp	264,091.00	15.12%	39,939.99	19,869.02	20,070.97		
Rev	65,000.00	25.30%	16,443.00	0.00	16,443.00		
Tax	196,041.48	1.47%	2,877.11	2,877.11			
State Shared Rev			0.00				
FS Admin							
Exp	760,823.00	16.25%	123,636.71	61,454.46	62,182.25		
Rev	136,263.00	20.43%	27,833.75	3,672.72	24,161.03		
Tax	437,921.47	2.10%	9,202.48	9,202.48			
State Shared Rev			0.00				
Agency Totals							
Exp	6,389,859.00	15.56%	994,227.01	498,479.24	495,747.77		
Rev	4,343,497.00	14.76%	641,007.69	175,026.40	465,981.29		
Tax	2,046,362.00	1.73%	35,476.02	35,476.02	0.00		
State Shared Rev			0.00				
Total Revenue	6,389,859.00	10.59%	676,483.71	210,502.42	465,981.29		

# Board Approval Report

SSIS pymt. batch #: 146071020

Paid Cnty Vendor				Total Payments	Total Amount
Braham Public Schools, 000000817				2	195.93
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Transportation	116	2	195.93		
Central Minnesota Jobs & Training, 000015800				2	10,155.82
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Statewide MFIP Employment Services	237	2	10,155.82		
Central Mn Mental Health Center, 000011298				3	5,400.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Detoxification	371	3	5,400.00		
City of Mora, 000000280				1	300.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Parent Support Outreach Services	167	1	300.00		
DHS STATE OPERATED SERVICES, 000011816				7	11,393.20
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
State-Operated Inpatient	472	7	11,393.20		
EAST CENTRAL REG. JUVENILE CTR., 000012085				1	8,260.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Correctional Facilities	185	1	8,260.00		
Eastway Corporation, 000017011				2	13,200.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Children's Residential Treatment	483	2	13,200.00		
Family Pathways, 000012298				3	965.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Family-Based Counseling Services	162	3	965.00		
Gottlieb/Derek, 000012431				2	754.20
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Child Family Foster Care	181	2	754.20		
Holiday Station, 000012800				1	100.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Transportation	116	1	100.00		
Ignaszewski/Karissa, 000012959				2	10,421.80
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	2	10,421.80		
Kanabec County Community Health, 000013263				2	18,942.41
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Adult Outpatient Psychotherapy	452	2	18,942.41		
Little Sand Group Homes, 000013715				1	9,313.92
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Children's Group Residential Care	183	1	9,313.92		
Minnesota Monitoring, Inc., 000014649				1	255.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Health-Related Services	118	1	255.00		
Nexus-Gerard Family Healing , LLC, 000012394				1	11,536.00
<b>Svc Description</b>	<b>Svc Code</b>	<b>Payments</b>	<b>Amount</b>		
Children's Residential Treatment	483	1	11,536.00		
Nexus-Mille Lacs Family Healing, 000014598				1	14,688.80

# Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	1	14,688.80		
Options Residential, 000015334				1	1,327.48
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	1	1,327.48		
PHASE, Inc., 000015579				2	1,164.24
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	784.08		
Transportation	516	1	380.16		
Pinehaven Youth & Fam SVCS Inc, 000015643				1	4,928.00
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	4,928.00		
Procentive.com LLC, 000010757				2	350.50
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	350.50		
Residential Services of NE MN Inc., 000016246				2	1,314.20
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	1	774.20		
Semi-Independent Living Services (SILS)	534	1	540.00		
Richardson MD/Paul T, 000016136				2	3,345.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	3,345.00		
Stokes, Jessica, 000016761				2	9,522.50
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	9,522.50		
Volunteers Of America of MN, 000017460				4	2,916.00
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,916.00		
Report Totals:				48	140,750.00

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

Signature

Title

Date



<b>MARCH 2023 BOARD REPORT (Revised)</b>			
Vendor Name	Amount		
Jen Anderson (CP Travel)	\$ 244.32		
Benton County Human Services (Fiscal Staff Development	\$ 20.00		
Rhonda Bergstadt (Adult Mental Health Travel)	\$ 342.57		
Chelsey Bottelson (DD Travel)	\$ 86.00		
Card Services	\$ 127.15		
Cassandra Dahlberg (MH Travel)	\$ 286.24		
Dakota County Sheriffs Office (Child Support Paperwork)	\$ 80.00		
DHS	\$ 4,689.32		
DNA Diagnostics (Child Support Blood Tests)	\$ 27.00		
Katie Heacock (SS Admin Travel)	\$ 41.27		
Linda Hosley (Children's Mental Health Travel)	\$ 58.30		
Innovative Office Solutions (Office Supplies)	\$ 298.05		
Makayla Johnson (Child Protection Travel)	\$ 151.21		
Kanabec County Attorney	\$ 5,695.20		
Kanabec County Lcts (LCTS Services)	\$ 20,574.00		
Kanabec County Aud Treas/Car Pool	\$ 369.65		
Kanabec County Auditor Treasurers Office	\$ 6,269.23		
Kanabec County Community Health	\$ 11,995.05		
Kanabec Publications	\$ 480.00		
Patricia Kruse (Fiscal Travel)	\$ 30.13		
Kari Lindstrom (Child Protection Travel)	\$ 415.60		
Danielle Linkert (DD Travel)	\$ 46.51		
Abby Malecha (Adult Mental Health Travel)	\$ 282.96		
Alissa McDermeit (SS Travel)	\$ 50.44		
Kelly Mitchell (DD Travel)	\$ 188.66		
MA Recovery Overpayment	\$ 10,446.39		
Tammy Owens (Child Support Travel)	\$ 110.70		
Seven County Process Servers (Child Support Paperwork)	\$ 35.00		
Timber Trails Public Transit	\$ 993.70		
Next Chapter (Annual Support Renewal -Case Works-METS-MNSure	\$ 42,104.00		
Pamela Vojvodich (Child Protection Travel)	\$ 231.87		
Katie Vork (Children's Mental Health Travel)	\$ 78.60		
<b>TOTAL IFS DOLLARS</b>	<b>\$ 106,849.12</b>	33	Total IFS Vendors
<b>TOTAL SSIS DOLLARS</b>	<b>\$ 140,750.00</b>	23	Total SSIS Vendors
<b>Total</b>	<b>\$ 247,599.12</b>		
<b>Cost Effective Health Insurance &amp; Medicare Part B Reimbursements</b>	<b>\$ 17,073.21</b>	52	Ins. Reimb.Vendors
<b>MA Medical Mileage</b>	<b>\$ 8,460.07</b>	9	Med Mileage Vendors
<b>Grand Total</b>	<b>\$ 273,132.40</b>		
		117	<b>Total Vendors</b>

# 9:40am Appointment

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> - Resolution Authorizing Administration of Minnesota's Housing Finance Agency's Family Homeless Prevention and Assistance	<b>b. Origination:</b> Lakes & Pines Community Action Council
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Jennifer Erdmann, CCAP, Lakes & Pines Emergency Services Program Manager Community Services Department

**e. Board action requested:**

Approve the following resolution:

**RESOLUTION AUTHORIZING ADMINISTRATION OF**

**MINNESOTA HOUSING FINANCE AGENCY'S**

**FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM**

October 1, 2023 – September 30, 2025

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

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

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

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

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:** 2/22/23

**Coordinators Comments:**

# 9:55am Appointment

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Employee Service Recognition	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Rick Mattson, Board Chair

### e. Board action requested:

- Recognition of 25 Years of Employee Service – Jodi Lindberg, Assistant County Assessor

### f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

# 10:00am Appointment

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request Approval for Professional Services Agreements with Richard Hodsdon, Attorney at Law	<b>b. Origination:</b> County Attorney's Office
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Barbara McFadden, County Attorney

**e. Board action requested:**

Approve the following resolutions:

**Item a.**

**Resolution #\_\_\_\_\_ - 3/21/2023**

**Professional Services Agreement with Attorney Richard Hodsdon**

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

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

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

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

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

**Item b.**

**Resolution #\_\_\_\_\_ - 3/21/2023**

**Professional Services Agreement with Attorney Richard Hodsdon**

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

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

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

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

---

**f. Background:**

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

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

<b>Coordinators Comments:</b>
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MEMORANDUM OF AGREEMENT TO PROVIDE PROFESSIONAL SERVICES FOR  
KANABEC COUNTY ATTORNEY'S OFFICE

This AGREEMENT made and entered into by and between Kanabec County Attorney (hereinafter "COUNTY ATTORNEY"), 315 Maple Avenue East, Mora, MN 55051 and Richard Hodsdon, Attorney at Law (hereinafter CONSULTANT), 2435 White Pine Way, Stillwater, MN 55082. The period of this agreement will be effective upon execution and shall remain in effect until December 31, 2023, or until terminated by either party. The agreement shall be extended by mutual written agreement of the parties.

WITNESSETH

WHEREAS, the COUNTY ATTORNEY has a temporary need for professional legal services involving pending litigation to ensure that the matter is handled in a timely and satisfactory manner, and

WHEREAS, CONSULTANT agrees to provide the following services:

1. Provide advice, consultation, and training where required to the County Attorney's Office, and perform legal services on behalf of Kanabec County in pending property tax litigation, in connection with Court File Nos. 33-CV-21-86 and 33-CV-22-71 (RHTC LLC v. County of Kanabec).
2. Ensure that all pleadings and documents are served and filed (submitted to the court) in a timely manner;
3. Perform legal research and prepare legal briefs where required or advisable.
4. Negotiate resolution by settlement agreement where advisable.
5. Ultimately try the case, before the court or jury, if no settlement is reached.
6. Examine and evaluate appellate issues.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. CONSULTANT agrees to execute an Appointment of Special Assistant County Attorney with the COUNTY.
2. This agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days written notice to the other party.
3. Any amendments to this agreement shall be in writing and shall be executed by the same parties who executed the original agreement, or their successors in office.
4. CONSULTANT agrees to defend, indemnify, and hold Kanabec County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of CONSULTANT or its subcontractors, partners or independent contractors or any of its agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by CONSULTANT or the subcontractors, partners or independent contractors or any of its agents or employees under the agreement.
5. Nothing in this Agreement shall create an employee/employer relationship between the COUNTY and CONSULTANT. It is the parties' intention that CONSULTANT will be an independent contractor.
6. CONSULTANT shall not assign any interest in the Agreement and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of the COUNTY.

7. The COUNTY will reimburse CONSULTANT for consulting time up to a maximum of \$15,000.00. CONSULTANT will be compensated at the rate of \$200.00/hour as billed in .10 increments.
8. The COUNTY shall provide CONSULTANT with the assistance of its support staff, and access to office space when needed,

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the COUNTY and CONSULTANT have executed this agreement as of the day and year first above written.

COUNTY OF KANABEC

CONSULTANT

\_\_\_\_\_  
Rick Mattson  
Chair, Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Hodsdon  
2435 White Pine Way,  
Stillwater, MN 55082

\_\_\_\_\_  
Date

ATTESTED BY:

\_\_\_\_\_  
Kris McNally  
Kanabec County Coordinator

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
Barbara McFadden  
Kanabec County Attorney

\_\_\_\_\_  
Date

MEMORANDUM OF AGREEMENT TO PROVIDE PROFESSIONAL SERVICES FOR  
KANABEC COUNTY ATTORNEY'S OFFICE

This AGREEMENT made and entered into by and between Kanabec County Attorney (hereinafter "COUNTY ATTORNEY"), 315 Maple Avenue East, Mora, MN 55051 and Richard Hodsdon, Attorney at Law (hereinafter CONSULTANT), 2435 White Pine Way, Stillwater, MN 55082. The period of this agreement will be effective upon execution and shall remain in effect until December 31, 2023, or until terminated by either party. The agreement shall be extended by mutual written agreement of the parties.

WITNESSETH

WHEREAS, the COUNTY ATTORNEY has a temporary need for professional legal services involving zoning, roads, ditches and other related matters in which the County Board has an interest, to ensure that the matter is handled in a timely and satisfactory manner, and

WHEREAS, CONSULTANT agrees to provide the following services:

7. Provide advice, consultation, and training where required to the County Attorney's Office, and perform legal services on behalf of Kanabec County in respect to zoning, roads, ditches and other real property matters involving the County.
8. Ensure that all pleadings and documents are served and filed (submitted to the court) in a timely manner;
9. Perform legal research and prepare legal briefs where required or advisable.
10. Negotiate resolution by settlement agreement where advisable.
11. Ultimately try the case, before the court or jury, if no settlement is reached.
12. Examine and evaluate appellate issues.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

9. This agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days written notice to the other party.
10. Any amendments to this agreement shall be in writing and shall be executed by the same parties who executed the original agreement, or their successors in office.
11. CONSULTANT agrees to defend, indemnify, and hold Kanabec County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of CONSULTANT or its subcontractors, partners or independent contractors or any of its agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by CONSULTANT or the subcontractors, partners or independent contractors or any of its agents or employees under the agreement.
12. Nothing in this Agreement shall create an employee/employer relationship between the COUNTY and CONSULTANT. It is the parties' intention that CONSULTANT will be an independent contractor.
13. CONSULTANT shall not assign any interest in the Agreement and shall not transfer any interest in the same, whether by assignment or invitation, without the prior written approval of the COUNTY.



14. The COUNTY will reimburse CONSULTANT for consulting time up to a maximum of \$15,000.00. CONSULTANT will be compensated at the rate of \$200.00/hour as billed in .10 increments.

15. The COUNTY shall provide CONSULTANT with the assistance of its support staff, and access to office space when needed,

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the COUNTY and CONSULTANT have executed this agreement as of the day and year first above written.

COUNTY OF KANABEC

CONSULTANT

\_\_\_\_\_  
Rick Mattson  
Chair, Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Hodsdon  
2435 White Pine Way,  
Stillwater, MN 55082

\_\_\_\_\_  
Date

ATTESTED BY:

\_\_\_\_\_  
Kris McNally  
Kanabec County Coordinator

\_\_\_\_\_  
Date

APPROVED BY:

\_\_\_\_\_  
Barbara McFadden  
Kanabec County Attorney

\_\_\_\_\_  
Date

# 10:10am Appointment

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Environmental Services Information	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 15-20 minutes	<b>d. Presenter(s):</b> Teresa Wickeham, Environmental Services Supervisor

**e. Board action requested:**

- a. SCORE Presentation - Pages 2-11
- b. Block Grant Information - Pages 12-13

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## 2021 SCORE Report

The Minnesota Pollution Control Agency (MPCA) annually publishes a report on the Select Committee on Recycling and the Environment (SCORE) activities that summarizes information submitted by all 87 counties and the Western Lake Superior Sanitary District (WLSSD) regarding their SCORE activities. The MPCA uses SCORE to detail trends in waste generation, management, and disposal. Data trends help the MPCA and local units of government develop sound policy and plans to manage waste in a manner that protects the environment and human health.

[Reduction](#)[Reuse](#)[Recycling](#)[Waste to Energy](#)[Landfilling](#)

Region

- ☐ Statewide
- ☒ Greater MN
- ☐ Metropolitan Area

County  
All

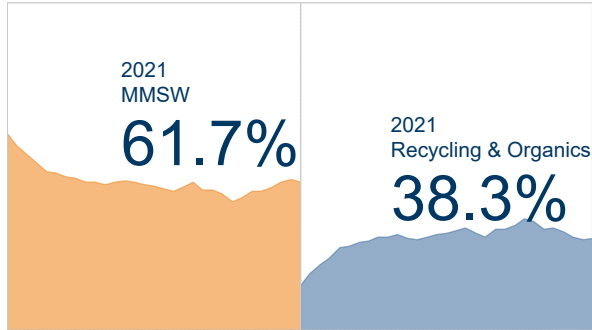
In calendar year 2021 for All (Greater MN), municipal solid waste (MSW) increased year-on-year (YOY) (2.8%). The combined recycling and organics rate is 38.3% in 2021 which is a 5.2% change YOY from 2020 numbers.

## 2021 Overview

### Total MSW generation



### MMSW and Recycling rates from 1991 to 2021



Reduction

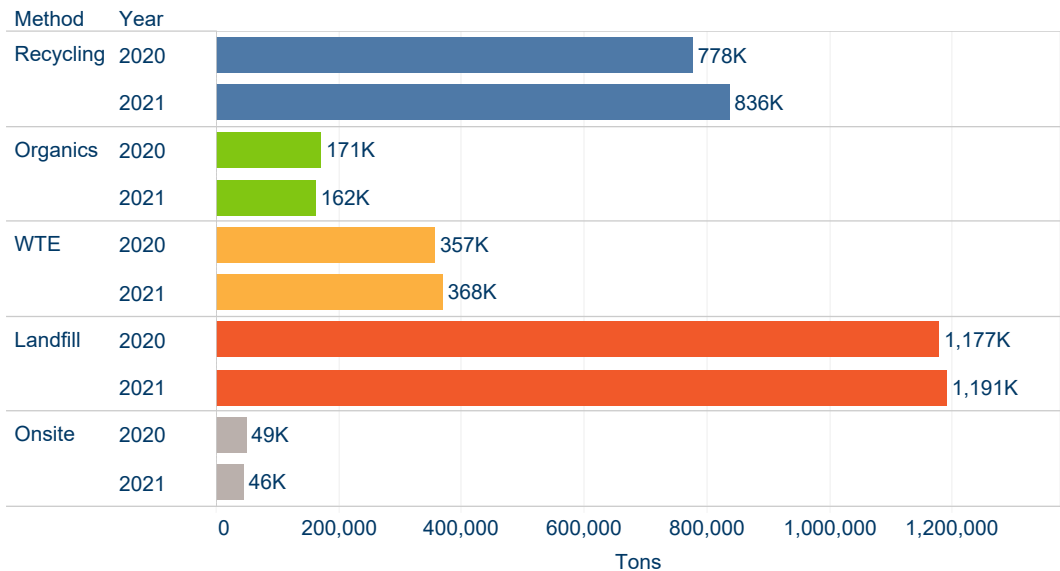
Reuse

Recycling

Waste to Energy

Landfilling

### Waste management methods - year on year (YOY) comparison



Region  
☐ Statewide  
☒ Greater MN  
☐ Metropolitan Area

County  
 All

Method  
☒ Recycling  
☒ Organics  
☒ WTE  
☒ Landfill  
☒ Onsite

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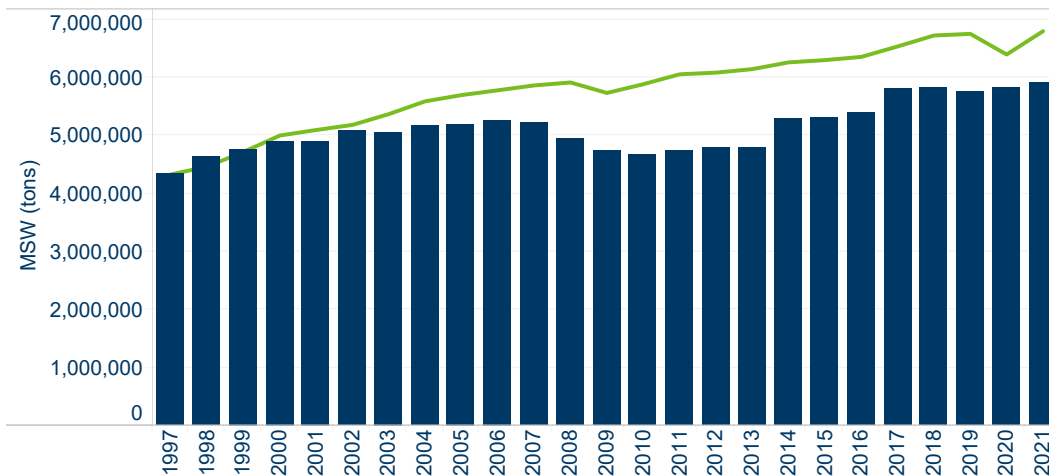
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## Source reduction (adjusted for inflation)

Preventing waste is the **only** way to slow or stop the upward trend of total waste generation in Minnesota. Source reduction, or waste prevention, means not generating any discards in the first place – nothing to compost, recycle, burn, or bury. While waste prevention is known to be environmentally and economically beneficial, documenting and tracking efforts is challenging. How do you measure what's not there?

The MPCA uses the Environmental Protection Agency's (EPA) recommended method that uses personal consumption expenditure (PCE) to project the amount of expected waste generation with a historical rate as the baseline. The graph below projects annual waste generation if Minnesotans continued to discard at the 1997 generation rate (tons of waste gen..

■ Actual waste generated      ■ Expected waste generation



Statewide, Minnesotans are generating less waste than expected based on projections using the 1997 rate. There is a dip in the actual waste generated numbers during the national 2008 recession which extends into 2010, mirroring the economic recovery period. Since 2011, waste generation has been trending upwards in Minnesota. Minnesota needs to invest in waste reduction programs and initiatives to reverse this trend.

**m** MINNESOTA POLLUTION  
CONTROL AGENCY

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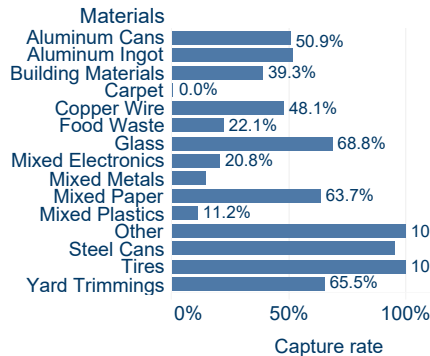
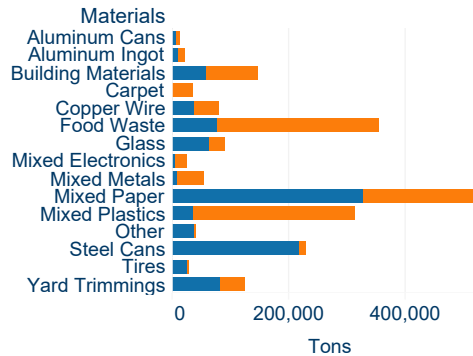
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## Capture rate by material

By accounting for the total discarded amount of a *specific material*, capture rates inherently set a target for how much additional material is available to capture for recycling. In the current system, it's unrealistic to achieve a *recycling rate* of 100% as not all of the material Minnesotans discard can be recycled easily. In an ideal scenario, it would be feasible to reach a 100% *capture rate* for some traditionally recycled materials (like aluminum). As the chart below shows, some materials already have relatively high capture rates statewide, like mixed paper and steel and appliances. This means of all the discarded mixed paper, Minnesota capt..

■ Recycled Tons ■ Wasted Tons



Reduction

Reuse

Recycling

Waste to Energy

Landfilling

Region

- ☐ Statewide
- ☒ Greater MN
- ☐ Metropolitan Area

County  
All

Materials	Recycled Tons	Wasted Tons	Total generation	Capture rate
Aluminum Cans	6,448	6,230	12,678	50.9%
Aluminum Ingot	11,804	10,903	22,707	52.0%
Building Materials	57,463	88,779	146,242	39.3%
Carpet	15	35,823	35,838	0.0%
Copper Wire	38,909	42,053	80,963	48.1%
Food Waste	78,676	277,241	355,917	22.1%
Glass	61,935	28,036	89,971	68.8%
Mixed Electronics	4,922	18,690	23,613	20.8%
Mixed Metals	7,950	46,726	54,676	14.5%
Mixed Paper	328,693	186,904	515,597	63.7%
Mixed Plastics	35,063	277,241	312,304	11.2%
Other	37,899	0	37,899	100.0%
Steel Cans	218,251	10,903	229,153	95.2%
Tires	26,404	0	26,404	100.0%
Yard Trimmings	82,978	43,611	126,589	65.5%

\* includes boxboard and cardboard

**MINNESOTA POLLUTION CONTROL AGENCY**

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[2013 Statewide Waste Characterization Study](#)

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Reduction/Reuse Terms

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## Material & Product Reuse

**1,973 Tons**  
of Reused Materials in  
2021

**1,711 Tons**  
Household

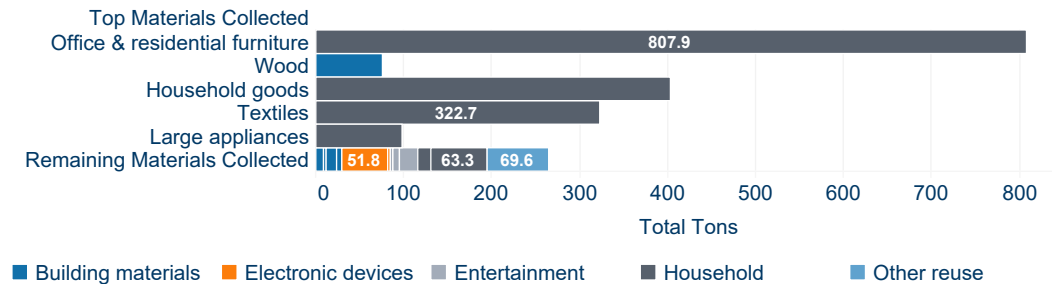
**106 Tons**  
Building materials

**70 Tons**  
Other reuse

**55 Tons**  
Electronic  
devices

**31 Tons**  
Entertainment

Top Reused materials and products (including resale, repair, and rental/sharing)



The state of Minnesota is moving towards more comprehensive environmental goals and tracking materials managed at all levels of the waste management hierarchy. Current data and modeling capabilities allow the MPCA to begin reporting on greenhouse gas (GHG) emissions from materials by management method. With this information the MPCA can implement statewide GHG savings goals, highlighting more accurately how materials and consumption contribute to climate change. As the waste management hierarchy shows, efforts directed at waste prevention and material reuse have the greatest environmental benefit. Tracking those programs separately from recycling, composting, and other end-of-life processes ensures that statewide goals represent those benefits more clearly.

This year the MPCA added a reporting form for counties to track their reuse efforts separately from recycling. Some counties have already placed an emphasis on waste prevention and reuse in their County Plans and programming and have documented these efforts in their annual SCORE reporting. The MPCA's goal is to better value county efforts that prioritize waste prevention and reuse in line with the waste hierarchy. This involves updating reporting and even expanding Minnesota's goals to be more environmentally focused (i.e., establishing goals that don't simply measure tons of materials managed, but also quantify the environmental impacts of their complete life cycle).

Reduction

Reuse

Recycling

Waste to Energy

Landfilling

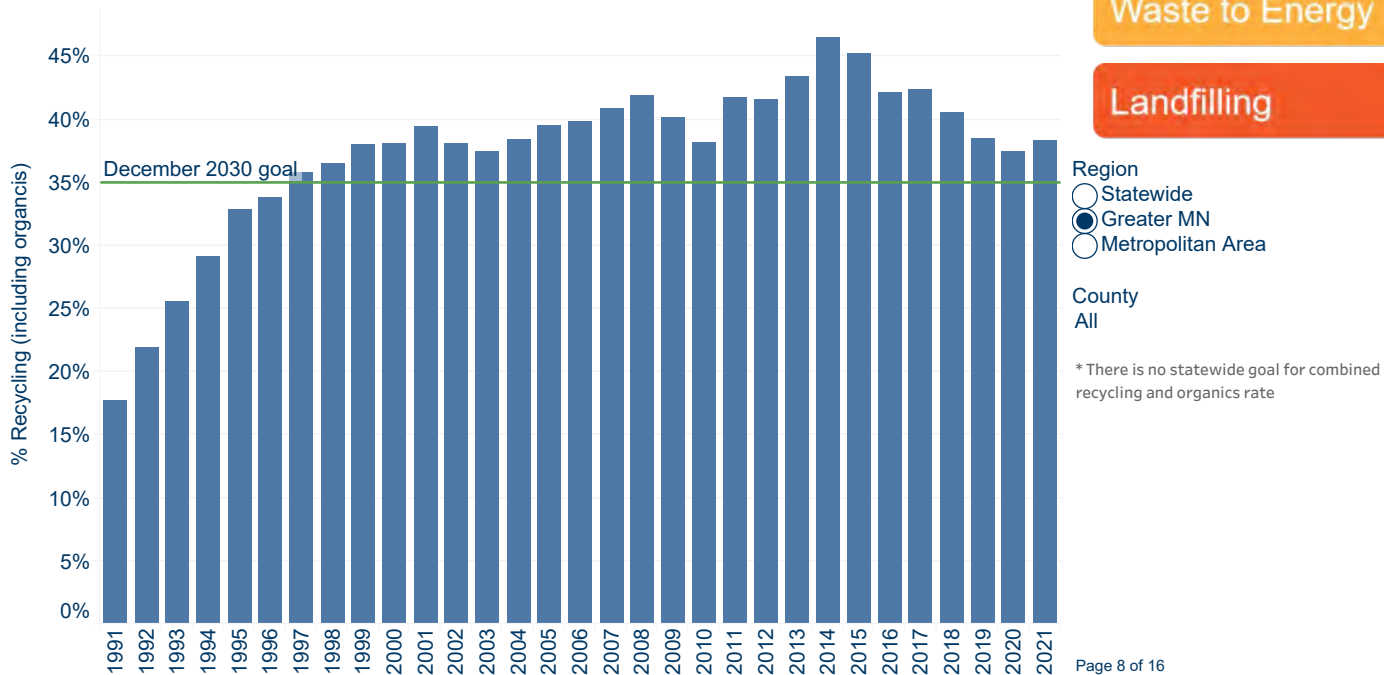
Region  
☐ Statewide  
☒ Greater MN  
☐ Metropolitan Area

County  
 All

## Legislative progress: combined recycling and organics rate

In 1989, Minnesota legislation set county recycling goals. Each Greater Minnesota county (outside of the seven-county Metro Area) must recycle a minimum of 35% by weight of total solid waste generation. The 2014 Legislature increased the recycling goal for the counties in the seven-county metro to the following: by December 2030, counties in the Twin Cities metropolitan area will be required to recycle 75% of the solid waste they generate.

**Note:** All tonnages reported in the SCORE report are documented, all estimated tonnages have been removed from the data and are not included in the reported recycling rates. Credits for yard waste and source reduction have been discontinued and are not included in the recycling rates which could impact historical rates by as much as 8%.





## The evolving ton: composition of recycling tons by category

As both products and consumption change over time, the composition of what makes up a ton of recycling also changes. Paper and glass continue to decrease as a percentage of recycling. This is likely due to digital consumption of media and light-weighting of materials.

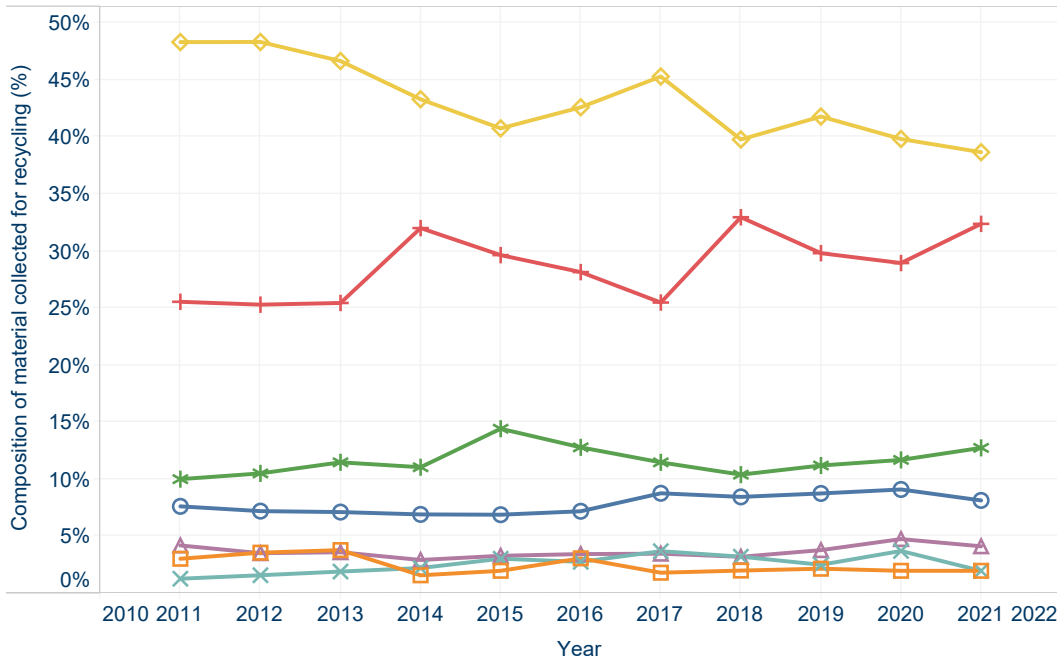
The graph type drop-down provides different ways to look at the information, including overall tons collected by category.

Yard waste has only been counted toward recycling rates since 2013, so in order to better compare to historical data, the MPCA recommends not including yard waste in the totals.

Include yard waste?  
No

Graph type  
Line graph

Year  
2011 to 2021



Reduction

Reuse

Recycling

Waste to Energy

Landfilling

Region  
☐ Statewide  
☒ Greater MN  
☐ Metropolitan Area

County  
 All

Glass ☐  
 Hazardous ☐  
 Metal ☐  
 Organic ☐  
 Other ☐  
 Paper ☐  
 Plastic ☐

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## Illegal on-site disposal

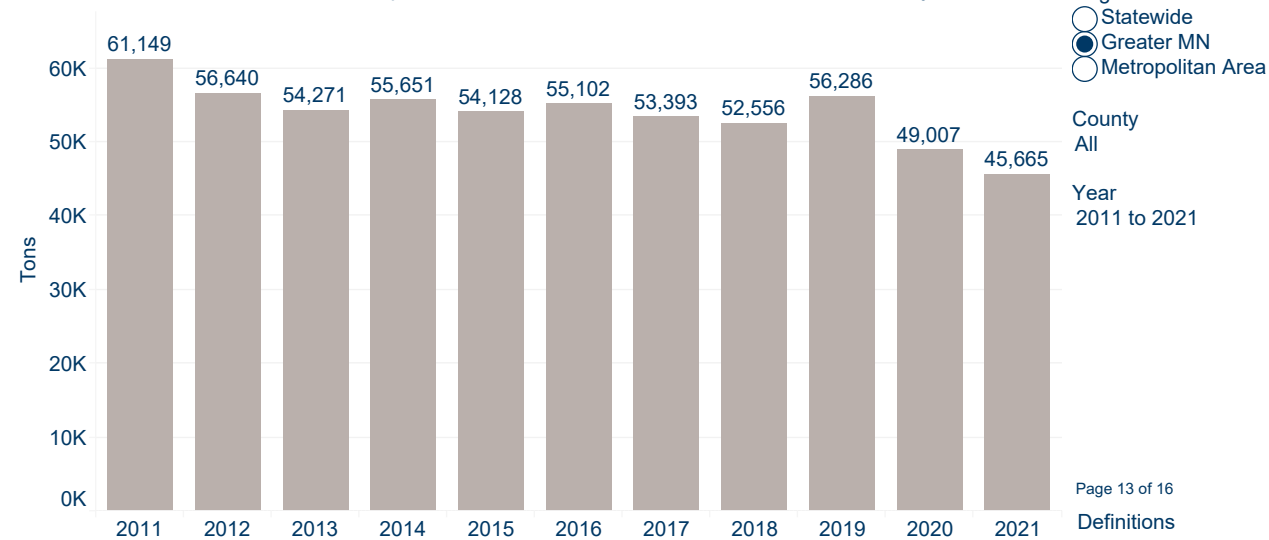
On-site disposal of MSW, either burning or burying, has been an ongoing practice for many years. Although it is against the law for most people, some farmers are still allowed to burn or bury very limited types of household garbage under existing law (Minn. Stat. § 88.171 and § 17.135). However, it should be noted that nearly all materials found in modern garbage are considered prohibited materials (Minn.Stat. § 88.171) and as a result, are illegal to burn for all Minnesotans regardless of the farmer exemption found in Minn.Stat. § 17.135. Visit our website for additional information:

<https://www.pca.state.mn.us/business-with-us/toolkit-no-more-burn-barrels>

The quantity of waste generated in the county that is not collected and disposed of in the formal waste management system is calculated by first determining the population without MSW collection service that does not self-haul and then using the following formula:

$(\# \text{ of persons} \times 2.3 \text{ lbs./person} \times 365 \text{ days}) / (2000 \text{ lbs}).$

The result is the total tons of county waste considered to be disposed on-site each year.



## SCORE revenue and expenditures

Local revenue continues to make up the majority of the funding for SCORE programs on a statewide basis (58.0%) while SCORE dollars accounted for 19.7% of the funding. \$89.0 million was spent on SCORE related activities in 2021 which is an increase of \$4.7 million over 2020 (\$84.3 million). Reuse is a new expenditure category so counties can take credit for their reuse efforts.

Revenue and Expenditure	Area	2020		2021	
		Dollars	% of Total Dollars	Dollars	% of Total Dollars
Expenditures	Administration	\$13,485,007	27.1%	\$13,696,985	26.5%
	Recycling	\$24,075,618	48.3%	\$24,594,890	47.5%
	Education	\$954,368	1.9%	\$1,000,148	1.9%
	Organics	\$726,386	1.5%	\$1,007,302	1.9%
	Source reduction	\$419,301	0.8%	\$449,125	0.9%
	HHW problem materials	\$6,928,997	13.9%	\$7,440,112	14.4%
	Reuse			\$81,788	0.2%
	WTE	\$3,229,798	6.5%	\$3,473,052	6.7%
	Total	\$49,819,473		\$51,743,402	
Revenue	Local revenue	\$32,374,309	64.1%	\$31,722,417	57.8%
	SCORE	\$8,994,015	17.8%	\$8,717,580	15.9%
	Other revenue	\$9,143,833	18.1%	\$14,428,861	26.3%
	Total	\$50,512,157		\$54,868,858	

Reduction

Reuse

Recycling

Waste to Energy

Landfilling

Region

☐ Statewide

☒ Greater MN

☐ Metropolitan Area

County

All

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## About the SCORE program

In 1989, the Governor's Select Committee on Recycling and the Environment recommended to the Legislature to adopt a comprehensive set of laws, commonly referred to as SCORE. This act initiated a state funding source for recycling programs, as well as waste reduction, management of household hazardous wastes, and problem materials. SCORE legislation and grant dollars, along with funding from counties and local government, provide the basis for long-term, flexible programs.

The Minnesota Pollution Control Agency (MPCA) publishes a report on SCORE activities annually that summarizes information submitted by all 87 counties and the Western Lake Superior Sanitary District (WLSSD). St. Louis County is a partial reporting and only reflects the waste generated outside of WLSSD boundaries whereas Carlton reports all waste generated and that is excluded from the WLSSD reporting. Some counties report as a combined entity such as Redwood and Renville and will be displayed in the county filter as Redwood/Renville.

The MPCA uses SCORE information to detail trends in waste generation, management, and disposal. Data trends are used to help the MPCA and local units of government develop sound policy and plans to manage waste in a manner that protects the environment and human health.

### Authors

Annika Bergen  
Barbara Monaco  
Ben Crowell  
Colleen Hetzel  
Quinn Carr

### Questions about using this report or the data?

Contact Ben Crowell ([ben.crowell@state.mn.us](mailto:ben.crowell@state.mn.us)) for questions regarding the SCORE program.

[Reduction](#)[Reuse](#)[Recycling](#)[Waste to Energy](#)[Landfilling](#)[Go to previous](#)[Go to next](#)[Go to home](#)

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## **Current NRBG Programs**

The three core programs of the NRBG - LWM, WCA, and Shoreland – are funded through the state’s general fund in an annual appropriation to BWSR. The SSTS portion of the NRBG is funded through an interagency agreement between the MPCA and BWSR and may include one or more SSTS programs in a given year.

To be eligible for the NRBG, a county must have a locally adopted and Board of Water and Soil Resources (BWSR) approved comprehensive local water management plan. Grant recipients are required to follow the BWSR Grants Administration Manual which establishes the administrative and programmatic requirements for all grants administered through BWSR. Policy allows recipients of the Natural Resources Block Grant to “flex” spending of the grant allocation and match across the Local Water Management, Wetland Conservation Act, and Shoreland grants.

## **Transition to Comprehensive Watershed Management Planning**

BWSR is committed to maintaining the NRBG program for counties as long as state appropriations are available. However, the statewide transition to Comprehensive Watershed Management Planning (One Watershed, One Plan), may indirectly impact this program. Specifically, as more counties shift from county-based (county water plans) to watershed-based planning (One Watershed, One Plan), the eligibility requirement for NRBG will need to be revised to recognize and minimize impact of this transition.

The Local Water Management Program is a voluntary program that requires counties to use local task forces to develop and implement water plans based on their priorities. A county may be eligible for a grant amount that is based in part on the Comprehensive Local Water Plan County Levy as determined by the Minnesota Department of Revenue. For grants issued FY19 and prior, a local levy or cash equivalent match is required, and the levy amount must be calculated using county funds only. There is no match requirement for grants issued FY20 and beyond.

The DNR Shoreland grant is used for the administration of state approved Shoreland management programs. It is administered at the state level by the Community Stewardship unit of the Department of Natural Resources to promote wise development of shorelands in order to preserve and enhance the quality of surface waters, preserve the economic values of shorelands, and ensure the wise use of water and related resources. A local 1:1 match is required for grants FY19 and earlier; no match is required for grants FY20 and beyond. Grant recipients must have a DNR approved shoreland ordinance.

SSTS Grant- All counties are required to pass ordinances regulating SSTs countywide. All counties that have enacted countywide ordinances and have a BWSR approved locally adopted comprehensive local water plan are eligible to receive this grant. No local match is required. The grant amount is determined by equal county allocations.

Wetland Conservation Act (WCA) grant funds are used for local administration of the Wetland Conservation Act. The formula used to calculate the grant amount is derived from a base amount of county WCA activity. A local 1:1 match is required for grants FY19 and earlier; no match is required for grants FY20 and beyond. The grantee has 120 days from receipt of payment from BWSR to transfer the designated amount to the SWCD.

# 10:30am Appointment

March 21, 2023

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Snake River One Watershed One Plan	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 15-20 minutes	<b>d. Presenter(s):</b> Commissioner Ripka

**e. Board action requested:**

Provide an update and discuss future potential action items

---

**f. Background:**

Previous Board action:

**10/18/22**

Alison Holland led a discussion regarding the Snake River One Watershed One Plan.

Action #15 – Alison Holland introduced a motion to approve the Snake River One Watershed One Plan as revised on September 26, 2022 in order to meet the deadline of October 30, 2022.

The motion failed for lack of a second.

Action #16 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to grant Commissioner Smith the authority to approve the Snake River One Watershed One Plan at the 10/24/22 1W1P Policy Committee meeting contingent upon the 1W1P Policy Committee agreeing to replace the 9/26/22 version language with the language proposed by Commissioner Smith on 10/4/22 at the Board of Commissioner’s Regular meeting, “The Snake River Watershed Plan Partnership acknowledges that there is tribal land ownership within the Snake River Watershed.”

**12/6/22**

Action #22 – Craig Smith introduced the following resolution and moved its adoption:  
**Resolution #22 – 12/6/22**

**BE IT RESOLVED** that the Kanabec County Board of Commissioners wishes to continue with the existing Snake River Watershed Joint Powers Agreement and the Snake River Watershed Management Board and Citizens Advisory Committee administering the One Watershed, One Plan.

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

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

**OPPOSED:** Alison Holland

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**



## Background:

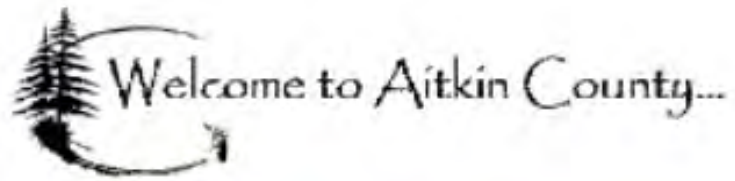
- The Snake River Watershed Management Board (SRWMB) is an entity that was established with a Joint Powers Agreement (JPA) in 1993 in order to implement their common county water plans or to improve the water quality in the Snake River Watershed. It consists of 4 voting members, one county commissioner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

## Options for Future SRWMB Organization:

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

# Snake River Comprehensive Watershed Management Plan





# Meet Our Partners





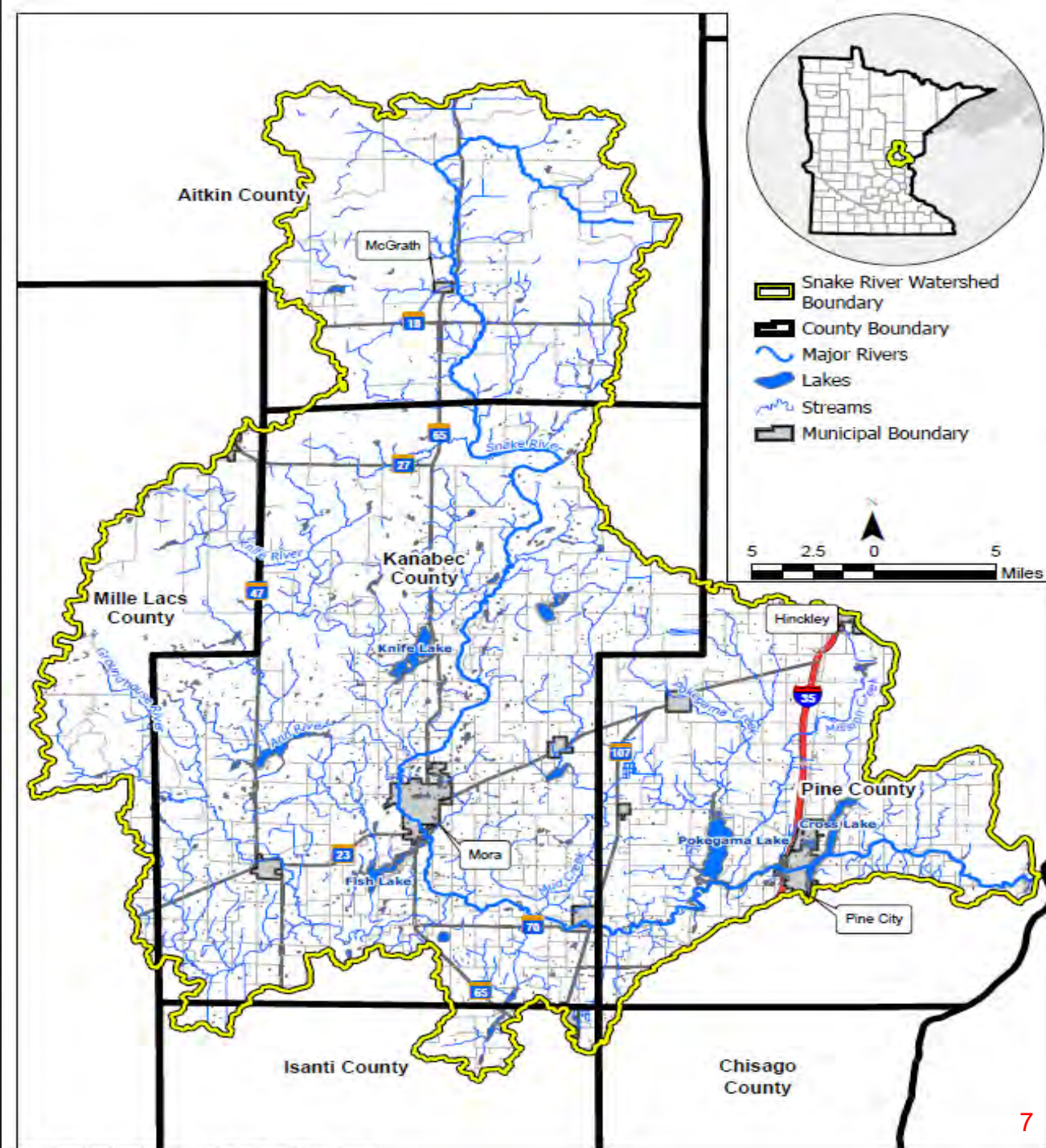
# Partners & Public

State agencies:

MPCA, DNR, MDH, BWSR, MDA

Multiple Public Meetings:

- Kick-Off
- Lake Associations
- Farmers
- Forestland Stakeholders
- Implementation Tables - input





# Future Partnership Mission

- ◇ The mission of the Snake River Watershed Plan Partnership (SRWPP) is to provide watershed-based management utilizing the Snake River Comprehensive Watershed Management Plan to achieve a coordinated planning effort to evaluate the water quality of all sub-watersheds of the Snake River, determine actual problems, set priorities and work cooperatively towards the implementation of solutions. Along with these goals, the Partnership seeks to improve the quality of the area's natural resources and associated concerns for the enjoyment and well-being of the surrounding communities.



# Snake River

Outdoor Recreation



Native Mussels

Wild Rice

Wetlands

Forest Lands



8 Lake Associations



# Natural Resources



# Plan Outline

Section 1: Executive Summary

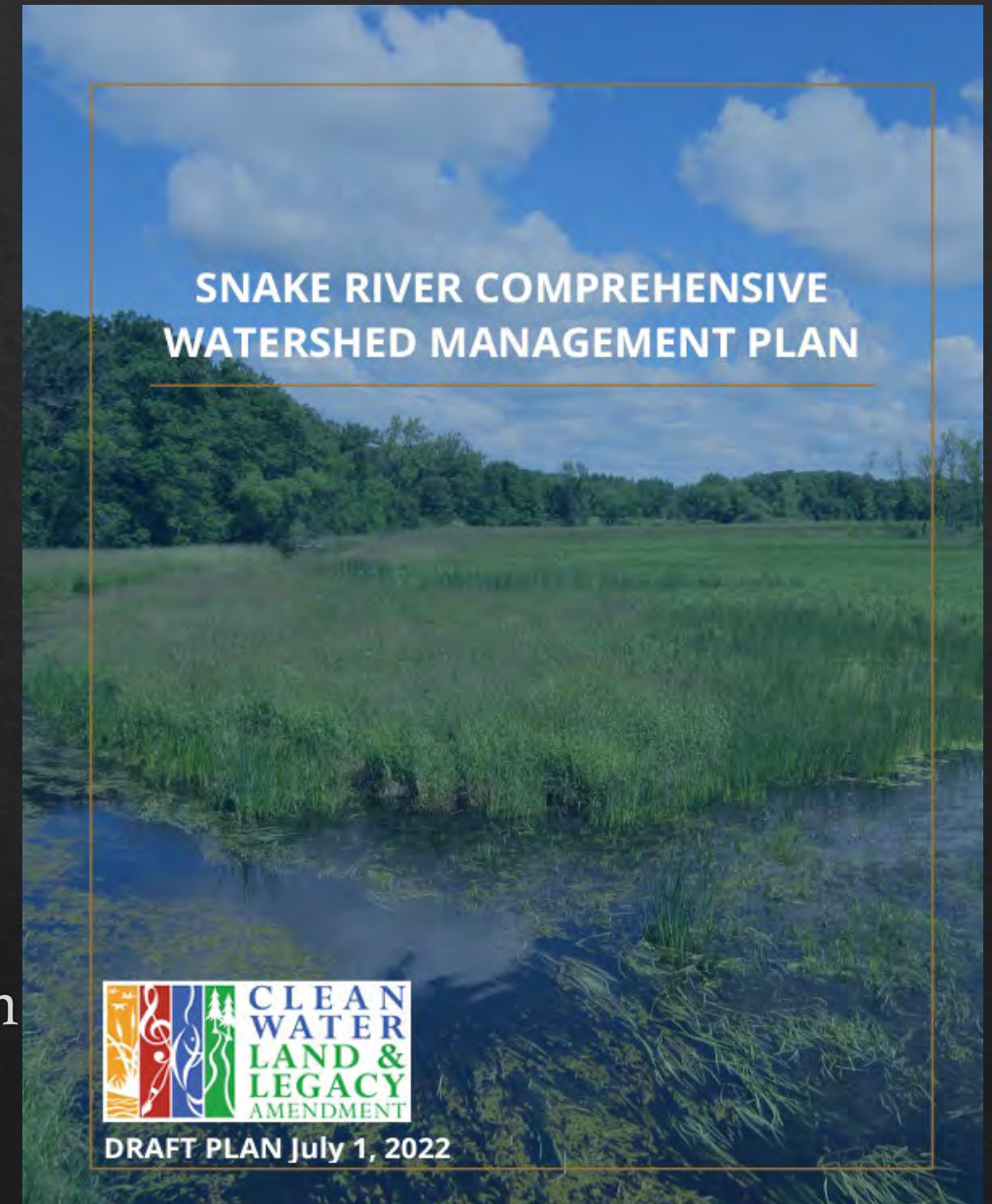
Section 2: Land & Water Resources Narrative

Section 3: Implementation Actions

Section 4: Looking Forward

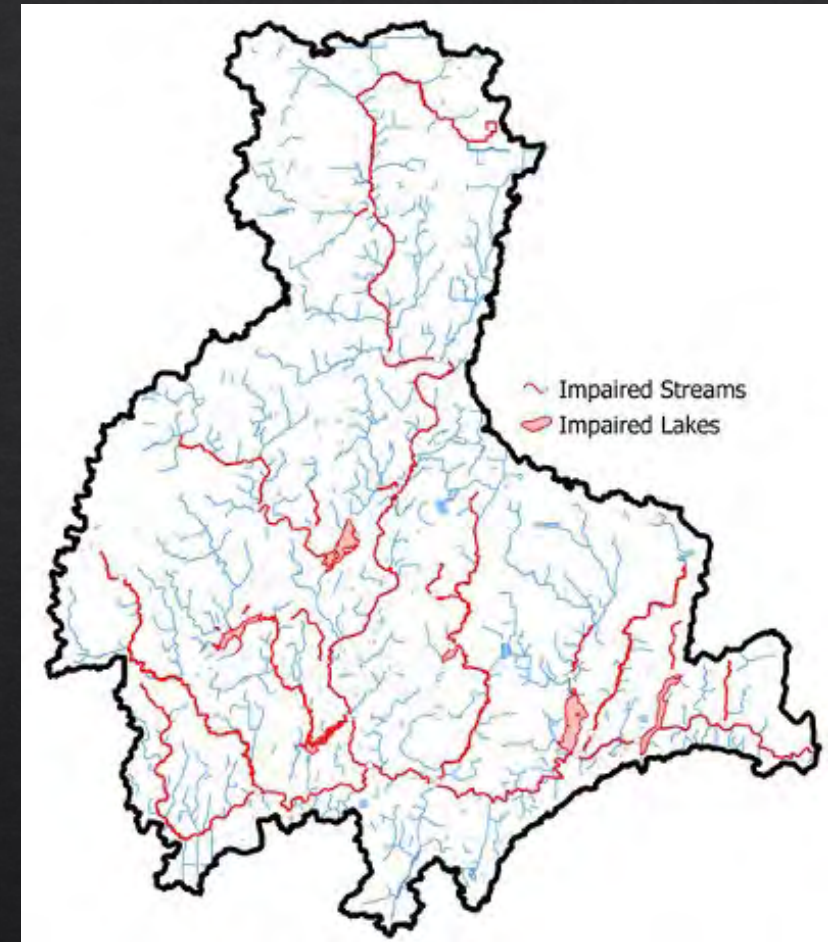
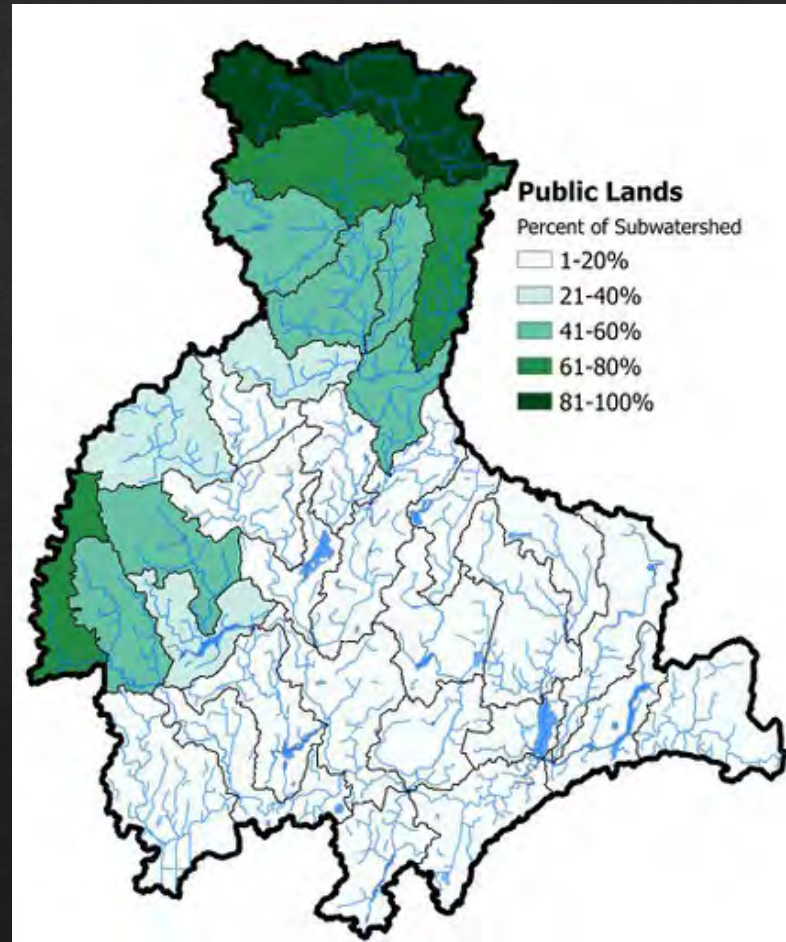
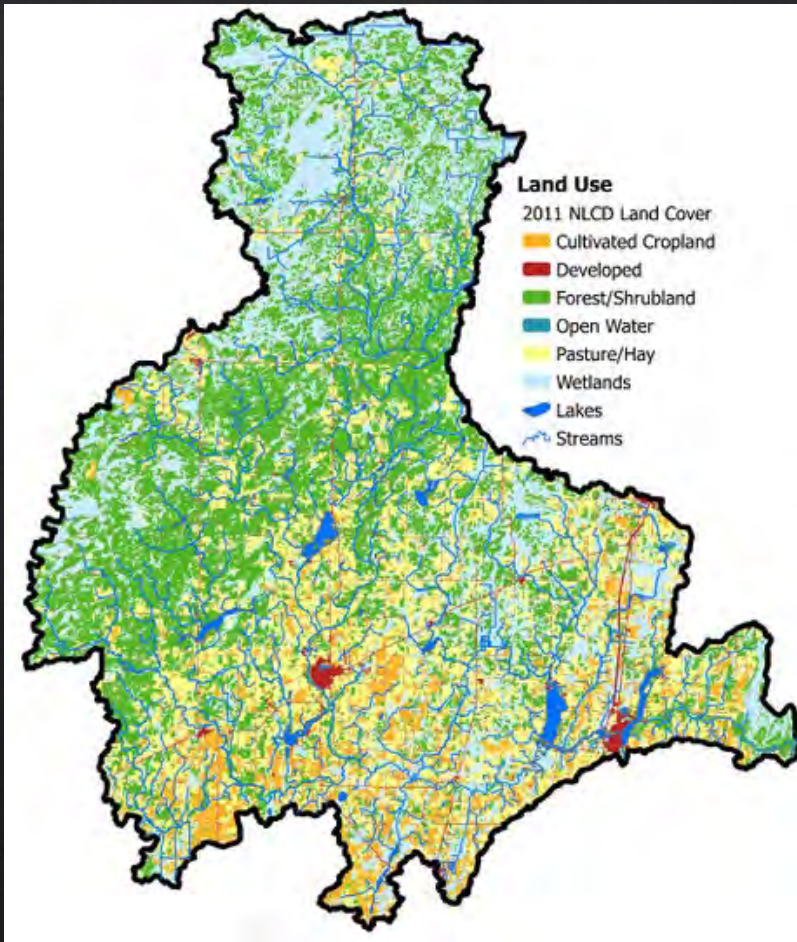
Section 5: Plan Implementation Programs

Section 6: Plan Administration and Coordination





# Watershed Characterization





# Implementation Actions

## Issue Areas

- Surface Water Quality
- Land Cover & Use
- Surface Water Quantity
- Drinking Water & Groundwater
- Erosion, Soil Health, & Soil Loss
- Habitat
- Extreme Weather



For each  
Issue Area

## Prioritized, Targeted, & Measurable

- Issue Statement
- Goals (Prioritized)
- Targeted locations (Targeted)
- Strategies (Measurable)

# Snake Plan Highlights

## 1. Surface Water Quality

- Phosphorus reduction Best Management Practices (shoreland restoration,
- Priority Lake Tier 1 (early in 10-yr.) & Tier 2 (later in 10-yr.)
- Two possible lake treatments preventing Phosphorus release (Ann & Cross Lakes)
- Pokegama Lake – focus on watershed conservation work to reduce nutrient and sediment runoff
- Decrease E. coli bacteria through upgrading septs and improving livestock feedlot runoff concerns

## 2. Land Cover / Land Use

- Increase protection efforts (voluntary conservation easements, forest stewardship planning) in 3 focus areas

## 3. Surface Water Quantity

- Conduct a study on flooding impacts/cause from Mora down to the St. Croix outlet
- No net increase in the flow of the Snake River by increasing water storage



# Snake Plan Highlights (cont.)

## 4. Drinking Water / Groundwater

- Increase understanding on groundwater trends and contamination issues
- Continue nitrate well testing and monitor trends for increased focus

## 5. Erosion / Soil Health / Soil Loss

- Soil Health practice (cover crops, reduced tillage) promotion & implementation
- Decrease erosion through installation of conservation practices
- Peer to peer learning opportunities
- Long term goal – develop a landowner led council supporting water quality work

## 6. Habitat

- Continue invasive species awareness, education and control efforts
- Culvert inventory for improved channel connectivity and stream restoration projects

## 7. Extreme Weather

- Educate ourselves and the public for future policy or action implementations

# Surface Water Quality

## ◆ Issue Statement:

*Runoff contributes to algae and water quality and aquatic habitat degradation. Management of runoff across land uses is needed to reduce impacts to lakes, streams, and rivers. Additionally, internal nutrient loads in lakes can compound efforts to improve water quality and habitat also needs to be addressed.*




















Tier 1 Areas - first 5-years  
Tier 2 Areas - last 5-years

Table 3-1. Surface Water Quality Goals

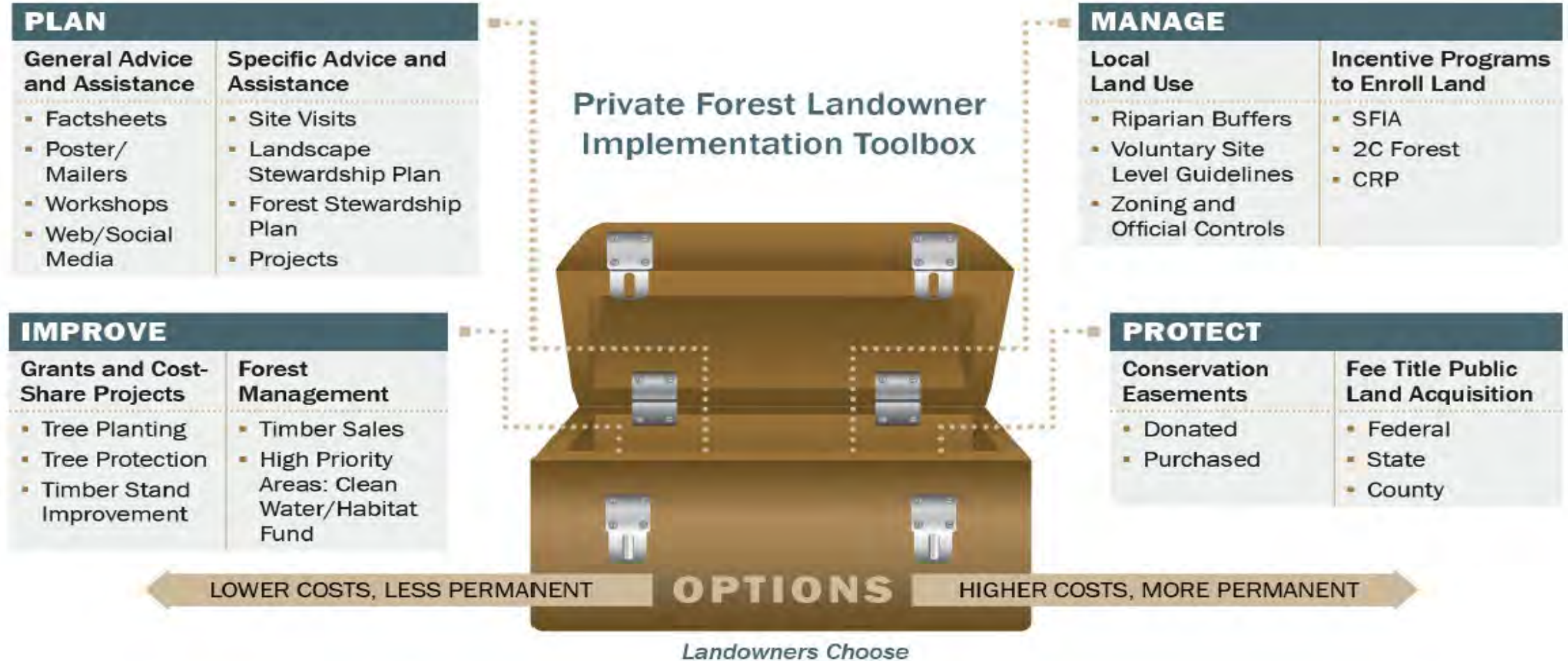
Goal 1	Reduce phosphorus in priority impaired lakes by 420 pounds per year.
Goal 2	Protect priority unimpaired lakes by maintaining or reducing current phosphorus levels.
Goal 3	Reduce sediment in priority streams and rivers by 220 tons per year.
Goal 4	Reduce <i>E. coli</i> exceedances in priority impaired streams and rivers by 10%.



# Surface Water Quality

Action ID	Action	Priority Area	Measurable output/outcome	Lead/Supporting Entities	2023-2024	2025-2026	2027-2028	2029-2030	2031-2033	Estimated Cost (Outside Funding Needed)
<b>Water Quality—Goal 3: Reduce sediment in priority streams and rivers by 220 tons/year</b>										
SWQual-21	Complete sub-watershed analysis to identify priority BMP locations	Goal 3 Priority Streams & Rivers	2-5 sub-watershed analyses completed	SWCDs / Counties						\$60,000◇
SWQual-22	Promote and install non-structural BMPs (i.e., cover crops, reduced tillage, prescribed grazing, etc.)	Ann River Groundhouse River Upper Mud Creek	TSS reduced by 100 T/year	SWCDs / NRCS, MAWQCP						\$50,000◇
SWQual-23	Install 10-14 structural BMPs	Goal 3 Priority Streams and Rivers	TSS reduced by 40 T/year	SWCDs / NRCS, MAWQCP						\$330,000◇
SWQual-24	Complete 1,400+ feet of streambank buffers for habitat improvement and channel stabilization	Goal 3 Priority Streams and Rivers	TSS reduced by 80 lbs/year	SWCDs						\$180,000◇
SWQual-25	Implement 10 stream restoration and channel stabilization projects	Goal 3 Priority Streams and Rivers	10 projects completed	SWCDs, DNR/ DOT, road authorities						\$100,000◇

# Protection Effort Options





# Outreach Core Values

- Relationship building, Partnering, one-on-one conversations, inclusivity, improve efficacy and adapt, promoting active participation – we all have a role to play for cleaner water
- Promote Do It Yourself (DIY) Conservation Projects – in part due to limited staff capacity in watershed
- Proposed New Employees: Watershed Coordinator, part-time Forester, to evaluate added technical needs in the first few years
- Continue the Citizen Committee involvement for public input on our activities
- Goal to develop a Water Quality (farmer) Led Council



# Plan Implementation Programs

- Funding Programs
  - MN Ag Water Quality Cert. Program; Reinvest in MN (RIM)
  - Enviro. Quality Incentive Program (EQIP – Fed.)
- Low Interest Loans & Other Grants
  - Septic Systems (SSTS), Ag Conservation Infrastructure
- Equipment Rental
  - No-till Drill, Weed Wrench (buckthorn)
- Ordinances
- Future Monitoring

# Plan Administration and Coordination

## Committees:

- A JPA & by-laws to be developed or amended to oversee plan implementation decisions
- Citizen Advisory Council of stakeholders to advise the plan
- Technical Advisory Committee of staff from the member entities and state agencies
- Steering Committee to guide overall process

## Shared Staff and Services:

- 1-3 FTE to be added to coordinate and implement the plan.





## Questions

Plan Location for your Review: <https://www.millelacsswcd.org/snake-river-one-watershed-one-plan/>



# 10:45am Appointment

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Information Systems Update	<b>b. Origination:</b> I.S. Department
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Lisa Blowers, I.S. Director

**e. Board action requested:**

- a. Request to Proceed with Microsoft Office 365 Purchase and Implementation
- b. Discuss Audio Upgrade in Board Room  
*This expense can be included under the approved ARPA-funded Emergency Operations Center technology upgrade because the Board Room is a satellite office for emergency operations. Quote attached.*
- c. Department Update

---

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

**Resolution #\_\_ – 3/7/2023**  
**Purchase Microsoft Office Upgrade**

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

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

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

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

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

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



# Quote

#257824

02/21/2023

Bluum of Minnesota  
1771 Energy Park Drive  
Suite 100  
St. Paul MN 55108  
800-933-7337 | 612-331-5500  
www.bluumtech.com

## Bill To

Accounts Payable  
Kanabec County, MN  
18 N. Vine Street  
Mora MN 55051

## Ship To

Lisa Blowers  
Kanabec County  
18 North Vine Street  
Mora MN 55051

Memo:  
Kanabec County - Labor

Expires	Sales Rep	Contract	Terms
05/22/2023	592 Mike Chapley	MNS-CPV 152129	Net 30

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
4	Minnesota State Contract - Project Management		\$90.00	\$360.00				
8	Minnesota State Contract - Programming & Configuration Professional/Technical Design Service; Programming and Configuration		\$120.00	\$960.00				
136	Minnesota State Contract - Mileage Installers, Technicians OR Programmers		\$0.58	\$78.88	\$0.58	\$78.88	0%	
1	Minnesota State Contract - Maintenance / Service (Std 1 yr) Maintenance / Service; Standard One Year Installation Warranty <a href="https://www.bluum.com/standard-service-warranty">https://www.bluum.com/standard-service-warranty</a>		\$299.00	\$299.00				

Subtotal \$1,697.88

Tax Total \$0.00

Shipping Cost \$0.00

**Total \$1,697.88**

kelsey  
3/17/23 11:06AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 2

1 FUND General Revenue Fund

Report Basis: Cash

<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	Percent of Year <u>Budget</u>	25% <u>% of BDG</u>
66 DEPT	Information Systems					
----- REVENUES -----						
01-066-000-0000-5501	Fees For Services		438.00-	438.00-	2,748.00-	16
01-066-000-0000-5515	Contracts		0.00	0.00	4,200.00-	0
01-066-000-0000-5891	Reimbursments & Refunds		0.00	0.00	35,000.00-	0
----- EXPENDITURES -----						
01-066-000-0000-6103	Salaries-Regular		43,459.80	43,459.80	270,552.00	16
01-066-000-0000-6107	Salaries - Overtime		187.67	187.67	400.00	47
01-066-000-0000-6113	Flex Pay		224.55	224.55	0.00	0
01-066-000-0000-6130	VEBA - County Share		954.00	954.00	0.00	0
01-066-000-0000-6153	Co Share Health Ins		9,892.95	9,892.95	54,696.00	18
01-066-000-0000-6163	Co Share Pera		3,273.58	3,273.58	20,291.00	16
01-066-000-0000-6175	Co Share Fica		3,063.86	3,063.86	20,697.00	15
01-066-000-0000-6204	Cellular Phones		51.93	51.93	215.00	24
01-066-000-0000-6205	Postage		0.00	0.00	100.00	0
01-066-000-0000-6208	T I Line Service		1,199.76	1,199.76	4,800.00	25
01-066-000-0000-6209	M Net Lease		4,015.95	4,015.95	16,064.00	25
01-066-000-0000-6285	Contracted Work		9,000.00	9,000.00	27,000.00	33
01-066-000-0000-6289	Staff Development		3,615.25	3,615.25	6,000.00	60
01-066-000-0000-6331	Mileage & Meals		0.00	0.00	300.00	0
01-066-000-0000-6341	Rental & Service Contracts		9,884.43	9,884.43	20,000.00	49
01-066-000-0000-6405	Computers & Hardware		450.00	450.00	20,000.00	2
01-066-000-0000-6406	Software		0.00	0.00	50,000.00	0
01-066-000-0000-6411	Supplies		89.87	89.87	2,000.00	4
01-066-000-0000-6681	Capital Equipment 5000+		0.00	0.00	12,000.00	0
01-066-068-0000-6751	Principal Phone Lease		9,802.20	9,802.20	40,000.00	25
01-066-069-0000-6203	Telephone (Is Billing)		91.99	91.99	0.00	0
01-066-069-0000-6204	Cellular Phones (Is Billing)		553.54-	553.54-	0.00	0
01-066-069-0484-6203	Phones & Cell Phones - KPCH		0.66	0.66	0.00	0
66 DEPT	Totals Information Systems	Revenue	438.00-	438.00-	41,948.00-	1
		Expend.	98,704.91	98,704.91	565,115.00	17
		Net	98,266.91	98,266.91	523,167.00	19
1 FUND	Totals General Revenue Fund	Revenue	438.00-	438.00-	41,948.00-	1
		Expend.	98,704.91	98,704.91	565,115.00	17
		Net	98,266.91	98,266.91	523,167.00	19

kelsey  
3/17/23 11:06AM

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



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 3

1 FUND General Revenue Fund

Report Basis: Cash

				Percent of Year		25%
<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of BDG</u>
FINAL TOTALS	26	Accounts	Revenue	438.00-	438.00-	41,948.00- 1
			Expend.	98,704.91	98,704.91	565,115.00 17
			Net	98,266.91	98,266.91	523,167.00 19



**March 21, 2023**  
**11:00am Appointment Agenda of**  
**Chad T. Gramentz, PE**  
**Public Works Director**

- |   |                          |
|---|--------------------------|
| 1. Survey Corner Monumentation Grant        | Resolution #1 (03-21-23) |
| 2. Sign Inventory                           | Resolution #2 (03-21-23) |
| 3. MnDOT Agreement to Receive Federal Funds | Resolution #3 (03-21-23) |
| 4. Seasonal Workers                         | Resolution #4 (03-21-23) |
- 

**Resolution #1 (3-21-23)**  
**Survey Corner Monumentation Grant**

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

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

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

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

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

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

---

**Resolution #2 (3-21-23)**  
**Sign Inventory Quotes**

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

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

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

---

**Resolution #3 (3-21-23)**  
**Delegated Contract Process Agreement**  
**for Federal Funding**

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

BE IT FURTHER RESOLVED, the Board Chair and Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1050318", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

---

**Resolution #4 (3-21-23)**  
**Seasonal Employees**

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

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

WHEREAS the Board desires to fill these seasonal positions;

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

BE IT FURTHER RESOLVED that the rate of pay for seasonal workers will be set at the time of hire by the Public Works Director and Personnel Director at \$13.42, \$14.23, \$15.08 or \$15.99 per hour, respective to seasons worked, and that the hours of work for the seasonal workers be limited to those budgeted, and



## QUOTATION

Newman Signs Inc.  
PO Box 1728  
Jamestown, ND 58402  
Phone: 800-437-9770

**\*\*Given the current market conditions, after one week, this quote is subject to change at any time at the discretion of Newman Traffic Signs.\*\***

Quote #: TRFQTE062902

Quote Date: 2/8/2023

Customer Number: KAN-03-003

Ship Via: MIDWEST

Sales Rep: Marcia Johnson

FOB: ORIGIN

Payment Terms: Net 30

## Bill To:

KANABEC COUNTY HWY DEPT  
903 FOREST AVE E  
MORA MN, 55051

## Ship To:

KANABEC COUNTY HWY DEPT  
903 FOREST AVE E  
MORA MN, 55051

Header Note: \*\*\*THANK YOU, NATE &amp; ANDERS!! Marcia\*\*\*

SEQ	Item Number/Cost Code/Description/Note	Quantity	Unit Price	Extended Price
1	T-LTRC-P06/~7A 6" C SERIES DG3 PS WHITE UPPERCASE LETTERS 2 PKG EA: 6, 9 4 PKG EA: A, 1, 2, 3, 4, 5, 7, 8, 0	40.00	27.55	1,102.00
2	T-LTRC-P04/~7A 4" C SERIES DG3 PS WHITE UPPERCASE LETTERS 2 PKG EA: A 3 PKG EA: 3, 4, 5, 6, 7, 8, 9, 0 4 PKG EA: 2 5 PKG EA: 1	35.00	15.58	545.30
3	T-LTRC-PLC04/~7A 4" C SERIES DG3 PS WHITE LOWERCASE LETTERS 2 PKG EA: e, r, s, t, v, d	12.00	17.31	207.72
4	T-LTRC-P06/~1G 6" C SERIES ENG PS BLACK UPPERCASE LETTERS 2 PKG EA: 2, 3, 4, 5, 6, 7, 8, 9, 0 4 PKG EA: 1	22.00	14.90	327.80
5	T-W3-136/3Z7Y 36X36 .100 SPECIAL PUNCH/RADIUS DG3 B/R/W/FLY STOP AHEAD SYM C-2 PUNCH	20.00	83.86	1,677.20
6	T-M1-1418N 2I7A 18X18 .080 1 POST STD PUNCH/RADIUS DG3 B/W __ (NUMBER) COUNTY KANABEC COUNTY	50.00	26.27	1,313.50

3/7/2023 10:37:14 AM



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Header Note: \*\*\*THANK YOU, NATE &amp; ANDERS!! Marcia\*\*\*

7	T-M6-421/2M7A 21X15 .080 1 POST STD PUNCH/RADIUS DG3 B/W ARROW- DOUBLE	20.00	18.44	368.80
8	T-M6-4I21/2M7A 21X15 .080 1 POST STD PUNCH/RADIUS DG3 W/BL ARROW- DOUBLE	20.00	18.44	368.80
9	SPECIALTRAFFIC T-SP030030/2I7A (R3-X1) 30X30-.080-1 POST STD PUNCH/RADIUS-SF-DG3-B/W - SEE ATT LAYOUT (4 EA) (R3-X1) RIGHT TURN LANE	4.00	50.72	202.88
10	T-OM-3L12/2K7Y 12X36 .080 1 POST STD PUNCH/RADIUS DG3 B/FLY HAZARD MARKER-L	10.00	23.55	235.50
11	T-OM-3R12/2K7Y 12X36 .080 1 POST STD PUNCH/RADIUS DG3 B/FLY HAZARD MARKER-R	10.00	23.55	235.50

3/7/2023 10:37:14 AM



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12	T-W2-130/2E7Y 30X30 .080 1 POST STD PUNCH/RADIUS DG3 B/FLY CROSS ROAD SYM	20.00	43.96	879.20
13	T-W2-230/2E7Y 30X30 .080 1 POST STD PUNCH/RADIUS DG3 B/FLY SIDE ROAD SYM	20.00	43.96	879.20
14	T-W14-348/3T7Y 48X36 .100 2 POST STD PUNCH/RADIUS DG3 B/FLY NO PASSING ZONE	70.00	47.21	3,304.70
15	T-SB024008/2Y7E 24X8-0.080-NO PUNCH/STD RADIUS-SF-DG3-GREEN SHEETED BLANK	40.00	11.05	442.00
16	T-SB036008/2Y7E 36X8-0.080-NO PUNCH/STD RADIUS-SF-DG3-GREEN SHEETED BLANK	40.00	15.86	634.40
17	T-SB030008/2Y7E 30X8-0.080-NO PUNCH/STD RADIUS-SF-DG3-GREEN SHEETED BLANK	40.00	13.11	524.40

3/7/2023 10:37:14 AM



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Header Note: \*\*\*THANK YOU, NATE &amp; ANDERS!! Marcia\*\*\*

18	SPECIALTRAFFIC T-DP036024/3Z7A 36X24-.100-G-2 PUNCH/STD RADIUS-SF-DG3-W/G - SEE ATT LAYOUT (1 EA) (D1-2a) <-- MORA T.H. 47 -->	1.00	76.01	76.01
19	SPECIALTRAFFIC T-DP048024/3Z7A 48X24-.100-G-2 PUNCH/STD RADIUS-SF-DG3-W/G - SEE ATT LAYOUTS (1 EA) (D1-2a) KNIFE LAKE --> T.H. NO 47 ^  <--KNIFE LAKE ^ MORA  <--TH 65 HINCKLEY -->	3.00	82.19	246.57
20	SPECIALTRAFFIC T-DP019014/~1B 20 19X14 SHEETS CUT TO 3" X 2" DATE STICKERS (500 EA)-SEE ATT LAYOUT	20.00	14.45	289.00
21	T-TLS-1.75-10 (14) TELESPAR 1.75 IN X 10'-14 GA	25.00	31.50	787.50

3/7/2023 10:37:14 AM



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Quote Date: 2/8/2023

Customer Number: KAN-03-003

Ship Via: MIDWEST

Sales Rep: Marcia Johnson

FOB: ORIGIN

Payment Terms: Net 30

## Bill To:

KANABEC COUNTY HWY DEPT  
903 FOREST AVE E  
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KANABEC COUNTY HWY DEPT  
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Header Note: \*\*\*THANK YOU, NATE &amp; ANDERS!! Marcia\*\*\*

22	FREIGHT-TRAFFIC FREIGHT TRAFFIC SALES	1.00	137.35	137.35
23	T-UCH-POST-GALV 10FT 2.5# U-CHANNEL POST GALVANIZED 10FT 2.5#	200.00	26.63	5,326.00
24	T-UCH-POST-GALV 8FT 2.5# U-CHANNEL POST GALVANIZED 8FT 2.5#	500.00	21.30	10,650.00
25	T-UCH-POST-GALV 8FT 3# U-CHANNEL POST GALVANIZED 8FT 3#	500.00	25.65	12,825.00
26	FREIGHT-TRAFFIC FREIGHT TRAFFIC SALES	1.00	1,940.00	1,940.00
Subtotal:				45,526.33
Tax:				0.00
Total:				\$45,526.33

Total subject to any applicable tax and freight charges. Additional freight charges for residential delivery, inside delivery, liftgate delivery, limited access delivery, or other charges incurred will be invoiced to the customer.

3/7/2023 10:37:14 AM





# M-R Sign Co., Inc.

1706 1st Avenue North  
Fergus Falls, MN 56537  
Phone: (218) 736-5681  
Fax: (218) 736-4070

# QUOTATION

Quote No: 13216

Date: 03/07/23

Quote: KANABEC COUNTY HIGHWAY DEPT  
903 EAST FOREST AVENUE  
MORA, MN 55051

Attention: Ander's McGriff  
Nate westling

Phone No: 320-679-6300

Fax No: 320-679-6304

Quoted By: TYLER

Quantity	Stock Code	Description	Each	Line Total
500	800-KANABEC-CO	FO3"X2"RECEGYFACDECAL WARNING-DATING DECALS	0.390	195.00
		**ENGINEER GRADE YELLOW		
		**WITH BLACK COPY STARTING		
		**WITH 23 FOR YEAR		
4	900-221022	SS30"X30"SQRDGW080R3-X1R RIGHT TURN LANE	44.000	176.00
20	900-992112	SS30"X30"DIADGS080W2-1 CROSS ROAD FLO-YLW #4081	44.250	885.00
20	900-992111	SS30"X30"DIADGS080W2-2 SIDE ROAD - 90 DEGREE (4081FL)	44.250	885.00
20	900-691898	SS36"X36"SYMDGS100W3-1 STOP AHEAD - SYMBOL	84.250	1685.00
70	900-691713	SS36"X48"PENDGS100W14-3 NO PASSING ZONE	47.550	3328.50
50	900-999695	SS18"X18"SQRDGW080M1-X4 IND COUNTY ROUTE MRK _____	19.750	987.50
		**KANABEC COUNTY		
		**50 EA. LEAVE NUMBERS BLANK		
20	900-688443	SS21"X15"RECDGW080M6-4 DIR ARROW DOUBLE (BLK/WHT)	19.000	380.00
20	900-688447	SS21"X15"RECDGB080M6-4A DIR ARROW DOUBLE (BLUE)	19.000	380.00
10	900-992647	SS12"X36"RECDGS100OM3-L CLEARANCE MARKER - LEFT	26.000	260.00
10	900-667880	SS12"X36"RECDGS100OM3-R CLEARANCE MARKER - RIGHT	26.000	260.00
1	900-223556	SS36"X24"RECDGG100DEST WHITE COPY/BRDR ON GREEN DG-	72.500	72.50
		**DIAMOND GRADE GREEN		
		**BACKGROUND WITH WHITE		
		**COPY AND BORDER		
		**1 EA.		
		**<-- MORA		
		**TH 4 -->		
3	900-691930	SS48"X24"RECDGG100DEST WHITE COPY/BRDR ON GREEN DG-	92.000	276.00
		**DIAMOND GRADE GREEN		
		**BACKGROUND WITH WHITE		
		**COPY AND BORDER		
		**1 EA.		
		**<-- KNIFE LAKE		
		**(UP ARROW) MORA		
		**1 EA.		
		**KNIFE LAKE -->		
		**T H 47 (UP ARROW)		
		**1 EA.		
		**<-- T H 65		
		**HINCKLEY -->		
		*		
40	500-04399	SNSCB24"X08.00"080SFDGGRD SNS-SF-DG-GRN -24"X08.00"X080	15.000	600.00
		**DIAMOND GRADE GREEN COVERED BLANK		
40	500-04400	SNSCB30"X08.00"080SFDGGRD SNS-SF-DG-GRN -30"X08.00"X080	17.000	680.00
		**DIAMOND GRADE GREEN COVERED BLANK		
40	500-04401	SNSCB36"X08.00"080SFDGGRD SNS-SF-DG-GRN -36"X08.00"X080	19.000	760.00
		**DIAMOND GRADE GREEN COVERED BLANK		
		*		



# **M-R Sign Co., Inc.**

1706 1st Avenue North

Fergus Falls, MN 56537

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Fax: (218) 736-4070

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903 EAST FOREST AVENUE  
MORA, MN 55051

Attention: \_\_\_\_\_

Phone No: 320-679-6300

Quoted By: TYLER

Fax No: 320-679-6304

Quantity	Stock Code	Description	Each	Line Total
22	323-217000	L6"C3655PSNBL DIE-CUT 6"C BLACK P/S SC #3655	10.000	220.00
		**2 EA. 0		
		**2 EA. 2		
		**2 EA. 3		
		**2 EA. 4		
		**2 EA. 5		
		**2 EA. 6		
		**2 EA. 7		
		**2 EA. 8		
		**2 EA. 9		
		**4 EA. 1		
47	325-004499	L4"C4090PSDG3WHT---25/PKG DIE-CUT 4"C DG3 WHITE #4090	20.000	940.00
		**lower case letters		
		**2 ea. e		
		**2 ea. r		
		**2 ea. s		
		**2 ea. t		
		**2 ea. v		
		**2 ea. d		
		**UPPER CASE LETTERS		
		**2 EA. A		
		**NUMBERS		
		**3 EA. 0		
		**3 EA. 3		
		**3 EA. 4		
		**3 EA. 5		
		**3 EA. 6		
		**3 EA. 7		
		**3 EA. 8		
		**3 EA. 9		
		**4 EA. 2		
		**5 EA. 1		
40	325-0011510	L6"C4090PSDG3W--25/PKG DIE-CUT 6"C DG3 WHITE #4090	38.000	1520.00
		**2 EA. 6		
		**2 EA. 9		
		**4 EA. A		
		**4 EA. 0		
		**4 EA. 1		
		**4 EA. 2		
		**4 EA. 3		
		**4 EA. 4		
		**4 EA. 5		
		**4 EA. 7		
		**4 EA. 8		
		*		
500	GV08-2501	GAL POST 8'X 2.50#/FT 3/8" 1" GALV U CHANNEL POST	24.210	12105.00

**M-R Sign Co., Inc.**

1706 1st Avenue North

Fergus Falls, MN 56537

Phone: (218) 736-5681

Fax: (218) 736-4070

**QUOTATION**

Quote No: 13216

Date: 03/07/23

Quote: KANABEC COUNTY HIGHWAY DEPT  
903 EAST FOREST AVENUE  
MORA, MN 55051

Attention: \_\_\_\_\_

Phone No: 320-679-6300

Quoted By: TYLER

Fax No: 320-679-6304

Quantity	Stock Code	Description	Each	Line Total
500	GV08-3001	GAL POST 8'X 3.00#/FT 3/8" 1" GALV U CHANNEL POST	29.050	14525.00
200	GV10-2501	GAL POST 10'X 2.50#/FT 3/8" 1" GALV U CHANNEL POST	30.260	6052.00
		* * * * ***** FOB FERGUS FALLS *****		

Thanks,  
Tyler

Line Total	47172.50
Sales Tax	0.00
Freight	0.00
Quote Total	47172.50



2501 8th Ave NW, West Fargo, ND 58078 \* PO Box 1408, Fargo, ND 58107-1408  
844-303-3531 \* Office: 701-237-1255 \* Fax: 701-293-7811  
Email: sales@signsolutionsusa.com \* Website: www.signsolutionsusa.com

QUOTE # 7400

QUOTE DATE 02/08/2023

Bill to:

Kanabec County Highway  
903 Forest AVE E  
Mora, MN 55051  
|||

Ship to:

Kanabec County Highway  
903 Forest AVE E  
Mora, MN 55051  
320.679.6300  
FOB Terms: FOB Plant

MNDOT Contract #	Customer PO #	Requested By	Awarded Date	Exp. Ship Date	Salesperson	SS Contract #	Terms
189120		Nate			Brandon Geffre		Due Upon Completion

Line	Material	Description	Weight	Quantity	Unit Price	Amount
1	89452W3X	DG3 FLUOR .080 36" X 36" Simple W3-X Ahead Sign - W3-1 // STOP AHEAD // Blk/Red/Wht/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	241.60	20.00 EA	\$113.58916	\$2,271.78
2	94128	DG3 .080 18" X 18" Sign Digital - M1-X4 // Route Marker // Blk/Wht "Kanabec County" // DG3 White 4090 // Federal	149.00	50.00 EA	\$22.09863	\$1,104.93
3	94136	DG3 .080 21" X 15" Sign Digital - M6-4 // Arrow Rt&Lt // Blk/Wht // DG3 White 4090 // Federal	58.00	20.00 EA	\$21.41986	\$428.40
4	94136	DG3 .080 21" X 15" Sign Digital - M6-4a // DOUBLE ARROW // Wht/Blue // DG3 White 4090 // Federal	58.00	20.00 EA	\$21.41986	\$428.40
5	94146	DG3 .080 30" X 30" Sign Digital - R3-X1 // RIGHT TURN LANE // Blk/Wht // DG3 White 4090 // Federal	33.08	4.00 EA	\$57.88136	\$231.53
6	80850	DG3 FLUOR .080 12" X 36" Standard Sign - X4-4L // MN Object Marker - Left // Blk/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	38.10	10.00 EA	\$27.96094	\$279.61
7	80850	DG3 FLUOR .080 12" X 36" Standard Sign - X4-4R // MN Object Marker - Right // Blk/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	38.10	10.00 EA	\$27.96094	\$279.61
8	93846	DG3 FLUOR .080 30" X 30" Sign Digital - W2-1 // CROSS ROAD // Blk/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	165.40	20.00 EA	\$58.19215	\$1,163.84
9	93846	DG3 FLUOR .080 30" X 30" Sign Digital - W2-2L // SIDE ROAD 90 DEG LEFT // Blk/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	165.40	20.00 EA	\$58.19215	\$1,163.84
10	94098	DG3 .100 48" X 36" No Passing Zone Sign Digital - W14-3 // No Passing Zone // Blk/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	625.80	70.00 EA	\$58.41878	\$4,089.31
11	77537	DG3 .080 24" X 8" Sheeted Blank - No Border // DG3 Green 4097	76.40	40.00 EA	\$12.72238	\$508.90
12	77543	DG3 .080 30" X 8" Sheeted Blank - No Border // DG3 Green 4097	95.60	40.00 EA	\$15.94538	\$637.82
13	77524	DG3 .080 36" X 8" Sheeted Blank - No Border // DG3 Green 4097	101.60	40.00 EA	\$16.96317	\$678.53
14	10821	10ft 2.5# Galvanized U-Channel	5,350.00	200.00 EA	\$34.95600	\$6,991.20
15	10825	8ft 2.5# Galvanized U-Channel	10,000.00	500.00 EA	\$27.64608	\$13,823.04
16	10835	8ft 3# Galvanized U-Channel	12,000.00	500.00 EA	\$33.17530	\$16,587.65
17	94142	DG3 .080 36" X 24" Sign Digital - Wht/Grm "<-- MORA" / "TH 47 -->" 6" Text // DG3 White 4090 // Federal	7.94	1.00 EA	\$60.18926	\$60.19
18	RS93067	Std Sign-NR /sq ft Digital RS - Blk/Yel - Kanabec County Warning labels (500ea) 3" x 2"	1.68	21.00 SF	\$6.49699	\$136.44
19	94162	DG3 .080 48" X 24" Sign Digital - Wht/Grm "<-- KNIFE LAKE" / "MORA ^" 6" Text // DG3 White 4090 // Federal	10.59	1.00 EA	\$75.98784	\$75.99

Continued on next page

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Line	Material	Description	Weight	Quantity	Unit Price	Amount
20	94162	DG3 .080 48" X 24" Sign Digital - Wht/Grn "KNIFE LAKE -->" / "T.H. NO. 47 ^" 6" Text // DG3 White 4090 // Federal	10.59	1.00 EA	\$75.98784	\$75.99
21	94162	DG3 .080 48" X 24" Sign Digital - Wht/Grn "<-- TH 65" / "HINCKLEY -->" // DG3 White 4090 // Federal	10.59	1.00 EA	\$75.98784	\$75.99
22	40092	6" DG3 White Letter 3M GS - "A"	3.00	100.00 EA	\$2.85911	\$285.91
23	40090	4" DG3 White Letter 3M GS - "A"	0.50	50.00 EA	\$1.27070	\$63.54
24	40090	4" DG3 White Letter 3M GS - (2ea) "e, r, s, t, v, d"	3.00	300.00 EA	\$1.27070	\$381.21
25	40092	6" DG3 White Number 3M GS - "0-9"	27.00	900.00 EA	\$2.85911	\$2,573.20
26	40090	4" DG3 White Number 3M GS - "0-9"	8.25	825.00 EA	\$1.27070	\$1,048.33
27	40092	6" DG3 Black Number 3M GS - "0-9"	16.50	550.00 EA	\$2.85911	\$1,572.51
Total Weight			29,295.72			
					Sales Tax	\$4,205.04
					Total Quote	\$61,222.73

Notes:

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

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

Customer Ref/PO #: \_\_\_\_\_

Sign Solutions USA reserves the right to punch holes in custom signs as best fit to prevent interfering with the legend unless otherwise noted on the quote . Sign Solutions USA will punch all MUTCD signs to federal punching standards unless otherwise specified on the quote.
<b>Freight Guidelines for enclosed truck, van or anything else that is not a flat bed:</b> <u>Bundles</u> - One to a max of 4 bundles (25 ea.) no more than 14ft in length, or a max of 4500lbs total weight. Any shipments exceeding these guidelines must ship on flat bed. <u>Pallets</u> - Any number of pallets in a enclosed trailer if total quantity falls within size and weight of carrier's guidelines.

Material only sale. All orders and sales are final. Unless otherwise specified above, payment due upon receipt of material. For special order items, unless otherwise specified above, payment due prior to ordering. Unless otherwise specified above, all material FOB the Sign Solutions USA, LLC office providing this Quote. This Quote is valid for 15 days unless otherwise specified above. Acceptance of the material specified in this Quote constitutes acceptance of the terms in this Quote, regardless of signature. In the event of any conflict between the terms of this Quote and any purchase order or other agreement with the Purchaser, the terms of this Quote will govern. This Quote is made effective as of the date issued, sets forth the goods, supplies or materials to be provided by Sign Solutions USA, LLC and is further subject to the terms and conditions detailed at <https://www.signsolutionsusa.com/terms-and-conditions/> , which are incorporated herein by reference.



## STATE OF MINNESOTA

### AGENCY AGREEMENT

for

### FEDERAL PARTICIPATION IN CONSTRUCTION

This Agreement is entered into by and between Kanabec County ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

#### RECITALS

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1. Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
2. This Agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
  - 2.1. The Assistance Listing Number (ALN) is 20.205, 20.224, 20.933 or another Department of Transportation ALN as listed on SAM.gov and
  - 2.2. This project is for construction, not research and development.
  - 2.3. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

#### AGREEMENT TERMS

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##### 1. Term of Agreement; Prior Agreement

- 1.1. **Effective Date.** This Agreement will be effective on the date that MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. This Agreement will remain effective until it is superseded or terminated pursuant to section 14.
- 1.2. **Prior Agreement.** This Agreement supersedes the prior agreement between the parties, MnDOT Contract Number 1030033.

##### 2. Local Government's Duties

- 2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds on its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website.
- 2.2. **Staffing.**
  - 2.2.1. The Local Government will furnish and assign a publicly employed and licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative, where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This

written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

- 2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or co-principal with respect to the Project(s).

- 2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.

- 2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization **without permission** will not be eligible for federal reimbursement.

- 2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all federal-aid provisions supplied by MnDOT.

- 2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders and where the Local Government will receive the sealed bids.

- 2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.

- 2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.

- 2.3.6. The Local Government will receive and open bids.

- 2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises (DBEs), the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.

- 2.3.8. The Local Government must disclose in writing any potential conflict of interest to the Federal awarding agency or MnDOT in accordance with applicable FHWA policy.

- 2.4. **Contract Administration.**

- 2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction when the contract is awarded and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable

federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as identified in Section 18 of this Agreement.

- 2.4.2. The Project(s) will be constructed in accordance with the plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this Agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that are in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector, as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

## 2.5. **Limitations.**

- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. **Nondiscrimination.** It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. 2000d). Through expansion of the mandate



for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

2.5.3. **Utilities.** The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities", which is incorporated herein by reference.

2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

### 3. MnDOT's Duties

3.1. **Acceptance.** MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

#### 3.2. Project Activities.

3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s) and for reimbursement of eligible costs pursuant to the terms of this Agreement.

3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.

3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the Project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.

3.2.4. MnDOT will provide the required labor postings.

3.3. **Authority.** MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.

3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this Agreement. The Local Government will make all books, records, and documents pertaining to the work hereunder available for a minimum of six years following the closing of the construction contract.

### 4. Time

4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). **No work completed** after the **end date** will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the **end date**.

## 5. Payment

- 5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
- 5.2. **Indirect Cost Rate Proposal/Cost Allocation Plan.** If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a Project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
  - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
  - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
  - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
  - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
  - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this Agreement must comply with 2 CFR 200.306.
- 5.5. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for failure to comply with any federal requirements including, but not limited to, 2 CFR Part 200. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further

agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each Project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award at least twenty-four months prior to the **end date** of the period of performance for each Project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
6. **Conditions of Payment.** All services provided by Local Government under this Agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.
7. **Authorized Representatives**
  - 7.1. MnDOT's Authorized Representative is:
 

Name: Kristine Elwood, or her successor.

Title: State Aid Engineer

Phone: 651-366-4831

Email: Kristine.elwood@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.
  - 7.2. The Local Government's Authorized Representative is:
 

Name: Chad Gramentz or their successor.

Title: Kanabec County Engineer

Phone: 320-679-6300

Email: chad.gramentz@co.kanabec.mn.us

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.
8. **Assignment Amendments, Waiver, and Agreement Complete**
  - 8.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
  - 8.2. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
  - 8.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
  - 8.4. **Agreement Complete.** This Agreement contains all negotiations and agreements between MnDOT and the

Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement, or the application thereof, is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 8.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

## 9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

## 10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.

- 11. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

- 12. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will

not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

- 13. Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**14. Termination; Suspension**

- 14.1. Termination by MnDOT.** MnDOT may terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and/or requiring the return of all or part of the funds already disbursed.
- 14.3. Termination for Insufficient Funding.** MnDOT may immediately terminate this Agreement if:
- 14.3.1. It does not obtain funding from the Minnesota Legislature; or
  - 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. Suspension.** MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
- 15. Data Disclosure.** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 16. Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

- 17. Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

**18. Federal Contract Clauses**

- 18.1. Appendix II 2 CFR Part 200.** The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third-party contractors, as applicable. In addition, the Local Government shall have the same meaning as “Contractor” in the federal requirements listed below.
- 18.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
  - 18.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
  - 18.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
  - 18.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision

for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- 18.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 18.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 18.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

18.1.10. Local Government will comply with 2 CFR § 200.323.

18.1.11. Local Government will comply with 2 CFR § 200.216.

18.1.12. Local Government will comply with 2 CFR § 200.322.

18.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.

18.3. **Title VI/Non-discrimination Assurances.** The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.

18.5. **Federal Funding Accountability and Transparency Act (FFATA)**

18.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.

- a. Reporting of Total Compensation of the Local Government's Executives.
- b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
  - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and



- iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
  - i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax qualified.
- 18.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 18.5.4. The Local Government will obtain a Unique Entity Identifier number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each Project.
- 18.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

**[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]**

**Kanabec County**

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

By: \_\_\_\_\_

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

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

By: \_\_\_\_\_

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

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

**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

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

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

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

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

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

**March 7, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, March 7, 2023 pursuant to adjournment with the following Board Members present in person: Tom Roeschlein, Rick Mattson, Wendy Caswell and Alison Holland. Present via WebEx at a public location: 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 addition: 9:40am Lisa Holcomb, request for approval of VitalChek Services Contract.

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

Renee Crisman	Presented an impassable road complaint per MN Statute 163.16 for Hornet St. in Hillman Twp. and requested a hearing on said complaint.
Galen Brelie	Comments in support of Renee Crisman's request for a hearing of an impassable road, and encouraging the Board to take the request very seriously.

**9:10am** – The Chairperson closed public comment.

**9:10am** – Commissioner Peter Ripka joined the meeting via WebEx.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following paid claims:

**Vendor**

**Amount**

Ann Lake Township	7,359.77
Ann Lake Township	388.48
Arthur Township	23,063.41
Arthur Township	11,662.27
Brunswick Township	23,070.16
Brunswick Township	2,038.03
Budzien, Nicholas & Jennifer	26.00
Chamberlain Oil	764.08
City of Mora	13,213.02
Comfort Township	17,058.33
Comfort Township	971.62
Dearborn National Life Insurance Co	629.24
Ford Township	5,904.21
Grass Lake Township	18,349.73
Grass Lake Township	138.02
Haybrook Township	4,418.98
Haybrook Township	973.88
Health Partners	6,914.81
Hillman Township	500.00
Hillman Township	8,488.82
Kanabec County AT ACH_VISA	529.94
Kanabec Township	12,320.96
Kanabec Township	584.03
Knife Lake Township	18,152.07
Knife Lake Township	6,489.62
Kroschel Township	7,570.11
Kroschel Township	1,936.45
Life Insurance Company of North America	594.77
Peace Township	19,281.59
Peace Township	5,871.47
Pomroy Township	8,767.64
Quadient Finance	4,782.04
Southfork Township	15,150.00
Southfork Township	27,895.22
The Hartford Priority Accounts	6,863.69
VC3, Inc.	188.00
Verizon Wireless Aircards	1,335.34
VSP Insurance Co	526.74
Whited Township	11,714.22
<b>39 Claims Totaling:</b>	<b><u>\$ 296,486.76</u></b>

Action #3 – Alison Holland introduced a motion to approve the following claims on the funds indicated:

## Revenue Fund

<u>Vendor</u>	<u>Amount</u>
Adam's Pest Control	250.00
Adam's Pest Control	125.00
Adam's Pest Control	125.00
American Septic Service	130.00
Aspen Mills	14.00
Aspen Mills	2,231.00
Association of MN Counties	350.00
Auto Value	35.97
BlueStar Graphics	525.00
Caswell, Wendy	96.94
Clifton Larson Allen	3,150.00
Coborn's Inc.	1,698.34
Curtis, Michael	656.57
ECSWC	7,130.70
East Central Regional Juvenile Center	4,487.00
Fox Run Kennels	500.00
Grainger	127.31
Granite City Jobbing Co	807.44
Granite City Jobbing Co	299.03
Hartshorn, Jim	78.60
Hoefert, Robert	563.96
Holcomb, Lisa	509.42
Holcomb, Lisa	98.25
Holcomb, Lisa	75.00
Horizon Towing	414.75
Kanabec County Environmental Services	25,000.00
Kanabec County Highway Dept	295.39
Kanabec County Highway Dept	19.20
Kroschel Land Surveyors, Inc.	4,700.00
Marco	105.92
Marco	477.00
Marco	414.00
Marco	490.00
Marco	3,267.40
Mattson, Jean	58.33
Mattson, Jean	95.96
McFadden, Barbara	75.00
MEI Total Elevator Solutions	893.81
Methven Funeral and Cremation Services	250.00

Michael Keller, Ph.D., L.P.	650.00
Milaca Chiropractic Center	85.00
Mora Bakery	32.06
Nagell Appraisal & Consulting	7,000.00
O'Reilly Auto Parts	7.49
Oslin Lumber	42.00
Ramsey County	507.00
Ratwik, Roszak & Maloney, PA	1,800.00
Ripka, Peter	75.00
Ripka, Peter	74.40
Rupp, Anderson, Squires & Waldspurger PA	1,864.00
Salmela, Terry	88.10
Schiferli, Kelsey	75.00
Sea Change Print Innovations	909.51
Stellar Services	124.50
Stellar Services	138.95
Summit Food Service Management	3,978.71
SwipeClock LLC	332.00
Van Alst, Lillian	867.22
Vertiv Corporation	4,510.00

**59 Claims Totaling: \$ 83,782.23**

#### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Auto Value	3,187.81
Beaudry Oil & Propane	23,272.99
Central Pension Fund	804.75
Dultmeier Sales	69.29
Fluegge's Ag	18,770.00
Force America	552.92
Houston Engineering	14,037.94
Jacon LLC	149,142.53
JMD Manufacturing	7,301.74
Johnson Hardware	915.48
Kanabec County Highway Dept	190.30
Kroschel Land Surveyors	1,320.00
Little Falls Machine	212.25
Millerbernd	4,200.00
North Central International	185.42
Novus Glass	300.00
Nuss Truck	653.53



Sherburne County Public Works	280.00
Towmaster	1,621.18
Trent Terpstra	385.17
USIC	120.00
Vault Health	120.29
Widseth Smith Nolting	2,129.00
<b>23 Claims Totaling:</b>	<b><u>\$ 229,772.59</u></b>

The motion was duly seconded by Wendy Caswell and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
 Alison Holland, in favor  
 Wendy Caswell, in favor  
 Tom Roeschlein, in favor  
 Rick Mattson, in favor

Whereupon the motion was passed.

Action #4 – Tom Roeschlein introduced a motion to approve the February 21, 2023 minutes as presented.

The motion was duly seconded by Alison Holland and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
 Alison Holland, in favor  
 Wendy Caswell, in favor  
 Tom Roeschlein, in favor  
 Rick Mattson, in favor

Whereupon the motion was passed.

Action #5 – Peter Ripka introduced the following resolution and moved its adoption:

## **Resolution #5 – 3/7/23**

### **SCORE CLAIMS**

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

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

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

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

Waste Management	\$1,696.96
Quality Disposal	\$4,205.00
Arthur Township	\$500.00
Total	\$6,401.96

The motion for the adoption of the foregoing Resolution was duly seconded by Tom Roeschlein and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

Action #6 – Alison Holland introduced a motion to recess to meeting at 9:20am to a time immediately following the Community Health Board.

The motion was duly seconded by Wendy Caswell and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the motion was passed.

The Kanabec County Community Health Board met at 9:20am on Tuesday, March 7, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell and Alison Holland. Present via WebEx: Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

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

Action #CH7 – Tom Roeschlein introduced the following resolution and moved its adoption:

### **Resolution #CH7 – 3/7/23**

Public Health Emergency Preparedness Concurrence Resolution

**WHEREAS**, the Minnesota Department of Health (MDH) Public Health Emergency Preparedness fifth budget period of the five year project period (2023-2024 Budget Period 5) will focus on continuing COVID-19 response and recovery activities, incorporating lessons learned during the COVID-19 response by updating plans, policies and/or procedures, developing staff through participation in select training and exercises and , developing strategies to move public health emergency preparedness work forward during Budget Period 5 and the next five-year period (2024-2029), and

**WHEREAS**, there will be a set of recurring and base grant-related activities that all CHBs will complete, and

**WHEREAS**, the funding level-based duties will continue COVID-19 response work and emphasize recovery activities. CHBs will address gaps identified through hot washes in after action reports, assess the public health incident management structure, and participate in MDH trainings including Psychological First Aid (PFA), MN Responds system administrators, and potentially an in-person NIMS/ICS training (if MDH is able to offer it). CHBs will develop and/or revise plans for social media, risk communication, responder safety and health, and pandemic influenza. CHBs will also continue regular communication with volunteers to help keep them engaged.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves Minnesota Department of Health’s approach to Public Health Emergency Preparedness for the 2023-24 budget period.

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, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

Action #CH8 – Alison Holland introduced the following resolution and moved its adoption:

### **Resolution #CH8 – 3/7/23**

Reality Based Leadership LLC Resolution

**WHEREAS**, Kanabec County Community Health along with 4 other counties in the region have funds available for staff recovery/development through COVID-19 funds; and

**WHEREAS**, Reality Based Leadership LLC is willing and knowledgeable in the areas requested for providing a partial day After Action Forum in a centrally located facility, and

**WHEREAS**, each County will pay a portion of the cost of the training.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director to sign an Agreement with Reality Based Leadership LLC to provide a partial day presentation for Community Health staff for \$15,000 plus travel expenses to be paid with Community Health COVID-19 funds, which will be partially reimbursed by the other four counties.

The motion for the adoption of the foregoing Resolution was duly seconded by Tom Roeschlein and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

Action #CH9 – Alison Holland introduced the following resolution and moved its adoption:

### **Resolution #CH9 – 3/7/23**

#### **WIC Communications Innovations and Outreach (CIAO) Grant Participation Resolution**

**WHEREAS**, the five county region is considering partnering together to submit a Federal Grant to work with organizations to develop, implement, and evaluate innovative outreach strategies to increase WIC awareness, participation, benefit redemption and reduce disparities, and

**WHEREAS**, the program will improve the health and well-being of children and families, and

**WHEREAS**, the counties would also work with Hunger Impact Partners to help address needs in the counties and provide resources and expertise to implement recruitment and marketing strategies and to connect more families in the area with food resources at a time when the SNAP benefits are decreasing from the additional public health emergency funding, and

**WHEREAS**, Hunger Impact Partners is willing and able to be the applicant of record, as well as the fiscal agent for the grant application if the collaborative were to be funded.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director partnering with the five county region and Hunger Impact Partners to apply for the WIC Community Innovations and Outreach (CIAO) grant, to accept said funding upon award to provide outreach throughout the community.

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, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

Action #CH10 – Tom Roeschlein introduced a motion to approve the payment of 48 claims totaling \$38,820.76 on Community Health Funds.

The motion was duly seconded by Peter Ripka and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the motion was passed.

Action #CH11 - Alison Holland introduced a motion to adjourn Community Health Board at 9:44am and to meet again on Tuesday, April 4, 2023 at 9:20am.

The motion was duly seconded by Wendy Caswell and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the motion was passed.

The Board of Commissioners reconvened.

County Recorder Lisa Holcomb met with the Board to give a department update and request approval for VitalChek Services Contract.

Action #12 – Alison Holland introduced the following resolution and moved its adoption:



## **Resolution #12 – 3/7/23**

### **VitalChek Services Contract Resolution**

**WHEREAS**, Kanabec County Recorder's Office provides at the counter and by mail vital record services to customers; and

**WHEREAS**, the VitalChek desires to contract with Kanabec County Recorder's Office to provide on-line vital record services; and

**WHEREAS**, the County Attorney has reviewed the contract and cited no issues;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Recorder to sign a contract with VitalChek to provide on-line vital record services.

The motion for the adoption of the foregoing Resolution was duly seconded by Tom Roeschlein and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

County Auditor/Treasurer Denise Snyder met with the Board to give a semi-annual department update and to request to use capital equipment funds for an unexpected, unbudgeted expense related to complications from the MCIS conversion.

*Action #13* – Tom Roeschlein introduced a motion to approve the use of capital equipment funds for an unexpected, unbudgeted expense to mail the valuation statements separately from the tax statements this year due to complications related to the MCIS conversion and statutory deadlines for said mailings.

The motion was duly seconded by Alison Holland and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the motion was passed.

**10:24am** – The Chairperson called for a five minute break.

**10:29am** – The Board reconvened.

Action #14 – Alison Holland introduced the following resolution and moved its adoption:

### **Resolution #14 – 3/7/23**

**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 the Kanabec County Agricultural Society for a raffle event to be held at Ogilvie Raceway, 1539 MN-23, Ogilvie, MN 56358 on July 17, 2023.

The motion for the adoption of the foregoing Resolution was duly seconded by Tom Roeschlein and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

Rick Mattson led a discussion regarding dissatisfaction with the current location of the 4-H Educator's Extension Office due to small space, lack of public accessibility, etc. The board discussed options to move the 4-H Educator's Extension Office to other space within the county. The board will look at options to consider and resume discussion at a future meeting.

Action #15 – Tom Roeschlein introduced a motion to approve moving forward with the budgeted scanning and archiving project for the official board meeting minute books.

The motion was duly seconded by Alison Holland and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor

Rick Mattson, in favor

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding the need and cost for audio upgrade in the board room. Discussion was held regarding whether the upgrade would cause problems such as feedback or delays, and if it would be possible to only use the room speakers in the audience portion of the room. Coordinator McNally will consult with I.S. and bring information back to the board. No action was taken.

County Coordinator McNally gave an update regarding the 2023 Pay Equity Report. The report has been officially accepted and in compliance. Information only, no action was taken.

County Coordinator McNally led a discussion regarding consideration to adopt the proposed Public Comment Policy.

Action #16 – Wendy Caswell introduced the following resolution and moved its adoption:

**Resolution #16 - 3/7/23**  
**Adoption of Kanabec County Public Comment Policy**

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

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

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

The motion for the adoption of the foregoing Resolution duly seconded by Peter Ripka and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the resolution was declared duly passed and adopted.

The Commissioners gave reports regarding the boards and committees in which they participate. Information only, no action was taken.

Action #17 – Alison Holland introduced a motion to adjourn the meeting at 11:08am at to meet again in regular session on Tuesday, March 21, 2023 at 9:00am.

The motion was duly seconded by Tom Roeschlein and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor  
Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the motion was passed.

*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>
Absolute Title LLC	1,308.00	2023 Prepay Refunds	Prepaid Tax Fund
All Seasons Title	100.00	2023 Prepay Refund	Prepaid Tax Fund
Card Services (Coborn's)	10.24	Cleaning Supplies	Community Health
Card Services (Coborn's)	119.48	Wellness Supplies	Employee Wellness
Carl & Saengdara Boudreau	19.00	2023 Prepay Refund	Prepaid Tax Fund
City of Mora	1,871.16	Utilities	Various
Consolidated Communications	1,138.51	Monthly Service	Various
E C Riders	8,540.30	2023 BM#2 Snake River Trail	Unallocated
East Central Energy	328.67	Intersection Lighting	Highway
Joseph White and/or Emily Ruyman	10.00	2023 Prepay Refund	Prepaid Tax Fund
Kanabec County AT ACH_VISA	2,278.46	See Below	
Kwik Trip	12,123.35	Gas Credit Cards	Various
Midcontinent Communications	464.38	Utilities	Various
Minnesota Department of Finance	3,595.00	2.23 State Fees & Surcharges	Recorder
Office of MN.IT Services	1,338.65	WAN	IS
Quality Disposal	741.25	Solid Waste Fees	Various
Scott M Bagley Trust	52.00	2023 Prepay Refund	Prepaid Tax Fund
Spire Credit Union	6,534.54	See Below	
Treasurer, Kanabec County	14.00	2023 Prepay Runds	Prepaid Tax Fund
VC3, Inc.	3,308.40	Monthly Service	ARPA Supplies &Tech
Verizon Wireless	3,021.17	Cell Phones	Various
<b>21 Claims Totaling:</b>	<b>\$ 46,916.56</b>		
Spire Credit Union	388.40	Intercontinental Hotel - Conf AH	Commissioners
	319.36	Intercontinental Hotel - Conf PR	Commissioners
	11.80	Amazon - Credit Card Machine Paper	Auditor

30.05	Amazon - Wireless Mouse & Keyboard	Auditor
32.16	Amazon - Wireless Mouse & Keyboard	Auditor
450.00	PURELEV - Hard Drive Crusher	IS
8.90	Amazon - USBC Cable	IS
400.00	MAAO - Mass Appraisal Class	Assessor
849.00	B&H Photo - Laptop	Assessor
87.52	Amazon - Logitech Headsets	Assessor
17.16	Amazon - Rubber Door Stoppers	Veterans
136.52	Amazon - Office Supplies	Veterans
68.45	Amazon - Office Supplies	Veterans
333.86	Levenger - Office Supplies	Transit
56.34	Amazon - Brother Toner	Transit
24.14	Amazon - Brother Toner	Transit
14.99	Amazon - Cell Phone Case	Sheriff
14.99	Amazon Prime Membership	Sheriff
107.95	Amazon - Office Supplies	Sheriff
123.98	Amazon - External Hard Drive	Sheriff
68.72	Amazon - USB GPS	Sheriff
41.79	Amazon - PVC Cards	Sheriff
104.92	Amazon - Fargo Ribbon	Sheriff
297.00	Wearetwodogs Inc - Dog Gear	Sheriff
112.73	Chewy - Dog Food	Sheriff
134.23	KennectPet - Dog Crate	Sheriff
202.65	Amazon - Office Supplies	Jail
45.88	Amazon - Jail Supplies	Jail
51.15	Amazon - Jail Supplies	Jail
106.24	Amazon - Jail Supplies	Jail
40.78	Amazon - Jail Supplies	Jail
350.00	Fusion Learning Cnt - Gov Conf	E911
17.18	Amazon - Office Supplies	Extension
0.99	Apple - Storage	Highway
70.96	Amazon - Stylus & Stylus Holder	Highway
5.69	Amazon - Pen Clips	Highway
68.50	Amazon - Asset Tags	Community Health



6.95	Amazon - Cell Phone Screen Protector	Community Health
36.66	Amazon - Office Supplies	Community Health
(274.44)	Positive Promotions - Credit	Community Health
367.17	Big Sky Resort - MT Summer Inst	Community Health
136.99	Amazon - Wireless Speakers	Community Health
205.97	Amazon - Noise Cancelling Headphones	Community Health
25.60	Availity Subscription Fee	Community Health
14.24	Amazon - Cell Phone Case	Community Health
478.03	Delta Airlines - NACCHO Prep Sum	Community Health
22.40	Availity Subscription Fee	Community Health
20.15	Amazon - Cell Phone Case, etc.	Community Health
32.00	Availity Subscription Fee	Community Health
116.79	Amazon - Wellness Supplies	Employee Wellness
(27.47)	Amazon - Credit	Employee Wellness
178.52	Walmart - Wellness Supplies	Employee Wellness
<b>52 Claims Totaling:</b>	<b>\$ 6,534.54</b>	

Kanabec County AT ACH\_VISA

17.98	Amazon - Fly Window Traps - Courthouse	Building Maintenance
255.35	Amazon - Paper Towels - Courthouse	Building Maintenance
77.20	Amazon - Sloan Valve Vac Breaker - Courthouse	Building Maintenance
122.16	Amazon - Cap Nuts & Washers - Courthouse	Building Maintenance
55.00	Amazon-Sloan Valve Vac Repair Kit-Courthouse	Building Maintenance
20.90	Amazon - Sloan Valve Inside Cov - Courthouse	Building Maintenance
579.82	AED.US - Electrodes & Battery - Courthouse	Building Maintenance
21.75	Amazon - Microwave Door Switch - PSB	Building Maintenance
13.87	Amazon - Microwave Door Switch - PSB	Building Maintenance
13.89	Amazon - Sheet Metal Screws - Jail	Building Maintenance
8.00	Amazon - Plastic Access Door - Jail	Building Maintenance
26.85	Amazon - Stainless Steel Hose - Jail	Building Maintenance
14.69	Amazon - Tamper Pruf Screws - Jail	Building Maintenance
1,051.00	Lawler Mfg - Repair Kit & Thermo - Jail	Building Maintenance
<b>14 Claims Totaling:</b>	<b>\$ 2,278.46</b>	

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 3/21/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	Marco	159.00	Standard Payment
		<b>159.00</b>	
BUILDINGS MAINTENANCE	Ace Hardware	71.34	Air Hose, O-rings, Pipe Sealer, Metal Electric Box, Air Hose Coupler - Jail
BUILDINGS MAINTENANCE	Ace Hardware	71.11	Neoprene Washers, Silicone, Kwik Seal, Tube Silicone, Junction Box Cover, Command Strips - Courthouse
BUILDINGS MAINTENANCE	Electric Motor Service, Inc.	1,624.18	Baldor Motor - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	February Cleaning Services - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	February Cleaning Services - PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	February Cleaning Services - Jail
BUILDINGS MAINTENANCE	Grainger	27.26	Tamper-Pruf Screws - Jail
BUILDINGS MAINTENANCE	Johnsons Hardware	99.99	29pc Black Oxide Bit Set - PSB
BUILDINGS MAINTENANCE	Johnsons Hardware	106.74	Misc Electrical, Shelf Bracket - Jail
BUILDINGS MAINTENANCE	Johnsons Hardware	28.98	Poly Foam Toilet Gasket, Wire Wheel - Courthouse
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	1,159.82	Quarterly Service (Mar-May) - Courthouse
BUILDINGS MAINTENANCE	Rick's Home Furnishings	329.95	Microwave - PSB
		<b>11,563.37</b>	
COMPUTER EXPENSES	Apex Software	1,175.00	Apex Sketching Software (5 at \$235 Per License, 4/1/23 - 4/1/24)
		<b>1,175.00</b>	
COUNTY ATTORNEY	MN Fraud Investigators Association	185.00	MN Fraud Investigators Assn Conference - Spring May 3-5
COUNTY ATTORNEY	ODP Business Solutions LLC	58.75	AA Batteries, Paper for Letterhead
COUNTY ATTORNEY	Pine County Attorney's Office	12.80	Postage for Court File

COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	189.08	LexisNexis February 2023
COUNTY ATTORNEY	Sugar Lake Lodge	314.35	MFIA Conference May 3 - 5
COUNTY ATTORNEY	Thomson Reuters - West	<u>202.00</u>	Subscription Charges
		<b>961.98</b>	
COUNTY COORDINATOR	Christenson, Kim	68.12	Mileage to Sartel WEX Training on 3/9/23 - 104 miles at 65.5 cents per mile
COUNTY COORDINATOR	National PELRA	295.00	Training - Foundations of Labor Relations/Academy 1
COUNTY COORDINATOR	ODP Business Solutions LLC	<u>41.50</u>	Colored Paper, Pens
		<b>404.62</b>	
COUNTY CORONER	Ramsey County	1,473.00	Post Mortem Exam/Toxicology
COUNTY CORONER	River Valley Forensic Services, P.A.	1,250.00	Post Mortem Exams (3)
COUNTY CORONER	River Valley Forensic Services, P.A.	<u>250.00</u>	Contract Monthly Meical Examiner Service Jan. '23
		<b>2,973.00</b>	
COUNTY EXTENSION	ODP Business Solutions LLC	<u>9.76</u>	Cardstock
		<b>9.76</b>	
COURT ADMINISTRATOR	Johnson Brothers Law	846.50	Court Appointed Attorney Fees
COURT ADMINISTRATOR	Mora Psychological Services, PLLC	<u>1,732.50</u>	Doctor Fees for Rule 20.01 Evaluation
		<b>2,579.00</b>	
ECONOMIC DEVELOPMENT	Kanabec Publications	66.75	Printed Business Cards
ECONOMIC DEVELOPMENT	Northland Process Piping Inc	11,766.60	2021 Tax Rebates, 2 Parcels, Pmt 4/6
ECONOMIC DEVELOPMENT	Northland Process Piping Inc	<u>11,476.04</u>	2022 Tax Rebates, 2 Parcels, Pmt 4/6
		<b>23,309.39</b>	
ELECTIONS	SHI	<u>725.26</u>	Server for Security Appliance
		<b>725.26</b>	

HUMAN RESOURCES	American DataBank	146.90	Background Study for New Employees (2)
HUMAN RESOURCES	Christenson, Kim	28.75	Reimburse Overnight Postage to Zenith Admin
HUMAN RESOURCES	MRA	277.50	Compensation Services - Job Evaluation, Feb. '23 - FS
HUMAN RESOURCES	PD's Embroidery	102.97	Employee Recognition Plaques (2)
HUMAN RESOURCES	WEX	437.25	Administrative Fees for February
		<b>993.37</b>	
INFORMATION SYSTEMS	MNCCC	77.60	Adobe Subscription (11/11/22-11/10/23) - Family Services
INFORMATION SYSTEMS	REVIZE LLC	1,900.00	Yearly Service Package for County Website
		<b>1,977.60</b>	
LAW LIBRARY	RELX Inc. DBA LexisNexis	231.75	Law Library Invoice
		<b>231.75</b>	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	224.00	REAM Grant February 2023
		<b>224.00</b>	
PUBLIC HEALTH	MNCCC	77.60	Adobe Subscription (11/11/22-11/10/23) - Public Health
		<b>77.60</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	475.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	Curtis, Michael	494.26	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Glen's Tire	62.61	2022 Chrysler Pacifica - Oil Change
PUBLIC TRANSPORTATION	Hoefert, Robert	844.30	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec Publications	912.00	Advertising
PUBLIC TRANSPORTATION	Novus Glass	275.00	Bus #18, New Windshield
PUBLIC TRANSPORTATION	Premium Waters, Inc.	35.10	Bottled Water Supplies
PUBLIC TRANSPORTATION	Tinker & Larson	75.05	2019 Dodge Grand Caravan Oil Change
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,044.73	Volunteer Mileage
PUBLIC TRANSPORTATION	VC3, Inc.	2,368.83	IT Support, Repairs
		<b>6,586.88</b>	

SANITATION	East Central Solid Waste Commission	<u>10.00</u>	Kanabec County Highway Dept - Mixed Solid Waste
		<b>10.00</b>	
SHERIFF	Axon Enterprise Inc.	3,058.20	Taser Assurance Plan CEW, Annual Payment
SHERIFF	Axon Enterprise Inc.	2,982.88	Tasers & Accessories
SHERIFF	Driver and Vehicle Services	24.00	"SHERIFF" Plates (8)
SHERIFF	Fox Run Kennels	500.00	Animal Control Services, April 2023
SHERIFF	Frisch, Justin	91.94	Reimburse for POST Board
SHERIFF	Gertken, Adam	91.13	Reimburse for POST Board
SHERIFF	Gertken, Adam	1,144.38	Handgun Purchase
SHERIFF	Kubesh, John C	1,045.00	Firearm Purchase
SHERIFF	League of Minnesota Cities	2,250.00	PATROL Subscription
SHERIFF	Mclalwain, Shanna	58.08	Quick Kit Holster
SHERIFF	O'Reilly Auto Parts	197.42	Wiper Blades, Capsules, Squad Parts
SHERIFF	Owens Auto Parts	17.94	Squad Parts
SHERIFF	State of MN - Dept of Transportation	300.00	MnDOT Communications Facility Use Agreement
SHERIFF	Tinker & Larson	1,334.91	Squad Oil Changes (3), Spark Plugs, Brake Job, Replace Headlamp
		<u><b>13,095.88</b></u>	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,800.86	April 2023 On Site Medical Services
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	1,040.07	April 2023 On Site MH Services
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	50.00	TPA Pool Management Fees
SHERIFF - JAIL/DISPATCH	Michael Keller, Ph.D., L.P.	650.00	Psych Eval - New Employee
SHERIFF - JAIL/DISPATCH	SIRCHIE	64.44	Fingerprint Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	102.08	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,977.64	Inmate Meals 2/18/23 - 2/24/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,990.51	Inmate Meals 2/25/23 - 3/3/23
SHERIFF - JAIL/DISPATCH	Swank Motion Pictures	<u>530.00</u>	Public Performance License
		<b>29,205.60</b>	

UNALLOCATED	Kanabec Publications	651.87	County Board Minutes - 1/3/23, 1/17/23
UNALLOCATED	Kanabec Soil & Water Cons.	610.28	SWCD Staff Time Qtr 4 - Edu/Outreach
UNALLOCATED	Kanabec Soil & Water Cons.	2,296.51	SWCD Staff Time Qtr 4 - Coordination/Admin
UNALLOCATED	Kanabec Soil & Water Cons.	947.91	2022 Boat Inspector Mileage
		<b>4,506.57</b>	
VETERAN SERVICES	Kanabec Publications	75.00	Security Envelopes, New Address
		<b>75.00</b>	
WATER PLAN	RMB Environmental Laboratories Inc	25.00	New Baby Well Testing - Nitrates
		<b>25.00</b>	
83 Claims Totaling:		<b>\$ 100,869.63</b>	



**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 3/21/23**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A & E Cleaning Services	950.00	Office cleaning
Ace Hardware	453.03	Shop supplies
EATI	95.70	Lights for equipment
Glens Tire	515.50	Tire repair
Gopher State One-Call	6.75	Locates
Granite Ledge Electric	846.22	Street light repair
Houston Engineering	6,482.37	County ditch 2 contract
Johnson Hardware	618.04	Shop supplies
Kanabec County Highway Dept	65.45	Petty cash, postage
Marco	330.89	Printer fee
MEI Total Elevator Solutions	582.90	Elevator maintenance
Mille Lacs County Public Works	1,804.52	Snow removal
MN Energy	1,495.72	Heating
Morton Salt	12,826.02	Salt
Northern States Supply	204.10	Shop supplies
ODP	57.15	Office supplies
Oslin Lumber	27.30	Maintenance supplies
Power Plan	1,602.28	Repair parts
Schiferli, Kevin	61.59	Clothing allowance
Scott's Lawn & Landscapes	15,360.00	Snow removal
Wallace, Bruce	167.99	Clothing allowance
Wiacom	675.30	GPS
Ziegler	26.40	Repair parts
<b>23 Claims Totaling:</b>	<b><u><u>45,255.22</u></u></b>	

# Agenda Item #4

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 1994 Donation from the Mora Jaycees for a K-9 Unit	<b>b. Origination:</b> 1994 Board Meeting Minutes
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

### e. Board action requested:

Adopt the following Resolution:

### RESOLUTION #\_\_\_\_-3/21/23 K-9 Unit Donation

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

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

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

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

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

### f. Background:

Supporting Documents: None      Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

# Commissioner's Record Q — Kanabec County, Mn

Poucher, Mpls.

## PROCEEDINGS OF THE COUNTY BOARD

Office of the County Auditor  
Mora, Kanabec County, Minnesota  
March 23, 1994

The Kanabec County Board of Commissioners met at 9:00 o'clock A. M. on Wednesday, March 23, 1994, with the following members present: Tom Roeschlein, Stan Cooper, Clarence Hass and Dave Ulstrom. Also present was County Attorney, Joe Loren.

The meeting was called to order by Vice Chairman, Stan Cooper, at 9:06 A. M. It was moved by Dave Ulstrom, seconded by Tom Roeschlein and unanimously carried to approve the agenda and optional agenda as presented.

Jill Sawyer, representing the Kanabec Hospital Emergency Services, met with the County Board and provided the County Board of an update of the Emergency Services Program.

It was moved by Tom Roeschlein, seconded by Dave Ulstrom and unanimously carried to adopt the following resolution:

### RESOLUTION

BE IT HEREBY RESOLVED, by the Kanabec County Board of Commissioners to approve the formation of an Emergency Medical Services Task Force, and

BE IT FURTHER RESOLVED, that our Emergency Services Department make application for eligible funding through the Central Minnesota Emergency Medical Service Council.

It was moved by Dave Ulstrom, seconded by Tom Roeschlein and unanimously carried to approve the Minutes of the Kanabec County Board Meeting of March 9, 1994 as presented.

Bob Boese, Director of the East Central Regional Library, met with the County Board to discuss matters concerning the East Central Regional Library. Also present at this time were Wendy Prokosch, Librarian at the Mora Library, and Wendy Gorham, Kanabec County's representative on the East Central Regional Library Board. After much discussion, Bob Ogdahl was instructed to draw plans for a wing to go south from the southwest corner of the existing Courthouse, said wing to have a total of three floors including the basement, two floors of which would be large enough to house the Social Services Department and the County Attorney's Office and the lower floor to be used for storage room and for meeting rooms.

Bob Ogdahl, representing Architecture I, met with the County Board to discuss the possibilities of an addition to the Courthouse that would provide enough office space to house the Social Services and the County Attorney's Departments and also bring Kanabec County into compliance with the Americans With Disabilities Act. After much discussion, Bob Ogdahl was instructed to draw plans for a wing to go south from the southwest corner of the existing Courthouse, said wing to have a total of three floors including the basement, two floors of which would be large enough to house the Social Services Department and the County Attorney's Office and the lower floor to be used for storage room and for meeting rooms.

Tom Roeschlein found it necessary to leave the County Board Meeting at 11:00 o'clock A. M.

Gregory Nikodym, Kanabec County Engineer, met with the County Board to discuss matters concerning the Kanabec County Highway Department. Mr. Nikodym presented the results and the tabulation of the equipment rental and supply bids, to include the gravel crushing bids. It was moved by Dave Ulstrom, seconded by Clarence Hass and unanimously carried to accept all equipment rental and supply bids and all gravel crushing bids as presented to the County Board at this time.

Mr. Nikodym informed the County Board that the first meeting with the union for negotiations of salaries and the new contract would be April 6, 1994.

The County Board reviewed a letter from County Assessor, John Verlennich, regarding a request to cancel the taxes for a mobile home, being Parcel No. 05-90740-00 for Francis Miller on a 1972 Invader mobile home, indicating that the mobile home was not located in our county on January 2, 1993. Mr. Verlennich recommended that the tax be cancelled for 1993 and that a lien not be filed on this parcel. It was moved by Dave Ulstrom, seconded by Clarence Hass and unanimously carried to cancel the mobile home tax on Parcel No. 05-90740-00 in the name of Francis Miller on a 1972 Invader mobile home and to instruct the County Treasurer not to file a lien against Francis Miller for this tax.

The County Auditor presented a check to the County Board from Ann Lake Township paying for the Solid Waste Management Fee for 1993 plus penalty in the amount of \$4.56 but indicated that the township did not include a check for the interest, which would be \$1.06. A request was made to cancel the interest due of \$1.06 on this particular parcel No. 01-00420-00. It was moved by Dave Ulstrom, seconded by Clarence Hass and unanimously carried to abate the interest on Parcel No. 01-00420-00 in the amount of \$1.06 for interest on the 1993 landfill tax for Ann Lake Township.

It was moved by Dave Ulstrom, seconded by Clarence Hass and unanimously carried to adopt the following resolution:

### RESOLUTION

BE IT HEREBY RESOLVED, that the Kanabec County Board of Commissioners recognizes that the Snake River Watershed Management Board (SRWMB) has hired Wes Cashman as it's part-time coordinator at an hourly rate of \$9.35 per hour, and that the Kanabec County Auditor, as the fiscal agent of the Snake River Watershed Management Board, has been authorized to implement that board's action.

A request was made to the County Board that the Fair Board, the Kanabec County Agricultural Assn., be authorized to carry their property casualty insurance on the buildings at the fair grounds through the Kanabec County's insurance program. It was moved by Clarence Hass, seconded by Dave Ulstrom and unanimously carried to authorize the Kanabec County Agricultural Assn. (Fair Board) to insure their buildings on the fair grounds for fire, wind, lighting etc. property casualty insurance through the Kanabec County insurance policy with the Minnesota Counties Insurance Trust.

Von Thompson, Kanabec County Sheriff, met with the County Board to discuss matters concerning the Kanabec County Sheriff's Department. Also present were Deputy Sheriff, Louis Dahlen, and Mark Jaycox, representing the Mora Jaycees. At this time, Mark Jaycox presented Sheriff Thompson and the Chairman of the County Board with a check for \$8,000.00 from the Mora Jaycees to Kanabec County to be used towards the purchase of a canine unit for the Kanabec County Sheriff's Department.

It was moved by Dave Ulstrom, seconded by Clarence Hass and unanimously carried to adopt the following resolution:

# Commissioner's Record Q — Kanabec County, Mn

Pouch, Mpls

## RESOLUTION

WHEREAS, it would be advantageous for the Kanabec County Sheriff's Department to have a canine unit, which will serve many purposes for the Sheriff's Office, and

WHEREAS, the Mora Jaycees has contributed \$8,000.00 funding to the Kanabec County Sheriff's Department to assist in the funding of the canine unit,

NOW THEREFORE BE IT HEREBY RESOLVED, by the Kanabec County Board of Commissioners to authorize and direct the County Sheriff to order the canine unit as requested.

At this time, discussion followed with regards to weight restrictions for the County. The question arose as whether or not the County Highway Department would be paying out of their budget for part of the enforcement of weight restrictions. The County Board indicated that the Kanabec County Highway Department should not be providing funding for law enforcement of weight restrictions. Sheriff Thompson indicated that they would provide some enforcement of the weight restrictions even without funding from the Kanabec County Highway Department.

An application for a Set-Up License for Trackside Inn was presented to the County Board by Clara Zarnecki. It was moved by Clarence Bass, seconded by Dave Ulatos and unanimously carried to approve the application of the license. The license became effective April 1, 1994 and to direct the County

# Agenda Item #5

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request Approval for changing the County Recorder's change fund from \$200 to \$300	<b>b. Origination:</b> Recorder's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Lisa Holcomb, Recorder

**e. Board action requested:**

Approve the following resolution:

**Resolution #\_\_\_\_\_ -  
County Recorder's Change Fund**

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

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

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

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

**f. Background:**

For instance, we have two people pay for their \$26 birth certificates with a \$100 bill so they each require \$74 in change, which would wipe out nearly all our change. We have to take out \$52 for the deposit which would leave us with 2 \$100 bills and no change at all.

When it isn't tax time, the Auditor/Treasurer's department doesn't always have enough cash to change a \$100 for us, so Recorder staff have to make a special trip to the bank to get more cash.

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**



# Agenda Item #6

March 21, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request for Re-Allocation of ARPA Funds & Permission to Proceed with an Agency-Wide Compensation Study	<b>b. Origination:</b> Coordinator's Office/ARPA Committee
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Approve the following resolution:

**RESOLUTION # \_\_\_\_-3/21/23**

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

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

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

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

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

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

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

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**f. Background:**

With ARPA Committee support, the Public Works Department was allocated \$325,000 by the Board of Commissioners to purchase a piece of heavy equipment. They found what they were looking for and secured the equipment, with trade in of the old one, for \$284,250. That leaves \$40,750 in available ARPA funds.



The Coordinator's Office recently received an estimate from the company that performs the County's compensation services for a benchmark-level compensation/benefits study for Kanabec County for approximately \$26,650 (Proposal Option 1).

The Public Works Director was agreeable to the reallocation of the remaining funds and the ARPA Committee voted in favor of the reallocation of these funds for this compensation study as well.

Supporting Documents: None    Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

March 2, 2023

# **Compensation Services Proposal for Kanabec County**

Prepared by:

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&

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## Overview

Kanabec County is interested in partnering with MRA to complete an agency-wide compensation study with the objective of updating their salary structures to be competitive in the labor market and designed to best enable giving salary increases to employees.

MRA proposes to partner with Kanabec County to provide services relating to the following project components:

- Complete a competitive market analysis.
  - Option 1-approximately 2-3 jobs within each grade
  - Option 2-full market analysis of all jobs, approximately 100 jobs
- Develop/Review a salary grade structure.
- Provide an Employee Impact Report.
- Benefits Benchmarking Analysis
- Develop supporting implementation materials which may include written compensation administration guidelines and supervisor/manager compensation training materials.

## Approach

MRA has developed a thorough approach to achieve the project objectives and the recommended steps are outlined in this preliminary proposal. MRA has the flexibility to provide an approach that works with your timeline and budget based on finally determined project parameters and steps.

## Communication and Project Set Up

The goal of this phase is to ensure the project is well planned, documented and communicated so key decision makers have been informed and agree with project objectives, processes, and deliverables.

MRA will schedule a project planning meeting with project team members to discuss the following:

- Organization culture and key strategic initiatives
- Additional insights on current compensation philosophy, practices, and challenges
- Project information needs: job descriptions, salary ranges (if have), employee report, organization chart
- Finalize project scope, division of duties, communication protocols and timelines.

Meetings may be held via phone or video conference.

## Competitive Market Analysis

MRA will use the following salary survey sources which includes local, regional, and national data.

- MRA: Benchmark, Production, Healthcare
- Employers Association of America: Engineering and IT, Executive
- William Mercer: Benchmark and IT
- Willis Towers Watson: encompasses job levels from non-exempt through executives
- Compdata: Benchmark



- Minnesota Council on Non-Profits
- MRA Non-Profit
- PRM Not for Profit
- Total Compensation Solutions Not-For Profit
- Guidestar
- League of Minnesota Cities

In addition, MRA can use suitable industry-specific or local surveys provided by Kanabec County and would only use the survey(s) for the sole purpose of this project. MRA will use job descriptions provided by Kanabec County to market price the jobs. A report detailing the survey market matches and data will be provided. The MRA professional will review the market data with Kanabec County and make refinements based on feedback.

Based on prior experience, MRA would need Kanabec County to provide copies of their specialized survey sources including the Association of Minnesota Counties.

### **Salary Grade Structure Development**

The MRA professional will develop or revise a salary grade structure based on the market data. Various elements of pay range design will be discussed and the structure will be developed in a manner consistent with the compensation strategy as defined by Kanabec County. MRA will recommend placement of jobs in the grade structure. MRA will develop employee impact reports and make recommendations on addressing pay issues for any employees who are above the new range maximum or below the new range minimum.

### **Benefits Benchmarking**

The MRA Professional and your designee(s) will review benefits and gather market data aligning with your industry. The MRA professional will make refinements to the benefits study based on feedback. MRA will provide a Benchmark Report Summary covering project objectives, the current benefits plan summary, survey data summary, recommendations, and survey sources. The Benchmark Report will focus on:

- Identifying appropriate market surveys and reporting on typical benefit design features, company and employee contributions, and other relevant information.
- Benchmarking organization plans to survey data and recommending whether to continue existing plans unchanged, or consider short-term or long-term changes; and
- Describing strategy recommendation implications including cost, ability to attract, engage and retain talent, and administrative effort.

MRA will prepare final reports and discuss the project and outcomes with your designee(s). This will include summary presentation of project findings and recommendations.



## Communication & Implementation

Thoughtful implementation of a compensation plan can be an integral component of the overall project success. MRA can closely partner with Kanabec County to develop project implementation materials which closely align with your specific business culture and needs. Specific areas may include:

- Compensation program communications: defining audiences, messages and developing supporting communication vehicles such as supervisor/manager compensation training materials
- Formalizing compensation administration guidelines: reviewing and documenting key processes such as salary increases, establishing new hire salaries, granting market or equity salary adjustments.
- MRA will prepare final reports and discuss the project and outcomes with your designee(s). This will include market pricing reports for all positions reviewed as well as a summary presentation of project findings and recommendations.

## Why MRA?

MRA is ideally suited to partner with Kanabec County. MRA is an employers' association that has focused on HR for over 120 years. MRA has significant history and depth of experience in successfully providing compensation services to our members. As one of the largest non-profit employer associations in the U.S. today, we serve 4,000 employers covering 1,000,000 employees. What sets us apart is our commitment to work with you to provide flexible, tailored services that are based on the unique requirements of your business.

## Investment

MRA bills for actual hours worked. To provide flexibility in meeting your needs and financial budget, we have provided estimated professional fees for the different project components. This rate is guaranteed through 2023. Based on the current scope of the project, we estimate our professional fees as follows:

Service	Duration of Time	Member Rate
Market Pricing (Option 1)	Approximately 1-2 hours per job 28-42 jobs (28-84 hours)	\$185 per hour \$5,180-\$15,540
Marketing Pricing (Option 2)	Approximately 1-2 hours per job 100 jobs (100-200 hours)	\$185 per hour \$18,500-\$37,000
Update Pay Structure & Prepare Employee Impact Analysis *Included in both options	20-30 Hours	\$185 per hour \$3,700-\$5,550
Benefits Benchmarking *Included in both options	25-30 Hours	\$185 per hour \$4,625-\$5,550
<b>Total Option 1</b>	<b>73-144 Hours</b>	<b>\$13,505-\$26,650</b>
<b>Total Option 2</b>	<b>145-260 Hours</b>	<b>\$26,825-\$48,100</b>



*\*The project estimate is based on the scope of services as defined in this proposal. The fees will be adjusted if the project scope is changed, if there is a variance in the actual number of jobs reviewed, or if there are unanticipated requests. The estimate is also based on the amount of research that may be required. No additional fees beyond the estimate will be charged to Kanabec County unless there is a change in the scope of services, and both MRA and Kanabec County have agreed to the changes.*

### **Other Optional Services**

MRA is frequently asked to maintain the compensation plan for many member organizations on an ongoing basis, or as might apply in this case, through varied levels of involvement throughout determined stages of implementation. While this generally means providing market data and pay grade recommendations for new and/or significantly changed positions, MRA can provide pay structure movement recommendations on an annual basis or update/complete new market studies annually or every two to three years. In addition, MRA can assist with other compensation services not included in this proposal. These services include employee and/or manager communication, benefits benchmarking, pay equity checkup, total compensation statements, and developing additional compensation policies or other related project work.

### ***How MRA Distinguishes Ourselves***

- Highly skilled project team which has demonstrated progressive levels of experience in a diverse range of industries. They are practitioners who have experienced a wide range of professional situations and successfully developed solutions based on the needs of the organization.
- Decades of knowledge and practical experience in all aspects of compensation with services ranging from transactional compensation to strategic planning and specialized knowledge in areas such as sales and executive compensation.
- Access to high quality salary survey data from MRA and Employers Association America sponsored surveys in addition to surveys from other reputable compensation consulting firms.
- Form strong long-term partnerships working jointly with organizations to deliver value added solutions.
- Respect for an organization's unique culture and business challenges
- Stellar reputation for integrity, confidentiality, and professionalism

### ***Payment Terms***

MRA invoices monthly with payment due in 30 days.

### ***Hire Away Fee***

MRA invests in the careers, talents, and experience of our professionals. Over time, they become a valuable, trusted business partner and strengthen our member's business. Seeing first-hand the talents of our people, the organizations with whom we partner, on occasion, seek to hire an MRA employee during an assignment or shortly thereafter. This impacts MRA's ability to serve other members in the association who also use and value our professionals. If your organization hires an MRA employee during this assignment, or within six months of the assignment's completion, a one-time \$30,000 fee is assessed to cover the cost of replacing this valuable Time Investment Company resource.





### ***About MRA***

You have humans. We have resources. <sup>TM</sup>

We serve 4,000 organizations annually covering nearly 1,000,000 employees in the areas of:

- HR Services
- Total Rewards
- Learning & Development
- Talent Management

MRA Code of Ethics - <https://www.mranet.org/mra-code-ethics>

### ***Guaranteed. Absolutely.***

MRA is dedicated to providing exceptional results. We're proud of it and back it up with a promise of complete satisfaction and a money back guarantee.