



# Kanabec County Board of Commissioners

## Regular Meeting Agenda The Meeting of March 7, 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: 2497 698 0600

### **Video Meeting link:**

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m045c1c761348a5a04ced2c6527b6fd4e>

Meeting number: 2497 698 0600

Password: ZeXqNiBc665 (93976422 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.

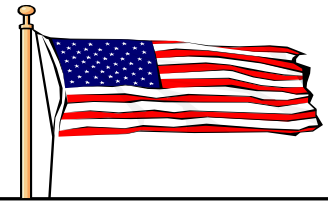
9:00am a. Call to Order  
b. Pledge of Allegiance  
c. Agenda approval

9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2497 698 0600

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

9:40am Lisa Holcomb, Recorder- Department Update

9:50am Denise Snyder, Auditor/Treasurer-  
a. Semi-Annual Department Update



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*

- b. Request to use Capital Equipment Funds for an Unexpected, Unbudgeted Expense Related to Complications from the MCIS Conversion
- 

Other business to be conducted as time is available:

1. Minutes- February 21, 2023
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Consent Agenda
  - a. SCORE Claims
  - b. Gambling Request – Kanabec County Agricultural Society
5. Discuss Extension Office Location
6. Request to Proceed with Budgeted Archiving Board Meeting Minute Books
7. Request to Proceed with Audio Upgrade in Board Room
8. Pay Equity Report Update
9. Consider Public Comment Policy Draft #3
10. Commissioner Reports
11. Future Agenda Items
12. Discuss any other matters that may come before the County Board

ADJOURN

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

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
  - Staffing – Home Health Aide
  - MNChoice Assessments
  - Respiratory Viral Activity
  - Community Health Assessment and Planning
    - See attached Community Meeting flyer page 4
  - COVID Response and Recovery Funding
  - Transportation Update
4. Public Health Emergency Preparedness (PHEP) Annual Letter
  - Action requested
  - See attached letter and resolution page 5-6
5. Reality Based Leadership LLC Speaker Agreement
  - Action requested
  - See attached Agreement and resolution page 7-9
6. WIC Communications Innovations and Outreach (CIAO) grant
  - Action requested
  - See attached resolution page 10
7. Financial Reports
  - see attached
  - Trial Balance page 11-13
  - January 2023 Financial Report page 14
8. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 15-21
9. Other Business
10. Adjourn

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

**Staffing:**

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

**MNChoice Assessments** – Kanabec County is seeing a significant increase in the requests for MNChoice Assessments. A MNChoice Assessment is completed when a resident (disabled or elderly) requires some long-term services and supports to live safely within the community in the setting that they wish to live.

Public Health currently has one staff person whose primary job is a MNChoice Assessor. She also carries a small case management caseload. There are three case managers who are training for the roll-out of MNChoices 2.0 which will begin in April but their primary job is case management which does not leave much time to assist with assessments. Family Services has 1.5 FTE Assessors. Other Family Services staff are training but they too carry case management caseloads and do not have time to assist regularly. Once MNChoices 2.0 is rolled out, it will take longer to complete each assessment putting more burden on staff.

The MN Department of Human Services dictates that a MNChoice Assessment is to be completed within 20 days of the intake. Kanabec County is not currently able to meet that timeline and has implemented a waiting list. Other counties have had to do the same over the years but this is the first time that Kanabec County has been unable to meet the 20 day expectation.

Kanabec County Community Health and Kanabec County Family Services continue to work together to accomplish the MNChoice Assessment process in the most efficient way possible but as more assessments take place, more people are requiring case management services and as the residents of Kanabec County age, there will be more demand. As we look at our case load we are also finding a higher level of complexity in clients in their own homes requiring more services. This will further reduce the ability to complete an increasing number of assessments in a timely manner with current staffing. Delays in the process put residents at risk of injury and illness. Community Health and Family Services are working together to determine staffing needs and the best structure to meet the need.

**Respiratory viral activity** – The County saw a jump in COVID activity in February not related to the general public but rather an outbreak to which most of the increase could be tied.

Month	Reported positive	Hospitalized	ICU	Deaths
December	64	6	2	0
January	32	7	3	1
February	93	8	1	0

**\*Information subject to change as the state reviews cases – sometimes cases are assigned to the wrong county or hospitalization/icu/death data is delayed**

Seasonal Flu is minimal at this time and RSV is still circulating but at a lower incidence.

**Community Health Assessment and Planning:**

Two meetings are scheduled to present data and gather input on local issues and prioritization are planned – see attached flyer.

**COVID Response and Recovery Funding:**

Counties were awarded funds to assist with COVID response and recovery. Response activities such as vaccination, responding to calls from the public, and general surveillance continue to occur and are covered by this grant. In regard to recovery the funding is meant to be used for both staff and community recovery from the pandemic. Allowable expenditures include support of staff recovery efforts, including identifying, monitoring and addressing the mental



wellbeing of staff and volunteers involved in the response. It is also to be used to support ongoing community recovery efforts by working with the community to identify recovery needs and determine how to best address these needs.

A question was added to the community health assessment survey to help us gather community input regarding the impact of COVID 19 and ideas to address those impacts. Things like grief groups, mental health support and resources, and activities for adults and children topped the list. Staff are currently looking in to hosting a mental health speaker/fair for the community, community grief groups and adding some activities to the Mora Rocks the Park. For staff we have already been working with a Mental Health provider to allow staff some time for reflection in both group and one-on-one settings. We are also hoping to host a one day retreat with neighboring counties that would bring in an excellent speaker, allow for some self-care and fellowship with staff from other counties. We also hope to partner with other groups/agencies to provide additional self-care and well-being activities, mental health resources, awareness etc. to both staff and community.

Funding needs to be expended by June 30, 2024.

#### **Transportation update:**

Timber Trails Public Transit received an update to the 2021 County Board approved bus order.

North Central notified MnDOT of a \$32,257 price increase for the bus that was ordered in 2021. MnDOT reviewed the increase and offered a contract adjustment. Even with the adjustment, our local share more than doubled. MnDOT offered us the options of proceeding with the order under the new prices or canceling the order and reordering at a later time. There are sufficient funds in our Reserve Account to cover the price increase. The consensus of staff was that the chance of purchasing a bus at a comparable price at any time in the near future are unlikely and if we wait to order at another time, we are not sure when that bus would be delivered as there has been such a backlog. We felt we should proceed with the purchase.

<b>Agency Name</b>	<b>Contract #</b>	<b># Of buses</b>	<b>Contract Max</b>	<b>Original Order Price</b>	<b>Fed</b>	<b>State</b>	<b>Local Share</b>	<b>Original Total Local Share</b>
Kanabec County	1047988	1	\$95,000.00	\$94,522.00	\$75,617.60	\$9,452.20	\$9,452.20	\$9,452.20
					<b>\$75,617.60</b>	<b>\$9,452.20</b>	<b>\$9,452.20</b>	<b>\$9,452.20</b>
					<b>Revised Funding Split per bus</b>			
<b>Agency Name</b>	<b>Contract #</b>	<b># Of buses</b>	<b>New Contract Max</b>	<b>Revised price</b>	<b>Fed</b>	<b>State</b>	<b>Local Share</b>	<b>Revised Total Local Share</b>
Kanabec County	1047988	1	\$114,000.00	\$126,779.00	\$76,380.00	\$26,220.00	\$24,179.00	\$24,179.00
					<b>\$76,380.00</b>	<b>\$26,220.00</b>	<b>\$24,179.00</b>	<b>\$24,179.00</b>

The purchase has already been approved by the previous Board but we wanted to share this update with you.

WE

WANT

TO

HEAR

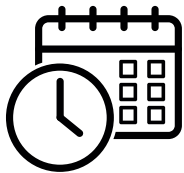
FROM

YOU

## Kanabec County Community Health seeks your input on local issues that impact health.

We are hosting two community meetings that seek community input and will also provide local health information and data.

*Why should you attend?* These meetings will help us determine how to address local health challenges and identify priorities.



**March 14th** at 9:30–11:30 am

**March 16th** at 5:00–7:00 pm

**OR**

*(Please choose only one meeting according to what time works best for you)*



**Kanabec County Public Services Building**

905 East Forest Avenue, Mora MN



allison.krueger@co.kanabec.mn.us

Ph. 320-679-6477



[kanabeccounty.org/health](http://kanabeccounty.org/health)



**Public Health**  
Prevent. Promote. Protect.

Kanabec County Community Health

## Kanabec County Community Health

905 East Forest Avenue  
Mora, MN 55051  
Phone: 320-679-6330  
Fax: 320-679-6333

Tuesday  
March 7, 2023

To Whom It May Concern:

Minnesota Department of Health (MDH) priorities for Budget Period 5 (BP5), July 1, 2023 – June 30, 2024, of the five-year project period (2019-2024) are:

- 1) Continuing COVID-19 response and recovery activities,
- 2) Incorporating lessons learned during the COVID-19 response by updating plans, policies, and/or procedures,
- 3) Developing staff through participation in select training and exercises, and
- 4) Developing strategies to move public health emergency preparedness work forward during Budget Period 5 and the next five-year project period (2024-2029).

Community Health Board (CHB) duties for BP5 again will include recurring, base, and funding level-based tiered duties. The recurring and base grant-related activities will be completed by all CHBs. CHBs at the X, Y, and Z funding levels will select a tiered number of activities.

The BP5 CHB Grant Duties were developed through regional conversations with local public health emergency preparedness coordinators, information from LPH reporting, CDC priorities, and input from MDH Division of Emergency Preparedness and Response staff. The duties were reviewed by a group of LPH representatives and the SCHSAC PHEP Oversight Work Group will review the duties before they are finalized.

The Recurring duties are the activities that occur every year or regularly, such as reports, work plans, integrated preparedness plan (IPP, formerly called the multi-year exercise and training plans (MYTEP), updating contact information, attending MDH-sponsored preparedness trainings, and responding to Health Alert Messages (HANs).

The Base and Tiered (funding level-based) duties will continue COVID-19 response work and again 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). There will be a unique opportunity to participate in a climate-change focused TTX developed and facilitated by the University of Minnesota School of Public Health. CHBs will develop and/or revise plans for social media, risk communication, responder safety and health, and pandemic influenza. Finally, CHBs will continue regular communication with volunteers to help keep them engaged.

I certify that my community health board concurs with the general approach to public health emergency preparedness as outlined by MDH.

Kathy Burski, Director  
Kanabec County Community Health

**Kanabec County Community Health Board # – 3/7/2023**  
**Public Health Emergency Preparedness Concurrence Resolution**

**WHEREAS**, the Minnesota Department of Health (MDH) Public Health Emergency Preparedness fourth 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.

# REALITY-BASED LEADERSHIP

## SPEAKER AGREEMENT

THIS AGREEMENT (the “Agreement”) made and entered into this date of \_\_\_\_\_ BETWEEN

### Client (the “Client”)

Kanabec County Community Health  
905 East Forest Avenue, Suite 127  
Mora, MN 55051

AND

### Reality Based Leadership, LLC (“RBL”)

Reality Based Leadership, LLC  
1405 Caney Creek Ln  
McKinney, TX 75071

### Event Details

<b>Delivery Date</b>	May 4 <sup>th</sup> , 2023
<b>Speaker</b>	Alex Dorr
<b>Event</b>	Reality-Based Leadership Training
<b>Agenda</b>	Up to a 4-hour training + optional activities/discussions (Tentative times: 8am-1pm or 9am-2pm)
<b>Location</b>	Central Minnesota (event may be hybrid)
<b>Fee</b>	\$15,000 plus travel expenses

### Billing and Invoicing

<b>Contact Name</b>	Kathy Burski
<b>Phone</b>	320-679-6330
<b>Email</b>	kathryn.burski@co.kanabec.mn.us
<b>Company</b>	Kanabec County Community Health
<b>Address</b>	905 East Forest Avenue, Suite 127 Mora, MN 55051
<b>Notes</b>	

### Travel Expenses

Item	Responsible Party		
	N/A	Client	RBL
Flight Expenses		X	
Flight Arrangements			X
Hotel Expenses		X	
Hotel Arrangements			X
Per Diem Rate		X	
Ground Transp. Expenses		X	
Ground Transp. Arrangement			X

The per diem rate covers all meals, parking, tolls, tips, incidentals, or other miscellaneous travel expenses while the speaker is in the city where the event will take place. The per diem rate is billed at the current geographical rate for the location of the event as listed on the [GSA.gov](https://www.gsa.gov) website.

## Payment Terms

**Total Amount Due: \$15,000 plus travel expenses**

**Deposit Amount Due: \$7,500**

- Half of the speaking fee is required as a deposit to secure the delivery date as listed on page 1 of this Agreement. The deposit is due upon receipt of invoice shortly after this agreement has been signed by both Parties. If applicable, the full cost of any additional books or supporting materials will also be included on the first invoice with the deposit amount due. The remaining half of the speaking will be due upon receipt of a second invoice shortly after program delivery.
- If travel expense reimbursement is required, RBL will include that amount on the second invoice with the remaining half of the speaking fee and provide the Client with copies of actual receipts.
- Except otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD.

## Cancellation and Rescheduling

- Upon the execution of this agreement, no refunds or cancellations are permitted. However, the Client may request to reschedule the delivery date once within that calendar year without penalty if notified at least 60 days prior to the scheduled event specified in Page 1 of this agreement. Dates scheduled outside of the calendar year may be subject to an increase in speaker rates. If RBL is given less than 60 days of notice of the cancellation or reschedule, the client may not receive a refund or transfer.
- In the unlikely event that the speaker is unable to deliver the program in-person for any reason beyond their control, the Client agrees to accept a replacement speaker qualified by RBL. If no replacement speaker is available, the event may be rescheduled without penalty.

## Content and Intellectual Property Ownership

All content and intellectual property including any related work in progress that is developed or produced under this Agreement, will be the property of RBL. The Client is granted a non-exclusive limited-use license of this Intellectual Property. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusively with RBL.

## Videotaping, Recording, and Live Streaming

The Client is permitted to videotape and/or live stream the presentation but must provide a copy of the recorded content (the "Content") to RBL. The Client is also permitted to use the Content internally, but the Content cannot be sold or distributed outside the Client's organization. Any further use of the Content must be explicitly approved in writing. RBL also reserves the right to bring a videographer and/or film crew to record the event.

**IN WITNESS WHEREOF the Parties have dually affixed their signatures as of the date first written above.**

### Client Representative

Name, Kathy Burski, Director  
Phone 320-679-6330  
Email: kathryn.burski@co.kanabec.mn.us

**Signature:**

### RBL Representative

Maria Stamp, Business Development Specialist  
402-763-8963  
maria@cywakeman.com

**Signature:**

## **Resolution KCCH # – 3/7/2023**

### **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.

**Kanabec County Community Health Board # – 3/7/2023**  
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.





As of Date: 01/2023  
Report Basis: 2 1 - Cash  
                  2 - Modified Accrual  
                  3 - Full Accrual

Save Report: N

Comment:

FUND                   Range From 15           Thru 15

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



Sheila  
2/27/23 9:15AM

TRIAL BALANCE REPORT  
As of 01/2023

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
-----Assets-----					
1001	Cash	572,797.85	29,037.76 -	29,037.76 -	543,760.09
1003	Audit Adjustments To Cash	3,470.58	3,470.58 -	3,470.58 -	0.00
1110	Taxes Receivable - Prior & Delinquent	8,694.84	8,694.84 -	8,694.84 -	0.00
1201	Accounts Receivable (Acc)	55,109.23	55,109.23 -	55,109.23 -	0.00
1261	Due From Other Funds (Acc)	19,551.26	19,551.26 -	19,551.26 -	0.00
1281	Due From Other Governments (Acc)	108,174.23	108,174.23 -	108,174.23 -	0.00
	Total Assets	767,797.99	224,037.90 -	224,037.90 -	543,760.09
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	18,098.53 -	18,098.53	18,098.53	0.00
2030	Salaries Payable	67,009.55 -	67,009.55	67,009.55	0.00
2100	Due To Other Governments	4,508.34 -	4,508.34	4,508.34	0.00
2101	Due To Other Governments (Acc)	14,881.65 -	14,881.65	14,881.65	0.00
2230	Deferred Inflows	8,694.84 -	8,694.84	8,694.84	0.00
	Total Liabilities	113,716.08 -	113,192.91	113,192.91	523.17 -
Fund Balance					
2881	Assigned Fund Balance	654,081.91 -	0.00	0.00	654,081.91 -
2910	Revenue Control	0.00	8,545.00 -	8,545.00 -	8,545.00 -
2925	Expenditure Control	0.00	119,389.99	119,389.99	119,389.99
	Total Fund Balance	654,081.91 -	110,844.99	110,844.99	543,236.92 -
	Total Liabilities and Balance	767,797.99 -	224,037.90	224,037.90	543,760.09 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
	Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----					
Liabilities					
	Total Liabilities	0.00	0.00	0.00	0.00
	Total Liabilities and Balance	0.00	0.00	0.00	0.00
15	Community Health Fund	0.00	0.00	0.00	0.00

Sheila  
2/27/23 9:15AM  
15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 01/2023

Report Basis: Modified Accrual



Page 3

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

Through January 2023

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March
Pilt-Housing Authority						
Rev	0		0.00	0.00		
Exp	0		0.00	0.00		
Cares Act COVID-19 Grant						
Rev	0		0.00	0.00		
Exp	0		0.00	0.00		
Local Public Health Infrastructure						
Rev	482,287.00	1.10%	5,288.63	5,288.63		
Exp	358,571.00	12.42%	44,533.53	44,533.53		
Prevent Infectious Disease						
Rev	23,100.00	2.68%	617.94	617.94		
Exp	22,518.00	3.21%	723.86	723.86		
Environmental Health						
Rev	30.00	0.00%	0.00	0.00		
Exp	5,272.00	0.00%	0.00	0.00		
Healthy Communities-Adult Health						
Rev	276,109.00	4.70%	12,988.46	12,988.46		
Exp	260,448.00	6.30%	16,395.40	16,395.40		
Healthy Communities-Health Improvement						
Rev	584,957.00	2.13%	12,432.61	12,432.61		
Exp	554,054.00	5.69%	31,508.40	31,508.40		
Healthy Communities-Family Health						
Rev	581,672.00	16.39%	95,339.78	95,339.78		
Exp	538,977.00	6.75%	36,389.12	36,389.12		
Emergency Preparedness						
Rev	219,775.00	3.19%	7,002.77	7,002.77		
Exp	185,517.00	4.57%	8,487.27	8,487.27		
Assure Access-Case Management						
Rev	349,564.00	6.39%	22,342.40	22,342.40		
Exp	328,046.00	7.44%	24,422.66	24,422.66		
Assure Access-Home Care						
Rev	528,000.00	6.62%	34,967.26	34,967.26		
Exp	792,091.00	8.09%	64,076.37	64,076.37		
Agency Totals						
Rev	3,045,494.00	6.27%	190,979.85	190,979.85	0.00	0.00
Exp	3,045,494.00	7.44%	226,536.61	226,536.61	0.00	0.00

**outstanding payments/payments not yet posted**

Workforce Dev.	
CTC	5,098.33
DFC	
FAP	779.32
LCTS	
LPHG	22,458.26
MCH	
EBHV	
PHEP	
RPC	5,955.99
SHIP	45,884.73
TANF	
WIC	11,780.00
CMCOA	
MN Choice	
Admin asst	
mental hlth	
Suicide Prev	2,493.38
Covid Federa	7,439.41
Home care	<u>36,816.62</u> estimate only see note below
	138,706.04

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

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

amount has changed

## Board Meeting 3/7/23

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 3/7/23</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	38,820.76	25	48
Abstract #2			
<b>Totals</b>	<b>38,820.76</b>	<b>25</b>	<b>48</b>

### Abstract Totals for Auditor Vouchers

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

Sheila  
3/2/23 12:33PM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Sheila  
3/2/23 12:33PM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	434 Ability Network Inc						
23	15-484-487-8453-6211		238.13	Feb billing svc/eligibility	23M-0023701	Services & Charges	N
22	15-484-493-8452-6211		202.05	Feb billing svc/eligibility	23M-0023701	Services & Charges	N
21	15-484-496-8447-6211		281.42	Feb billing svc/eligibility	23M-0023701	Services & Charges	N
	434 Ability Network Inc		721.60	3 Transactions			
	538 Berg/Ashley						
19	15-484-469-8440-6331		103.49	vax exchange		Mileage & Meals	N
20	15-484-487-8451-6331		19.65	Gp ed		Mileage & Meals	N
	538 Berg/Ashley		123.14	2 Transactions			
	185 Bergstadt/Jennifer						
1	15-484-496-8449-6331		113.32	Jan/Feb HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		113.32	1 Transactions			
	1396 Biever/Laurie						
2	15-484-496-8449-6331		248.25	Jan/Feb HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		248.25	1 Transactions			
	1326 Hansen/Erika						
3	15-484-496-8447-6331		229.25	Jan/Feb home care mileage		Mileage & Meals	N
	1326 Hansen/Erika		229.25	1 Transactions			
	4184 Health Dimension Rehabilitation Inc						
25	15-484-496-8447-6211		11,394.91	January PT services		Services & Charges	N
26	15-484-496-8447-6211		47.63-	attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		11,347.28	2 Transactions			
	324 Healthcare First						
24	15-484-496-8447-6211		104.74	February HHCAHPS fee	5345777	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
	1951 Hemo Cue, Inc						
27	15-484-487-8456-6432		84.00	(2) HB 201 single pk cuvettes	1506438	Medical Supplies	N
28	15-484-487-8456-6432		30.00	shipping and handling	1506438	Medical Supplies	N
	1951 Hemo Cue, Inc		114.00	2 Transactions			
	667 Julie Hanenburg						
29	15-484-487-8453-6211		300.00	Jan EBHV time 2 hours	7207	Services & Charges	N
30	15-484-487-8453-6211		28.12	Jan EBHV time 45 miles	7207	Services & Charges	N

Sheila  
3/2/23 12:33PM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
667	Julie Hanenburg		328.12	2 Transactions			
1308	Lejonvarn/Kirsten						
8	15-484-469-8440-6331		1.31	Jan/Feb DPC mileage		Mileage & Meals	N
4	15-484-487-8450-6331		35.37	February TANF mileage		Mileage & Meals	N
5	15-484-487-8453-6331		86.46	Jan/Feb EBHV mileage		Mileage & Meals	N
6	15-484-487-8457-6331		15.72	February MCH mileage		Mileage & Meals	N
7	15-484-487-8461-6331		11.79	February CTC mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		150.65	5 Transactions			
377	Marco Inc						
45	15-484-450-0000-6341		787.11	Sharp MX5070v copier system	33525638	Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
1143	McKesson Medical-Surgical Govt Solutior						
31	15-484-481-8481-6432		28.13	PHNC supplies	20278273	Medical Supplies	Y
1143	McKesson Medical-Surgical Govt Solutior		28.13	1 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
32	15-484-485-8468-6880		1,140.33	Jan hlthy eat strategy		Grant Admin- Pass thru	N
33	15-484-485-8468-6880		1,211.71	Jan tobacco strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880		3,920.65	Jan well-being strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		6,272.69	3 Transactions			
8040	Miller, Patti						
47	15-484-485-8480-6331		170.30	February mileage		Mileage & Meals	N
8040	Miller, Patti		170.30	1 Transactions			
610	Minnesota Homecare Association						
35	15-484-496-8447-6289		325.00	advanced coding education	300007366	Staff Development	N
610	Minnesota Homecare Association		325.00	1 Transactions			
52	Olson/Autumn						
9	15-484-487-8450-6331		5.24	Jan/Feb TANF mileage		Mileage & Meals	N
10	15-484-487-8451-6331		17.03	February HP mileage		Mileage & Meals	N
11	15-484-487-8453-6331		153.93	Jan/Feb EBHV mileage		Mileage & Meals	N
12	15-484-487-8457-6331		20.96	Jan/Feb MCH mileage		Mileage & Meals	N
52	Olson/Autumn		197.16	4 Transactions			
632	Pine County Health & Human Services						



Sheila  
3/2/23 12:33PM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
36	15-484-485-8468-6880		1,354.40	Jan hlthy eat strategy		Grant Admin- Pass thru	N
37	15-484-485-8468-6880		1,431.36	Jan tobacco strategy		Grant Admin- Pass thru	N
38	15-484-485-8468-6880		1,610.96	Jan well-being strategy		Grant Admin- Pass thru	N
39	15-484-485-8468-6880		1,072.19	Jan moves strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		5,468.91	4 Transactions			
48	1342 Reality Based Leadership, LLC		7,500.00	deposit Action Forum		Contracted Work	N
1342	Reality Based Leadership, LLC		7,500.00	1 Transactions			
13	1030 Ringler/Jennie		159.17	Jan/Feb HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		159.17	1 Transactions			
14	1322 Ringler/Jezzalyn		324.23	Jan/Feb HHA mileage		Mileage & Meals	N
1322	Ringler/Jezzalyn		324.23	1 Transactions			
15	1333 Tomczak/Kailey		130.35	Jan/Feb HHA mileage		Mileage & Meals	N
1333	Tomczak/Kailey		130.35	1 Transactions			
17	1268 Tomczak/Kristi		55.04	Jan/Feb HM mileage		Mileage & Meals	N
16	15-484-496-8449-6331		220.06	Jan/Feb HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		275.10	2 Transactions			
40	1328 True Directions, Inc.		600.00	4 weeks peer recovery svc	04	Contracted Work Peer Recovery Sup	N
41	15-484-485-8490-6285		170.88	Jan-Feb cell phone svc	04	Contracted Work Peer Recovery Sup	N
42	15-484-485-8490-6285		433.00	ad min costs	04	Contracted Work Peer Recovery Sup	N
43	15-484-485-8490-6285		53.13	85 miles PRSS travel	04	Contracted Work Peer Recovery Sup	N
44	15-484-485-8490-6285		135.40	PRSS treastment svcs 2 hours	04	Contracted Work Peer Recovery Sup	N
1328	True Directions, Inc.		1,392.41	5 Transactions			
18	1214 Waschenbecker/Diana		95.00	National Child safety cert		Staff Development	N
1214	Waschenbecker/Diana		95.00	1 Transactions			
518	Welia Health						

Sheila  
 3/2/23 12:33PM  
 15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
46	15-484-496-8447-6880	P		2,214.85	NGS recoup Pavak	2572	Medicare Pass Thru	N
	518 Welia Health			2,214.85	1 Transactions			
15 Fund Total:				38,820.76	Community Health Fund	25 Vendors	48 Transactions	
Final Total:				38,820.76	25 Vendors	48 Transactions		

Sheila  
3/2/23

12:33PM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	38,820.76	Community Health Fund	
	All Funds	38,820.76	Total	Approved by, .....
				.....
				.....

# 9:40am Appointment

March 7, 2023

## REQUEST FOR BOARD ACTION

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

**e. Board action requested:**

Information only

---

**f. Background:**

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

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

Supporting Documents: None    Attached: ☒

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

<b>Coordinators Comments:</b>
-------------------------------


[About](#) | [Hello, LISA](#) | [Log Out](#)


### Inquiry

Address  
 Batch ID  
 Book/Volume/Page  
 Certificate of Title  
 Daily Page Count  
 Document Number  
 Fee History  
 Grantor/Grantee  
 LandScan Statistical  
 Parcel ID  
 Plat Numbers/Titles  
 Reception Date  
 Recorded Metrics  
 Returned Date  
 Related Docs  
 Specific Doc Type  
 Tax Lien  
 Torrens Text  
 Tract Index

### Recording Status

#### ABSTRACT

**Index Begin:**  
 01/01/1979  
**Posted Through:**  
 02/21/2023  
**Verified Through:**  
 02/16/2023  
**Image Through:**  
 02/21/2023

#### TORRENS

**Index Begin:**  
 01/01/1979  
**Posted Through:**  
 02/21/2023  
**Verified Through:**  
 02/16/2023  
**Image Through:**  
 02/21/2023

### Recorded Metrics Results

#### Settings

Document Type: Combined  
 Start Date: 01/01/2018  
 End Date: 12/31/2018

Metric	Count
Paper documents recorded	2467
Paper documents voided	5
Electronic documents recorded	1088
Electronic documents rejected	388
Total documents recorded	3555

#### Settings

Document Type: Combined  
 Start Date: 01/01/2019  
 End Date: 12/31/2019

Metric	Count
Paper documents recorded	2372
Paper documents voided	9
Electronic documents recorded	1300
Electronic documents rejected	481
Total documents recorded	3672

#### Settings

Document Type: Combined  
 Start Date: 01/01/2020  
 End Date: 12/31/2020

Metric	Count
Paper documents recorded	2175
Paper documents voided	2
Electronic documents recorded	1808
Electronic documents rejected	607
Total documents recorded	3983

#### Settings

Document Type: Combined  
 Start Date: 01/01/2021  
 End Date: 12/31/2021

Metric	Count
Paper documents recorded	2120
Paper documents voided	4
Electronic documents recorded	2600
Electronic documents rejected	1003
Total documents recorded	4720

#### Settings

Document Type: Combined  
 Start Date: 01/01/2022  
 End Date: 12/31/2022

Metric	Count
Paper documents recorded	1750
Paper documents voided	5
Electronic documents recorded	1996
Electronic documents rejected	817
Total documents recorded	3746

Aug. 3739 w/out 2021

Jan - down 14% from '22  
down 30% from '21

# 9:50am Appointment

March 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> a. Semi-Annual Department Update b. Request to use Capital Equipment Funds for an Unexpected, Unbudgeted Expense Related to Complications from the MCIS Conversion	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

**e. Board action requested:**

---

**f. Background:**

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

Department summary to be provided at the meeting.

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

**February 21, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, February 21, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally 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 as presented.

Action #2 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the February 7, 2023 minutes as presented.

**9:03am** – The Chairperson called for public comment three times. Those that responded included:

Betty Will	Comments regarding attending County Board Meetings to learn more about County business, to hold people accountable and to learn more about, “what is being said and what is not being said.”
------------	--

**9:08am** – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborns)	130.94
City of Mora	13,427.20
Consolidated Communications	1,138.51
East Central Energy	12.11

Kanabec County Auditor HRA	106
Kanabec County Auditor/Treasurer	8,814.22
Kwik Trip Inc	12,622.13
Marco	176
Midcontinent Communications	231.97
Midcontinent Communications	452.24
Minnesota Department of Finance	4,867.50
Minnesota Energy Resources Corp	19,994.48
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	2,000.00
Quality Disposal	1,003.55
Spire Credit Union	4,258.00
VC3	3,308.40
Verizon Wireless Cellphones	2,960.72

**18 Claims Totaling: \$76,842.62**

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

**Revenue Fund**

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	550.00
Ace Hardware	5.99
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	303.94
American DataBank	46.75
American Solutions for Business	110.35
Anne M. Carlson Law Office, PLLC	367.50
Aspen Mills	159.88
Aspen Mills	1,565.82
Aspen Mills	399.75
Aspen Mills	1,770.55
Aspen Mills	289.37
Association of MN Counties	300.00
Association of MN Counties	1,050.00
AT&T Mobility	1,464.62
AT&T Mobility	44.69
Axon Enterprise Inc.	8,740.50
Bob Barker	276.58
Curtis, Michael	480.33
DKN Construction	4,333.00



Dunn County Clerk of Courts	7.50
East Central Regional Juvenile Center	4,487.00
East Central Regional Library	100.40
East Central Solid Waste Commission	60.00
EATI	277.82
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	41.25
Glen's Tire	320.00
Grainger	419.02
Granite City Jobbing Co	380.26
Granite City Jobbing Co	393.63
Granite Electronics	2,750.00
Granite Electronics	739.90
Hartshorn, Jim	69.43
Hoefert, Robert	1,163.28
Holland, Alison	100.87
Intoximeters, Inc	300.00
ITSAVVY	759.63
ITSAVVY	213.36
Kanabec Publications	817.46
Kanabec Publications	562.00
Marco	159.00
McKesson Medical Surgical	381.49
Methven Funeral and Cremation Services	400.00
Mid-American Research Chemical	292.99
Minnesota Counties Intergovernmental Trust	2,500.00
Minnesota Monitoring, Inc.	232.00
MN Public Transit Association	755.00
MNCCC Lockbox	100.00
Motorola Solutions	2,115.00
Office Depot	53.30
Office Depot	52.45
Office Depot	64.18
Office Depot	85.09
O'Reilly Auto Parts	21.77
Premium Waters, Inc.	11.80
Ramsey County	1,671.00
Ramsey County	1,585.00
RELX Inc DBA LexisNexis	189.08
Ripka, Peter	232.73
Rupp, Anderson, Squires & Waldspurter, PA	1,250.00

Rupp, Anderson, Squires & Waldspurter, PA	87.50
Rupp, Anderson, Squires & Waldspurter, PA	88.00
Sea Change Print Innovations	841.77
St. Louis County	331.65
Stellar Services	157.13
Stellar Services	194.40
Summit Food Service Management	3,991.56
SwipeClock LLC	158.45
Thomson Reuters-West	2,026.00
Tinker & Larson Inc	626.90
Union Grill	250.00
Van Alst, Lillian	1,053.90
VC3	12,247.00
VC3	9,000.00
Welia Health	47.00
WEX	445.50

**79 Claims Totaling: \$ 88,215.07**

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A & E Cleaning Services	1,050.00
Cargill, Inc	6,307.84
Central McGowan	122.84
Glens Tire	77.00
Gopher State One-Call	1.35
H & L Mesabi	1,859.60
Johnson Hardware	204.96
J.R. Oil Co	115.00
Kanabec County Highway Dept	84.60
Kwik Trip	9.90
LHB Inc	2,153.00
Little Falls Machine	1,299.08
Marco	330.89
MN Energy	1,869.15
Morton Salt	6,525.83
Northpost	523.00
Nuss Truck	1,724.51
ODP	364.54
Owens	105.63
Power Plan	7,040.61
Pomp's Tire Service	7,376.88

Schiferli, Kevin	20.00
Scott's Lawn & Landscapes	7,863.00
Towmaster	3,255.23
Vault Health	618.76
Wiacom	675.30
Zep	1,880.86

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

County Coordinator Kris McNally led a discussion regarding the proposed Public Comment Policy. The Board expressed consensus to add under section C. 1. that the Chairperson may lengthen the time of public comment if needed.

County Coordinator Kris McNally led a discussion regarding proposed changes to the Expense and Travel Reimbursement Policy. The Board is considering the proposed questions for discussion at a later date.

Action #5 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to recess the meeting at 9:23am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:23am on Tuesday, February 21, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS6 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Family Services Board agenda as presented.

Family Services Director Chuck Hurd gave a presentation including a brief introduction of Fiscal Supervisor Jessica Gravich, Community Supports Supervisor Katie Heacock, Children's Services Supervisor Kristen Struss, and CSO/Financial Assistant Supervisor Tim Dahlberg. The presentation also included an overview of the mission, vision, values, staff and program organization charts and agency info for the Family Services Department.

Family Services Director Chuck Hurd gave the Director's Report. Information only, no action was taken.

Action #FS7 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #FS7 – 2/21/23**

### **Family Services vs Human Services Resolution**

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

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

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

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

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

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

*Action #FS8* – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #FS8 - 2/21/23**

#### **Lexis Nexis Subscription Resolution**

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

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

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

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

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

Action #FS9 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the payment of 121 claims totaling \$231,320.55 on Family Services Funds.

Action #FS10 - It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn Family Services Board at 9:41am and to meet again on Tuesday, March 21, 2023 at 9:20am.

The Board of Commissioners reconvened.

Paul Putzier, MN DNR Hydrogeologist Supervisor met with the County Board to give a presentation regarding the Kanabec County Groundwater Atlas and the upcoming workshop on March 16<sup>th</sup>. Information only, no action was taken.

Action #11 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 10:05am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:05am on Tuesday, February 21, 2023 pursuant to adjournment with the following Board. Public Works Director/Ditch Inspector Chad Gramentz presented the Drainage Authority Board Agenda.

Action #12 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Public Works Director/Ditch Inspector Chad Gramentz gave an update regarding the County Ditch 2 Repair Project. About a quarter of the project is finished. There have been some concerns regarding the vertical edges of the channel. Houston Engineering walked the channel on Friday and will address the problem areas. The beaver dams and vegetation have been removed in the portion of the ditch south of the county line. There is a minor discrepancy between field measurements and aerial photo measurements for ditch clearing work. Some portions of the channel only have clearing on one side and it is recommended that it be cleared on both sides.

**10:25am** – The Chairperson called for public comment regarding County Ditch Matters. Those that responded included the following:

Kevin Belkholm	Concerns regarding the current repair project and standards of depth, width and side slopes not being met.
Chad Barnick	Concerns regarding the current repair project and the ditch not being dug to the bottom, or with 2 to 1 slopes as it was originally constructed. Concerns with spoil piles preventing drainage into the ditch. Questions regarding the timing of culvert replacement and planting season.
Daryl Erickson	Comments regarding the current repair project and portions of the ditch that were only being cleared on one side. Appreciation for

	consideration to clear both sides of the ditch.
Tom Schmitz	Comments regarding constant beaver problems on the Isanti County side of the ditch. Something needs to be done about all of the beaver dams, or there will be flooding on the south end of the ditch.

**10:41am** – The Chairperson closed public comment regarding County Ditch Matters.

Public Works Director/County Ditch Inspector Chad Gramentz addressed concerns from public comment. Portions of the spoil piles will be cut to allow drainage into the ditch. Landowners will be given the opportunity to mark where they would like the cuts in the spoil piles. The earliest culvert replacements can start will be mid-June, after planting season. Additional information as to how the depth of the ditch was determined had been given to landowners prior to the meeting.

Action #13 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve an additional 6.62 acres of clearing for the County Ditch 2 Repair Project at a cost of \$16,682.40.

Action #14 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn the Drainage Authority Board at 10:50am.

The Board of Commissioners reconvened.

Public Works Director Chad Gramentz presented the Kanabec County Public Works 5-Year Plan 2023-2027.

Action #15 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

## **Resolution #15 – 2/21/23**

### **Advertise for Bids 2022 Construction Projects**

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

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

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

Deputy Finance Laura Birkaker met with the County Board of behalf of Auditor/Treasurer Denise Snyder to request approval of the new Retail Fireworks Permit Form.

Action #16 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the new Retail Fireworks Permit Form as presented.

EDA Director Jim Hartshorn met with the County Board to request approval for Small Business Development Center (SBDC) Contract Resolution.

Action #17 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution with the contingency that the contract is updated and the changes recommended by the County Attorney are integrated:

### **Resolution #17 – 2/21/23**

#### **Small Business Development Center Contract Resolution**

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

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

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

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

County Coordinator Kris McNally gave a department update. Information only, no action was taken.

The Board held a brief discussion regarding potential new legislation relating to the legal sale of cannabis to adults, as well as the current moratorium on the sale of hemp derived THC food and beverages within the Kanabec County, and potential new legislation on paid family and medical leave. Information only, no action was taken.

Future Agenda Items – Presentation from Central Minnesota EMS Region Joint Powers Board Regional Coordinator, Marion Larson.

Action #18 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried

unanimously to close the meeting at 11:33am pursuant to the Open Meeting Law, MN Statute §13D.05 Subd.3(c) (3) to discuss matters related to Consideration of a Real or Personal Property Offer or Counteroffer. Those present during the closed portion of the meeting included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally.

Action #19 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to return to open session at 12:16pm.

Action #20 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to close the meeting at 12:16pm pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Union Negotiation Strategy. Those present during the closed portion of the meeting included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally.

Action #21 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to return to open session at 12:41pm.

Action #22 - It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn the meeting at 12:42pm and to meet again in regular session on Tuesday, March 7, 2023 at 9:00am.

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

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

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

Board Clerk



## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Ann Lake Township	7,359.77	2023 Township Road Allotment	Town & Cities Fund
Ann Lake Township	388.48	2022 Gravel Tax Allotment	Taxes & Penalties
Arthur Township	23,063.41	2023 Township Road Allotment	Town & Cities Fund
Arthur Township	11,662.27	2022 Gravel Tax Allotment	Taxes & Penalties
Brunswick Township	23,070.16	2023 Township Road Allotment	Town & Cities Fund
Brunswick Township	2,038.03	2022 Gravel Tax Allotment	Taxes & Penalties
Budzien, Nicholas & Jennifer	26.00	Abatement Refund	Taxes & Penalties
Chamberlain Oil	764.08	Shop Supplies	Highway
City of Mora	13,213.02	Electric & Water Utilities	Various
Comfort Township	17,058.33	2023 Township Road Allotment	Town & Cities Fund
Comfort Township	971.62	2022 Gravel Tax Allotment	Taxes & Penalties
Dearborn National Life Insurance Co	629.24	3.23 Short Term Disability Ins Premiums	Employee Benefits
Ford Township	5,904.21	2023 Township Road Allotment	Town & Cities Fund
Grass Lake Township	18,349.73	2023 Township Road Allotment	Town & Cities Fund
Grass Lake Township	138.02	2022 Gravel Tax Allotment	Taxes & Penalties
Haybrook Township	4,418.98	2023 Township Road Allotment	Town & Cities Fund
Haybrook Township	973.88	2022 Gravel Tax Allotment	Taxes & Penalties
Health Partners	6,914.81	3.23 Dental Insurance Premiums	Employee Benefits
Hillman Township	500.00	10.22 Settlement Refund	Taxes & Penalties
Hillman Township	8,488.82	2023 Township Road Allotment	Town & Cities Fund
Kanabec County AT ACH_VISA	529.94	See Below	
Kanabec Township	12,320.96	2023 Twp Rd Allotment & 2022 Twp Beer License	Town & Cities Fund
Kanabec Township	584.03	2022 Gravel Tax Allotment	Taxes & Penalties
Knife Lake Township	18,152.07	2023 Township Road Allotment	Town & Cities Fund
Knife Lake Township	6,489.62	2022 Gravel Tax Allotment	Taxes & Penalties
Kroschel Township	7,570.11	2023 Township Road Allotment	Town & Cities Fund
Kroschel Township	1,936.45	2022 Gravel Tax Allotment	Taxes & Penalties

Life Insurance Company of North America	594.77	3.23 Accident, Group Hosp, Critical Illness Pre	Employee Benefits
Peace Township	19,281.59	2023 Township Road Allotment	Town & Cities Fund
Peace Township	5,871.47	2022 Gravel Tax Allotment	Taxes & Penalties
Pomroy Township	8,767.64	2023 Township Road Allotment	Town & Cities Fund
Quadient Finance	4,782.04	Postage, Labels & Ink for Postage Machines	Unallocated
Southfork Township	15,150.00	2023 Township Road Allotment	Town & Cities Fund
Southfork Township	27,895.22	2022 Gravel Tax Allotment	Taxes & Penalties
The Hartford Priority Accounts	6,863.69	3.23 Life Ins & Long Term Disability Ins Prem	Employee Benefits
VC3, Inc.	188.00	VMWare Renewal	IS
Verizon Wireless Aircards	1,335.34	Aircards	Various
VSP Insurance Co	526.74	3.23 Vision Insurance Premiums	Employee Benefits
Whited Township	11,714.22	2023 Township Road Allotment	Town & Cities Fund

**39 Claims Totaling: \$ 296,486.76**

Kanabec County AT ACH_VISA	102.05	USA Clean - Filters & Latch - Courthouse	Building Maintenance
	158.87	Amazon - Furniture Dolly - Courthouse	Building Maintenance
	22.87	Amazon - Velcro Mounting Tape - Courthouse	Building Maintenance
	75.71	PartsTown - Heat Element, Gasket - Jail	Building Maintenance
	91.85	Amazon - Gasket, Indicator Light - Jail	Building Maintenance
	21.53	Amazon - Washer, Seal, Hose, etc. - Jail	Building Maintenance
	57.06	Amazon - Solenoid Bypass etc., Jail	Building Maintenance

**7 Claims Totaling: \$ 529.94**

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 3/7/23

Department Name	Vendor	Amount	Purpose
AUDITOR	Marco	414.00	Printer Contract
		<b>414.00</b>	
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Plus - PSB
BUILDINGS MAINTENANCE	Adam's Pest Control	125.00	Prevention Rodents - Transit
BUILDINGS MAINTENANCE	Association of MN Counties	350.00	MN City/County Facility Management Association Dues
BUILDINGS MAINTENANCE	Auto Value	35.97	Belts - Jail
BUILDINGS MAINTENANCE	Grainger	127.31	Bimetal Thermometer for Tempering Valve - Jail
BUILDINGS MAINTENANCE	Granite City Jobbing Co	299.03	Cleaning Spray, Paper Towels, TP, Handsoap - Courthouse
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	893.81	Replaced Elevator Buttons - Courthouse
BUILDINGS MAINTENANCE	Oslin Lumber	42.00	Caulking - Courthouse
BUILDINGS MAINTENANCE	Vertiv Corporation	4,510.00	Battery Backup for Jail Generator
		<b>6,508.12</b>	
COMMISSIONERS	Caswell, Wendy	96.94	Mileage and Parking for AMC Conference in St Paul 1/27/23
COMMISSIONERS	Ripka, Peter	74.40	Mileage to January & February County Board Meetings
		<b>171.34</b>	
COUNTY COORDINATOR	Marco	477.00	Printer Contract
		<b>477.00</b>	
COUNTY CORONER	Methven Funeral and Cremation Services	250.00	Removal

COUNTY CORONER	Ramsey County	<u>507.00</u> <b>757.00</b>	Post Mortem Exam/Toxicology
COUNTY EXTENSION	American Septic Service	130.00	Portable Toilet for Homesteading Workshop at Sapsucker Farms
COUNTY EXTENSION	Holcomb, Lisa	75.00	Extension Committee Per Diem 2/21/23
COUNTY EXTENSION	Mattson, Jean	58.33	Supplies for Homesteading Workshop 2/25/23 - Water, Coffee, Cups, Napkins, Creamer
COUNTY EXTENSION	Mattson, Jean	95.96	Extension Committee Per Diem & Mileage 2/21/23
COUNTY EXTENSION	McFadden, Barbara	75.00	Extension Committee Per Diem 2/21/23
COUNTY EXTENSION	Ripka, Peter	75.00	Extension Committee Per Diem 2/21/23
COUNTY EXTENSION	Salmela, Terry	88.10	Extension Committee Per Diem & Mileage 2/21/23
COUNTY EXTENSION	Schiferli, Kelsey	<u>75.00</u> <b>672.39</b>	Extension Committee Per Diem 2/21/23
COUNTY RECORDER	Holcomb, Lisa	509.42	Lodging, Meal, Mileage to MACO Winter Conference in Minneapolis
COUNTY RECORDER	Holcomb, Lisa	<u>98.25</u> <b>607.67</b>	Mileage to Pickup Microfiche Records in Minneapolis
COUNTY SURVEYOR	Kroschel Land Surveyors, Inc.	<u>4,700.00</u> <b>4,700.00</b>	Services and Charges - File County Corners
ECONOMIC DEVELOPMENT	Hartshorn, Jim	<u>78.60</u> <b>78.60</b>	Mileage for Meetings with Developers in St Paul & Braham
ELECTIONS	Sea Change Print Innovations	<u>909.51</u> <b>909.51</b>	T2023 OmniBallot Programming
ENVIRONMENTAL SERVICES	Kanabec County Highway Dept	<u>19.20</u> <b>19.20</b>	Postage - December 2022

FORFEIT TAX SALE	ECSWC	<u>7,130.70</u>	12.02185.00 Cleanup
		<b>7,130.70</b>	
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	1,800.00	Mediation
HUMAN RESOURCES	SwipeClock LLC	<u>332.00</u>	Monthly Billing for March 20 - April 20, 2023
		<b>2,132.00</b>	
INFORMATION SYSTEMS	Marco	<u>3,267.40</u>	Phone Lease
		<b>3,267.40</b>	
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	<u>4,487.00</u>	Feb. 2023 Contracted Beds at East Central Juv. Center
		<b>4,487.00</b>	
PUBLIC TRANSPORTATION	Curtis, Michael	656.57	Volunteer Mileage, Meals, Parking
PUBLIC TRANSPORTATION	Hoefert, Robert	563.96	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	295.39	Bus Repairs & Oil
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	85.00	DOT Physical for Employee
PUBLIC TRANSPORTATION	Van Alst, Lillian	<u>867.22</u>	Volunteer Mileage
		<b>2,468.14</b>	
SHERIFF	Aspen Mills	2,231.00	Vest Carrier and Plate - RC & BM
SHERIFF	BlueStar Graphics	525.00	Lettering Package for New Squad
SHERIFF	Coborn's Inc.	1,698.34	BADGES Gift Cards
SHERIFF	Fox Run Kennels	500.00	Animal Control Contract, March 2023
SHERIFF	Horizon Towing	414.75	Towing Service
SHERIFF	Marco	105.92	Staple Cartridges for Printer
SHERIFF	O'Reilly Auto Parts	<u>7.49</u>	Washer Fluid
		<b>5,482.50</b>	
SHERIFF - 911 EMERGENCY	Michael Keller, Ph.D., L.P.	<u>650.00</u>	Psych Eval - New Employee, Dispatch
		<b>650.00</b>	

SHERIFF - JAIL/DISPATCH	Adam's Pest Control	250.00	Prevention Plus - Jail
SHERIFF - JAIL/DISPATCH	Aspen Mills	14.00	Uniform Pants - CB
SHERIFF - JAIL/DISPATCH	Stellar Services	124.50	Canteen
SHERIFF - JAIL/DISPATCH	Stellar Services	138.95	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,978.71	Inmate Meals 2/11-2/17/23
		<b>4,506.16</b>	
SNAKE RIVER WATER MANAGEMENT BOARD	Kanabec County Environmental Services	25,000.00	Environmental Services/Kanabec County 2022 Contrac
		<b>25,000.00</b>	
UNALLOCATED	Clifton Larson Allen	3,150.00	FY2022 Audit Services
UNALLOCATED	Granite City Jobbing Co	807.44	Copy Paper - 14 Cases
UNALLOCATED	Nagell Appraisal & Consulting	7,000.00	Recovering Hope Appraisal
UNALLOCATED	Rupp, Anderson, Squires & Waldspurgen PA	1,864.00	Legal Services, January 2023
		<b>12,821.44</b>	
VETERAN SERVICES	Marco	490.00	Printer Contract
VETERAN SERVICES	Mora Bakery	32.06	Donuts - Coffee Talk
		<b>522.06</b>	
59 Claims Totaling:		<b>\$ 83,782.23</b>	

# Agenda Item #3b

## Regular Bills - Road & Bridge

### Bills to be Approved: 3/7/23

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Auto Value	3,187.81	Shop Supplies
Beaudry Oil & Propane	23,272.99	Diesel fuel
Central Pension Fund	804.75	Training center user fee
Dultmeier Sales	69.29	Repair parts
Fluegge's Ag	18,770.00	Kuhn Mower
Force America	552.92	Repair parts
Houston Engineering	14,037.94	CD 2 Engineering
Jacon LLC	149,142.53	CD 2 Repair
JMD Manufacturing	7,301.74	Mail box posts
Johnson Hardware	915.48	Shop Supplies
Kanabec County Highway Dept	190.30	Petty Cash, Postage
Kroschel Land Surveyors	1,320.00	Surveying
Little Falls Machine	212.25	Repair parts
Millerbernd	4,200.00	Street light pole
North Central International	185.42	Repair parts
Novus Glass	300.00	Glass repair
Nuss Truck	653.53	Repair parts
Sherburne County Public Works	280.00	Accounting conference 2023
Towmaster	1,621.18	Repair parts
Trent Terpstra	385.17	Reimbursement for hotel
USIC	120.00	Locates
Vault Health	120.29	Drug testing
Widseth Smith Nolting	2,129.00	Professional engineering
<b>23 Claims Totaling:</b>		<b><u>\$ 229,772.59</u></b>

# Agenda Item #4a

March 7, 2023

## REQUEST FOR BOARD ACTION

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

**f. Board action requested:**

### Resolution #\_\_ – 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

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (January)	\$3,705.00	\$3,705.00
WASTE MANAGEMENT (January)	\$1,696.96	\$1,696.96
Sub-Total	\$5,401.96	\$5,401.96
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (January)	\$500.00	\$500.00
Arthur Township (January)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$6,401.96</b>

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

*January 1, 2023 SCORE Fund balance = \$111,602.85*

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

*Expenditure: 01-391-392-0000-6211 = \$6,401.96*

*Current SCORE Funds balance is = \$105,200.89*



# Agenda Item #4b

March 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Request	<b>b. Originating Department/Organization/Person:</b> Kanabec County Agricultural Society
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:** Approve the following resolutions:

### Resolution #\_\_ – 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.

**f. Background:**

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

**Date received in County Coordinators Office:** 3/2/23

**Coordinators Comments:**

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Kanabec County Ag Society

Previous Gambling Permit Number: X-X-95128-23-001

Minnesota Tax ID Number, if any: 7184389

Federal Employer ID Number (FEIN), if any: 41-6037300

Mailing Address: 701 South Union Street

City: Mora State: MN Zip: 55051 County: Kanabec

Name of Chief Executive Officer (CEO): Kevin Schiferli

CEO Daytime Phone: 763-226-6771 CEO Email: schif98@live.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): norbys1967@gmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Ogilvie Raceway

Physical Address (do not use P.O. box): 1539 MN-23, Ogilvie, MN 56358

Check one:

☐ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

☒ Township: Kanabec Zip: 56358 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): July 17, 2023

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

4/22  
Page 2 of 4

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: 3-2-23  
(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin Schiferli

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

**Office of the Minnesota Secretary of State  
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	Kanabec County Agricultural Society
Date Filed:	04/01/1897
File Number:	1107-NP
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 03/02/2023



*Steve Simon*

Steve Simon  
Secretary of State  
State of Minnesota

## Business Record Details »

Minnesota Business Name

**Kanabec County Agricultural Society**

**Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

1107-NP

**Home Jurisdiction**

Minnesota

**Filing Date**

04/01/1897

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2023

**Registered Office Address**

701 Union St.  
Mora, MN 55051  
USA

**Number of Shares**

\$25,000

**Registered Agent(s)**

(Optional) Currently No Agent

**President**

John Angstman  
2478 180th Ave  
Mora, MN 55051  
USA

### Filing History

## Filing History

Select the item(s) you would like to order:

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	04/01/1897	Original Filing - Nonprofit Corporation (Domestic)	
	04/01/1897	Nonprofit Corporation (Domestic) Business Name (Business Name: Kanabec County Agricultural Society)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	09/04/1928	Nonprofit Corporation (Domestic) Duration	
<input type="checkbox"/>	09/25/1959	Nonprofit Corporation (Domestic) Duration	
<input type="checkbox"/>	02/28/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/20/2005	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	10/24/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/21/2009	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	04/03/2009	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	10/14/2013	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	6/11/2015	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/13/2015	Annual Reinstatement - Nonprofit Corporation (Domestic)	

# Agenda Item #5

March 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Extension Office Location	<b>b. Origination:</b> Board of Commissioners
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

There is dissatisfaction with the current location of the 4-H Educator's Extension Office due to small space, lack of public accessibility, etc.

Discuss options to move the 4-H Educator's Extension Office to other space within the county.

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**f. Background:**

Supporting Documents: None ☒ Attached:

<b>Date received in County Coordinators Office:</b>
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<b>Coordinators Comments:</b>
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# Agenda Item #6

March 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Project to Scan and Electronically Archive the Official Board Meeting Minute Books	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Approve moving forward with the budgeted scanning and archiving project for the official board meeting minute books.

---

**f. Background:**

During 2023 budget preparation, the Coordinator's Office requested bids from multiple vendors for scanning services to electronically archive the official board meeting minute books. There are 18 books which range from the years 1859-2000.

The lowest bidder came back with a bid of \$5,366.00. This was approved during the budget process.

The Coordinator's Office confirmed the bid price for 2023 and would like to move forward with the project to ensure safe, quality, electronic storage of the official board meeting minutes.

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



Proposal to:

**Scan 1859-2000 Commissioner Minute Books On-Site**

Presented to:

**Kanabec County  
18 N. Vine Street  
Mora, MN 55051**

Presented by:

**US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607  
[www.us-imaging.com](http://www.us-imaging.com)**

Rhonda Olson  
Northern Account Manager  
[rolson@us-imaging.com](mailto:rolson@us-imaging.com)  
(989) 928-1559

June 28, 2022

Proposal # 2022-06.036.01

# US★Imaging

June 28, 2022

Kristine McNally  
Kanabec County  
18 N. Vine Street  
Mora, MN 55051

US Imaging, Inc. is pleased to present this proposal to scan **1859-2000 Commissioner Minute Books** onsite for Kanabec County. Our team will provide Kanabec County with an unparalleled combination of county expertise, proven processes, and state of the art technology to provide the highest quality images and indexes possible. US Imaging understands the scope of work required, the critical success factors, and the County's goals. US Imaging has become America's premier County Conversion Service for the following reasons:

- **Experience** – We have been in the imaging business for 46 years and have successfully served over 925 Counties nationwide. We are the only scanning vendor in America that exclusively serves Counties.
- **3 Stage Process** – Our unique 3 stage process allows us to provide the highest quality at the lowest price while providing the County with complete control over the image quality and project budget.
- **Stage 1: On-Site Scanning** – County Records are irreplaceable and extremely valuable; therefore, we scan all media on-site.
- **State of the Art Scanners** – We are a beta test site for multiple scanner manufacturers and receive new technology several months before our competitors. We are constantly upgrading and currently operate the very latest scanners for Bound books, Photostat books, Rollfilm, Cards, Aperture Cards, and Drawings.
- **ImageXpress** – A software utility that allows Counties to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.
- **Stage 2: Double Inspect, Group, Index & Verify** – 100% of the images are inspected for legibility, grouped together as documents, and indexed by 2 separate operators and compared electronically, any mismatches are inspected by a third operator and corrected for 100% accuracy.
- **Poor Quality Reporting** – 100% of the images are inspected two times as 12" x 16" images on 27" portrait monitors for legibility. We will provide a detailed report of Book-Page # or Document-Page # and the reason that it has been reported as poor quality: too light, too dark, blurry, A Page, retake, missing, etc.
- **ImageReview** – A software utility that sorts and filters the images on the poor quality image report and displays the poor quality images. The County can easily uncheck images that are acceptable quality.
- **Stage 3: Image Enhancement** – US Imaging can adjust the poor contrast of an entire roll, splice, book, jacket, aperture card, document, page, or any specific area on a page to provide the most legible images possible.
- **Image & Index Formatting** – US Imaging has export formats for every County Imaging system on the market.
- **Guaranteed Quality** – If a County is ever unsatisfied with any image or index, we will correct it for free.

We appreciate the opportunity to present our services and look forward to working with you. If you have any questions, please call (989) 928-1559 or e-mail [rolson@us-imaging.com](mailto:rolson@us-imaging.com).

Sincerely,



Rhonda Olson  
Northern Account Manager  
US Imaging, Inc.

400 S. Franklin Street • Saginaw, MI 48607  
Phone: (989) 753-7933 • Fax: (800) 517-4293

**Kanabec County Requirements:**

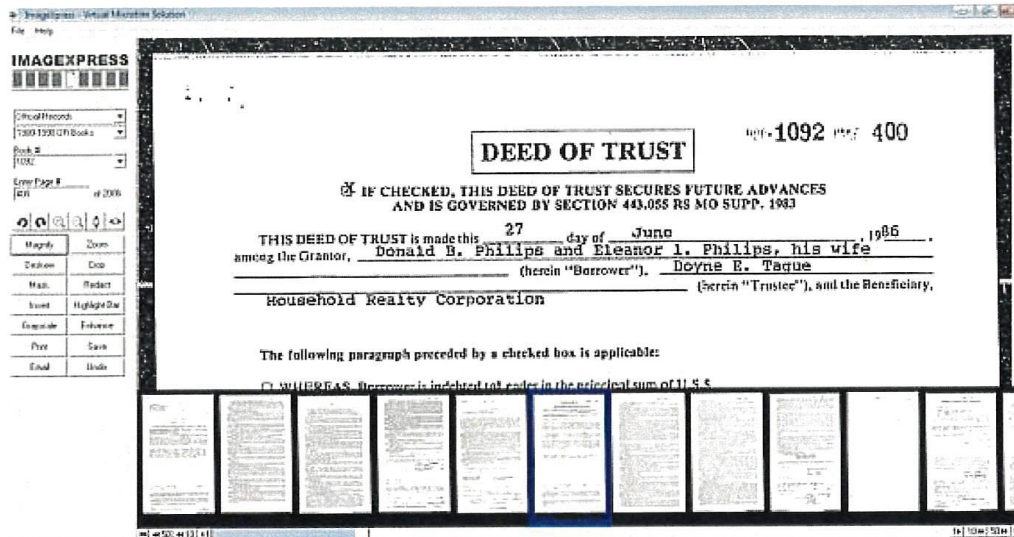
- **Work Area** - County will provide a 12' x 18' space inside the County Building, near the vault with access 24 hours per day, 7 days a week, electricity, lighting, and heat/air to allow on-site scanning. If on-site time is less than 24/7, the time and investment to complete will change according to the hours and days access is available.
- **Pilot** - County will inspect the first 1,000 images each time that the media changes and approve image quality and index accuracy.

**US Imaging Requirements:**

**Stage 1 – Capture & Pilot**

- **On-Site Scanning** – We will provide all necessary hardware, software, staff, and project managers to perform scanning on-site 24 hours per day, 7 days a week. If access to books is less than 24/7, the time and investment to complete will change according to the days and hours available.
- **Inventory** – US Imaging Staff will create an inventory report of all the media types for the entire range of images that require capture. This on-line report will be utilized to track the progress of the project from start to finish.
- **Book Tracking** – Labels will be applied to the Counties shelving units to identify the location where books are to be returned after scanning. Labels will be removed once scanning is completed.
- **Book Inspection** - If books or pages in mechanical binders require sorting or preparation, we can sort or prep them for \$37.50 per hour. If pages are too fragile to handle, we will bring this to the Counties attention and recommend a Book Restoration and Binding Company.
- **Bound Book Scanning** – Pages within a bound (sewn or glued) binder will not be cut and the pages and binder will remain as intact. Pages will be scanned on a book scanner at 300dpi and are saved as color JPEG images. Our Book Scanners will capture two pages (left & right) per image, utilize book cradles to hold pages level & a glass platen will flatten the pages to minimize spine curvature and allow the scanner to obtain consistent focus and sharpness across both pages.
- **Mechanical Book Scanning** – Handwritten, Typed and Photostat pages are removed from mechanical binders and are scanned in color at 300dpi and are saved as color JPEG images. Pages are fed through an automatic document feeder and capture the front and back of the page simultaneously to create two individual JPEG images. Scanners will be cleaned each time that vertical lines appear to minimize file size and eliminate data from being covered up.
- **On-Site Content Inspection** – After scanning, our on-site staff will inspect 100% of the pages as 1"x1.5" thumbnail images to confirm that no pages have been double fed, cut off, stretched, or contain scanner errors. Any pages with these issues will be rescanned at no charge before the on-site team leaves the premise. If pages are sequentially numbered within each book, our on-site staff will confirm that the quantity of images within each book directory matches the last page number within each book. If there are any mismatches between number of images and number of pages, they will be corrected if present or noted in the production report. 100% of the JPEG and TIFF images will be thoroughly inspected for legibility and image quality as 12"x18" full size images in Stage 2.
- **JPEG to TIFF Conversion** – All JPEG images will be converted to 300dpi single page Black & White TIFF images with Group IV compression. TIFF images will be sequentially numbered by a zero filled 8-digit number and stored in folders named by the Document Type and Book #.
- **Automatic Crop & Deskew** - Each TIFF image will be run through a software program to remove solid black borders and automatically deskew crooked pages to reduce file size by approximately 25%. Despeckle is not performed on scanned images as it has a tendency to remove punctuation.
- **Automatic Polarity Reversal** – Each TIFF image will be automatically reversed so that black images with white text will be reversed to white images with black text. If Dual Polarity exists, it will be corrected in Stage 3.
- **USB Hard Drives** – All single page JPEG images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for Stage 2 processing and off-site backup.
- **Pilot Images** – 1,000 images from each media change will be cropped, enhanced, grouped as documents, indexed by Document # or Book-Page # and saved as multi-page TIFF's that can be easily viewed by any imaging viewer. We will e-mail a link, username, and password to download the Pilot Images from our FTP site.
- **ImageXpress Software** – We will provide the County with a retrieval software program called *ImageXpress* that will allow the County to easily access images by book-page #, document #, quickly scroll through an entire book, roll, jacket or aperture card, view both TIFF & JPEG images, adjust JPEG grayscale contrast, crop, deskew, redact, mask, print, save or e-mail images as needed.



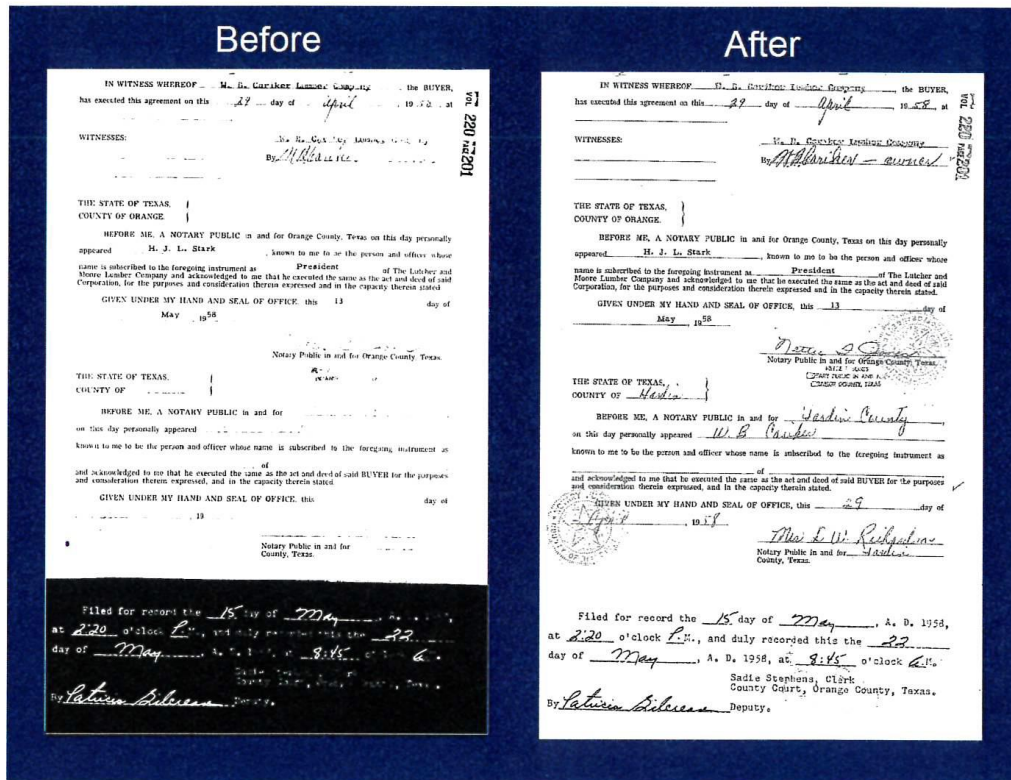


#### Stage 2 – Crop, Inspect, Group, Index and Verify

- **Excess Border Removal** – Due to certain page sizes the automatic crop included in Stage 1 may leave large white borders, black borders, black lines, and shadows on the images. Manual cropping can be performed to provide a more accurate original page size, fewer bytes per image and better performance of your system and overall appearance of every image. No data or marginal notations will be removed from the image during this process.
- **Single Inspect & Report Quality** – Each black and white TIFF image will be visually inspected as a 12"W x 16"H image on 27" Portrait monitors and compared to the color or grayscale JPEG image on a second monitor and TIFF images with missing light data or gray shaded boxes that turn black with be reported as poor quality. Our staff will also check for sequential page order, missing pages, duplicate pages, "A" pages, retakes, and image quality. Particular attention is to be given to the Party Names, Dates, Legal Descriptions and Signatures during this process. If any part of the image is considered illegible it will be added to the Poor Quality Image Report. The poor quality issues that will be identified on the report are image too dark, image too light, blurry, white spots, black spots, poor original, out of order, missing, duplicate, "A" page & retake.
- **Double Inspect & Verify (Optional)** – Image quality is subjective, and we highly recommend a second opinion. 100% of the images will be inspected and reported a second time by a second inspector. The poor quality images identified by the first inspector and the second inspector will be combined into one Poor Quality Report to guarantee the highest image quality possible.

### Stage 3 – Enhance & Format

- **Image Enhancement** – US Imaging will adjust the poor contrast of an entire page or any specific area on a page to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, US Imaging will enhance the TIFF image from the JPEG backup image without having to physically rescan the original media.
- **Formatting** – US Imaging will format the images as multi-page PDF.
- **USB Hard Drives** – All formatted images will be copied to two sets of external USB Hard Drives. One set will be shipped to the County for review and on-site backup. One set will be stored at US Imaging for off-site backup.



**Phase 1: Estimated Investment to Scan 1859-2000 Commissioner Books On-Site**

<b>Bound Books</b>			
7 Books	@	640 Pages per Book (Commissioners Minutes A-G)	= 4,480 Images
<b>Mechanical Books 11"x18"</b>			
11 Books	@	500 Pages per Book (Commissioners Minutes H-R)	= 5,500 Images
9,980 Images	@	15% Poor Quality Pages	= 1,497 Poor Quality
9,980 Images	@	0% Multiple Documents per Page	= 0 Multi-Docs
4,480 Images	@	600 Bound Images Scanned per Hour (1 Scanner)	= 8 On-Site Hours
5,500 Images	@	1,800 Mechanical Images Scanned per Hour (1 Scanner)	= 4 On-Site Hours
12 Hours	@	22 Hours per Day with 24 Hour Access	= 1 On-Site Day
9,980 Images	@	400 Images per Gigabyte for Color JPEG Format	= 25 GB for JPEG's
9,980 Images	@	4,000 Images per Gigabyte for B&W TIFF Format	= 3 GB for TIFF's
<b>Stage 1</b>			
		\$650.00 Travel & Setup for On-Site Scanning*	= \$650.00
1 Day	@	\$400.00 Per Day On-Site with 24 Hour Access	= \$400.00
4,480 Images	@	\$0.215 Per Bound Image to Scan & Inspect 300dpi JPEG	= \$963.20
5,500 Images	@	\$0.115 Per Mechanical Image to Scan & Inspect 300dpi JPEG	= \$632.50
9,980 Images	@	\$0.015 Per Image to Convert JPEG to B&W TIFF	= \$149.70
2 Drives	@	\$150.00 Per USB Hard Drive, Copying & Backup	= \$300.00 58%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	= \$25.00 \$3,120.40
<b>Stage 2 &amp; 3</b>			
9,980 Images	@	\$0.04 Per TIFF to Remove Excess Borders	= \$399.20
9,980 Images	@	\$0.04 Per TIFF to Single Inspect & Report to 98% Quality	= \$399.20
9,980 Images	@	\$0.04 Per TIFF to Double Inspect & Report to 100% Quality	= \$399.20
0 Images	@	\$0.04 Per TIFF to Single Duplicate Pages to 98% Accuracy	= \$0.00
9,980 Images	@	\$0.01 Per TIFF to Folder by Book & Sequentially Number	= \$99.80
1,497 Poor Images	@	\$0.50 Per TIFF to Enhance & Replace Poor Quality	= \$748.50
9,980 Images	@	\$0.015 Per TIFF to Convert to Multi-Page PDF	= \$149.70
1 Drive	@	\$25.00 Per Small USB Hard Drive, Copying	= \$25.00 42%
1 Shipment	@	\$25.00 Per USB Hard Drive Shipment	= \$25.00 \$2,245.60
<b>Total Investment</b>			<b>= \$5,366.00</b>

\*Travel Fee is discounted. USI will schedule on-site scanning for when we are in the geographical area.

**ACCEPTANCE AND AUTHORIZATION:**

The proposed quantities above are estimated, invoiced quantities will be actual. Invoices will be issued at the completion of each Stage or Hard Drive Shipment.

All hard drives, images and indexes are the exclusive property of the County. US Imaging will not reproduce or distribute Kanabec County images and/or indexes to any other entity except Kanabec County.

Kanabec County may designate acceptance of this proposal by signature of a duly authorized officer of the company. Total costs for initial implementation and ongoing costs have been described herein.

In exchange for products and services outlined in this proposal, Kanabec County agrees to pay US Imaging, Inc., the total amount due within 30 days from the date of invoice.

US Imaging also reserves the right to collect monies owed in the event of nonpayment and recover any and all legal fees in addition to the unpaid balance.

**Accepted by:**

Kristine McNally  
County Coordinator  
Kanabec County  
18 N. Vine Street  
Mora, MN 55051

**Accepted by:**

Rhonda Olson  
Northern Account Manager  
US Imaging, Inc.  
400 S. Franklin Street  
Saginaw, MI 48607

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

Signature: Rhonda Olson

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

Date: June 28, 2022

**Please Check the Approved Phase(s) / Service(s):**

\_\_\_\_ Phase 1: Scan 1859-2000 Commissioner Books On-Site = \$4,966.80

**Optional Services**

\_\_\_\_ Stage 2: Double Inspect & Report to 100% Quality = \$399.20

**Total Estimated Investment, All Options = \$5,366.00**

# Agenda Item #7

March 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Discuss Need and Cost for Audio Upgrade in Board Room	<b>b. Origination:</b> Meeting Attendee Complaints
<b>c. Estimated time:</b> 10-15 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Authorize expense to improve sound in the 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.

---

**f. Background:**

The Coordinator's Office has received multiple complaints about the attendees at the County Board meetings not being able to clearly and consistently hear the Commissioners' comments.

The I.S. Director was consulted and recommends reprogramming the existing equipment to "lift" the voices within the room.

The vendor's quote is approximately \$1700 to perform this work.

Supporting Documents: None ☒ Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**



# Agenda Item #8

March 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Pay Equity Report 2023	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

### Information only:

In January, staff submitted the required documentation to the State of MN Management and Budget Office for Pay Equity testing.

This testing is mandatory and required every three years under The MN Local Government Pay Equity Act Statute 471.991 - 471.999 and Minnesota rules Chapter 3920.

Initial testing showed compliance with Pay Equity requirements.

On 2/27/23, staff was notified that the report was officially accepted and in compliance.

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### **f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments**

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February 27, 2023

Local Government Official  
Kanabec County  
317 Maple Ave E., Suite 181

Mora, MN 55051

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

Again, congratulations on your achievement!

Sincerely,  
Dominique Murray  
Pay Equity Coordinator



## Notice of Pay Equity Compliance

*Presented to*

### Kanabec County

For successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review of your 2023 pay equity report by Minnesota Management & Budget.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

February 27, 2023

Date

A handwritten signature in black ink, reading 'Jim Schowalter', written over a horizontal line.

Jim Schowalter, Commissioner

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## Results of Tests for Pay Equity Compliance

Date: February 27, 2023

Jurisdiction: Kanabec County

ID#: 1572

### 1. Completeness and Accuracy Test

- ☒ Passed. Required information was submitted accurately and on time.
- ☐ Passed by Exception. Request for Reconsideration approved.

### 2. Statistical Analysis Test

- ☒ Passed. Jurisdiction had more than three male classes and an underpayment ratio of 80% or more.
- ☐ Passed. Jurisdiction had at least six male classes, at least one class with a salary range, an underpayment ratio below 80% but a t-test that was not statistically significant.
- ☐ Passed by Exception. Request to Reconsideration approved

### 3. Salary Range Test

- ☐ Passed. Too few classes had an established number of years to move through a salary range.
- ☒ Passed. Salary range test showed a score of 80% or more.
- ☐ Passed by Exception. Request for Reconsideration approved.

### 4. Exceptional Service Pay Test

- ☒ Passed. Too few classes received exceptional service pay.
- ☐ Passed. Exceptional service pay test showed a score of 80% or more.
- ☐ Passed by Exception. Request for Reconsideration approved.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

# Agenda Item #9

March 7, 2023

## REQUEST FOR BOARD ACTION

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

**e. Board action requested:**

Discuss draft #3 of the proposed Public Comment Policy. If acceptable, adopt the attached policy, assign a policy number, and set effective date.

### Resolution #\_\_\_ - 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.

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**f. Background:**

Supporting Documents: None      Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## **Kanabec County Public Comment Policy**

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### **A. GENERAL**

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

### **B. SCOPE**

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

### **C. PROCEDURE**

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

speakers to be heard, the Board Chair may shorten this time.

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



## Pine County Changes Public Comment Policy for Remote Attendees

Pine County will be changing the way the public can remotely comment during county board meetings after a group joined a recent county meeting to disrupt it.

"We really do not want to limit the public's ability to participate in a public meeting," Board Chair Steve Hallan said.

Hallan commended Pine County IT Manager Ryan Findell's work to keep the meeting on track.

"Ryan had to do some pretty fancy footwork to disallow some rotten stuff," said Hallan

Pine County's solution now requires people looking to engage in the public comment portion to request a link in advance.

According to notes in the February 7 agenda, Kanabec and Morrison are the two surrounding Minnesota counties that allow remote public comment. Morrison, however, does require a two-day notice. Carlton, Isanti, and Chisago counties do not allow any sort of remote public comment.

"We thought that [the two-day notice] was a little much," Commissioner Josh Mohr said. "Ryan is going to play it by ear a little bit, but he figures people can request a link to comment right up until the meeting."

Residents will still be able to comment during public meetings in person without any extra steps, and anyone looking to watch Pine County board meetings virtually can do so freely without any extra steps.

Those looking remotely comment during the upcoming February 21 meeting will now have to do so. A link to make a comment request can be found on the [Pine County website](#).