



Kanabec County Board of Commissioners

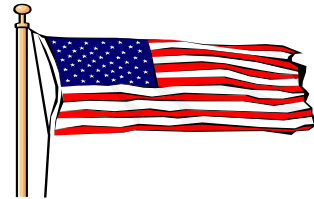
Regular Meeting Agenda

The Meeting of May 2, 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: 2484 755 4647



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m9f2d2bb24774d59403db005776f1bfbe>

Meeting number: 2484 755 4647

Password: myYt5N8uUm4 (69985688 from video systems)

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

Please use the Maple Ave entrance and parking lot.

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

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

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

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

- 9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388
Access Code: 2484 755 4647

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

- 9:45am Employee Service Recognition- Chad Keehr, Deputy 25 years

- 9:50am Sheriff Brian Smith, Request Approval of the 2023 MN Annual County Boat & Water Safety Grant Agreement

- 9:55am Kim Christenson, HR Specialist- Request Approval of Collections Clerk Job Description Updates

Other business to be conducted as time is available:

1. Minutes- April 18, 2023
2. Paid Bills
3. Regular Bills
 - a. Revenue Fund
 - b. Road & Bridge
4. Gambling Request – TLC of Kanabec County DBA Kick Cancer to the Curb
5. SCORE Claims
6. Resolution Setting Public Hearing Date and Time on the Impassable Road Petition Received March 7, 2023
7. Request for Consideration of a Proclamation for Child Care Provider Appreciation Day
8. Future Agenda Items
9. CLOSED SESSION: Labor Negotiation Strategy–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, May 2, 2023
9:20 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing update - HHA, Clerk Typist, Health Promotion Coord.
 - SARS COVID-19
 - Other Respiratory Illness
 - Seasonal Flu
 - RSV
 - Community Health Assessment/Improvement Plan
 - Legislative Update
4. 1st Quarter 2023 report page 4-19
 - See attached report
5. Northern Minnesota Suicide Prevention grant page 20
 - Action requested
 - See attached resolution
6. Central MN Council on Aging Grant Application page 21
 - Action requested
 - See attached resolution
7. Strong Foundations Grant Request page 22
 - Action requested
 - See attached resolution
8. TTPT 1st Quarter reports page 23-27
 - See attached 1st Quarter Board and Rev/Expenditure report
9. TTPT - ADA Plan /No-Show/Cancellation Policies page 28-45
 - Action requested
 - See attached (2) resolutions
10. Financial Reports page 46-48
 - see attached page 49
 - Trial Balance
 - March 2023 Financial Report
11. Abstract Approval page 50-57
 - Action Requested
 - See attached Abstract and Vendor List
12. Other Business
13. Adjourn

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

Staffing:

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

Clerk/Typist – After many months of assessing division of tasks and needs of the different units, and increased in-person activities I have decided to post for the budgeted part-time position. This person would work primarily in the Family Health unit and would be available to back-up the main front desk duties if needed.

Health Promotions Coordinator – I plan to post for a part-time Coalition Coordinator. I have been waiting to hear if the Suicide Prevention Grant was funded and staffing needs for that grant. The Suicide Prevention Grant had provided part-time funding and other sources provided funding that allowed for that position to do some part-time Coalition work in Kanabec County. The Suicide Prevention Grant work will now be full-time so I will only be posting for a part-time position at this time.

SARS COVID-19 – Recorded cases, hospitalizations and deaths continue to decrease across Minnesota and across the country. Locally, numbers have declined as well:

Month	Confirmed Cases	Hospitalizations	ICU admissions	Deaths
January	32	7	3	1
February	97	10	1	0
March	24	3	1	0
April thru 4/26	17	1	0	0

The Public Health Emergency (PHE) declaration for SARS COVID-19 will be ending on May 11, 2023. There will be many changes as the PHE unwinds. People will be dropped from Medicaid, extended food benefits will end and many waivers will end such as allowing tele visits for some programs. While agencies can try and plan for these changes, it is difficult to predict the effects they will have.

Health insurance companies will no longer be required to cover some COVID related services/treatments. They may choose to cover them but this is another unknown. The State of MN has purchased vaccine and testing supplies and there will still be no charge for these as long as that supply lasts. After the State supply is gone, there will be a charge for the supply as well as the administration of the vaccine or test.

Other Respiratory illness:

Seasonal Flu – activity remains low nationally and in MN.

RSV – has also declined in MN

Anecdotally, I am hearing about increases in “other” viral type respiratory illness, strep throat, and allergy related issues.

Community Health Assessment/Improvement Plan:

Community meetings were held on March 14 (during workday) and again on March 16 (evening). At these meetings data and local information was shared and discussed. Attendees shared any trends that they were seeing. Attendees were asked to pick three to five priority issues and then they were given three dots for voting on their top three issues. They could use all three dots on one issue or spread them out.

Issues discussed and prioritized were: Food, Mental Health, Connectedness, Housing, Health Care/Health literacy, Transportation, Aging Services, Tobacco/Vaping, Community Resources, Vaccinations, Physical Activity, Substance Use Disorders, and Teen Pregnancy.

In May or June, we will have meetings to further explore these issues, discuss resources in our community to address these areas, discuss where gaps might be and ideas to close those gaps and begin creating the community's improvement plan in these areas. All areas will most likely not be addressed but we see where the community thinks we can make some progress.

Legislative Update:

Three priorities important to local public health and their current status in session (as of 4/26/23):

- Supporting Minnesota's Local Public Health System - Foundational public health capabilities are skills that need to be available in health departments so the public health system can work as a whole. Currently, the capacity of Minnesota's local health departments varies widely across the state. All Minnesotans should have access to good quality public health services, regardless of where they live. Foundational capabilities must be in place in every health department, so they are always ready to serve their community and achieve equitable health outcomes. Local health departments should have a baseline of organizational competencies such as assessment and surveillance of health threats, emergency preparedness and response, infectious disease prevention and control, communications, development of community partnerships, administrative competencies, and expert staff they can leverage to protect and promote public health. Investing in prevention and a strong local public health infrastructure pays off by saving health care and other public program costs, such as those from corrections and child protection.

Versions of the bills have passed through the two bodies and are heading to conference committee.

- Governor's Budget - \$34,240,000 per biennium of which \$15 million going to local public health, \$750,000 to tribal health and \$500,000 to the Public Health AmeriCorps Program.
 - House Budget – matches the Governor's Budget for FY 24-25, but in FY 26-27 funding is removed for MDH administration and reduced to \$16 million with distribution of funds unclear.
 - Senate Budget - \$22,600,000 per biennium with \$21,400,000 available in grants to local and tribal public health and the Public Health AmeriCorps Program
- Strengthening Public Health Emergency Preparedness (PHEP) and Response Capacity - Responding to disasters and emergencies—whether health focused or not—is a core responsibility of Minnesota's local public health departments. The COVID-19 pandemic reinforced the need to have a strong infrastructure that can support a robust response to emergencies, both through planning and response. Currently, Minnesota's PHEP activities are funded by grants from the federal government, with no state-level investment. This state-level investment is crucial. Past proposals to redistribute PHEP funds and a series of funding cuts highlight the vulnerability of federal funding and have compromised local public health's ability to respond to emergencies. Although there was increased federal investment due to COVID-19, historically, federal funding has been cut drastically (from nearly \$16 million in 2002 to \$9.2 million in 2019) and funding expectations were not realigned to reflect the cuts.

Versions of the bills have passed through the two bodies and are heading to conference committee.

- Governor's Budget – a total of \$33,487,000 in FY 24-25 and \$30,382,000 in FY 26-27 with \$8,400,000 per year to support local and tribal public preparedness
 - House Budget - \$24,800,000 in FY 24-25 and \$22,800,000 in FY 26-27. MDH funding is reduced but it includes \$8,400,000 per year to support local and tribal public preparedness
 - Senate Budget – matches the Governor's proposal
- Amendments to House File 100 – adult use cannabis.
 - Adds a local public health representative to the cannabis advisory council.
 - Provides funding for local public health to create and disseminate educational materials, community education, technical assistance to community organizations and outreach on prevention and safe use. It would permit MDH to take up to 10% of the funds for grant administration and technical assistance to local and tribal public health. House Budget includes \$9 million/year and the Senate Budget is nearly the same.
 - Requires MDH to consult with local public health in developing their public education campaign.

Kanabec County Community Health (KCCH)
Report to County Board
January – March 2023

Major Highlight(s):

With assistance from the AmeriCorps staff person, Kanabec County Community Health held two community meetings to present local data, discuss trends, prioritize local health issues to include in our Community Health Improvement Plan. In the second quarter we will begin creating the Community Health Improvement Plan for the next cycle.

Audits/site visits completed:

- PHEP Mid-Year Review completed 1/4/2023 – PHEP deliverables on track

Audits/site visits upcoming:

- Medicare Cost Audit scheduled for April 19, 2023
- SCHA Waiver Audit scheduled
- Family Home Visiting site visit– April 4
- CMCOA site visit – May or June 2023

Grant reporting/work during quarter:

Opioid Settlement Funding	Annual Reporting	Due: March 30
Neonatal Abstinence Grant	Semi-annual reporting	Due: March 15
SHIP	Revised budget with carryover amount added	Due: Feb 28
MDH	Required Reporting (staffing and fiscal)	March 30
MCH	Annual reporting (numbers served and fiscal)	Jan 31
CMCOA	Send out required News Release	Jan 2023

Grant work upcoming:

Child & Teen Check-up	Annual Reporting – outcomes and budget	Due: April 14
TANF Home Visiting	Annual narrative and budget plan	Due: April 18
CMCOA	Annual Grant Application	Due: June or July
Dental Grants	Continue to seek funding	ongoing

Community Health Assessment / Community Health Improvement Plan:

Community meetings were held on March 14 (during workday) and again on March 16 (evening). At these meetings data and local information was shared and discussed. Attendees shared any trends that they were seeing. Attendees were asked to pick three to five priority issues and then they were given three dots for voting on their top three issues. They could use all three dots on one issue or spread them out.

Issues discussed and prioritized were: Food, Mental Health, Connectedness, Housing, Health Care/Health literacy, Transportation, Aging Services, Tobacco/Vaping, Community Resources, Vaccinations, Physical Activity, Substance Use Disorders, and Teen Pregnancy.

In May or June, we will have meetings to further explore these issues, discuss resources in our community to address these areas, discuss where gaps might be and ideas to close those gaps and begin creating the community's improvement plan in these areas. All areas will most likely not be addressed but we see where the community thinks we can make some progress.

Opioid Settlement Grant:

There were three meetings during the quarter. The first meeting was with the smaller internal group. That group had available the list of Opioid Remediation Uses and discussed the guiding principles for spending. The Principles are: 1. Spend money to save lives. 2. Use evidence to guide spending. 3. Invest in youth prevention. 4. Focus on racial equity, and 5. Develop a fair and transparent process for deciding where to spend the funding. The group had strong feelings that the money should be spent on prevention.

The second meeting included a school board member and a community member with lived experience. They both added information from their perspectives. The new members also talked about the importance of prevention and starting as young as possible. There are evidence-based curriculums that can be implemented in the schools and supporting that curriculum would be one way to impact a large number of youth. Staff were going to reach out to the schools.

The Community Health Director reached out to both districts. The Director was only able to trade emails with the Superintendent in Ogilvie. She asked for times to meet with her and her principals. I provided some dates and times but did not get anything back. In Mora, a meeting was held with administrative staff. Mora staff were going to look at different curriculums and were told to contact Community Health when they had something to share.

The third meeting just provided an update. Future meetings will be scheduled when more information from the schools is obtained.

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

- Department Administrative meetings
- Neonatal Abstinence Syndrome – grant check in calls monthly
- Statewide Community Health Services Advisory Committee (SCHSAC) Quarterly Meeting
- Community Opioid Task Force meeting (now Provider Meeting combined with Pine County)
- Weekly check-in calls with Helen (Timber Trails)
- Local Public Health Association Meetings and Day on the Hill
- Local Public Health Association Opioid Learning Sessions
- SCHA Directors Meetings
- SCHA Joint Powers Board
- Family Health Community Advisory Group
- Health and Human Services Advisory Committee
- Central Directors meetings (Public Health)
- Check-in with MDH Public Health System Consultant
- PHEP Public Health Emergency Story/debriefing
- Dental Innovations Coordinator meeting
- Better Together Coalition Meetings
- Local Opioid Meetings
- Meet with City of Mora regarding THC Edibles/possible moratorium
- All Building Staff meeting
- Check-in with MDH Public Health Nurse consultant
- NE Health Equity meeting
- In absence of coordinator (position not filled) - Suicide Prevention meetings including Postvention Training, Crisis Text Line NE meetings
- Community viewing of Angst movie
- AMC updates and policy meetings

- Check-in meeting with Blue Plus
- Department Head Meeting
- Central MN Council on Aging required provider meeting
- Community Health Assessment meetings x 2

Other work:

- Day to day management of workforce, grant compliance, reporting, monitoring
- Weekly fiscal duties – deposits
- Planning for COVID Staff and Community Recovery Efforts
 - Staff retreat/speaker/training – to be held May 4
 - Health & Wellness Event – to be held May 6
 - Exploring Grief and Loss resources/groups
- Monitoring legislative activity

Trends:

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

Concerns and Challenges:

- Being able to spend an appropriate amount of time with the planning and assessment process. Also the Opioid Settlement Fund Process.
- If legal adult use of cannabis passes into law, public health will be looking at ways to make sure that there are safeguards in place for youth. There may be some local authority that will need to be discussed such as hours of operation, location of points of sale, advertising restrictions, etc.
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The following pages provide more detail about the programs provided through Kanabec County Community Health.

Family Health

Reporter: Ashley Berg, Family Health Supervisor

Acronym definitions:

WIC = Women, Infant and Children supplemental nutrition program

TANF = Temporary Assistance for Needy Families Home Visiting Program

MCH – Maternal Child Health Programs

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

C&TC = Child & Teen Check-up

CQI – Continuous Quality Improvement

NFP = Nurse-Family Partnership (Evidence-Based)

HFA – Health Families America (Evidence-Based)

UBV – Universal Baby Visit

Major Highlights

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

- WIC participation decreased in quarter one with the average number of participants at 435 but with a participant rate of 95%. The overall amount of participants and participation rate has maintained over the last quarter.
- WIC has extended the increased cash value benefit for fruits and vegetables through September 2023. This benefit has been in effect since October 2021. Families receive \$24 per child, \$43 for a pregnant woman, and \$41 for a postpartum woman each month.
- The state WIC program will allow for flexibility for delivering WIC services until April. After this date, US Health and Human Services will provide further guidance on in-person vs telehealth.
- WIC Breast Feeding rates continue to climb. Kanabec County has a breastfeeding initiation rate of 83.3%, this is greater than the state average of 81%.

Family Home Visiting Programs:

- 2 new families enrolled in MECCH. We were able to increase our caseload to 32 families enrolled, which is below 85% of our target case load of 35 of 40 clients in order to meet expectations of the Minnesota Department Health.
- 5 new TANF families enrolled for short term services and 3 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 7 families received services through the TANF program.
- This quarter, 9 universal baby visits were conducted with families.
- Infants and children continue to be seen for medical concerns such as asthma, genetic disorders, developmental delays, eating issues, etc. Even though these cases can be time intensive, we continue to make this population a priority due to access issues to appropriate services and complexity of healthcare coordination.

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

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

- Our C&TC outreach display board provided information on mental health, children's dental, and poison prevention. This board presents a variety of information for families of Kanabec County.

SCHA Community Connector (Kanabec):

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

Other Family Health Activities and Highlights:

- Kanabec County Family Health continues to have a presence on Facebook and Instagram in effort to outreach and raise awareness of services. In addition, we have updated our Family Health brochures and distributed them throughout the county to referring agencies.
- Kanabec County Family Health Staff remain key players in the collaboration with Welia for COVID vaccinations, Kirsten is our lead vaccinator for COVID vaccinations and works with local partners to ensure all community members have access to COVID vaccinations if they would like.
- Kanabec County Family Health Supervisor attended the Provider meeting at Welia Health to inform providers about WIC and universal baby visits.
- Minnesota Amish Health Program Group continues to offer health education to the Amish Community monthly; these have now returned to in-person learning. One Home Visitor has established a great relationship with the Amish. There is a group working on assisting to establish a health care home for the Amish population and public health participates in meetings to help support. They have established a 501c and are working diligently to develop a clinic for this population in order to better serve the community.
- In addition, KCCH home visitor Autumn will complete UBV's and/or medical questions/requests to the Amish population.

Thinking Ahead

- Our family home visiting staff are utilizing the child and teen checkup outreach board to present information to the public. Topics that will be presented in Quarter 2 will include Bike Safety, Water Safety, and Sun Safety.
- Continue to actively enroll more families in the Evidence Based Home Visiting Program (MESCH). The target is to enroll 35 of 40 families.
- Continue outreach efforts with health care systems and other referral sources to identify and increase the ability/desire of families to access appropriate services. We are hoping to attend Welia's nurse monthly meetings in April.
- Continue dialogue during our quarterly Community Advisory Group meetings on how we ensure families are receiving appropriate services from providers and partners within the community; make effective and efficient use of all our community resources.
- Staff continue to assist both Ogilvie and Mora Public Schools in early childhood screenings that occur throughout the year.
- Continue conversations with Recovering Hope in effort to best collaborate to serve this at risk population, attempts are being made to identify when best time for visits can be made
- Beginning in June of 2023, WIC families will be able to purchase canned fruits and vegetables in addition to the fresh or frozen option.
- Continue to prepare for a new WIC web based operating system, WINNIE, which will be launched summer 2023.

Concerns and Challenges

- WIC families who use formula are encountering formula shortages through our local grocery store. The local grocery store has difficulty keeping shelves stocked with current formula used by our families causing them to travel greater than 30 miles to find eligible WIC formula.
- WIC continues to see slight decrease in families enrolled. Currently we are down 30 families from last year at this time. Staff are trying to identify why there continues to be a decline in families served.
- Acceptance of services continues to be a challenge for our family home visitors. Our home visitors and supervisor are investigating to see where improvement can be made. Staff attempt warm hand-offs and introductions between the home visitor and client/family when possible. Supervisor is working with MDH to develop a quality improvement project based on this challenge.

Success Story

Client was first introduced to home visiting with Kanabec County Community Health at a community event held at Recovering Hope Treatment Center. She has three children, and had some concerns about her youngest in regards to eating, weaning from breastfeeding, and other parenting concerns. Client was enrolled into TANF short-term home visiting. During these short term visits, the focus was on child development, weaning from breastfeeding, and how to instill a well-rounded diet for the child no longer receiving nutrition from breastmilk. The transition away from breastmilk and breastfeeding can be emotionally challenging for both the mother and the child. Screening tools like the Ages and Stages Questionnaire were used to assess the child's development. Speech was the child's greatest area of concern, but did not indicate a referral for further services. As the home visit nurse, I provided the client with activities to promote growth in this area that could be completed in the home. When all services and resources had been provided, I worked with the client to find an appropriate time to end the home visits. The client felt ready and supported, and as the home visit nurse, I felt the family had all needed tools to continue to progress and thrive.

The client became pregnant just a few months after closure in TANF, and was then enrolled into our long-term MECOSH home visiting program. The client suffered some health concerns during the beginning of her pregnancy, and support was offered by PHN. The first trimester brings so many unknowns, and many unwanted symptoms like nausea, lightheadedness, dizziness, and overall poor physical wellbeing. Client reflects that the support she received in that time was so beneficial to her. Client was worried about post-partum depression, so much focus was given to her mental wellbeing during pregnancy, and in the immediate post-partum period. Mental health resources, counseling options in the area, and coping skill restructuring were all offered to the client by the PHN. Support and home visiting will be offered to this family until their newborn child turns two. The focus of these visits will be not only based on client needs, but also nutrition, developmental skills, parenting skillsets, social and emotional development, and overall physical and mental wellbeing of the mother and child.

Numbers Served

- Total families seen in Family Home Visiting programs during this quarter
 - MECOSH (Quarter 1 of 2023) = 32 families visited with 146 nursing assessments (5 were telehealth) compared to 31 families and 131 assessments in Quarter 4 of 2022.
 - TANF (Quarter 1 of 2023) = 7 families visited with 22 nursing assessments completed compared to 8 families with 17 assessments in Quarter 4 of 2022
 - MCH infants and children (Quarter 1 of 2023) = 0 family visited with 0 assessment completed same as Quarter 4 2023 but down from same quarter in 2022 where there were 26 prenatal assessments and 5 postpartum assessments

- MCH Special Needs (Quarter 1 of 2023)= 1 visit completed compare to 0 visits in Quarter 4 of 2022
- 11 families provided with car seat education and car seat (down 3 from quarter 4 of 2022)
- 6 lead screens completed (up 1 from quarter 4 of 2022)
- 9 UBV visits completed (Up 3 from last quarter)
- 0 dental varnishes completed (remained the same from quarter 4 of 2022)
- 0 pregnancy tests were administered (down 1 from quarter 4 of 2022)
- 6 CTC outreach activities occurred (Immunization education, outreach letters, and community events were provided during these activities)

Adult Health- Home Care, Case Management, and Public Health Nurse Clinic
Reporter: Farrah Gajewski, RN, Adult Health Supervisor

Program acronyms/definitions:

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

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

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

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

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

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

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

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

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

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

QAPI – Quality Assurance and Performance Improvement

Highlights

Home Care

- 592 Home care visits were completed (Up 7 from last quarter)
 - 514 were visits made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.
 - 69 were straight Medicare visits
 - 0 South Country Health Alliance Medication Reconciliation
 - 9 Private pay
- Throughout the quarter we served approximately 68-76 clients in their homes. This average is about the same as last quarter.
- There were a total of 29 referrals (up 2 from last quarter). Of the 29 referrals, we had 4 that did not open to home care for various reasons. The primary reason for not opening up for services is that the clients are not homebound. We had 25 that opened to home care (up 5 from last quarter). We are currently at an 86% start of care rate. This percent is 16% higher than last quarter.
- There were 754 Home Health Aide hours. This is down 59 hours from last quarter.
- 189 hours were completed for homemaking. This is down 30 hours from last quarter.

Public Health Nurse Clinic

133 foot care visits, 46 cancellations or no shows from the clients (Up 7 cancellations from last quarter). Foot clinic visits were down by 27 this quarter. This quarter, our area had a lot of snow storms which contributed to the increased amount of cancellations.

There were 42 medication set up visits and 3 cancellations. The total amount of medication set up visits is down by 8. We have had medication set up appointments cancel due to weather.

Case Management

- Care coordination visits: 53.75 (Up 10.5 hours from last quarter)
- Nursing Home Care Coordination Hours: 35.75 hours (Down 7.5 hours from last quarter)
- Care Connector: 87.25 hours (Up 13.5 hours from last quarter)
- Case Aide: 87 hours spent on client specific billable hours (Up 21 hours from last quarter)
- MnChoices Assessments: 17.5 hours (Up 3.25 from last quarter)
- MnChoices Re-assessments: 14.75 hours (Up 10.5 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 81.5 hours (Up 47.75 from last quarter)

- MnChoices service coordination, time invested prior to assessment: 28.25 hours (Up 3.75 hours From last quarter)
- Care Coordination Indirect, coordination time in the office-billable: 517 hours (Up 89 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 10.5 hours (Down 2.5 hours from last quarter)
- PAS completed: 3.5 hours (Down 0.75 hours from last quarter)
- Service Coordination, client specific and general: 195.25 hours (Up 38.25 hours from last quarter)

Home Care:

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

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

Public Health Nurse Clinic:

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

Case Management:

Our case managers currently serve 243 clients.

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

Trends

Home care:

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

We have also been able to take as many referrals as HDR (in-home therapy provider) will allow. There have been some limits due to HDR's availability.

Case Management:

Case management is finally fully staffed. We have had some very challenging changes in case management, but have continued to provide for our members.

The new MNCHOICE 2.0 roll out was supposed to take place in the beginning of the second quarter. The majority of quarter one was spent focusing on the roll out and completing the trainings in preparation. Right before the roll out was supposed to happen, it was delayed with more information to be released at the end of April.

We also started with our three new health plans in January. Currently we serve members enrolled in South Country Health Alliance, Blue Plus, UCare and Medica. It has been a challenge navigating all of the new workflows and ensuring we complete the required paperwork for each individual health plan. We are getting new enrollees monthly, which is increasing the workload for case managers.

The case management supervisors had to implement a waiting list for the MNCHOICES assessments. We have been getting a lot of new intakes which caused an overwhelming amount of work for our current assessors. Family Services requested two additional staff to assist with MNCHOICES which will help relieve some of the workload KCCH has. KCCH and KCFS have been working together to move all MNCHOICES assessments to Family Services to ensure all assessments are done within a timely manner. This will also open up time for KCCH case managers to increase their caseloads. We anticipate the move to happen sometime in the second quarter.

Public Health Nurse Clinic

We had a significant number of cancellations this quarter due to weather both in foot clinic and medication set-up clinic.

Major Activities

Home Care:

- Attended job fairs in attempt to hire a home health aide

Case Management:

- New health plans: UCare, Medica and Blue Plus
- MNCHOICES 2.0 roll out
- Workflow changes with MNCHOICES assessments/intakes

Public Health Nurse Clinic:

- None

Success Stories

Home Care:

There was a patient that was admitted to an Essentia facility in Duluth. This patient is someone that we have had on our home care case load in the past. The patient and their family could not remember who they had

previously for home care services, but wanted the same agency and the same nurse again. Through conversation, it was discovered that the discharge planner at Essentia went to college with the nurse they had previously. The discharge planner was able to reach the nurse that the patient wanted and coordinate services with our agency. This resulted in the patient rehabbing back to their baseline and the patient was feeling well again.

Case Management:

There was a member of our community who recently moved to Mora to be closer to their family. The community member was insistent that they did not need services and that they were able to do all things independently and that was not the case. There were many times that the member had to call family for assistance and quickly realized that they did need assistance living independently. The member, their family and the case manager all collaborated and were able to initiate services so the member can successfully live safely and independently.

Public Health Nurse Clinic:

There was a home care client who needed ongoing support with their medications but needed to be discharged from home care due to not being homebound while on a Medicare episode. The client did not qualify for waived services. Through collaboration with the home care nurse and the nurse who does medication set ups, they were able to initiate services to continue to assist the client after he was discharged from home care. The client now comes in weekly to get their medications set up and have a check in with the nurse.

Partners in Healthy Living (PIHL)/Statewide Health Improvement Partnership (SHIP) ***Lori Swanson, Health Promotion Coordinator***

PiHL is working with **57** partners in the four county region; Kanabec, Pine, Mille Lacs, and Isanti to make the healthy choice the easy choice. **Ten** of these partners are working in more than one setting (workplace, school, healthcare, community). The Community Leadership Team met in January with **6** members and **4** SHIP Coordinators in attendance.

Training/TA provided and number of participants

- Every other week, Mille Lacs County SHIP staff continued to give insight to **10-15** MDH staff and other participants on the development of a Farmer's Market Toolkit for those working on EBT/SNAP/Market Bucks acceptance across the state.
- Isanti County SHIP staff provided PSE technical information to **6** of our networking workplace wellness partners at a collaborative meeting.

Major Activities

- SHIP staff continues to attend monthly meetings to work on strategic planning for the City of Pine City as part of their Comprehension plan. This quarter, the group is focusing on completing assessments for the walking/biking trails, and a community recreation center.
- Three community partner awards have been approved that will fund Policy, Systems, and Environmental (PSE) changes pertaining to MN EATS and MN MOVES. Signage for the giving garden located on the grounds of the Cambridge Medical Center, Hydration stations at the Hinckley-Finlayson High School, and a hydration/water bottle and bike fix it station in the City of Princeton.
- SHIP staff in collaboration with the Better Together Coalition have developed a final draft of the Kanabec County Tobacco Ordinance that has been sent to the County Attorney's Office for review.

- Working with Welia, Mora School District, Probation and Community Health to develop a process for students caught in possession or use of tobacco products. This includes education and cessation resources.
- Kanabec County and Isanti County wellness committees were awarded Resource Training and Solution funding for workplace wellness projects.

Success Story

- Nine new partners have been recruited this quarter with the majority of them being workplace wellness.
- We are seeing a renewed engagement with a lot of our partners so far this year after the pandemic.

Regional ATOD Prevention Coordinator/Better Together Coalition/Northern MN Suicide Prevention

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

The RPC works with and provides technical assistance to community coalitions in Milaca, Pine County, Isanti County, Kanabec County, Minnesota Prevention Alliance based in Little Falls, Morrison County, Big Lake, Onamia, Wright County, Sherburne County, Central MN Opioid Fatality Review Committee and the Statewide Health Improvement Partnership (SHIP) and Project ECHO (Extension for Community Healthcare Outcomes) grantees in the region.

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

In this first quarter, Patti Miller has taken on new duties of Regional Prevention Coordinator but has assisted with maintaining some activity with the Better Together Coalition as well as the Northern MN Suicide Prevention Grant.

Patti Miller, Health Promotions Coordinator

Activities:

Northern Minnesota Suicide Prevention and Crisis Text Line Outreach & Planning

- Continued leadership role in PICK'M Up Suicide Prevention Coalition. Planning action items, community outreach, marketing material, and coalition capacity building.
 - Angst Movie was shown in January at the Paradise Theater in Mora for community members. This was offered at no charge with funds from a mini-grant received from the N MN Suicide Prevention Grant.
 - Invited MDH Senior Epidemiologist to coalition meeting in March to share statewide and regional suicide and death mortality data.
 - Support the coalition efforts to connect with community members, businesses and community partners in the PICK'M counties that would be beneficial to have part of the coalition.
 - Technical support for social media posts and other avenues of electronic awareness (website, emails, etc.)

Better Together Outreach Planning:

- Talk Early Talk Often Campaign kicked off in early March with social media posts and updated website content. The goal was to share ways to connect parents and families with resources and information to engage in conversations that will help youth make positive and informative choices when faced with substance use. We will continue to expand this project as time allows, with posters, postcards, etc.
- Updating Kanabec County Tobacco Ordinance. With the help of Lori Swanson, Statewide Health Improvement Partnership (SHIP) Coordinator, the coalition has been working on updates to the county tobacco ordinance. The

previous ordinance was adopted in 1998. Language such as legal age to purchase tobacco needs to be updated to 21 from the previous age of 18.

- Welia Health Wellness Coordinator, Paige Nelson, has been helpful in discussing updates to the ordinance that would include an educational component for minors who are fined and/or facing in-school suspension (ISS).
- Juvenile Probation Officer, Brandon Cook, Paige Nelson, Lori Swanson, Patti Miller and SRO, Dan Schultz have met to discuss fines versus education and a process by which the school (specifically Mora, at this point) could implement that would go hand-in-hand with the ordinance.

Regional Prevention Coordinator (RPC):

- New to the RPC position as of January 2023.
- While I have knowledge of what the position involved, the past quarter most of my time has been spent learning about the Positive Community Norms (PCN) grant work, RPC budgets, MN Department of Human Services (DHS) involvement, areas in which I can best use my skill set, and navigating the transition to this new role.
- Attended 4-day workshop, Substance Abuse Prevention Strategic Framework (SAPST) and will now be able to facilitate future SAPST training workshop. These workshops are a requirement of those that have PCN grants from DHS.

Success Stories:

- 2023 marks the fourth year of teaching teen Mental Health First Aid in the Mora School. In total we've trained over 450 students in Mental Health First Aid since we were granted enrollment in the Pilot Program.
- Coalition attendance has remained steady each month with more involvement from the Mora Schools, KCSO SRO and several other county employees/departments.
- There have been more requests for Mental Health Resources, trainings and information since the beginning of the year. We've been able to provide trainings and resources through the collaborative help of the Northern MN Suicide Prevention Grant Regional Coordinators and our Public Health AmeriCorps worker.

Challenges:

- We have not heard anything from the City of Mora about a potential moratorium or ordinance related to recreational marijuana and/or THC edibles and infused beverages.
- Limited 988 material to distribute regionally because of some contract and funding discussions.
- Mora High School Assistant Principal, Nick Bakke asked for resources that could provide grants and/or funding to vape detectors for the bathrooms in the current high school and the new one. SHIP does not provide funding for these devices and Welia declined due to cost. Mr. Bakke was offered educational pieces, outside assistance for referrals, follow-up, etc. A meeting with all parties was scheduled to discuss next steps but unfortunately Mr. Bakke was not available and has not been able to reschedule.

Data:

- Minnesota Student Survey (MSS) Data statewide data was released by the Minnesota Department of Health the end of December. Additional information has been updated on the SUMN.org website with some limited 2022 statewide, regional and local data.
- Statewide and regional suicide and mortality data was presented at the PICK'M Up coalition meeting by MDH Senior Epidemiologist in March.

Trainings provided:

- Teen Mental Health First Aid provided to Mora Public Schools 10th grade health classes. Total of 125 students certified.
- Teen Mental Health First Aid (tMHFA) is a program designed to:
 - Reduce the stigma of mental health through education and awareness
 - Increase knowledge of resources available locally, regionally and nationally
 - Much like CPR, tMHFA provides a process by which teens can help recognize, support and refer their peers who may be struggling with their mental health.

- Youth Mental Health First Aid provided to 30 teachers, staff and/or admin in the Pequot Lakes School District (collaborative partnership with another Regional Coordinator through the N MN Suicide Prevention Grant).

People/groups you've provided technical assistance too:

- The Pine, Isanti, Chisago, Kanabec and Mille Lacs (PICK'M) Suicide Prevention Coalition has reached out for resources, information and training opportunities during the past three months.

Continued to work with the Kanabec County Family Health Nurses to produce and post information about the Women Infant and Children (WIC) program, public health messages for vaccinations, and family friendly community events.

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

Major Activities

- Monitor COVID activity and adjust local response appropriately.
- Continue to have COVID-19 at home test kits available to partners and residents.
 - MDH supplied test kits free to Local Public Health
 - Help address outbreaks within the community
- Writing COVID-19 After Action Report and Improvement Plan (AAR-IP)
- Conduct Hazard Vulnerability Assessment with Home Health Staff to inform future training plans
- Conduct staff fit testing to have all public health staff OSHA compliant in Respirator use
- **4/10/23: End COVID-19 Pandemic National Emergency (several weeks earlier than previously announced)**
 - **Cases: Global – 763,740,140 (confirmed), US – 102,977,396, MN – 1,792,068, KC – 4,393**
 - **Deaths: Global – 6,908,554, US – 1,120,529, MN – 14,696, KC – 63**
 - <https://covid19.who.int/> (Global/US)
 - <https://www.health.state.mn.us/diseases/coronavirus/stats/case.html> (MN)
 - <https://www.health.state.mn.us/diseases/coronavirus/stats/death.html> (MN)
 - Minnesota Electronic Disease Surveillance System (MEDSS) –restricted report (KC)

Trends

- Continue monitoring Tritium Radiation release at Nuclear Power Plant
 - 3/16/23 public was made aware of the initial leak discovered in November 2022.
- Continue monitoring Monkey Pox / mpox outbreak in US.
 - 4/21/2023 as reported by the CDC: <https://www.cdc.gov/poxvirus/monkeypox/response/2022/us-map.html>
 - US cases: 30,344, US deaths: 42; MN cases: 234 – unchanged since 1/13/23, (deaths by state are not published)
- Participate in Train Derailment Lessons Learned Sessions
 - Seeming to become more common with deteriorating infrastructure and working to build a better understanding of response operations
- Discontinue monitoring Measles outbreak in MN.
 - <https://www.startribune.com/minnesota-snuffed-measles-clusters-in-2022-but-risks-remain/600243326/>
 - MN measles outbreak over – two incubation periods have passed with no new known cases in 2023.
 - Minnesota reported 22 measles cases in 2022 — its third-highest total since 2000, when the disease was declared eradicated in the United States.
 - The Centers for Disease Control and Prevention [reported](#) that **Minnesota's measles vaccination rate was 89% for kindergartners in the 2021-2022 school year, below the national rate of 93.5%.**
- Discontinue monitoring Ebola outbreak in Uganda.
 - <https://www.who.int/emergencies/disease-outbreak-news/item/2023-DON433>
 - Ugandan Ebola outbreak over – two incubation periods have passed with no new known cases (42 days)

- In 2022, a total of 164 cases (142 confirmed, 22 probable) with 77 deaths (55 among confirmed cases and 22 among probable cases) were reported during the outbreak.

Success stories

- 1/5/23: Meeting with Mora High School Assistant Principal and School Resource Officer to discuss local emergency preparedness efforts and plans.
 - School safety partnership and response roles re: violent situation/active shooter, parent-student reunification, etc.
- 1/17/23: Maysa House outreach with building residents
 - Discuss COVID, infection control, and other services offered by LPH
- 3/23/23: Community Based Exercise – participation in Medical Response and Surge Exercise (MRSE) with St. Clare Living Community administration.
 - Meet CMS emergency preparedness standards in exercise participation for 2023.
 - Invitations to participate were extended to Emergency Management and Welia Health, but representation was not available.

Number of partners during the quarter:

- 4 partners: 1 school, 1 long term care, Kanabec County Emergency Management, Welia Health

Training provided and how many attended

- External: 1 provided; 5 individuals attending – MRSE Exercise (3/23/23)
- Internal: 1 provided; 20 staff attending – Radiological Emergency Preparedness, just the basics (3/14/23)

Number of people/groups you provided Technical Assistance to

- 4

Looking Forward

- Short term:
 - Flood Response
 - NACCHO Preparedness Summit – presentation to LPHA/Central Region Directors
 - 5/11/23: End to the COVID-19 Public Health Emergency Declaration
 - Unclear as to what this means for access to testing, vaccination (as it moves to commercialization) and other protective measures?
 - Continuous:
 - Partner with Welia Health for access to vaccine for homebound and persons wishing to be vaccinated by public health.
 - 3 months:
 - Complete COVID-19 After Action Report and Improvement Plan
 - Isolation and Quarantine Plan; Radiological Plan.
 - End of Year Report.
- Long term:
 - Continue Pandemic Recovery Plan for Public Health Emergency Preparedness (PHEP)
 - Implement improvement plan items.

Other items of interest

- Plans updated/in process:
 - New Staff Orientation to Emergency Preparedness
 - Continuity of Operations Plan (COOP)
 - Communications Plan
 - Health Alert Network Procedure
 - Staff Notification Protocol
 - Kanabec County Resource Manual

Nuisance

Reporter: Farah Gajewski, RN,

Nuisance calls: total of 1 call during the quarter

In quarter 1, the nuisance department had a total of one call.

The Minnesota Pollution Control Agency sent a report that was made in 2020. The nuisance coordinator contacted the county to verify address. The address given was incorrect, in fact, the address that was on the complaint doesn't exist in Kanabec County. Upon further investigation, the correct address was found. The complaint was that there was dumping of tires, electronics and paint. There was a phone call made to the responsible party and the phone number was incorrect. No contact has been made with the responsible party. Phone call was made to the property owner who stated that they took ownership of the property after the complaint and this information matched Beacon. Property owner agreed to let nuisance coordinator visit the property after the snow is melted to investigate. A site visit is planned for the end of April.

Respectfully Submitted

Kathy Burski, Director/CHS Administrator

Resolution # KCCH – 5/2/23
Full-time Suicide Prevention Coordinator Resolution

WHEREAS, Kanabec County Community Health has had an Agreement with Carlton County to provide a part-time Suicide Prevention Coordinator through the Suicide Prevention grant from MN Department of Human Services, and

WHEREAS, the Minnesota Department of Health has taken over the management of the Minnesota Community-Based Suicide Prevention Grant for the State, and

WHEREAS, Carlton County has received and will administer a grant to provide suicide prevention and awareness services to the Northern Region of Minnesota commencing July 1, 2023, and

WHEREAS, Carlton County wishes to purchase said services from Kanabec County, who meets the requirements for the desired services authorized by Carlton County, and

WHEREAS, Carlton County agrees to purchase and Kanabec County agrees to hire and supervise a Regional Coordinator to oversee grant efforts within the following counties: Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director together with the HR Director to hire a full-time Regional Suicide Prevention Coordinator at Grade 12, Step A at the rate of \$25.97 per hour and to sign the agreement with Carlton County for providing the suicide prevention and awareness services.

Resolution # KCCH – 5/2/23
Central Minnesota Council on Aging Grant Resolution

WHEREAS, Kanabec County Community Health has been a recipient of Title III grant funding from the Central Minnesota Council on Aging for the Public Health Nurse Clinic; and

WHEREAS, Kanabec County Community Health will be receiving the Request For Proposal from Central Minnesota Council on Aging for the continuation of the Title III grant in the near future, and

WHEREAS, the Community Health Director recommends applying for the continuation grant for seniors being served through these programs.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director to apply for the continuation grant for the Title III funds from Central Minnesota Council on Aging and to accept the grant and sign the Agreement if it is awarded.

Kanabec County Community Health Board # – 5/2/2023
Strong Foundations Capacity-Building grant Resolution

WHEREAS, Kanabec County Community Health has an opportunity to apply for a Strong Foundations evidence-based family home visiting capacity building grant; and

WHEREAS, the grant is for Strong Foundations grant awardees who are interested in increasing the capacity of their evidence-based home visiting program to better serve families through creation and implementation of a Supplemental Action Plan, and

WHEREAS, the funding would be utilized, if awarded to design processes to increase recruitment, engagement and retention of families during the prenatal period, and

WHEREAS, funding would also enhance infrastructure to support staff providing evidence-based home visiting services with model fidelity by increasing capacity for evaluation and continuous quality improvement activities.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for, accept the funds and sign the Agreement for the Strong Foundations Capacity-Building grant if approved. Funds would be approved for between \$50,000 and \$150,000 and the project would commence on June 1st, 2023 and end December 31, 2024.

Timber Trails Quarterly Board Report 1st Quarter 2023

Ridership Report Y.T.D. with previous years for comparison:

	2023 System Ridership	2022 System Ridership	2021 System Ridership	2020 System Ridership	2019 System Ridership
Disabled	1,729	7,185	6,357	4,926	10,868
Senior	1,476	3,950	3,164	2,950	5,479
Adult	3,575	13,401	11,412	8,177	12,018
Youth/Student	252	518	478	311	466
Children	402	2,389	4,417	1,703	2,062
	7,434	27,443	25,828	18,067	30,893

Fleet Report – Vehicle Mileage

Public Transit Buses

Month Ending	Unit #13 2014	Unit #14 2017	Unit #15 2017	Unit #16 2017	Unit #17 2017	Unit #18 2017
VIN	B05565	B160129	170128	170127	170126	170129
<i>December 31, 2022</i>	185,263	137,836	94,348	101,973	68,301	79,066
January 31, 2023	186,806	138,255	96,023	103,877	69,658	80,876
February 28, 2023	187,929	139,650	97,461	105,354	70,984	82,446
March 31, 2023	188,457	141,738	99,251	107,089	72,629	84,421

County Owned Vans

Unit #	Year	Model	Quarter End Mileage
#22	2022	Chrysler Pacifica	16,080
#19	2019	Dodge Grand Caravan	83,169
#15	2015	Ford Transit Connect	133,756
#9	2009	Grand Caravan SE	249,524

Fleet Report/Road calls

- Public Transit Buses – No roads calls. A couple of temporary “snow/ice stuck”, but no tow needed.
- County Owned Vans – No road calls

On Time performance (Public Transit):

- January 100%; February 99.29% (some early pickups); March (99.7% one day with bad roads)

Major Initiatives

Statewide Transit Advisory Group: This is a gathering of all the transit directors/transit systems across the state. The agenda for this group is to discuss state initiatives, financial forecasts, current transit issues and gather feedback from operators about what is happening real-time in the field. This quarter we learned about the state plan to have a more balanced approach to Management Plan (Grant Application) deadlines. Expected grant increase percentages and Transit System management workload were discussed. There was also significant discussions about the supply chain issues (shortage) with new buses. Many systems are waiting on 2020 bus orders and are struggling to keep aged fleets going. Another rising issue is being able to hire CDL drivers in a highly competitive environment and limited increases to operating budgets. Wages and increased operational costs are making budgeting difficult. We've been told to expect the local match to return to its normal 15% for CY 2024.

MnDOT Spring Workshop: Spring Workshop will be held May 1 & 2 in St. Cloud. This meeting will give us our "marching orders" for the Management Plan and the Grant Application. We expect to get finalized deadlines for the Grant Application, updates on funding and details about this year's solicitation. Based on the Statewide Transit Advisory Committee discussions, minimal increases are to be expected.

County Fair: Preparations have begun for the County Fair. We will be sharing the "Boy Scout" building with the ECRDC/RTCC. We affectionately re-name the building the "Transportation Building" for the week of the fair. In addition to our regular information and outreach, we will be putting an emphasis on Emergency Preparedness. We are making plan for a personal preparedness workshop and will be leading discussions on what role transportation plays in an emergency, how Public Transit prepares for emergent situations and why it is critical to think about these things.

Trip Type Report:

	2023	2022	2021	2020	2019	2018
ADLT DAYCARE	0	127	305	365	1048	1759
CHURCH	17	47	46	39	74	123
EDUCATION	652	2187	3133	1904	2204	1006
MEDICAL	1762	5855	5288	4248	6410	7437
OTHER	371	1508	1627	1004	1787	4285
PUBLIC HEALTH	24	68	138	39	101	22
RECREATION	203	1222	2066	171	720	974
SHOPPING	1089	4120	3281	2727	2498	3819
SOC SERV	25	24	34	23	30	45
SOCIAL	365	820	131	335	1048	2755
WORK	2926	11465	9779	7212	13749	27116
	7434	27443	25828	18067	29669	51359

Accident/Incident Report Summary:

- Public Transit - None
- County Owned Vans – None

Customer Service Comment Report Summary:

- None
- One rider was suspended for 30 days for refusing to pay the fare and striking the bus door with his fist. This is very, very rare thing, I can't recall ever having to do this before.

Title VI Complaints Report:

- None

ADA/Reasonable Modification Requests/Complaints Report:None

Financial Reports

- Y.T.D. Budget Line Item Report Attached:
*The MnDOT grant for CY 2023 has a 5% local match.
- The first quarter has several expenses such as insurance (work comp and liability); facility rent; service contracts and some dues that all hit the budget in January for the full year. There was one significant unexpected expense for computer software. The firewall here at the Transit Facility failed, replacement was well over \$2,500.
- The Transit Department will be operating on a much tighter scale than it has in previous years. Traditionally, the Transit Department budget included significant contributions to the facility reserve account and even revenue going into the general fund. The loss of active volunteer drivers in the Access Transportation Program (formerly the Volunteer Driver Program) has had and will continue to have a significant negative impact. It is not sustainable and we are searching for solutions. I do not see anything in the future that will reverse that decline. We are using paid staff (bus drivers not driving public transit routes) to provide Medical Assistance rides weekly.

General Ledger Transactions as requested.

Transit
4/26/23 9:03AM

**** Kanabec County ****



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 2

1 FUND General Revenue Fund

Report Basis: Cash

<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>25% % of BDG</u>
140 DEPT	Public Transit					
----- REVENUES -----						
01-140-405-0000-5208	Petro Refunds MNDOT		2,074.81-	2,074.81-	4,247.00-	49
01-140-405-0000-5313	Grants - Mndot		85,356.25-	85,356.25-	701,645.00-	12
01-140-405-0000-5501	Fees For Services		7,157.88-	7,157.88-	20,473.00-	35
01-140-405-0000-5515	Contracts		15,986.09-	15,986.09-	82,304.00-	19
----- EXPENDITURES -----						
01-140-405-0000-6103	Salaries - Regular		85,848.59	85,848.59	367,808.00	23
01-140-405-0000-6105	Salaries - Part Time		3,886.26	3,886.26	10,795.00	36
01-140-405-0000-6113	Flex Pay		753.84	753.84	0.00	0
01-140-405-0000-6130	VEBA - County Share		2,226.00	2,226.00	0.00	0
01-140-405-0000-6153	Health Insurance - County Share		17,769.33	17,769.33	77,235.00	23
01-140-405-0000-6158	Health Reserves - County Share		600.00	600.00	0.00	0
01-140-405-0000-6163	Pera - County Share		7,290.11	7,290.11	28,395.00	26
01-140-405-0000-6175	Fica - County Share		7,244.37	7,244.37	28,963.00	25
01-140-405-0000-6204	Cellular Phones (DOT 1180)		396.89	396.89	1,734.00	23
01-140-405-0000-6211	Services & Charges		2.58	2.58	0.00	0
01-140-405-0000-6240	Advertising/Website		1,264.00	1,264.00	7,688.00	16
01-140-405-0000-6245	Registration & Membership Dues		755.00	755.00	750.00	101
01-140-405-0000-6253	Electric - Water - Sewer		2,444.06	2,444.06	9,130.00	27
01-140-405-0000-6255	Gas Utilities		807.45	807.45	2,410.00	34
01-140-405-0000-6267	Screenings (DOT 1120/1190)		92.90	92.90	1,218.00	8
01-140-405-0000-6276	Drivers Physicals (DOT 1190)		85.00	85.00	240.00	35
01-140-405-0000-6301	Garage Rent (DOT 1350)		11,400.00	11,400.00	11,400.00	100
01-140-405-0000-6331	Mileage & Meals		0.00	0.00	665.00	0
01-140-405-0000-6340	Office Rent (DOT 1170)		9,000.00	9,000.00	9,000.00	100
01-140-405-0000-6341	Service Contracts (DOT 1190/1350)		2,750.00	2,750.00	46,423.00	6
01-140-405-0000-6356	Property & Casualty Insurance		6,040.00	6,040.00	6,223.00	97
01-140-405-0000-6357	Workers Compensation Insurance		6,962.00	6,962.00	7,465.00	93
01-140-405-0000-6405	Computers & Hardware		2,106.38	2,106.38	0.00	0
01-140-405-0000-6411	Supplies		58.70	58.70	1,000.00	6
01-140-405-0000-6412	Office Supplies		661.08	661.08	1,580.00	42
01-140-405-0000-6490	Other Vehicle Charges (DOT 1250)		39.99	39.99	1,250.00	3
01-140-405-0000-6560	Corrective Maint (DOT 1230)		748.94	748.94	12,988.00	6
01-140-405-0000-6567	Fuel (DOT 1210)		11,190.27	11,190.27	70,820.00	16
01-140-405-0000-6571	Tires (DOT 1240)		0.00	0.00	3,500.00	0

Transit
4/26/23 9:03AM

**** Kanabec County ****



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2023

Page 3

1 FUND General Revenue Fund

Report Basis: Cash

		<u>Status</u>	<u>Quarter</u>	<u>Year</u>	<u>Percent of Year</u>	<u>25%</u>
<u>Account Number</u>			<u>To Date</u>	<u>To Date</u>	<u>Budget</u>	<u>% of BDG</u>
01- 140- 405- 0000- 6575	Preventative Maint (DOT 1220)		201.63	201.63	5,560.00	4
01- 140- 405- 0000- 6820	Vehicle Licensing (DOT 1510)		0.00	0.00	116.00	0
01- 140- 405- 0000- 6989	Fund Balance- Transfer To		0.00	0.00	95,479.00	0
405 PROGRAM	Totals Transit MNDOT	Revenue	110,575.03-	110,575.03-	808,669.00-	14
		Expend.	182,625.37	182,625.37	809,835.00	23
		Net	72,050.34	72,050.34	1,166.00	179
----- REVENUES -----						
01- 140- 454- 0000- 5501	Fees For Services		53,383.46-	53,383.46-	199,727.00-	27
01- 140- 454- 0000- 5515	Contracts		9,450.00-	9,450.00-	37,800.00-	25
----- EXPENDITURES -----						
01- 140- 454- 0000- 6103	Salaries - Regular		17,680.78	17,680.78	93,142.00	19
01- 140- 454- 0000- 6105	Salaries - Part Time		387.26	387.26	8,636.00	4
01- 140- 454- 0000- 6113	Flex Pay		365.31	365.31	0.00	0
01- 140- 454- 0000- 6130	VEBA - County Share		318.00	318.00	0.00	0
01- 140- 454- 0000- 6153	Health Insurance - County Share		1,724.88	1,724.88	18,389.00	9
01- 140- 454- 0000- 6158	Health Reserves - County Share		150.00	150.00	0.00	0
01- 140- 454- 0000- 6163	Pera - County Share		795.12	795.12	7,633.00	10
01- 140- 454- 0000- 6175	Fica - County Share		838.99	838.99	7,786.00	11
01- 140- 454- 0000- 6205	Postage		0.00	0.00	75.00	0
01- 140- 454- 0000- 6240	Advertising/Website		772.00	772.00	3,000.00	26
01- 140- 454- 0000- 6253	Electric - Water - Sewer		235.09	235.09	750.00	31
01- 140- 454- 0000- 6289	Staff Development		830.00	830.00	0.00	0
01- 140- 454- 0000- 6331	Mileage & Meals		13,667.59	13,667.59	56,000.00	24
01- 140- 454- 0000- 6340	Office Rent		6,000.00	6,000.00	6,000.00	100
01- 140- 454- 0000- 6341	Software & Service Contracts		0.00	0.00	14,000.00	0
01- 140- 454- 0000- 6405	Computers & Hardware		1,158.85	1,158.85	200.00	579
01- 140- 454- 0000- 6412	Office Supplies		422.61	422.61	750.00	56
01- 140- 454- 0000- 6567	Fuel		2,378.62	2,378.62	17,500.00	14
01- 140- 454- 0000- 6571	Misc Car Supplies		22.07	22.07	0.00	0
01- 140- 454- 0000- 6575	Misc Car Repairs		242.20	242.20	2,500.00	10
454 PROGRAM	Totals Transit Volunteer Program	Revenue	62,833.46-	62,833.46-	237,527.00-	26
		Expend.	47,989.37	47,989.37	236,361.00	20
		Net	14,844.09-	14,844.09-	0.00	0
140 DEPT	Totals Public Transit	Revenue	173,408.49-	173,408.49-	1,046,196.00-	17
		Expend.	230,614.74	230,614.74	1,046,196.00	22
		Net	57,206.25	57,206.25	0.00	0

Kanabec County Timber Trails Public Transit



Kanabec County – Timber Trails Public Transit Americans with Disabilities Act of 1990 (ADA) Policy and Procedures

Date: 4/2023

Approved by: Kanabec County Board of Commissioners

Date

Introduction and Purpose

This ADA policy is written to establish operating and service guidelines and procedures for the implementation of the requirements of the Americans with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38). Kanabec County - Timber Trails Public Transit operates Demand Response service in Kanabec County.

Policy Statement

It is the policy of Kanabec County - Timber Trails Public Transit to comply with all the legal requirements of federal and state laws and regulations as they pertain to individuals with disabilities. If state laws and federal regulations are contradictory, the federal ADA regulations prevail. The transit system provides quality transportation services without discrimination to all persons including individuals with disabilities. Discrimination on the basis of disability against any person by transit system employees will not be condoned or tolerated.

Goals: Service is provided in a manner that meets these goals to:

1. Provide safe, accessible, and dignified services to all persons, including individuals with disabilities.
2. Expedite the safe and efficient boarding, securing, transporting, and alighting of all passengers, regardless of mobility status.
3. Accommodate the wide range of mobility aids within the confines of available vehicles and commercial standard equipment.

Applicability: This policy applies to all transit system employees, services, facilities and vehicles. It applies equally to all persons needing and/or using the services provided by the system.

Definitions:

Disability: With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Fixed Route Service: Operates along a prescribed route according to a fixed (regular) schedule.

Mobility Device: A device that is designed to assist an individual with disabilities with locomotion. Examples include wheelchairs, canes, crutches, and walkers. Also called mobility aid.

Securement Area or Station: A designated location for riders using wheelchairs, equipped with a securement system.

Securement Device, Equipment or System: Equipment used for securing wheelchairs against uncontrolled movement during transport.

Service Animal: Any guide dog, signal dog, or other animal that has been individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Wheelchair: A mobility aid belonging to any class of three- or more- wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

General Guidance and Procedures for Implementing Policy

Recruitment and Employment: As stated in the transit system's personnel policies, the agency is an Equal Opportunity Employer (EOE) and fully complies with ADA in its recruitment, hiring and continued employment practices.

Facility and Vehicle Accessibility: The transit system administrative facility, passenger facilities and vehicles shall meet or exceed the requirements of 49 CFR Parts 27, 37 and 38 and requirements of the State of Minnesota. If state requirements do not meet federal requirements, the federal ADA regulations prevail. All vehicles purchased for fixed route and route deviation service will be accessible. Vehicles purchased for demand response service will only be non-accessible to the extent that the demand response system, when viewed in its entirety, provides the same level of service for individuals with disabilities as for individuals without disabilities. The transit system will conduct an analysis of service equivalency prior to the acquisition of any inaccessible vehicles for demand-responsive service.

Vehicle and Route Assignment:

All demand response vehicles operated by Kanabec County - Timber Trails Public Transit are accessible and persons with disabilities, including wheelchair users, can board any vehicle.

Maintenance of Accessible Features: Accessibility features on vehicles, including lifts, ramps, wheelchair securement devices and public address systems, will be maintained in operative condition. The preventive maintenance program of Kanabec County - Timber Trails Public Transit provides for regular and frequent maintenance checks of these features as well as preventive maintenance as recommended by the equipment manufacturers. In addition, the lift must be cycled as part of each pre-trip inspection.

Inoperative Lifts and Ramps: Drivers are required to report lift or ramp failures immediately. Vehicles with inoperative lifts will be removed from service and replaced with an accessible vehicle until the inoperative lift is repaired. For vehicles equipped with ramps, it may be possible to continue in service as long as the ramp can be and is deployed manually when necessary. If an inoperative ramp cannot be (or is not) deployed manually, the transit agency will apply the policy for a vehicle with an inoperative lift.

Wheelchair Accommodation: All accessible vehicles meet or exceed the requirements of 49 CFR Part 38. Transportation providers are required to carry a wheelchair and its user, as long as the lift can accommodate the size and weight of the wheelchair and its user, and there is space in the securement area for the wheelchair on the vehicle without blocking the aisle. If a vehicle lift/ramp and securement area can accommodate a wheelchair (or other mobility device), Kanabec County - Timber Trails Public Transit will transport the device (and its user).

An individual who uses a wheelchair that, when occupied, exceeds the weight rating of the vehicle lift/ramp, will be offered the opportunity to board and disembark from the vehicle separately from the wheelchair. However, transit agency personnel are not required **OR permitted** to operate a passenger's wheelchair. The individual may travel with another individual who can assist with operating the unoccupied wheelchair to maneuver it on and off the lift/ramp.

Boarding: Drivers and scheduling practices will provide adequate time for a passenger with a disability to board and/or disembark the vehicle, which includes adjusting the schedule if necessary and waiting for passengers to be seated before moving the vehicle. Only a properly trained transit system employee can operate the lift or ramp and secure the wheelchair in the securement station. Passengers may board facing toward or away from the vehicle.

Wheelchair Securement:

Kanabec County - Timber Trails Public Transit requires that all wheelchairs be secured. Drivers should not allow a passenger to ride if they are not secured properly unless the securement system will not accommodate the wheelchair. Drivers cannot deny a passenger a ride based on the inability to secure the wheelchair. However, drivers must warn the passengers of the danger of riding in a non-secured wheelchair. Passengers who refuse to allow their wheelchairs to be secured may be denied service.

Securement of wheelchairs is the responsibility of the driver. Drivers are trained in the proper operation of all securement equipment based on the equipment manufacturer's specifications. Drivers will listen to and respect riders' instructions on how to secure their equipment. Drivers cannot be expected to be familiar with each and every wheelchair type that may come aboard, and securement attachment points may differ by wheelchair manufacturer. The rider may be in the best position to instruct the driver on how to properly secure their mobility device.

If the securement system is not compatible with the wheelchair the passenger is using, the driver will still make an attempt to safely secure the wheelchair. If the wheelchair cannot be secured because of the wheelchair design, the passenger still has the right to ride in the vehicle.

Drivers must secure wheelchairs in the designated securement area only, even if the passenger wants their mobility device to be secured in a non-designated area. The wheelchair is not allowed to block the aisle.

Seat belts are required for ALL passengers. Seat belts will never be used instead of independent securement of the passenger's wheelchair.

In cases where an individual using a wheelchair attempts to board and requires use of a securement location that is currently occupied by another passenger that is not using a wheelchair, the driver will ask that passenger to allow the individual using a wheelchair to use the securement position.

Driver Assistance: Drivers will make themselves available to assist individuals with disabilities and will assist upon request of the passenger. Drivers will assist a passenger with using the vehicle ramp, lift and/or securement systems using the accessibility-related equipment and features on their vehicles.

Use of Lift or Ramp by Individuals with Disabilities Not Using a Mobility

Device: The driver will deploy the lift or ramp for an individual with a disability who is not using a mobility device to board or alight the vehicle upon request.

Accommodation of Other Mobility Devices: Mobility devices that are not wheelchairs, but which are primarily designed to for use by individuals with mobility impairments, will be accommodated to the extent that the ADA-compliant lift or ramp and securement areas can safely do so. However, these devices are the responsibility of the individual

passenger, and must be secured in a manner that does not interfere with the safe operation of the vehicles and the transport of other passengers.

Transfer to Fixed Seating: All passengers using wheelchairs have an option of transferring to fixed seating once on board the vehicles. Drivers may recommend, but never require, wheelchair users to transfer to fixed seating. No waivers are allowed to be required.

Accommodation of Portable Oxygen: Individuals are allowed to travel with respirators and portable oxygen supplies on board, consistent with applicable U.S. DOT rules on the transportation of hazardous materials in 49 CFR Subtitle B, Chapter 1, Subchapter C.

Priority Seating: With the exception of the wheelchair securement stations, the transit system does not require any passenger to sit in designated seating.

Priority seating for seniors and individuals with disabilities is to be designated by permanent signage in each vehicle. In cases where an individual with a disability requests use of priority seating that is currently occupied by another passenger, the driver will ask that passenger to move so as to allow the individual with a disability use of the priority seating. In cases where a wheelchair user requires the use of a securement location, the driver will ask any passenger (including other passengers with disabilities) to vacate the securement location.

Service Animals: In compliance with 49 CFR Part 37, the transit system allows trained service animals to accompany passengers with disabilities. The driver will not ask for proof of the qualifications of the animal, but may ask what tasks the animal has been trained to perform. However, any animal which is not under the passenger's control or which becomes a direct threat to the health or safety of other passengers may be restricted from riding.

Alighting: It is the responsibility of the driver to determine that the location for passenger alighting is safe. The driver will allow a passenger who uses the lift or ramp to alight where requested, unless the lift or ramp cannot be deployed, will be damaged if deployed, or conditions at the stop would present unsafe conditions for all passengers. Only the driver will unsecure the wheelchair and operate the lift or ramp to return the passenger to the ground level.

Staff Training: All drivers and transit system staff are trained to proficiency in use of accessibility equipment, the operating policies related to each of the service requirements described, and in properly and respectfully assisting and treating individuals with disabilities with sensitivity. Mechanics are also trained to properly maintain lifts and other accessibility equipment.

Rider Information: All printed informational materials are made available in accessible formats upon request, for example, large print for individuals with low vision or audio for blind individuals, as well as accessible electronic formats.

Complaint Procedure: All complaints of discrimination on the basis of disability will be promptly and objectively investigated and forwarded to the Transit Director and promptly and objectively investigated. Kanabec County - Timber Trails Public Transit will promptly communicate its response to the complaint allegations, including its reasons for the response, to the complainant. The response will be documented. Corrective or disciplinary action will be taken for behavior prohibited by this policy, up to and including termination of employment. Please see Complaint Procedures and ADA Complaint Form at the end of this document. Documentation of each complaint will be kept on file in accordance with *DOT regulations that require FTA grantees to maintain all complaints of noncompliance with 49 CFR Part 27 for one year, and a record of all such complaints, which may be in summary form, for five years.*

Reasonable Modification of Policy: If a passenger with a disability requires modification of any of Kanabec County - Timber Trails Public Transit's policies and practices to accommodate their disability to use the service, the passenger may request such a modification by contacting Transit Director. The transit system will work with the individual to find an acceptable accommodation solution.

Where a request for modification cannot practicably be made and determined in advance, operating personnel will make a determination of whether the modification should be provided at the time of the request. Operating personnel may consult with Kanabec County - Timber Trails Public Transit management before making a determination to grant or deny the request.

Requests for modification of policies and practices may be denied only on one or more of the following grounds:

- Granting the request would fundamentally alter the nature of Kanabec County - Timber Trails Public Transit's services, programs, or activities;
- Granting the request would create a direct threat to the health or safety of others;
- Without the requested modification, the individual with a disability is able to fully use Kanabec County - Timber Trails Public Transit's services, programs, or activities for their intended purpose.

If Kanabec County - Timber Trails Public Transit denies a request for a reasonable modification, the agency shall take, to the maximum extent possible, other actions (that would not result in a direct threat or fundamental alteration of service) to ensure that the individual with a disability receives the services or benefit provided by Kanabec County - Timber Trails Public Transit.

Guidelines for Implementing Policy Specific to Demand Response Services

Service in the Most Integrated Setting: Kanabec County - Timber Trails Public Transit demand response transportation service is a shared-ride service. It is the policy of Kanabec County - Timber Trails Public Transit to provide service for individuals with disabilities in the most integrated setting appropriate to the needs of the individual, including providing service to individuals with disabilities on the same vehicles and together with all other riders.

Service Characteristics: All demand response vehicles operated by Kanabec County - Timber Trails Public Transit are accessible and persons with disabilities, including wheelchair users, can board any vehicle and receive service with the same characteristics as riders without disabilities.

- **Response time:** individuals with disabilities are not required to reserve services further in advance than other individuals.
- **Fares:** individuals with disabilities are not charged higher fares than other individuals.
- **Geographic area of service:** individuals with disabilities can use the service to travel to and from the same areas as other individuals.
- **Hours and days of service:** individuals with disabilities can use the service during the same days and hours as other individuals.
- **Restrictions or priorities based on trip purpose:** travel by individuals with disabilities is not restricted by trip purpose any more than travel by other individuals.
- **Availability of information and reservations capability:** individuals with disabilities have access to the same information and reservations capability as other individuals.
- **Any constraints on capacity or service availability:** travel by individuals with disabilities is not limited by capacity any more than travel by other individuals.

Passenger Assistance: Demand response services will be provided on a curb-to-curb basis. Kanabec County - Timber Trails Public Transit drivers will assist riders with disabilities in boarding and alighting from vehicles and in securing wheelchairs. All drivers who operate Kanabec County - Timber Trails Public Transit services will be proficiently trained in passenger assistance and sensitivity towards persons with disabilities.

The staff of the Kanabec County - Timber Trails Public Transit will not lift a passenger, leave a vehicle unattended or out of visual observation for a lengthy period of time, enter a rider's home, care for service animals, operate a power wheelchair, provide personal care attendant (PCA) service, or take actions that would be clearly unsafe. If

more extensive assistance is needed by the individual than the Kanabec County - Timber Trails Public Transit can provide as provider of public transportation, the individual will be responsible for arranging for personal assistance. Staff of Kanabec County - Timber Trails Public Transit will work with the individual and/or their caregiver/social worker to clarify parameters of the assistance that can be provided by the driver and formally document this in a letter sent to the individual.



Kanabec County – Timber Trails Public Transit is committed to providing people with disabilities access to services by meeting the requirements of Americans with Disabilities Act of 1990.

This complaint procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of service from Kanabec County – Timber Trails Public Transit.

The complaint should be in writing and must contain information about the alleged discrimination, including name, address, phone number of complainant, and location, date, and description of the problem. The complainant may provide this information by completing the form provided by Kanabec County – Timber Trails Public Transit. This information may be provided by email or other written communication. Other ways to file complaints such as personal interviews or recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or their designee as soon as possible, but no later than 60 days after the alleged discrimination, to:

Helen Pieper, Transit Director

Kanabec County – Timber Trails Public Transit

300 Industrial Rod

Mora, MN 55051

Direct Line: (320) 364-1351

Email: helen.pieper@co.kanabe.mn.us

With 15 business days after the receipt of the complaint, the Transit Director or designee will contact the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of this contact, the Transit Director or designee will respond, in writing and where appropriate, in a format accessible to the complainant. The response will explain the position of Kanabec County – Timber Trails Public Transit and offer options for resolution of the complaint if warranted.

Records will be retained according to DOT regulations - 49 CFR Part 27 for one year, and a record of all such complaints, which may be in summary form for five years.



Kanabec County – Timber Trails Public Transit's Americans with Disabilities Act Discrimination Form

Note: This form should be used to register a formal complaint of discrimination under the Americans with Disabilities Act. It is recommended that the complainant should first try to resolve issues through typical customer service channels by submitting information to timber.trails@co.kanabec.mn.us.

The completed form may be mailed to: Helen Pieper, Transit Director; Kanabec County – Timber Trails Public Transit, 300 Industrial Road, Mora, MN 55051, or e-mail to helen.pieper@co.kanabec.mn.us.

Complainant Information

Date of Complaint: _____
Name of Complainant: _____
Address 1: _____
Address 2: _____
City: _____
State: _____
Zip Code: _____
Home Telephone: _____
Cell: _____
E-Mail: _____

Occurrence Information

Date of Occurrence: _____

Type of Complaint:

Facility ☐

Vehicle ☐

Vehicle Personnel:

Bus Operator ☐

Security/Fare Enforcement ☐

Train Operator ☐

Train Conductor ☐

Other (please identify): _____

Americans with Disabilities Plan Resolution

Resolution Number

RESOLUTION OF Kanabec County

APPROVAL of ADA PLAN for

Kanabec County - Timber Trails Public Transit

A resolution endorsing Kanabec County - Timber Trails Public Transit's Americans with Disabilities Program Plan.

WHEREAS, Kanabec County - Timber Trails Public Transit under the Americans with Disabilities Act of 1990 (ADA), is committed to operating an ADA compliant Public Transit Service in Kanabec County.

WHEREAS, Kanabec County - Timber Trails Public Transit must establish an ADA Program that meets U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38).

THEREFORE BE IT RESOLVED THAT, Kanabec County - Timber Trails Public Transit will follow the ADA Plan compliance elements to provide quality transportation services without discrimination to all persons including individuals with disabilities.

BE IT FURTHER RESOLVED THAT, Kanabec County Board of Commissioners authorizes the Transit Director and/or Kanabec County Community Health Director to implement and oversee compliance of Kanabec County - Timber Trails Public Transit's Americans with Disabilities Program Plan.

CERTIFICATION

I certify that the above resolution is a true and correct copy of the resolution presented to and adopted by the Kanabec County - Board of Commissioners at a duly authorized meeting thereof held on 2nd day of May, 2023, as shown by the minutes of said meeting in my possession and attached.

Kanabec County Coordinator

Date

Notary:

Name and Stamp

Date

Kanabec County Timber Trails Public Transit



Policy: No Show/Cancellation Policy

Guiding Regulations

ADA 2-4

49 CFR Parts 27, 37 and 38

Effective Date: 4/28/2015

Revised: 4/2023

Approved by: Kanabec County Board of Commissioners

Date

Introduction and Purpose

This No Show Policy is written to establish operating and service guidelines for **dealing with "No Shows"** in accordance with the **requirements of the Americans with Disabilities Act of 1990 (ADA)**, the U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38).

Policy Statement

It is the policy of Kanabec County - Timber Trails Public Transit to comply with all the legal requirements of federal and state laws and regulations as they pertain to individuals with disabilities. If state laws and federal regulations are contradictory, the federal ADA regulations prevail. The transit system provides quality transportation services without discrimination to all persons including individuals with disabilities. Discrimination on the basis of disability against any person by transit system employees will not be condoned or tolerated.

Definitions:

A **"No-Show"** occurs when a customer does not board the vehicle within three minutes of the vehicles' arrival within the 30 minute pick up window.

A **"Late Cancellation"** occurs when a customer cancels a trip less than one hour before the start of the 30 minute pickup window.

Kanabec County – Timber Trails Public Transit's goal is to reduce excessive no-shows and ultimately reduce costs. The intent is not to be overly restrictive, but **to target habitual offenders that cause unnecessary added costs to Timber Trails' service.**

Suspensions:

No-Show trips are considered excessive and will be considered a “pattern or practice” of missed trips when a customer meets the following criteria (see Pattern or Practice of Missed Trips by Rider below):

- Customer has reserved seven (7) or more trips within any month
- Customer cancels less than one hour before the scheduled pick-up window any three (3) trips within a month
- Customer no shows three (3) consecutive trips
- The no show trips make up 20% or more of the scheduled trips within the month

The customer will be sent written notification that he/she has violated Kanabec County – Timber Trails Public Transit’s **No Show Policy** and is subject to suspension.

No Show Policy Suspensions:

Customers incurring excessive missed trips, as defined in this Policy, are subject to suspension for a reasonable period of time. Repeated violations of this policy will cause the length of the suspensions to be increased. The following suspension periods shall apply to violations of this policy that occur within the same rolling 12 month period.

Step 1: The customer receives a warning letter when they’ve reached the threshold.

Step 2: If an additional threshold is reached, the customer receives a one-week suspension. Customer will not be eligible for subscription (standing order) service for 6 months.

Step 3: If a second threshold is met, the customer receives a 14 day suspension.

Step 4: If a third threshold is met, the customer receives a 21 day suspension.

Step 5: Any additional no shows incurred the customer will receive a 30 day suspension.

Kanabec County Timber Trails Public Transit



Example of Application

	No Shows									
Trips	1	2	3	4	5	6	7	8	9	10
1	No									
2	No	No								
3	No	No	No							
4	No	No	No	No						
5	No	No	No	No	No					
6	No	No	No	No	No	No				
7	No	No	No	Yes	Yes	Yes	Yes			
8	No	No	No	Yes	Yes	Yes	Yes	Yes		
9	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	
10	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Life Safety Net:

Kanabec County – Timber Trails Public Transit shall not exclude any person under suspension criteria from receiving life services from Timber Trails for:

- Dialysis
- Required Doctor Appointments
- Required Medical Tests
- Required Pharmacy Visits
- Other Life Dependent Reasons

These shall be determined by Management on a case-by-case basis.

Only Transit Department management shall impose suspensions or exceptions to the policy.

Examples of No Shows beyond the Riders Control:

The ADA does not allow transit agencies to base a suspension of service on any trips missed by a rider for reasons beyond his or her control, including trips missed due to transit agency error or lateness. Those trips may not be a basis for determining that a pattern or practice of missing scheduled trips exists.

There are many circumstances that may be beyond the rider's control, including but not limited to:

- Family emergency
- Illness that precluded the rider from calling to cancel
- Personal attendant or another party who didn't arrive on time to assist the rider
- Rider was inside calling to check the ride status and was on hold for extended time
- Rider's appointment ran long and did not provide opportunity to cancel in a timely way
- Another party cancelled rider's appointment
- Rider's mobility aid failed
- Sudden turn for the worse in someone with a variable condition
- Adverse weather impacted rider's travel plans, precluding the rider from cancelling in a timely way.

Transit agency error, which may not be counted as a rider no-show, includes but is not limited to (See Missed Trips below):

- Vehicle arrived late, after the pickup window
- Vehicle arrived early, before the pickup window, and rider was not ready to go
- Vehicle never arrived
- Vehicle went to the wrong location
- Driver error

Cancellation Policy:

Kanabec County – Timber Trails Public Transit passengers who wish to cancel a scheduled ride must notify Timber Trails at least one hour prior to their scheduled pickup time. Any cancellation not made within 1 hour of a pickup (24 hours notification preferred) will result in a no show for that trip. Timber Trails has voicemail available 24/7 on the agency main line (320) 364-1350. Messages can be left at any time.

Appeal Process:

Customers need to submit a written request for an appeal to be reviewed and/or considered. The appeal request should include a letter or email listing the dates of the violations, documenting why they believe the violation should be excused, and any supporting documentation that is relevant to the no-show in question.

Kanabec County Timber Trails Public Transit



Written appeal requests should be mailed to:

Kanabec County – Timber Trails Public Transit
300 Industrial Road – Mora, MN 55051

The email address for appeal requests is timber.trails@co.kanabec.mn.us. These documents must be postmarked within 30 calendar days of the date on which the warning/suspension notice was issued. If a rider is unable to complete a written appeal request, he/she may contact Timber Trails at (320) 364-1350 and a Timber Trails' staff member will complete the appeal request over the phone.

No suspension will take effect if the customer has filed an appeal in accordance with the instructions and deadlines noted in this policy. Kanabec County – Timber Trails Public Transit will advise customers in writing of its decision concerning their appeal, within ten (10) business days of receipt of the appeal request.

If the decision upholds the suspension, the notice of decision will provide customers with the beginning and ending dates of the suspension period

Missed Trips:

- **Missed trips are those trips missed by the transit authority.**
- **Time frame would be beyond the 15 minute window of the agreed upon pickup time and if the passenger elects not to travel.**
- **If a missed trip occurs calls are made by dispatch to all those individuals scheduled to alert them of the situation and option to keep their travel or cancel. Under no circumstance will a no show be charged if a missed trip occurs.**

PATTERN OR PRACTICE OF MISSED TRIPS BY THE RIDER

The DOT ADA regulation addresses important principles about how the ADA allows transit agencies to impose service suspensions based on passenger no-shows. The DOT ADA regulation Appendix D, which provides interpretive guidance on the regulation, states: It is very important to note that sanctions **could be imposed only for a "pattern of practice" of missed trips. A pattern or practice involves intentional, repeated or irregular actions, not isolated, accidental, or singular incidents. Moreover, only actions within the control of the**

individual count as part of a pattern or practice. Missed trips due to operator error are not attributable to the individual passenger for this purpose. If the vehicle arrives substantially after the scheduled pickup time and the passenger has given up on the vehicle and taken a taxi or gone down the street to talk to a neighbor that is not a missed trip attributable to the passenger. If the vehicle does not arrive at all, is sent to the wrong address, or to the wrong entrance to a building, that is not a missed trip attributable to the passenger. There may be **other circumstances beyond the individual's control (e.g., a sudden turn for the** worse in someone with a variable condition, a sudden family emergency) that make it impractical for the individual to travel at the scheduled time and also for the individual to notify the entity in time to cancel the trip before the vehicle comes. Such circumstances also would not form part of a sanction pattern or practice.

ADA No Show/Cancellation Policy Resolution

Resolution Number

RESOLUTION OF Kanabec County

APPROVAL OF ADA NO SHOW/CANCELLATION POLICY for

Kanabec County - Timber Trails Public Transit

A resolution endorsing Kanabec County - Timber Trails Public Transit's ADA No Show/Cancellation Policy

WHEREAS, Kanabec County - Timber Trails Public Transit under the Americans with Disabilities Act of 1990 (ADA), is committed to operating an ADA compliant Public Transit Service in Kanabec County.

WHEREAS, Kanabec County - Timber Trails Public Transit must establish operating and service guidelines for dealing with "No Shows" in accordance with the requirements of the Americans with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38).

BE IT RESOLVED THAT, Kanabec County - Timber Trails Public Transit will follow the ADA No Show/Cancellation Policy compliance elements to provide quality transportation services without discrimination to all persons including individuals with disabilities.

BE IT FURTHER RESOLVED THAT, Kanabec County Board of Commissioners authorizes the Transit Director and/or Kanabec County Community Health Director to implement and oversee compliance of Kanabec County - Timber Trails Public Transit's Americans with Disabilities Program No Show/Cancellation Policy Plan.

CERTIFICATION

I certify that the above resolution is a true and correct copy of the resolution presented to and adopted by the Kanabec County - Board of Commissioners at a duly authorized meeting thereof held on 2nd day of May, 2023, as shown by the minutes of said meeting in my possession and attached.

Kanabec County Coordinator

Date

Notary:

Name and Stamp

Date

Sheila
4/25/23 10:05AM

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



Page 1

TRIAL BALANCE REPORT

As of Date: 03/2023

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
4/25/23 10:05AM

TRIAL BALANCE REPORT
As of 03/2023

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

Account		<u>Beginning Balance</u>	<u>Actual This- Month</u>	<u>Actual Year- To- Date</u>	<u>Current Balance</u>
----- Assets-----					
1001	Cash	572,797.85	22,406.19	89,250.77-	483,547.08
1003	Audit Adjustments To Cash	3,470.58	0.00	3,470.58-	0.00
1110	Taxes Receivable - Prior & Delinquent	8,694.84	0.00	8,694.84-	0.00
1201	Accounts Receivable (Acc)	122,280.28	47,938.30-	122,280.28-	0.00
1261	Due From Other Funds (Acc)	19,551.26	0.00	19,551.26-	0.00
1281	Due From Other Governments (Acc)	210,237.96	28,481.07-	210,237.96-	0.00
	Total Assets	937,032.77	54,013.18-	453,485.69-	483,547.08
--- Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17-	0.00	0.00	523.17-
2021	Accounts Payable (Acc)	42,813.34-	2,214.85	42,813.34	0.00
2030	Salaries Payable	67,009.55-	0.00	67,009.55	0.00
2091	Due To Other Funds (Acc)	1,864.26-	0.00	1,864.26	0.00
2100	Due To Other Governments	4,508.34-	0.00	4,508.34	0.00
2101	Due To Other Governments (Acc)	28,907.61-	0.00	28,907.61	0.00
2230	Deferred Inflows	8,694.84-	0.00	8,694.84	0.00
	Total Liabilities	154,321.11-	2,214.85	153,797.94	523.17-
Fund Balance					
2881	Assigned Fund Balance	782,711.66-	0.00	0.00	782,711.66-
2910	Revenue Control	0.00	156,441.65-	240,721.77-	240,721.77-
2925	Expenditure Control	0.00	208,239.98	540,409.52	540,409.52
	Total Fund Balance	782,711.66-	51,798.33	299,687.75	483,023.91-
	Total Liabilities and Balance	937,032.77-	54,013.18	453,485.69	483,547.08-
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
4/25/23 10:05AM
15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 03/2023

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 March 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	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00
Cares Act COVID-19 Grant						
Rev	0		0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00
Local Public Health Infrastructure						
Rev	482,287.00	5.75%	27,746.89	5,288.63	0.00	22,458.26
Exp	358,571.00	31.27%	112,129.40	44,533.53	48,901.91	18,693.96
Prevent Infectious Disease						
Rev	23,100.00	3.76%	868.68	617.94	186.43	64.31
Exp	22,518.00	13.51%	3,041.18	723.86	1,588.75	728.57
Environmental Health						
Rev	30.00	20.00%	6.00	0.00	3.00	3.00
Exp	5,272.00	0.00%	0.00	0.00	0.00	0.00
Healthy Communities-Adult Health						
Rev	276,109.00	31.25%	86,271.75	12,988.46	9,642.85	63,640.44
Exp	260,448.00	18.78%	48,903.80	16,395.40	16,780.96	15,727.44
Healthy Communities-Health Improvement						
Rev	584,957.00	17.96%	105,069.18	12,432.61	18,398.64	74,237.93
Exp	554,054.00	19.00%	105,276.88	31,508.40	42,740.22	31,028.26
Healthy Communities-Family Health						
Rev	581,672.00	26.41%	153,619.07	95,339.78	52,084.08	6,195.21
Exp	538,977.00	21.05%	113,467.82	36,389.12	38,026.73	39,051.97
Emergency Preparedness						
Rev	219,775.00	16.02%	35,208.01	7,002.77	28,205.24	0.00
Exp	185,517.00	17.74%	32,904.02	8,487.27	9,215.41	15,201.34
Assure Access-Case Management						
Rev	349,564.00	21.89%	76,513.69	22,342.40	28,447.31	25,723.98
Exp	328,046.00	25.19%	82,620.51	24,422.66	29,279.57	28,918.28
Assure Access-Home Care						
Rev	528,000.00	20.28%	107,088.13	34,967.26	31,582.98	40,537.89
Exp	792,091.00	23.96%	189,817.56	64,076.37	64,636.18	61,105.01
Agency Totals						
Rev	3,045,494.00	19.45%	592,391.40	190,979.85	168,550.53	232,861.02
Exp	3,045,494.00	22.60%	688,161.17	226,536.61	251,169.73	210,454.83

outstanding payments/payments not yet posted

Workforce Dev.	
CTC	
DFC	
FAP	903.50
LCTS	7,000.00
LPHG	
MCH	
SF	
PHEP	
RPC	
SHIP	25,336.36
TANF	
WIC	
CMCOA	
MN Choice	
Admin asst	
mental hlth	
Suicide Prev	4,219.53
Covid Federal	11,136.67
Home care	39,781.85 estimate only see note below
	88,377.91

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 5/2/23

Abstract Totals for Commissioner Vouchers

Board Meeting 5/2/23	Amount	Vendors	Transactions
Abstract #1	37,593.94	34	70
Abstract #2			
Totals	37,593.94	34	70

Abstract Totals for Auditor Vouchers

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

Sheila
4/27/23 2:13PM

**** 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
4/27/23 2:13PM
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	
67	434 Ability Network Inc						
	15-484-487-8453-6211		252.42	April billing svc/eligibility	23M-0056014	Services & Charges	N
66	15-484-493-8452-6211		214.18	April billing svc/eligibility	23M-0056014	Services & Charges	N
65	15-484-496-8447-6211		298.31	April billing svc/eligibility	23M-0056014	Services & Charges	N
	434 Ability Network Inc		764.91	3 Transactions			
45	538 Berg/Ashley						
	15-484-487-8453-6331		62.23	SF/EBHC mileage		Mileage & Meals	N
	538 Berg/Ashley		62.23	1 Transactions			
46	185 Bergstadt/Jennifer						
	15-484-496-8449-6331		113.32	Mar/Apr HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		113.32	1 Transactions			
47	1396 Biever/Laurie						
	15-484-496-8449-6331		260.69	Mar/Apr HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		260.69	1 Transactions			
44	1127 Board of Regents U of Nevada						
	15-484-485-8480-6289		799.00	natl prevention network conf	JSNCTL568G3	Staff Development	N
	1127 Board of Regents U of Nevada		799.00	1 Transactions			
68	1033 Bread & Honey						
	15-484-485-8480-6411		310.80	lunch strengthfinders training	0067905	Program Supplies	N
	1033 Bread & Honey		310.80	1 Transactions			
57	3094 Burski/Kathy						
	15-484-450-0000-6331		74.67	March admin mileage		Mileage & Meals	N
	3094 Burski/Kathy		74.67	1 Transactions			
48	1326 Hansen/Erika						
	15-484-496-8447-6331		387.11	Mar/Apr home care mileage		Mileage & Meals	N
	1326 Hansen/Erika		387.11	1 Transactions			
1	4184 Health Dimension Rehabilitation Inc						
	15-484-496-8447-6211		10,367.50	March PT services		Services & Charges	N
2	15-484-496-8447-6211		69.98-	March attempted visit credit		Services & Charges	N
	4184 Health Dimension Rehabilitation Inc		10,297.52	2 Transactions			
	324 Healthcare First						

Sheila
4/27/23 2:13PM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	15-484-496-8447-6211		104.74	April HHCAHPS fee	5358697	Services & Charges	N
	324 Healthcare First		104.74	1 Transactions			
	1306 Henry Schein						
4	15-484-485-8475-6411		67.15	acclean fluoride varnish gum	40465036 SE	Supplies	N
5	15-484-485-8475-6411		17.25	shipping	40465036 SE	Supplies	N
	1306 Henry Schein		84.40	2 Transactions			
	234 Holland/Jeff						
49	15-484-496-8447-6331		294.10	February home care mileage		Mileage & Meals	N
	234 Holland/Jeff		294.10	1 Transactions			
	1352 Horizon Public Health						
12	15-484-490-8489-6411		118.61	29 PH challenge coins		Progam Supplies	N
	1352 Horizon Public Health		118.61	1 Transactions			
	3095 Isanti County Public Health						
6	15-484-485-8468-6880		1,210.44	Mar hlthy eating strategy		Grant Admin- Pass thru	N
7	15-484-485-8468-6880		1,331.48	March moving strategy		Grant Admin- Pass thru	N
8	15-484-485-8468-6880		1,876.18	March well-being strategy		Grant Admin- Pass thru	N
9	15-484-485-8468-6880		484.18	March tobacco strategy		Grant Admin- Pass thru	N
	3095 Isanti County Public Health		4,902.28	4 Transactions			
	386 ITsavvy LLC						
11	15-484-450-0000-6405		40.77	DDR4 module 8GB DIMM 288 pin	01418020	Computers & Hardware	Y
10	15-484-450-0000-6405		727.86	HP Pro Desk 400 G7 computer	01418637	Computers & Hardware	Y
	386 ITsavvy LLC		768.63	2 Transactions			
	322 Kanabec County						
14	15-484-450-0000-6205		98.79	Q1 admin postage	PH041	Postage	N
17	15-484-481-8481-6205		88.38	Q1 PHNC postage	PH041	Postage	N
21	15-484-481-8482-6205		2.31	Q1 care navigation postage	PH041	Postage	N
18	15-484-487-8451-6205		43.80	Q1 HP postage	PH041	Postage	N
23	15-484-487-8453-6205		103.14	Q1 SF/EBHV postage	PH041	Postage	N
15	15-484-487-8456-6205		151.89	Q1 WIC postage	PH041	Postage	N
16	15-484-487-8457-6205		209.34	Q1 MCH/FAP postage	PH041	Postage	N
19	15-484-487-8461-6205		573.42	Q1 CTC postage	PH041	Postage	N
22	15-484-493-8452-6205		209.64	Q1 case mgmt postage	PH041	Postage	N
20	15-484-496-8447-6205		2.34	Q1 home care postage	PH041	Postage	N

Sheila
4/27/23 2:13PM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
322	Kanabec County		1,483.05	10 Transactions			
13	1061 Kanabec County Ag Society		120.00	2023 booth for Kanabec Co fair		Advertising	N
	1061 Kanabec County Ag Society		120.00	1 Transactions			
26	1122 Larkin Electronics		60.00	one new ear cushion		Medical Supplies	Y
25	15-484-487-8450-6432		90.00	part of another recalibration		Medical Supplies	Y
24	15-484-487-8451-6432		50.00	part of 1 audiometer calib		Medical Supplies	Y
	1122 Larkin Electronics		200.00	3 Transactions			
70	667 Lighthouse Child & Family Services LLC		800.00	speaker Mora Health & wellness		Contracted Work	N
	15-484-490-8489-6285						
	667 Lighthouse Child & Family Services LLC		800.00	1 Transactions			
69	377 Marco Inc		787.11	Sharp MX5070v copier agmt	33931891	Rental & Service Contracts Copier	N
	15-484-450-0000-6341						
	377 Marco Inc		787.11	1 Transactions			
28	1143 McKesson Medical-Surgical Govt Solutior		122.48	PHNC supplies	20521628	Medical Supplies	N
27	15-484-481-8481-6432		85.93	gloves	20521628	Medical Supplies	N
29	15-484-496-8447-6432		209.24	home care supplies	20542928	Medical Supplies	N
30	15-484-450-0000-6411		36.32	admin supplies	20558769	Supplies	N
	1143 McKesson Medical-Surgical Govt Solutior		453.97	4 Transactions			
31	198 Mille Lacs Co. Community & Veterans Ser		1,992.43	March healthy eating strategy		Grant Admin- Pass thru	N
32	15-484-485-8468-6880		484.58	March tobacco strategy		Grant Admin- Pass thru	N
33	15-484-485-8468-6880		3,660.30	March well-being strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880		754.14	March active living strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		6,891.45	4 Transactions			
58	52 Olson/Autumn		34.06	Mar/Apr TANF mileage		Mileage & Meals	N
59	15-484-487-8450-6331		31.44	April HP mileage		Mileage & Meals	N
60	15-484-487-8451-6331		163.75	Mar/Apr EBHV/SF mileage		Mileage & Meals	N
61	15-484-487-8453-6331		20.96	Apr MCH mileage		Mileage & Meals	N
	15-484-487-8457-6331						

Sheila
4/27/23 2:13PM
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
52	Olson/Autumn		250.21	4 Transactions		
50	3333 Petersen/Renee		30.90	supplies for MH day 5/6/23		Progam Supplies N
	15-484-490-8489-6411					
	3333 Petersen/Renee		30.90	1 Transactions		
	632 Pine County Health & Human Services					
35	15-484-485-8468-6880		1,577.06	March healthy eating strategy		Grant Admin- Pass thru N
36	15-484-485-8468-6880		1,060.26	March tobacco strategy		Grant Admin- Pass thru N
37	15-484-485-8468-6880		1,654.59	March well-being strategy		Grant Admin- Pass thru N
38	15-484-485-8468-6880		1,060.26	March move strategy		Grant Admin- Pass thru N
	632 Pine County Health & Human Services		5,352.17	4 Transactions		
	1030 Ringler/Jennie					
51	15-484-496-8449-6331		87.77	Mar/Apr HHA mileage		Mileage & Meals N
	1030 Ringler/Jennie		87.77	1 Transactions		
	1322 Ringler/Jezzalyn					
52	15-484-496-8449-6331		171.61	Mar/Apr HHA mileage		Mileage & Meals N
	1322 Ringler/Jezzalyn		171.61	1 Transactions		
	3991 Sitecal Inc					
41	15-484-469-8440-6411		165.00	travel		Program Supplies N
39	15-484-469-8440-6411		250.00	2 refrigerator calibrations	23042	Program Supplies N
40	15-484-469-8440-6411		110.00	1 refrigerator calibration	23042	Program Supplies N
	3991 Sitecal Inc		525.00	3 Transactions		
	1083 Swanson/Lori					
53	15-484-485-8468-6331		55.02	Jan-Apr SHIP mileage		Mileage & Meals N
	1083 Swanson/Lori		55.02	1 Transactions		
	1893 Tamarac Medical,Inc					
42	15-484-487-8451-6432		14.95	5 blood lead test kits	117639	Medical Supplies N
	1893 Tamarac Medical,Inc		14.95	1 Transactions		
	1333 Tomczak/Kailey					
54	15-484-496-8449-6331		166.37	Mar/Apr HHA mileage		Mileage & Meals N
	1333 Tomczak/Kailey		166.37	1 Transactions		
	1268 Tomczak/Kristi					

Sheila
 4/27/23 2:13PM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
56	15-484-496-8448-6331		55.04	Mar/Apr HM mileage		Mileage & Meals N
55	15-484-496-8449-6331		239.06	Mar/Apr HHA mileage		Mileage & Meals N
1268	Tomczak/Kristi		294.10	2 Transactions		
518	Welia Health					
43	15-484-490-8489-6411		305.90	one box epi pens	2578	Progam Supplies N
518	Welia Health		305.90	1 Transactions		
452	Zaiser/Kelly					
62	15-484-487-8453-6331		102.84	Mar/Apr EBHV/SF mileage		Mileage & Meals N
63	15-484-487-8457-6331		26.20	April MCH mileage		Mileage & Meals N
64	15-484-493-8452-6331		132.31	Feb-April CM mileage		Mileage & Meals N
452	Zaiser/Kelly		261.35	3 Transactions		
15 Fund Total:			37,593.94	Community Health Fund	34 Vendors	70 Transactions
Final Total:			37,593.94	34 Vendors	70 Transactions	

Sheila
4/27/23 2:13PM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	37,593.94	Community Health Fund	
	All Funds	37,593.94	Total	Approved by,
			
			

9:45am Appointment

May 2, 2023

REQUEST FOR BOARD ACTION

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

e. Board action requested:

- Recognition of 25 Years of Employee Service – Chad Keehr – Deputy

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

9:50am Appointment

May 2, 2023

REQUEST FOR BOARD ACTION

a. Subject: 2023 MN Annual County Boat & Water Safety Grant Agreement	b. Originating Department/Organization/Person: Kanabec County Sheriff's Office – Lakes and Trails Division
c. Estimated time: 5 Minutes	d. Presenter(s): Sheriff Brian Smith

e. Board action requested:

Request the Kanabec County Board pass a resolution to accept the State of Minnesota Annual Boat & Water Safety Grant Agreement. The grant runs January 1, 2023 until June 30, 2024.

Resolution # __ - 5/2/23

BE IT RESOLVED to approve and authorize the Chairperson and Sheriff to sign the State of Minnesota Annual County Boat & Water Safety Grant Agreement, grant #226061 in the amount of \$2,044 for the state fiscal year 2023 ending June 30, 2024.

f. Background:

This grant program has been provided by the state to offset costs of Boat and Water safety and enforcement efforts in the counties.

Supporting Documents: Grant Agreement, Encumbrance worksheet, spending plan **None** **Attached:** ☒

Date Received in County Coordinator's Office:	4/25/23
--	---------

Coordinators Comments:



**2023 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract#

226061

PO#

3-226724

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2023	Source Type State	Vendor Number 0000197298-008
Total Amount \$2044	Project ID R29CG70CBLA21	Billing Location R297000221	UEI Q27ERZ6JXX5	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date January 1, 2023	Grant End Date June 30, 2024
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Grantee Name and Address:
Kanabec County Sheriff's Office
317 Maple Ave E, Suite 143
Mora, MN 55051

Payment Address:
(where DNR sends the check)
Kanabec County Treasurer
317 Maple Ave E, Suite 261A
Mora, MN 55051

**2023 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Kanabec County Sheriff's Office, 18 N Vine Street, Suite 143, Mora, MN 55051, () ("Grantee"). The payment address for this grant contract agreement is Kanabec Co. Treasurer, 18 N. Vine St. #261A, Mora, MN 55051.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd. 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2023 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2023 grant expenditures incurred back to effective date. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to two thousand forty-four dollars (\$2,044).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed two thousand forty-four dollars (\$2,044).
- (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit **one** invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Brian R. Smith, Kanabec County Sheriff's Office, 18 N Vine Street, Suite 143, Mora, MN 55051. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee books, records, documents, and accounting procedures and practices relevant to this grant contract agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices and Intellectual Property

10.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State. The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

17 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15.

Pamela D. Brisson

Digitally signed by Pamela D.
Brisson
Date: 2023.03.21 12:32:36 -05'00'

Signed: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____

(With delegated authority)

SWIFT Contract # 226061

Purchase Order # 3-226724

2. GRANTEE:

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

By: [Signature]

Title: Sheriff

Date: 4/26/23

Distribution:

1. DNR - OMBS
2. Grantee
3. State's Authorized Representative

By: _____

Title: _____

Date: _____

COUNTY BOAT AND WATER SAFETY GRANT
2023 BUDGET SPENDING PLAN
(January 1, 2023 - June 30, 2024)

Exhibit A

MN DNR - Enforcement Division
Boat & Water Safety
500 Lafayette Road
St. Paul, MN 55155-4047
E-mail: kelly.affeldt@state.mn.us
Kelly Affeldt phone #: 651-259-5361

County	
Kanabec	
Contact Name	Sheriff
Brian R. Smith	
Contact Phone	320-679-8420

GROUP I - PERSONNEL	Number	Amount		TOTAL
		County	State	
Full-Time				\$ -
Seasonal	1.0		\$ 2,044.00	\$ 2,044.00
GROUP I SUBTOTALS	1.0	\$ -	\$ 2,044.00	\$ 2,044.00

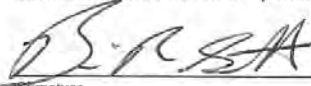
GROUP II - SUPPLIES & EXPENSES	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Services	\$ 500.00		\$ 500.00
Vehicle Equipment and Repair	\$ 1,000.00		\$ 1,000.00
	\$ 1,000.00		\$ 1,000.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP II SUBTOTALS	\$ 2,500.00	\$ -	\$ 2,500.00

GROUP III - EQUIPMENT	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP III SUBTOTALS	\$ -	\$ -	\$ -

2023 STATE GRANT TOTAL	\$ 2,500.00	\$ 2,044.00	\$ 4,544.00
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*The total in the "state" column must add up to the amount listed on the agreement. Fill in the "county" column if you get non-state funds directly from the county.

"This is to certify that the state funds will be used only for purposes set forth in M.S. Chapter § 86B and that the information contained on this form is correct to the best of my knowledge."


Signature 4/25/23
Date

ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS**2023 BOAT & WATER SAFETY STATE GRANT PROGRAM**

Use these guidelines when completing the proposed Budget — Exhibit “A” form.

GENERAL - All of the expenditures listed below must be directly related to the boat and water safety program. When personnel or equipment costs are split between general law enforcement duties and boat and water safety work, the percentage paid out of the boat and water safety account may not exceed the percentage of time the individual or piece of equipment is actually used for boat and water safety enforcement. Boat and water safety activities are those activities outlined in: 1) M.S. § Chapter 86B, 2) Minn. Rules - Chapter 6110, 3) search and recovery operations in the waters of the state and 4) the portions of Chapter 169A that are applicable to motorboats.

(SPENDING PLAN, INVOICES, ACCOUNTING and REPORTS) – Submit one reimbursement invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The proposed expenditures listed on your spending plan (Exhibit A) must reasonably match both your invoice and annual year-end report. If you need to purchase or pay for something that was not on the original Spending Plan, you will need to first send in a revised plan (Exhibit A) signed by the sheriff or designee, and if approved by the State, proceed from there. The Grantee must satisfactorily submit all annual performance reports and reimbursement requests for each year of participation in this Program by the date(s) requested by the State, unless the Grantee requests an extension in writing and the State approves an extension in writing. Minnesota statutes and rules require that you have a separate account for the state boat & water safety funds.

PERSONNEL - Personnel expenses (including salary, insurance, social security, retirement, worker's compensation, etc.) for persons who are actually engaged in boating and water safety duties. Records or logs of time spent on the program are necessary to support these expenses and should be retained not less than three years. If officer hours are a part of your reimbursement, please send one (1) completed officer log for the time period in which reimbursement is being requested.

SUPPLIES AND EXPENSES - This includes uniforms, fuel, oil, lubricants, repairs, rental/lease costs (docks, buildings, office facilities, equipment, etc.), insurance, travel costs, training expenses and expendable supplies (fuel, rope, paint, printing, etc.). No cell phone charges will be allowed. All expenditures need to be verifiable as allowable expenditures under this grant. Items must be listed on Exhibit A (proposed spending plan) of this grant and be descriptive in nature.

EQUIPMENT - Includes boats, motors, trailers, buoys, depth locators, radios, etc. Equipment that is being used for general duties may be either charged to the boat and water safety account according to percentage of use or by mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained not less than three years. If you purchase equipment and it is greater than \$5,000, please submit a copy of the purchase invoice. The purchase of snowmobiles and ATVs with boat and water funds is not allowed.

County sheriff's departments are urged to contact Boat and Water Safety at the Minnesota Department of Natural Resources for a determination prior to any questionable proposed expenditure. All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or* a grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name: *Kanabec County Sheriff's Office*

Project Name: 2023 State Boat Grant

Legal Citation: Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.

Authorized Representative Printed Name: *Brian R. Smith*

Authorized Representative Signature/Date:

B. R. Smith

4/25/23

9:55am Appointment

May 2, 2023

REQUEST FOR BOARD ACTION

a. Subject: Reevaluation result	b. Originating Department: County Coordinator
c. Estimated time: 5 Minutes	d. Presenter(s): Kim Christenson

e. Board action requested:

Approve the following resolution:

Resolution #__ - 05/02/23

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

WHEREAS, a vacancy in the Collections Clerk position prompted review of this job description; and

WHEREAS, the Auditor Treasurer recommended several updates in the job description; and

WHEREAS the HR Specialist has submitted updated the job description and physical analysis to the wage consultant at MRA for evaluation for the Collections Clerk position, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the above job title remains at the same pay grade;

BE IT RESOLVED that the County Board accepts the job description changes and approves the wage consultant's recommendation for the above job title.

f. Background:

Job description with recommended changes attached.

Supporting Documents: None **Attached:** ☒

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

Coordinators Comments:

This position was scheduled for review on the 3-year cycle in 2023.

Kanabec County Position Description

Collections Clerk

Exemption Status: Non-Exempt

Date: 06-15-85

Department: Auditor/Treasurer

Board Approval: 07/25/07

Updated: ~~2020~~ 2023

Job Specifications		
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	FACTOR	LEVEL
	Education:	High School plus 1 year
	Experience:	2 years
	Other Requirements:	None
	Supervision given to:	None
	Supervision received from:	County Auditor/Treasurer

Job Summary

The Collections Clerk is responsible for performing the duties of the County Auditor/Treasurer's Office.

Some Examples of Essential Duties

TAXES -55%

- ~~1. Prepare tax statements for mailing—sorting, stuffing & postage~~
2. Daily balancing of cash with manual & computer receipts.
3. Receives **all** tax payments over the counter and in the mail and posts them in computer.
7. Files, records and mails corrected tax statements.
8. Receives, verifies and records delinquent tax payments, **including confession of judgements.**
9. Receives, verifies and records all county department receipts.
10. Issues over-remittance checks for overpayment of property taxes.
- ~~11. Process and balance online tax payments.~~
12. Communicates with title and abstract companies, financial institutions and escrow companies regarding tax payments, including any discrepancies.
13. Maintain and update all escrow information.

CHECKS -20%

11. Receives, verifies balances, enters in warrant register and distributes/mails county checks.
12. Returns payroll related checks to Deputy Auditor-Finance for processing.
13. ~~Sorts and prepares monthly bank statements for reconciliation.~~
14. Imaging documents and statements on the computer.
15. ~~Reconciles bank statements.~~ Completes first phase of bank reconciliation for County checking

account.

DEEDS & MORTGAGES -10%

16. Receives and reviews documents and calculates and collects amounts for state deed tax and mortgage registration tax.
17. ~~Types~~ **Creates** receipts for state deed tax and returns document and receipt to Auditors staff.
18. ~~Types~~ **Creates** receipts for mortgage registration tax and returns document and receipt to Recorder.
19. **Assists with deeds and property transfers if needed.**

MISC -15%

- ~~18.~~ 20. Responds to phone inquiries providing information from the County Auditor-Treasurer's Office.
- ~~19.~~ 21. Verifies and prepares daily bank deposits.
- ~~20.~~ 22. Receives, reviews and verifies deposits for **Hospital**, Recorder, Family Services, **Welfare**, **Community Health**, **Transit**, and Highway.
- ~~21.~~ 23. Maintains taxpayer name and address list.
- ~~22.~~ 24. Assists Auditor-Treasurer with data entry **and record retention.**
- ~~23.~~ 25. Assists Deputy Auditor-Finance with warrants processing.
- ~~24.~~ 26. Assists **State** Auditor Examiners with requested documentations.
27. **Completes County Election Judge training in even-numbered years.**
28. **Assists voters over the phone and at the counter with absentee voting and general election-related questions.**
29. **Assists Auditor-Treasurer staff with election machine testing and ballot proofing when available and as needed.**
30. **Completes passport training and assists the public with passport applications, pictures, and scheduling appointments.**
31. **Assists Auditor Treasurer staff with mailings, answering counter and phone inquiries, and other duties as assigned.**

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

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

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

Position: Collections Clerk

Department: Auditor-Treasurer

Supplement – Physical Effort & Working Conditions

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

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

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Stand	O	
Sit	O	
Walk	O	
Bend/Twist	S	
Push	S	
Pull	S	
Climb (stairs, ladders)	S	
Reach	S	
Lift	S	
Carry	S	
Grasp/Grip	N	
Repetitive Motions	F	
Kneel/Crawl	N	
Run	N	
Jump	N	
Rapid work speed	S	
Filing	S	
Finger movement	C	Keyboard, calculator and writing
Keyboard use	C	Tax payments, phone inquiry, spreadsheets, general work
Close vision	C	
Color vision	C	

Depth perception	F	
Far vision	S	
Hear	C	Phone answering and counter helping taxpayers
Talk	C	Phone answering and counter helping taxpayers
Smell	S	
Touch	S	
Other:		

WORKING CONDITIONS/ EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS		
Heat	S	Bank deposits everyday
Cold	S	Bank deposits everyday
Temperature changes	N	
Dampness	N	
Humidity	N	
Wet environment	N	
Work outdoors	N	
Noise	N	
Vibration	N	
Heights	N	
Confined spaces	N	
Moving objects	N	
Solvents	N	
Acids, corrosives	N	
Other chemicals	N	
Dust	S	
Dirt	N	
Fumes/Vapors/Mists	N	
Gases	N	
Office environment	C	
Travel	S	Travel 1-3 annually for training, no overnight stays
Work alone	N	
Work with co-workers	C	

Work with public	C	
Other:	O	Working with angry people

SAFETY EQUIPMENT

What safety equipment is required? N

Where and when must it be used?

10:00am Appointment

May 2, 2023

REQUEST FOR BOARD ACTION

a. Subject: DNR Snowmobile Grant for EC Riders	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Resolution #__ - 5/2/23

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a "Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2024 Maintenance and grooming Grant Agreement."

f. Background: Grant application and related attachments to be provided at meeting.

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

April 18, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, April 18, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

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

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

Action #1 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the agenda with the following changes: Reschedule 9:40am Appointment, Employee Service Recognition to a later date. Move 11:25am Appointment, Road & Bridge Job Evaluation Results to 9:40am. Add late entry, Knife Lake Sportsmen's Club Gambling Request.

9:02am – The Chairperson called for public comment. Those that responded included:

Renee & Andy Crisman	Read and submitted a letter requesting that the Board hold a public hearing regarding the Impassable Road Complaint for Hornet St. that was presented to the Board on 3/7/23.
Jessica Olen	Comments in support of the Impassable Road Complaint for Hornet St. Read and submitted a written statement on behalf of other county residents also in support of the complaint.
Paul Telander	Comments regarding the Impassable Road Complaint for Hornet St. and observations regarding the actions of Hillman Township.
Galen Brelie	Comments in support of the Impassable Road Complaint for Hornet St. Read and submitted written a statement from Phoebe Miron Kroll also in support of the complaint.
Gene Carda	Comments in support of the Impassable Road Complaint for Hornet St. Comments regarding maintenance he has performed on Hornet Street for Hillman Township, and issues he has witnessed between Hillman Township and the Crisman's.

Gary Guptil	Comments in support of the Impassable Road Complaint for Hornet Street. Comments regarding the maintenance of Hornet Street and opinion that this case is “not about the road, but about feelings about outsiders coming in and the pre-judgements of others.”
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9:19am – The Chairperson closed public comment.

Action #2 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to recess the meeting at 9:19am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:19am on Tuesday, April 18, 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 #FS3 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

Family Services Director Chuck Hurd gave the Director’s report.

Action #FS4 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the payment of 124 claims totaling \$202,704.94 on Family Services Funds.

Action #FS5 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Family Services Board at 9:26am and to meet again on Tuesday, May 16, 2023 at 9:20am.

The Board of Commissioners reconvened.

HR Specialist Kim Christenson met with the County Board to request approval of Road & Bridge Job Evaluation Results.

Action #6 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #6a - 04/18/23

Heavy Equipment Operator I Evaluation

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Heavy Equipment Operator I position is on the rotation schedule for 2023, and

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

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 7 to Grade 8 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job descriptions and approve the wage consultant's recommendations;

BE IT FURTHER RESOLVED to accept the ranking for the "Heavy Equipment Operator I" position, which results in Pay Range 8;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #6b - 04/18/23

Heavy Equipment Operator II Evaluation

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Heavy Equipment Operator II position is on the rotation schedule for 2023, and

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

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 9 to Grade 10 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FURTHER RESOLVED to accept the ranking for the "Heavy Equipment Operator II" position, which results in Pay Range 10;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #6c - 04/18/23

Heavy Equipment Operator III Evaluation

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Heavy Equipment Operator III position is on the rotation schedule for 2023, and

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

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 10 to Grade 11 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Heavy Equipment Operator III" position, which results in Pay Range 11;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #6d - 04/18/23

Sign Technician Evaluation

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Sign Technician position was not on the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

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

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 9 to Grade 10 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Sign Technician" position, which results in Pay Range 10;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #6e - 04/18/23

Highway Maintenance Lead Worker Evaluation

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all

county job classifications on a three year rotation, and

WHEREAS the Highway Maintenance Lead Worker position was not on the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

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

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 12 to Grade 13 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Highway Maintenance Lead Worker" position, which results in Pay Range 13;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #6f - 04/18/23

Mechanic Evaluation

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Mechanic position was not on the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

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

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 11 to Grade 12 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Mechanic" position, which results in Pay Range 12;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #6g - 04/18/23

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation for the following two positions:

- CADD Technician
- Senior Engineering Technician

WHEREAS the wage consultant has examined and evaluated the job descriptions and recommends the above job titles remain at the same pay grade;

BE IT RESOLVED that it is the decision of the county board to accept the job descriptions and approve the wage consultant's recommendations for the above job titles.

Action #7 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the County Board Minutes of April 4, 2023 as presented.

Action #8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
City of Mora	11,866.74
Kwik Trip Inc	13,671.35
Quadient Finance	2,221.64
Spire Credit Union	6,261.84
Verizon Wireless Cell Phones	3,018.68
Chamberlain Oil	1,068.04
East Central Energy	390.73
Kanabec County AT ACH_VISA	5,937.73
Kanabec County Auditor HRA	7,200.00
Midcontinent Communications	458.21
Minnesota Department of Finance	5,553.50
Office of MN.IT Services	1,338.65
Quality Disposal	533.01
Minnesota Department of Finance	22.50
Minnesota Department of Health	595.00
15 Claims Totaling:	<u>\$ 60,137.62</u>

Action #9 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
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A and E Cleaning Services	550.00
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	16,865.50
Advanced Correctional Healthcare	19,890.93
American DataBank	29.95
Anne M. Carlson Law Office, PLLC	1,230.00
Athey, Lucas	158.10
Baycom	925.00
BlueStar Graphics	275.00
Bob Barker	1,192.60
Carda, Ryan	60.00
Children's Hospitals and Clinics of MN	500.00
Compeer Financial	491.50
Curtis, Michael	334.71
DM Stamps & Specialties	74.88
DM Stamps & Specialties	39.52
East Central Regional Juvenile Center	4,487.00
Fairview Health Services	70.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Federated Co-ops, Inc	498.95
First Citizens Bank	11.00
Fox Run Kennels	500.00
Glen's Tire	249.54
Glen's Tire	78.30
Grainger	157.92
Granite City Jobbing	515.38
Granite City Jobbing	952.32
Hartshorn, Jim	90.59
Hoefert, Robert	1,079.44
Industrial Health Services Network Inc	47.90
ITSAVVY	213.36
Johnsons Hardware	17.99
Kanabec County Community Health	1,510.31
Kanabec County Community Health	1,392.41
Kanabec County Community Health	1,642.54
Kanabec County Soil & Water	5,000.00
Kanabec Publications	2,725.38
Kanabec Publications	72.00
Kanabec Publications	723.00
Kanabec Publications	534.24
Kroschel Land Surveyors, Inc.	900.00

Marco	159.00
MEI Total Elevator Solutions	872.50
Mid-American Research Chemical	164.76
Milaca Chiropractic Center	85.00
Minnesota Monitoring, Inc.	195.00
Minnesota Monitoring, Inc.	312.00
MNCCC Lockbox	12,633.00
Mora Bakery	32.06
Motorola Solutions	2,115.00
MRA	1,017.50
Northern Technology Initiative, Inc	35.00
Northland Trust Services Inc	49,912.50
Novus Glass	60.00
ODP Business Solutions, LLC	170.13
ODP Business Solutions, LLC	43.75
ODP Business Solutions, LLC	19.52
Paycom Payroll LLC	1,984.67
Paycom Payroll LLC	1,984.68
PD's Embroidery	116.49
RELX Inc. DBA LexisNexis	231.75
River Valley Forensic Services, P.A.	1,500.00
RS Eden	24.05
Snyder, Denise	10.44
State of Minnesota - BCA	25.00
Steel Metal Roofing LLC	400.00
Stellar Services	267.01
Steller Services	376.13
Stenstrom Collision & Detail	200.00
Stenstrom Collision & Detail	3,005.49
Summit Food Service Management	4,081.41
SWIFT	103.83
Tinker & Larson Inc	762.75
Van Alst, Lillian	1,103.68
Veteran's Memorial	50,000.00
Virtus Law	26,636.00
Virtus Law	1,214.31

79 Claims Totaling: \$ 236,235.67

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,100.00
Ace Hardware	139.32

Aramark	341.44
Auto Value	8,312.57
Currie, Michael	350.00
Diamond Mowers	237.46
Dultmeier Sales	271.09
EATI	541.80
Erickson, Curt	155.46
Fleetpride	118.88
Frontier Precision	240.00
Glens Tire	154.00
Gopher State One-Call	1.35
Houston Engineering	4,194.61
Jacon LLC	17,333.47
Johnson Hardware	30.48
Kanabec County Coordinator Dept	1.71
Kanabec County Highway Dept	104.95
Kwik Trip	9.90
Little Falls Machine	2,637.03
Marco	330.89
Mora Chev	654.21
North Central International	534.26
Nuss Truck	2,202.92
ODP	395.27
Power Plan	3,005.44
Quality	208.24
Rick's Home Furnishings	1,999.00
Uline	97.60
Vault Health	59.38
Wiacom	675.30
Widseth Smith Nolting	2,697.50
32 Claims Totaling:	<u>\$ 49,135.53</u>

Action #10 - It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #10 – 4/18/23

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 Knife Lake Sportsmen's Club for a raffle event to be held at Knife Lake Sportsmen's Club, 2825 Hwy 65, Mora, MN 55051 on September 2, 2023.

County Coordinator Kris McNally led a discussion the animal control services agreement.

Action #11 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #11 – 4/18/23

Animal Control Agreement with Gratitude Farms

WHEREAS the terms of the contract with Fox Run Kennels for animal control services expire June 30, 2023, and

WHEREAS both the vendor and the County desire to not renew the existing agreement; and

WHEREAS, the previous vendor, Gratitude Farms, agreed to contract for services on effective July 1, 2023 on an as needed basis;

THEREFORE BE IT RESOLVED to approve the Animal Control Agreement with Gratitude Farms for animal control services effective July 1, 2023 for a term ending June 30, 2024;

BE IT FURTHER RESOLVED that if both the Sheriff and vendor are satisfied with the service and terms of the agreement as of June 30, 2024, the agreement may be renewed;

BE IT FURTHER RESOLVED that the Board Chair, Sheriff, County Attorney, and Coordinator are authorized to sign the agreement and any extension thereof.

County Coordinator Kris McNally led a discussion regarding a request for consolidation and updates of Policy A-104 and A-119.

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

Resolution #12 - 4/18/23

Revision of Policy A-104 Procurement Policy

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

WHEREAS, the proposed policy consolidation and update is recommended in order to establish a comprehensive framework for purchasing, contracting and grant procedures within state and federal statutory requirements; and

WHEREAS, the proposed policy includes language from Kanabec County Policies A-104 and A-119, as well as additional language intended to further define best procurement standards and practices;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the revised Procurement Policy A-104 as amended effective April 18, 2023 and hereby rescinds Policy A-119.

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

IN FAVOR THEREOF: Rick Mattson, Wendy Caswell, Alison Holland, Peter Ripka

OPPOSED: Tom Roeschlein

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Regional EMS Coordinator Marion Larson met with the County Board to give a presentation regarding Central Minnesota Emergency Medical Services (CMEMS). The Board expressed consensus to write a letter in support of funding for CMEMS.

9:59am – The County Board took a five minute break.

10:03am – The County Board reconvened.

Chairperson Rick Mattson led a discussion regarding the Hornet Street Impassable Road Complaint and petition presented by Renee and Andrew Crisman on March 7, 2023. The Board expressed consensus to schedule a public hearing on the Hornet Street Impassable Road Complaint during the Regular County Board Meeting on May 16, 2023 at 10:10am in the County Boardroom, or in Courthouse Basement Meeting Rooms 3 & 4 if more space is needed.

Environmental Services GIS Technician Ryan Carda met with the County Board to request signature of the Certificate of Need letter to be included in the Certificate Need request letter being submitted by the East Central Solid Waste Commission (ECSWC).

Action #13 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Certificate of Need (CON) letter as presented so that it may be included in the CON request letter being submitted by the East Central Solid Waste Commission to the Minnesota Pollution Control Agency.

Public Works Director Chad Gramentz met with the County Board to discuss matters

concerning his department.

Action #14 – Peter Ripka introduced the following resolution and moved its adoption:

Resolution #14 – 4/18/23
Equipment Rental and Service Bids

WHEREAS, annual quotes were received for equipment rental rates and services, and

WHEREAS, Kanabec County may require various equipment and services throughout the year;

WHEREAS, an abstract of quotes was presented before the Board, and

THEREFORE, BE IT RESOLVED to accept all quotes as submitted, and

BE IT FURTHER RESOLVED, that the Public Works Director is directed to utilize the quotes as necessary based on the availability of the lowest responsible price.

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

IN FAVOR THEREOF: Rick Mattson, Wendy Caswell, Alison Holland, Peter Ripka

OPPOSED: None

ABSTAIN: Tom Roeschlein

whereupon the resolution was declared duly passed and adopted.

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

Resolution #5 (4-18-23)
Employee Safety Training

WHEREAS Federal and Minnesota OHSA's require that employers provide and document proof of necessary safety training for its employees, and

WHEREAS the Kanabec County Board of Commissioners are concerned for the safety of their employees, and

WHEREAS the County Safety Officer recommends obtaining the services of SafeAssure to provide a review of the County Safety program and necessary training for 2023;

BE IT RESOLVED that the Safety Officer is authorized to sign a contract with SafeAssure to provide OSHA compliance assistance and training for 2023.

BE IT FURTHER RESOLVED that the cost of this service is not to exceed \$9,466.22.

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

Resolution #16 – 4/18/23
Bridge Design Services for Br. 33519

WHEREAS, Kanabec County has been awarded federal funds for replacement of bridge no. 33519 on CSAH 17 over Mud Creek, and

WHEREAS, Widseth has provided a quote for \$57,265.00 for professional engineering services including survey, hydraulic analysis, structural design, permitting, and associated tasks, and

WHEREAS said quote was presented before the Board;

THEREFORE, BE IT RESOLVED to accept the quote of \$57,264.00 by Widseth for bridge design services.

Commissioner Tom Roeschlein led a discussion regarding the maintenance and replacement of entrance culverts on county roads. Information only, no action was taken.

Comfort Township Supervisor Mike Fetzek met with the County Board to discuss a township road project. Information only, no action was taken.

Youth Development Program Leader Jan Derdowski (via WebEx) and 4-H Educator Nikki Priebe met with the County Board to request to fill the 4-H Summer Assistant Position.

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

Resolution #17 – 4/18/23

WHEREAS the county has employed a 4-H Summer Assistant in past years, and

WHEREAS the board did budget for this position in 2023, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire a 4-H Summer Assistant to refill the vacant position at \$15.00 per hour, or \$15.30 per hour if the person has prior experience as a Kanabec County 4-H Summer Assistant.

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

4-H Educator Nikki Priebe gave an update regarding the 4-H Program in Kanabec County. Information only, no action was taken.

EDA Director Jim Hartshorn met with the County Board to give a department update. Information only, no action was taken.

Action #18 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to close the meeting at 11:14am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #19 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to return to open session at 11:45am.

Under other business, the Board discussed a complaint brought up at the Township Association Meeting regarding public safety concerns about vehicles parked on township roads. No action was taken but will be discussed at a future meeting with Sheriff Smith.

Action #20 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to recess the meeting at 12:10pm to a Work Session on Friday, April 21, 2023 at 9:00am to discuss the Snake River One Watershed One Plan.

The Kanabec County Board of Commissioners met for a Work Session to discuss the Snake River One Watershed One Plan on Friday, April 21, 2023 at 9:00am pursuant to recess with the following Board Members present: Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. The following staff were also present: County Coordinator Kris McNally, Public Works Director Chad Gramentz and Environmental Services Director Teresa Wickeham.

9:20am - Commissioner Rick Mattson arrived.

Attorney John Kolb presented information about the Snake River One Watershed One Plan implementation and governance options. Information only, no action was taken.

Action #21 – The Chairperson recessed the meeting at 11:16am to a Special Meeting on Monday, April 24, 2023 at 8:30am. This meeting will be closed to the public pursuant to Minnesota Statute 13D.03 for Labor Negotiations Strategy with Local 363.

The Kanabec County Board of Commissioners met for a Special Meeting on Monday, April 24, 2023 at 8:30am. This meeting was closed to the public pursuant to Minnesota Statute 13D.03 to discuss Labor Negotiations Strategy with Local 363. Those present at the Special Meeting included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison

Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally, HR Specialist Kim Christenson, and Labor Attorney Ann Goering.

Action #22 – The Chairperson adjourned the meeting at 10:00am. The Board will meet again in regular session on Tuesday, May 2, 2023 at 9:00am.

Signed

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

Attest:

Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor-Treasurer	12,419.45	Vehicle Leases & Maintenance	Various
AT&T Mobility	1,510.51	Monthly Service	Sheriff
Consolidated Communications	1,125.59	Monthly Service	Various
Fortra LLC	412.92	Sequel Data Access 2023	A/T Computers
Kanabec County Auditor HRA	6,000.00	VEBA Deposit - KP	HR
Marco	176.00	Printer Contract	Transit
Minnesota Energy Resources Corp	11,009.88	Gas Utilities	Various
Quality Disposal	524.60	March Disposal Services	Jail
VC3, Inc	3,310.00	Monthly Services	IS/ARPA
Card Services (Coborn's)	217.57	Wellness Supplies	Employee Wellness
City of Mora	14,511.91	Electric, Water, Sewer Utilities	Various
Chamberlain Oil	1,161.37	Shop Supplies	Highway
City of Mora	1,552.11	Water Tower Antenna, Hwy Bldg, 205th Ave Metered	Highway
East Central Energy	1,359.40	Intersection Lighting	Highway
Minnesota Energy Resources Corp	1,231.03	Natural Gas for Garage	Highway
Dearborn National Life Insurance Co	602.62	5.23 Short Term Disability Premiums	Employee Benefits
Health Partners	6,519.86	5.23 Dental Insurance Premiums	Employee Benefits
Life Insurance Company of North America	594.77	5.23 Accident, Group Hosp, Critical Illness Ins Premiums	Employee Benefits
The Hartford Priority Accounts	7,032.43	5.23 Life & Long Term Disability Ins Premiums	Employee Benefits
VSP Insurance Co	556.26	5.23 Vision Insurance Premiums	Employee Benefits
20 Claims Totaling:	<u>\$ 71,828.28</u>		

Agenda Item #3a

Regular Bills - Revenue Fund

Bills to be approved: 5/2/23

Department Name	Vendor	Amount	Purpose
AUDITOR	MACATFO	30.00	2023 Summer Conference - DS, Craguns June 14-16, 2023
AUDITOR	MCIS	3,583.00	MCIS Payroll Quarterly Support
AUDITOR	ODP Business Solutions LLC	59.00	Office Supplies
AUDITOR	RT Vision	937.50	Annual Cloud Subscription and Migrate Timecard-Basic to Cloud
		4,609.50	
BUILDINGS MAINTENANCE	Adam's Pest Control - Main	125.00	Prevention Rodents, Timber Trails Building
		125.00	
COMMISSIONERS	Ripka, Peter	55.80	Mileage to April County Board Meetings
		55.80	
COUNTY ATTORNEY	Hodsdon, Richard	1,169.11	Law Office of Richard Hodsdon, Data Practices Request
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	189.08	LexisNexis March Charges
		1,358.19	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal, Transport, Body Bag
		430.00	
COUNTY EXTENSION	Ernest, Jennifer	75.00	Extension Committee Per Diem 4/18/23
COUNTY EXTENSION	Holcomb, Lisa	75.00	Extension Committee Per Diem 4/18/23
COUNTY EXTENSION	Kanbec County Coordinator's Office	487.10	1Q23 4H and Master Gardener Printing Services
COUNTY EXTENSION	Mattson, Jean	75.00	Extension Committee Per Diem 4/18/23
COUNTY EXTENSION	McFadden, Barbara	75.00	Extension Committee Per Diem 4/18/23

COUNTY EXTENSION	Ripka, Peter	104.00	Extension Committee Per Diem & Mileage 4/18/23
COUNTY EXTENSION	Salmela, Terry	88.10	Extension Committee Per Diem & Mileage 4/18/23
COUNTY EXTENSION	Schiferli, Kelsey	75.00	Extension Committee Per Diem 4/18/23
		1,054.20	
COUNTY RECORDER	Hullopeter, Lesa	75.00	Registration for MCRA Summer Conference
COUNTY RECORDER	MCIS	14,426.00	MCIS Property Tax Quarterly Support
COUNTY RECORDER	MCIS	531.00	MCIS DBU Maintenance
COUNTY RECORDER	MCIS	4,733.00	MCIS Hosting Quarterly
		19,765.00	
ECONOMIC DEVELOPMENT	Economic Development Assn of MN	355.00	Registration for Summer EDAM Conference June 28-30, 2023
ECONOMIC DEVELOPMENT	Hartshorn, Jim	196.50	Mileage to Meetings in St. Paul (2) and Ogilvie
		551.50	
ELECTIONS	ODP Business Solutions LLC	13.36	Election Supplies
		13.36	
ENVIRONMENTAL SERVICES	Carda, Ryan	81.22	Mileage to Wetland Training in St. Cloud
ENVIRONMENTAL SERVICES	Kanabec County Agricultural Society	240.00	County Fair Booth
ENVIRONMENTAL SERVICES	Quill	21.18	Glue, Notebook
		342.40	
HUMAN RESOURCES	Minnesota UI	1,142.87	Unemployment Benefits for 2023 1st Quarter
HUMAN RESOURCES	RT Vision	937.50	Annual Cloud Subscription and Migrate Timecard-Basic to Cloud
HUMAN RESOURCES	SwipeClock LLC	332.00	Monthly Billing 5/20/23 - 6/20/23
HUMAN RESOURCES	WEX	442.75	Administrative Fees for March
		2,855.12	
INFORMATION SYSTEMS	Marco	3,267.40	Phone Lease
INFORMATION SYSTEMS	SHI	812.00	Wireless System Hardware & License
		4,079.40	

PROBATION & JUVENILE PLACEMENT	Minnesota Revenue	<u>53.05</u>	Return of Payment due to Statute of Limitations Expiration
		53.05	
PUBLIC TRANSPORTATION	Curtis, Michael	371.65	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	1,103.02	Volunteer Mileage
PUBLIC TRANSPORTATION	Premium Waters, Inc.	26.45	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	<u>1,227.27</u>	Volunteer Mileage
		2,728.39	
SANITATION	East Central Solid Waste Commission	<u>88.00</u>	Kanabec Co. Hwy Dept Mixed Solid Waste & Recycle
		88.00	
SHERIFF	Ace Hardware	19.20	Keys for Impound
SHERIFF	BlueStar Graphics	225.00	Decal Repair on Damaged Squad Car #207
SHERIFF	Hohn's Auto Body & Glass	6,132.40	Accident Repair, Squad #204
SHERIFF	Intoximeters, Inc	1,190.00	SCRNR/Kit/Manual/Mouthpieces
SHERIFF	Kubesh, JohnClair	199.00	Reimbursement for Street Cop Training
SHERIFF	Neighborhood National Bank	24.00	Personnel Time for Subpoena Request
SHERIFF	Northland Fire Protection	1,181.20	Service & Maintenance, Re-Cert
SHERIFF	O'Reilly Auto Parts	72.19	Capsule for Squad
SHERIFF	O'Reilly Auto Parts	50.45	Antifreeze & Windshield Wiper for Squads
SHERIFF	Pine City Motor Vehicle Inc.	125.00	Title Transfers for Drug & Alcohol Forfeited Vehicles (5)
SHERIFF	State of Minnesota - BCA	855.00	Permit to Carry
SHERIFF	Thomsen, Brandon	<u>326.96</u>	Uniform Allowance
		10,400.40	
SHERIFF - 911 EMERGENCY	State of MN - Dept of Transportation	<u>4,230.18</u>	2023 ARMER Motorola SUA Agreement 1/1/23 - 12/31/23
		4,230.18	
SHERIFF - ATV	Caswell Cycle	<u>142.95</u>	ATV Parts - New Battery
		142.95	

SHERIFF - JAIL/DISPATCH	Aspen Mills	342.05	Initial Issue - KK, Collar Brass for Uniforms
SHERIFF - JAIL/DISPATCH	Aspen Mills	988.20	Initial Issue - AW
SHERIFF - JAIL/DISPATCH	Aspen Mills	289.84	Belt, Over Belt, Boots - AS
SHERIFF - JAIL/DISPATCH	Auto-Chlor System	402.00	Soap/Softener
SHERIFF - JAIL/DISPATCH	Bob Barker	235.80	Jail Supplies - Clothes
SHERIFF - JAIL/DISPATCH	Marco	273.00	Jail Admin Printer Contract
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	50.00	\$5 Phone Cards (10)
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	2,050.00	\$5 Phone Cards (190), \$10 Phone Cards (50), \$20 Phone Cards (30)
SHERIFF - JAIL/DISPATCH	Stellar Services	206.45	Canteen 4/10/23
SHERIFF - JAIL/DISPATCH	Stellar Services	310.83	Canteen 4/17/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,216.41	Inmate Meals 4/15/23 - 4/21/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,110.27	Inmate Meals 4/1/23 - 4/7/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,167.90	Inmate Meals 4/8/23 - 4/14/23
		17,642.75	
SHERIFF - RESERVES	Kastenbauer, Paul	124.32	Reimbursement for Listen-only Earpieces & Handcuff Keys
		124.32	
68 Claims Totaling:		<u>\$ 70,649.51</u>	

Agenda Item #3b

Regular Bills - Road & Bridge

Bills to be approved: 5/2/23

Vendor	Amount	Purpose
Beaudry Oil & Propane	21,156.60	Diesel fuel
Steve Berndt	98.25	Mileage reimbursement
Bjorklund	881.24	Gravel
Brock White	1,781.50	Straw net
Central McGowan	193.95	Welding supplies
Central Pension Fund	570.45	Training center user fee
George DeJong	343.94	Uniform allowance
Granite City Jobbing	181.96	Paper towels
Kanabec County Highway Dept	85.05	Petty Cash, Postage
Little Falls Machine	4,069.25	Repair parts
Anders McGriff	99.97	Uniform allowance
MCIT	57.00	Add 2022 chipper 2301
Mille Lacs County Public Works	134.10	Snow plowing
MPCA	700.33	Hazardous waste disposal fee
Mora Unclaimed Freight	47.17	Maintenance supplies
North Central International	1,274.13	Repair parts
ODP	52.27	Office supplies
RDO Equipment	284,250.00	Grader purchase 2302
RTVision	1,875.00	Timecard cloud subscription
Scott's Lawn & Landscapes	7,770.00	Snow plowing
Stepp MFG	1,195.91	Repair parts
Towmaster	1,076.45	Repair parts
Trueman Welsters	1,104.30	Repair parts
USIC	30.00	Locates
24 Claims Totaling:		<u><u>329,028.82</u></u>

Agenda Item #4

May 2, 2023

REQUEST FOR BOARD ACTION

a. Subject: Gambling Request	b. Originating Department/Organization/Person: TLC of Kanabec County DBA Kick Cancer to the Curb
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 5/2/23

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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at the DeAnna Lilienthal Residence 2867 Rainbow St, Brook Park, MN 55007 on August 12, 2023.

f. Background:

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

Date received in County Coordinators Office: 4/25/23

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: TLC of Kanabec County DBA Kick Concerto to the Cure Previous Gambling Permit Number: X- 944003

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 46-1002788

Mailing Address: 2867 Rainbow St

City: Brook Park State: MN Zip: 55007 County: Kanabec

Name of Chief Executive Officer (CEO): Dan Troupe

CEO Daytime Phone: 320-980-2563 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): dee.lilienthal@outlook.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
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): DeAnna Lilienthal Residence

Physical Address (do not use P.O. box): 2867 Rainbow St Brook Park MN 55007

Check one:

- ☐ City: _____ Zip: _____ County: _____
- ☒ Township: Pomroy Zip: 55007 County: Kanabec

Date(s) of activity (for raffles, indicate the date of the drawing): August 12, 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 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	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> 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). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 5px; text-align: center;"> The city or county must sign before submitting application to the Gambling Control Board. </div>	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: *Dan Troupe* Date: 4-23-23
(Signature must be CEO's signature; designee may not sign)

Print Name: Dan Troupe

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)).

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.

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.

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

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 29 2014**

TLC OF KANABEC COUNTY DBA KICK
CANCER TO THE CURB
1847 SUNDET ROAD
MORA, MN 55051-7012

Employer Identification Number:
46-1002788
DLN:
26053679001404
Contact Person: ID# 31954
CUSTOMER SERVICE
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 31, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

TLC OF KANABEC COUNTY DBA KICK

Sincerely,

Tamera Rippanda

Director, Exempt Organizations

Letter 5436

Agenda Item #5

May 2, 2023

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 5/2/23 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	\$825.47
Quality Disposal	\$2,724.00
Arthur Township	\$500.00
Total	\$4,049.47

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (March)	\$2,224.00	\$2,224.00
WASTE MANAGEMENT (March)	\$825.47	\$825.47
Sub-Total	\$3,049.47	\$3,049.47
Recycling Center Incentive Payments:		
Quality Disposal (March)	\$500.00	\$500.00
Arthur Township (March)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$4,049.47

Date received in County Coordinators Office: Various dates in April

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

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

Expenditure: 01-391-392-0000-6211 = \$15,266.08

Current SCORE Funds balance is = \$96,336.77

Agenda Item #6

May 2, 2023

REQUEST FOR BOARD ACTION

a. Subject: Resolution to Hold a Public Hearing on an Impassable Road Petition	b. Origination: Petition Received 3/7/23
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #____-5/2/23

Resolution to Hold a Public Hearing on an Impassable Road Complaint

WHEREAS, on March 3, 2023 the Kanabec County Board of Commissioners was presented with a impassable road complaint petition signed by 10 Hillman Township landowners; and

WHEREAS, said complaint petition was pursuant to Minnesota Statute 163.16 Impassable Road; and

WHEREAS, Minnesota Statute 163.16 requires the County Board by resolution to hold a public hearing;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners intends to hold a public hearing on said impassable road complaint petition on the 16th day of May, 2023 at 10:10a.m. during a Regular Board of Commissioners Meeting in Boardroom #164 at the Kanabec County Courthouse, 317 Maple Ave E., Mora, MN 55051.

BE IT FURTHER RESOLVED this public hearing shall be legally noticed in the Kanabec County Times on May 4, 2023;

BE IT FURTHER RESOLVED that a copy of the complaint petition and the public hearing notice shall be mailed to the township clerk;

BE IT FURTHER RESOLVED that all persons signing the complaint shall also be notified of the time and place of the public hearing.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

163.16 MS 1957 [Repealed, 1959 c 500 art 6 s 13]

163.16 IMPASSABLE ROAD.

Subdivision 1. **Complaint.** When a written complaint, signed by five or more landowners of any town is presented to the county board stating that a described town road in or on the line of the town has not been opened and constructed or is not properly maintained, and because of such neglect is not reasonably passable, the county board by resolution, shall fix a time and place for hearing the complaint. The county auditor shall mail a copy of the complaint, together with notice of the time and place of hearing on the complaint, to the town clerk. All persons signing the complaint shall also be notified of the time and place of the hearing by the county auditor.

Subd. 2. **Hearing on complaint.** At the designated time and place the county board shall consider the complaint and hear and consider such testimony as may be offered by the officers of the town and the complainants relative to the matters set forth in the complaint. The chair of the county board, or the presiding officer thereof, may administer oaths to witnesses and require them to testify under oath. The county board may drive over the road and make such further investigations as it deems necessary.

Subd. 3. **Determination, statement of costs, payment.** If upon the hearing and investigation the county board shall be of the opinion that the complaint is well founded, it shall by resolution direct the town board to do such work or to make such improvements as it shall deem necessary to put the road in a passable condition. The resolution shall specify generally the work which is deemed necessary. The county auditor shall cause a copy of the resolution to be mailed to the clerk of the town. If the town for a period of 30 days after the mailing of the notice, fails or neglects to do the work or make the improvements set forth in the resolution, the county board may cause the work to be done or the improvements made, and the cost thereof shall be paid from the county road and bridge fund; provided that no such work shall be performed by the county when the cost thereof exceeds \$3,000 per mile.

Subd. 4. **Statement of cost; tax levy.** When any county board shall have performed any work or made any improvement on any such road, it shall cause to be prepared in duplicate an itemized statement of the cost of the work or improvement. The statement shall be filed with the county auditor and a copy thereof shall be mailed by the county auditor to the clerk of the town. The town clerk shall forthwith notify the several members of the town board that such a statement has been filed and that a meeting of the town board to act thereon will be held at a time to be specified in the notice, not later than ten days after the receipt of the notice from the county auditor. The town board shall meet at the time and place specified in the notice so given by the clerk and levy a special tax upon all the taxable property in the town in an amount sufficient to pay the amount expended by the county in performing the work or making the improvement. The tax so levied shall be certified to the county auditor on or before October 15 next succeeding, and the county auditor shall extend the same with other town taxes upon the tax list of the town. If the town board shall for any reason fail to act as herein provided, the county auditor is hereby authorized and directed to levy the tax and extend the same with other town taxes upon the tax list of the town. The tax shall be collected and the payment thereof enforced in the same manner and subject to the same penalties and interest as other town taxes. When collected the tax shall be paid into the county treasury and credited to the county road and bridge fund.

History: 1959 c 500 art 4 s 16; 1986 c 444; 2004 c 228 art 2 s 3

Date: March 7, 2023

Kanabec County Board of Commissioners
317 Maple Ave East
Mora, MN 55051

Subject: Hornet Street Impassable Road Complaint (Minn. Stat. 163.16)

Dear County Commissioners,

This is a request with the utmost respect, per Minn. Stat. 163.16, to request a hearing of impassable road complaint for Hornet Street, a town road located in Section 22, Township 41, Range 24, Kanabec County, Minnesota. Hornet Street runs north one-half mile from CSAH 3, is a gravel town road in Hillman Township, and has not been opened and constructed or is not properly maintained, and because of such neglect is not reasonably passable.

The situation with Hornet Street has been well-documented in local and state news outlets, where the Hillman township board, as the road authority, has been resistant to providing proper maintenance of Hornet Street even though there are multiple families, 3 school-bus-riding children, and farming businesses that rely on the road as the only means of access to their homes and farms. There is a concern if an emergency vehicle were needed.

In addition to not providing routine maintenance, the township board has allowed obstructions: gates, barbed wire and posts, to be placed in the ROW by Dan Schmioll. These obstructions can (and have) blocked the road entirely, they do not allow proper clearing of snow off the road, and cause a hazardous condition. In addition to the road being blocked at times, the existing ditch has also been blocked causing re-routing of water flow onto the road. All these actions are causing hazardous and impassable situations on Hornet Street.

The safety and fair treatment of everyone in our community is of the utmost importance. We respectfully ask you to take this under consideration to demonstrate that Kanabec County does what's right- for our families, our businesses, and the greater community.

Signatures of Hillman Township Landowners:

Name:

Renee Crisman

Andrew Crisman, Rufford Land LLC owner

Jessica Olen

Carey Nohner

AL Nohner

Danny Trahan

Katherine Trahan

Natalie Guist

Andy Guist

Alan Butler

Enclosures: attached exhibits

Signature:

Renee Crisman

Andrew Crisman

Jessica Olen

Carey Nohner

AL Nohner

Danny Trahan

Katherine Trahan

Natalie Guist

Andy Guist

Alan Butler

Address:

2959 Hornet St.

2959 Hornet St.

1866 280th Ave

33388 Hwy 47

33388 Hwy 47

3047 Flintstone St

3047 Flintstone St

3001 Flintstone St

301 Elmgrove St

1647 Liberty St. Mora

PIW# R08. 01215-20

Sec. 26 Twp 041 Range 024

Hillman Twp

Agenda Item #7

May 2, 2023

REQUEST FOR BOARD ACTION

a. Subject: Request for Consideration of Proclamation of Child Care Provider Appreciation Day	b. Origination: Child Care Aware® of America
c. Estimated time: 5-10 minutes	d. Presenter(s): Commissioner Holland

e. Board action requested:

Consider approving attached resolution to proclaim May 12th as Child Care Provider Appreciation Day in Kanabec County.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:	4/25/23
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Coordinators Comments:

Resolution Proclaiming May 12 as Child Care Provider Appreciation Day in Kanabec County

WHEREAS, Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on this day; and

WHEREAS, Child Care provides a safe, nurturing place for the enrichment and development of millions of children nationwide, and is vital force in our economy; and

WHEREAS, the pandemic illuminated how indispensable child care providers are for the well-being and economic security of Kanabec County's young children, families, and communities.

WHEREAS, child care programs, which are mostly small businesses, run and staffed predominated by women, are still recovering from health and financial hardships stemming from the pandemic while they have continued to meet the needs of families; and

WHEREAS, Kanabec County recognizes that child care has been a lifeline for families, communities, and the economy and as such, has provided much-needed support to providers to help sustain the viability of child care by including childcare growth opportunities as a strategic priority for the Kanabec County EDA. The Kanabec County EDA supports a Childcare Capacity Committee which has led the region in child care capacity research, supply planning, and supporting growth and sustainability.

WHEREAS, our future depends on the quality of the early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children's future.

NOW, THEREFORE, BE IT RESOLVED, that Kanabec County Board of Commissioners, hereby proclaim May 12, 2023, as Provider Appreciation Day in Kanabec County and urge all residents to recognize Child Care Providers for their important work.

CHILD CARE PROVIDER APPECIATION DAY in Kanabec County

Signed: _____

Date: _____

County Board Chair