

# Kanabec County Board of Commissioners

# **Regular Meeting Agenda**

The Meeting of November 7, 2023

• 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 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: 2498 596 9256

#### Video Meeting link:

https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m3f1168f32c46baeefa51440d17345c52 Meeting number: 2498 596 9256 Password: xnPE89qCXR7 (96738972 from video systems)

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

Please use the Maple Ave entrance and parking lot.

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

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

- 9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388 Access Code: 2498 596 9256
- 9:20am Recess county board to a time immediately following the CHB. Community Health Board

9:45am Doug Host, Principal at Clifton Larson Allen LLP – Presentation of 2022 Audit Results and Draft Financial Statements

10:15am Kim Christenson, HR Specialist-

- a. Request approval of the re-evaluation and position ratings for 2023 updated job descriptions for existing positions
- b. Request approval of the evaluation and position ratings for newly created positions
- c. Consider request for extended leave of absence

10:30am Dennis Rice and Fayet Turitto, East Central Energy Representatives - Request for support and grant match funding for MN Border-to-Border Round #9 Grant

10:45am Tina Von Eschen, Assessor

- a. Capital outlay request- buy out the leased Jeep
- b. Request approval for grade changes due to attainment of CMA- Jacob Bowland
- c. Request approval for grade changes due to attainment of CMA- Sandra Ruud
- d. Department Update

11:00am Discussion of the future of the Snake River Water Management Board

11:15am Kevin Braiedy, Chief Deputy- Request to set a Public Hearing per State statute for the purchase and use of drones (unmanned aerial system) by the Kanabec County Sheriff's Office

# Other business to be conducted as time is available:

- 1. Minutes- October 17, 2023
- 2. Paid Bills
- 3. Regular Bills- Revenue Fund
- 4. Regular Bills- Road & Bridge
- 5. Consider a Resolution to Create an Extension Education Expo Assigned Fund
- 6. Consider a Resolution to Update the Planning Commissioner Membership Description
- 7. Future Agenda Items
- 8. CLOSED SESSION: Labor Negotiation Strategy–(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
- 9. Schedule Budget Work Session
- 10. Discuss any other matters that may come before the County Board
- 11. Adjourn

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

1.	Call meeting to order	
2.	Agenda Approval	page 1
3.	Director's Report - Staffing –HHA, RN/PHN Case Manager - Long-term Services and Supports Rate Changes - Medica Contract - Funding for Foundational Capabilities - Transportation -System Recognition -Vehicles/Vehicle Solicitation	page 2-3
4.	Annual Contracts Consent Agenda - Action requested - See attached consent agenda contract list and resolutions	page 4-6
5.	3 <sup>rd</sup> Quarter 2023 Report -See attached report	page 7-28
6.	Financial Reports – see attached - Trial Balance - September 2023 Financial Report	page 29-31 page 32-33
7.	Abstract Approval - Action Requested - See attached Abstract and Vendor List	page 34-42
8.	Other Business	

9. Adjourn

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

#### **Staffing (Public Health):**

**Home Health Aide** – Part-time intermittent positions are still available. We have not received any qualified applications for months and we have just received another resignation. We would like to advertise for a full-time position to see if it garners us any applications. It is getting more difficult to meet the needs of our clients. I did not budget for a second person to receive insurance in 2023 or 2024. At 75% of the year, salaries in the home health aide and homemaker areas were only at 56% and 47% respectively. That will make up for a portion of the additional costs. Also, as you see below, we will be reimbursed at a higher rate for some of the services. It is difficult to know what the true effect would be on the budget as there are so many variables. **RN/PHN Case Manager** – Advertised, interviewed, and offered position but it was declined due to the pay. Position was reposted. Interviews are being conducted the first week in November. We are seeing that applicants are entering a desired starting wage higher than the top of the 4year degreed RN scale. This is concerning.

#### Long-term services and supports rate changes:

The 2023 Minnesota Legislature authorized rate and budget increases for services paid for under waiver programs and PCA. There has been a critical shortage in staff to provide services such as companion, chore, respite, homemaker, and PCA which leads to health and safety issues for those wanting to stay in their homes. People are also unable to move into facilities due to lack of available beds. Hopefully the increases in rates will allow for higher pay for the positions and will increase the number of people going into these fields.

Home care nursing and home health services rates have also been increased for those on waivers.

The following increases apply to home care nursing and home health services:

- 18.52% increase to home health aide, skilled nursing, OT, PT, RT and ST (14.99% legislative increase plus market basket)
- 28.82% increase to home care nursing (25% legislative increase plus market basket)
- 28.82% increase to Consumer Support Grant (CSG) home care nursing ratings.

#### **Medica Contract:**

When Kanabec County was notified that there would be Managed Care Organizations (MCO) awarded contracts by MN Department of Human Services in Kanabec County, we felt that it would be important to contract with those MCO's to keep the Care Coordination local. It has always been our feeling that local staff have greater knowledge of services and rapport with local service providers that allowed for better care. That is still our belief, but we have realized that working with four different insurances companies with four different computer platforms and sets of procedures has been difficult for staff. Due to staff capacity and the small number enrolled in Medica (4), we have decided to give notice to Medica that we want to end our contractual relationship for the provision of Case Management Services for SNBC. It requires a 125-day notice. We will work with Medica to transfer those currently being managed to

appropriate Care Coordinators.

#### **Funding for Foundational Capabilities:**

It is estimated that Kanabec County will be eligible for \$204,000 - \$220,000 from the new funding passed during the 2023 legislative session. This new funding is not to be used to reduce county levy but to build capacity of the community health board. Like our current base local public health grant funding, there will be a 75% match requirement. Eligible funds that can be used to meet the match requirement include funds from local property taxes, reimbursements from third parties, fees, other local funds, and donations or nonfederal grants that are used for community health services as described here: "Community health services" means activities designed to protect and promote the health of the general population within a community health service area by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources, and by extending health services into the community.

I have met with our Public Health Systems Consultant to assess our current ability to meet the match requirement for our current award as well as the increased funding. It appears that meeting that match will not be a problem.

#### **Transportation:**

#### System recognition:

As you may have seen in the Kanabec County Times, Timber Trails Public Transit was selected as the Transit System of the Year at the Minnesota Public Transit Association annual meeting held on October 23<sup>rd</sup>. This is the second year in a row that Timber Trails has been recognized. Helen Pieper, Transit Director was selected as Transit Director in 2022.

#### Vehicles/Vehicle Solicitation:

We have been told that our 2021 bus will begin the manufacturing process in late October/early November. Some systems are now taking delivery on buses ordered anywhere from 2019-2021.

We did not make the cut to receive a bus in the 2022 solicitation.

The process for the 2023 solicitation (2024 delivery) is slightly different from that in previous years. We are simply submitting a fleet inventory, a copy of the resolution approved by the board for the MnDOT contract and a couple of new forms - Affidavit of Non-Collusion and Conflict of Interest Checklist and Disclosure Form. MnDOT will consider the needs of all the systems statewide and the amount of money available (both Federal and State); a determination will be made and if we make the cut we will be able to proceed with a bus order.

Vehicles that previously cost \$100,000-\$105,000 are now projected to cost as much as \$225,000. Our local match will be 10% rather than the typical 20%. We have money in our reserve account. The issue will be, with the huge increase in vehicle cost fewer buses will be able to be awarded. With the vast needs of the systems across the state, we are not feeling confident that we will make the cut for this solicitation. Timber Trails plans to move ahead with the initial steps in a vehicle purchase planned for 2024 delivery.

# 2024 KCCH Consent Agenda Annual Contracts List

- 1. Kanabec County Community Health and Isanti County Public Health for provision of SHIP strategies
- 2. Kanabec County Community Health and Mille Lacs County Community and Veteran's Services for provision of SHIP strategies
- 3. Kanabec County Community Health and Pine County Public Health for provision of SHIP strategies
- 4. Kanabec County Community Health and Lighthouse Children's and Family Services for reflective consultation for the Family Home Visiting Program
- 5. Kanabec County Community Health and Dr Randall Bostrom for Medical Director services.

# Kanabec County Community Health # 11/7/2023 Consent Agenda Resolutions

# Statewide Health Improvement Program (SHIP) contracts Resolution

**WHEREAS,** Kanabec County Community Health has allocated and encumbered funds for the purpose of reducing obesity and tobacco use and exposure through increasing healthy eating, increased activity, and managing chronic disease through the Statewide Health Improvement Program (SHIP) grant, and

**WHEREAS,** as the fiscal agent for the grant, Kanabec County Community Health requests contracts for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed, and

**WHEREAS**, Isanti, Mille Lacs and Pine counties have qualified staff and are willing and able to provide these services.

**THEREFORE**, the Kanabec County Community Health Administrator requests contracts with Isanti, Mille Lacs and Pine counties to fulfill the duties of the SHIP grant.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves contracting with the Isanti County Community Health Board, Mille Lacs County Community Health Board and Pine County Public Health Board to provide staffing to carry out the chosen strategies of the Statewide Health Improvement Program grant effective November 1, 2023 through October 31, 2024 and for the Community Health Director to sign said contracts.

# Lighthouse Children's and Family Services Infant Mental Health Consultant Agreement Resolution

**WHEREAS,** Kanabec County Community Health is responsible for ensuring that the terms of the Family Home Visiting Grant contract (hereinafter "EBHV") are met, and

**WHEREAS,** the Mental Health Consultant desires to function in the role of Infant Mental Health Consultant to Kanabec County Community Health for the Evidence-Based Family Home Visiting Program.

**THEREFORE BE IT RESOLVED** to approve an agreement between Kanabec County Community Health and Julie Hanenburg of Lighthouse Child and Family Services for Infant Mental Health Consulting for the year January 1, 2024 through December 31, 2024 and for the Community Health Administrator to sign said agreement.

# Kanabec County Community Health # 11/7/2023 Consent Agenda Resolutions

# Medical Consultant Resolution

**WHEREAS**, The Kanabec County Community Health Board has the responsibility to and shall ensure responsible medical consultation and direction by employing or contracting with a practicing licensed physician pursuant to Minnesota Statute 145A.04, subdivision 3, and ,

**WHEREAS**, Randall Bostrom, M.D. represents that he is a practicing licensed physician and is duly qualified and willing to perform the services and duties set forth herein.

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves a contract with Randall Bostrom, M.D. for Medical Consultant services for the period January 1, 2024 through December 31, 2024.

# Kanabec County Community Health (KCCH) Timber Trails Public Transit (TTPT) Report to County Board July - September 2023

#### **Major Highlight(s):**

During this quarter, two Health Promotions staff were hired. One part-time staff person to continue the work of the Better Together Coalition and one full-time staff person as the East Central Region Suicide Prevention/988 Coordinator. The person that was in these positions previously played an integral part in the transition of the two new staff members.

Cannabis and Opioids took center stage during the quarter with several meetings occurring. Work is underway to create a Public Use Ordinance that townships and municipalities could opt in to if they choose. The Director also worked to put together an application/process that interested groups could use to apply for funds from the Opioid Settlement to assist the community in Opioid abatement.

We now know that we will be receiving between \$75,000 - \$95,000 for Public Health Preparedness from the State. This will allow for the very part time Public Health Emergency Preparedness Coordinator to be fully funded or mostly funded with some funds being spread across to others in the agency and to provide more training so that we are better prepared to respond to emergencies.

#### Audits/site visits completed:

- A site visit was conducted on September 18 for the Statewide Health Improvement Partnership (SHIP) program. No issues determined.
- Health Plan audits

#### Audits/site visits upcoming:

• Strong Foundations (Evidence-Based Home Visiting Program) site visit – November 1

#### Grant reporting/work during quarter:

County Budget		Completed July 27
Strong Foundation	Annual Budget	Completed Sept 12

#### Grant/other work upcoming:

Dental Grants	Continue to seek funding	Ongoing
MN Vaccine for Children	Annual Training and reporting	Due November 30
Workforce Development Grant	Progress Report	Due November 17
Title V – Maternal Child Health	Annual statistical report and expense report	Due January 31

#### 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 Meeting
- Local Public Health Association Opioid Learning Sessions
- SCHA Directors Meetings

- SCHA Joint Powers Board
- Health and Human Services Advisory Committee
- Central Directors meetings (Public Health)
- Check-in with MDH Public Health System Consultant
- Local Opioid Meeting
- Local Cannabis Meetings
- Meetings with St. Clare's regarding provision of therapies for home care
- PHEP Oversight Committee
- County Budget Work sessions

#### **Other work:**

- Budget work
- Day to day management of workforce, grant compliance, reporting, monitoring
- Weekly fiscal duties deposits
- Transit Operations discussions
  - Interview for Operations Supervisor
- Review and signing of invoices for month/quarter.

#### **Trends:**

• The need to do more with less. Costs are increasing but grants are not.

#### **Concerns and Challenges:**

- Creating ordinances for THC edibles and cannabis that will help protect our youth.
- Planning for Public Health System Transformation. Where are the needs within the agency, creating positions to fill the gaps, restructuring for the future.

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 this quarter. There has been a steady decline since June (453). July
had 442 participants, August had 433 participants, and September had 424 participants. This
appears to be a trend for this time of year; 2022 had similar results.

- WIC continued to extend the increased cash value benefit for fruits and vegetables through the end of September 2023. This benefit has been in effect since October 2021. Families received \$24 per child, \$43 for a pregnant woman, and \$41 for a postpartum woman each month.
- The state WIC program allowed for flexibility for delivering WIC services until August 9<sup>th</sup>, 2023. Beginning August 10<sup>th</sup>, physical presence was required for appointments but can be waived if anthropometric (height and weight) and hematological (hemoglobin) measurements are obtained by other methods. The waivers provide additional opportunity for remote WIC services with the use of referral measurements. This process will be allowed through September 30, 2026.

# **Family Home Visiting Programs:**

- 10 new families enrolled in MECSH. We were able to increase our caseload to 40 active families enrolled throughout the quarter and 1 inactive family that is still enrolled; for a total of 41 families. We have met our target caseload of 40 families for the MECSH program. There were two families that completed the program and graduated.
- 10 new TANF families enrolled for short term services and 8 families graduated from TANF and/or no longer receive services. Over the course of the quarter, 18 families received services through the TANF program.
- This quarter, 1 universal baby visit was conducted.
- This quarter, staff met to establish a key stakeholder group and conduct a needs assessment for the use of the Strong Foundations Capacity Building grant. The intent behind our grant is to enhance our evidence-based home visiting program services through increasing recruitment, engagement, and retention of families during the prenatal period through improved social media presence, engagement during local community events and improved outreach material provided.

## 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 4 MnVFC vaccinations 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. 17 lead screens were completed by staff during this quarter.
- C&TC outreach efforts are a focus, locating and encouraging preventive care for children on MN Health Care Programs.
- Our C&TC outreach display board provided information on Sun Safety, Breastfeeding Promotion, and Immunization. This board presents a variety of information for families in 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.

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- KCCH Family Health supervisor has been working collaboratively with Welia Health to establish a presence during prenatal appointments for individuals who are identified as high-risk, first-time pregnancy, and/or interested in services. The hope behind this collaboration is to have improved birth outcomes and increase acceptance of family home visiting and WIC enrollment.
- 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 to better serve the community.
- In addition, KCCH home visitor Autumn will complete UBVs and/or medical questions/requests to the Amish population.
- Kanabec County Community Health is currently precepting two students from Elmhurst University in their Community Health class. This clinical requires 72 hours of observation.

### **Thinking Ahead**

- In October and November, WIC families will receive a change in cash-value benefits. Families will receive \$26 per child, \$47 for a pregnant woman, and \$52 for a postpartum woman each month. It is still to be determined if this will continue for December 2023.
- 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 4 will include lead safety (October), how to manage stress/stress awareness (November) and eating healthy through the holidays (December). Elmhurst students will be presenting the topics for November and December.
- Continue to actively enroll more families in the Evidence Based Home Visiting Program (MESCH) to maintain at least 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.
- Looking ahead, our Strong Foundations Capacity Building Grant will put a request for proposal or bids to different vendors and selection of a vender based on the needs assessment.
- 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 with early childhood screenings that occur throughout the year.
- Continue conversations with Recovering Hope in an effort to best collaborate to serve this at-risk population, attempts are being made to identify the best time for visits can be made.
- Continue to prepare for a new WIC web-based operating system, WINNIE, which is set to be launched March 2024.

# **Concerns and Challenges**

- It has been reported and shared with local grocery centers that it is a challenge for families to identify certain WIC foods (fruits/vegetables and formula).
- Over the past 3 years, weights/heights/bloodwork were not required for WIC participation due to COVID-19 waivers. Challenges that staff are experiencing are the transition to in-person visits and the requirements of needing weights/heights/bloodwork at each visit. Families continue to struggle with attending visits and/or bringing all family members to visit.

#### **Numbers Served**

- Total families seen in Family Home Visiting programs during this quarter.
  - MECSH (Quarter 3 of 2023) = 41 families visited with 156 nursing assessments (0 were telehealth)
    - MECSH Quarter 2 of 2023: 37 families and 147 assessments (4 telehealth visits)
    - MECSH Quarter 3 of 2022: 31 families and 178 assessments (3 telehealth visits
  - TANF (Quarter 3 of 2023) = 18 families visited with 49 nursing assessments completed

• TANF Quarter 2 of 2023: 12 families with 30 assessments • TANF Quarter 3 of 2022: 14 families with 47 assessments

- MCH infants and children (Quarter 3 of 2023) = 0 family visited with 0 assessment completed; this was the same for Quarter 2 of 2023 and Quarter 3 for 2022.
- MCH prenatal AND postnatal (Quarter 3 of 2023) =16 prenatal assessments and 5 postpartum assessments

o MCH Prenatal 2023 Quarter 2: 17 assessments

0 MCH Prenatal 2022 Quarter 3: 11 assessments

- o MCH Postpartum 2023 Quarter 2: 10 assessments
- o MCH Postpartum 2022 Quarter 3: 2 assessments
- MCH Special Needs (Quarter 3 of 2023) = 2 visits completed with 1 family

   MCH Special Needs Quarter 2 2023: 0 visits with 0 families
   MCH Special Needs 2022 Quarter 3: 0 visits with 0 families
- 13 families provided with car seat education and car seat (up 3 from quarter 2 of 2023)
- 17 lead screens completed (up 8 from quarter 2 of 2023)
- 0 dental varnishes completed (remained the same from quarter 2 of 2023)
- 0 pregnancy tests administered, and education provided (down 2 from quarter 2 of 2023)
- 3 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+). If 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 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

o 572 Home care visits were completed (Down 39 from last quarter)

507 visits were made with a pay source of Medicaid, Veterans Affairs, Waivered Services, etc.

53 were straight Medicare visits.

0 South Country Health Alliance Medication Reconciliation

12 Private pay

- Throughout the quarter we served approximately 61-69 clients in their homes. This average is down slightly from last quarter.
- There was a total of 45 referrals (up 12 from last quarter). Of the 45 referrals, we had 13 that did not open to home care for various reasons. The primary reasons for not opening for services are that the clients were not interested in home care and that the clients were not homebound. We had 32 that opened to home care (up 6 from last quarter). We are currently at a 71% start of care rate.

- There were 902 Home Health Aide hours. This is down 30 hours from last quarter.
- $\circ$  175 hours were completed for homemaking. This is down 58 hours from last quarter.

#### Public Health Nurse Clinic

170 foot care visits were completed, 25 cancellations or no shows from the clients. Cancellations by the client were down by 2 visits while foot clinic visits were up by 9 this quarter.

There were 42 medication set up visits and 3 cancellations. The total number of medication set up visits was the same as last quarter and the cancellations were up by 1.

#### Case Management

- Care coordination visits: 116 (Down 3.75 hours from last quarter)
- Nursing Home Care Coordination Hours: 46 hours (Down 4 hours from last quarter)
- Care Connector: 78 hours (Down 24.75 hours from last quarter)
- Case Aide: 64 hours spent on client specific billable hours (Down 32 hours from last quarter)
- MnChoices Assessments: 13 hours (Down 0.25 from last quarter)
- MnChoices Re-assessments: 4.75 hours (Down 14.25 from last quarter)
- MnChoices documentation, after assessment/re-assessment documentation and follow up time: 40.25 hours (Down 17.5 from last quarter)
- MnChoices service coordination, time invested prior to assessment: 16 hours (Down 14 hours from last quarter)
- Care Coordination Indirect, coordination time in the office-billable: 657 hours (Down 167 hours from last quarter)
- Care Transition, visits and time required in office for coordination: 4.25 hours (Down 3 hours from last quarter)
- PAS completed: 2.25 (Down 2.75 hours from last quarter)
- Service Coordination, client specific and general: 122.5 hours (Down 115 hours from last quarter)

# **Charts/Numbers Served**

#### Home Care:

We are currently serving an average of 61-69 home care clients per month. This is slightly lower 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, SCHA, and UCare. We are working on our contract with United Health.

#### Public Health Nurse Clinic:

We are currently serving a total of 167 clients. This includes clients that we serve through medication set up and foot clinic. We have 155 clients we serve in foot clinic and 12 clients we serve in medication set up clinic.

#### Case Management:

Our case managers currently serve 292 clients which is down 13 from the previous quarter. Due to some recent structure changes, Kanabec County Family Services is now completing the PCA only assessments which is why our numbers are down.

- Ability Care SCHA: 26 Down 1 from last quarter
- Single Care SCHA: 78 Up 2 from last quarter
- SNBC UCare: 40 Up 9 from last quarter
- SNBC Medica: 5 Up 1 from last quarter
- Nursing Home Clients: 32 Down 2 from last quarter
- AC: 4 Down 1 from previous quarter
- CADI: 35 The same as previous quarter

- EW SCHA: 57 Down 8 from the previous quarter
- EW BluePlus: 6 Up 1 from last quarter
- EW Non MCO: 9 Up 5 from previous quarte

#### Trends

#### Home care:

Third quarter has brought some positive changes to our home care agency. St. Clare has been contracted to provide physical therapy and occupational therapy for Kanabec County Community Health. This partnership has gone exceptionally well. The staff from both agencies work very well together and provide excellent care for our clients. Due to the partnership, we have also been able to take on more referrals. This has been great for our agency and our community.

We are also working on implementing electronic visit verification (EVV). DHS would like home care agencies to prepare for a soft launch on 10/16/23. Along with EVV, comes the training on how to use the free program that DHS is offering. Support staff, nursing, administration and home health aides have been spending time learning the program.

#### Case Management:

The new MNCHOICE 2.0 roll out is now set to begin rolling out a phased approach. Kanabec County Community Health and Kanabec County Family Services have developed a phased in schedule with employees. The 2.0 system is time-consuming and full of work arounds. Our agency is hoping DHS can work out the issues by the time we need to be fully in the system.

At the end of the quarter, we had a case manager resign. In the past, this position has been tough to fill for various reasons. The other case managers that are absorbing the work have very large caseloads. We are hoping to find a case manager as soon as possible.

Kanabec County Community Health and Kanabec County Family Services are working on some structural changes. KCFS was able to hire additional assistance to help with MNCHOICE assessments. In return, KCCH will absorb a total of fifteen clients from KCFS. The transfer of cases will take place as a phased approach in quarter 4. Kanabec County Family Services also took the PCA only assessments which allows our case managers some time to increase their capacity.

We are still working with four health plans in our county. All four health plans have their separate challenges, but our case managers have worked diligently through the new challenges of having four health plans. The agency is slowly getting new members. Of the new health plans, UCare has proven to be the popular choice followed by BluePlus. Currently, we only have four Medica members.

Overall, the intakes in case management have been very high. We are still working on our waiting list for assessments. Our agency has also noticed that the needs of our clients are at a higher acuity than they have been previously. We are finding that more and more time is needed with some clients. The agency has seen an increase in mental health concerns over the year.

#### Public Health Nurse Clinic

No significant trends to report from our public health nurse clinic.

#### **Major Activities**

Home Care:

- Supervisor conference attended.
- Partnership with St. Clare is going well.
- Preparing for the home care audit due in December

#### Case Management:

- Health plan audits
- MNCHOICES 2.0 phased in approach.
- Workflow changes with MNCHOICES assessments/intakes

#### Public Health Nurse Clinic:

• None

#### **Success Stories**

#### Home Care:

One of our community members was sent home with a newly placed ostomy and was very ill. The home care nurse assisted in facilitating ostomy care and management. The nurse taught the significant other how to manage the ostomy and the significant other has been very successful in caring for the client's ostomy. The client was successfully discharged and has been doing quite well.

#### Case Management:

One of our case managers has a client who has a diagnosis of dementia. The client is very paranoid and has struggled with understanding that there is paperwork that must be signed for their elderly waiver services. The client continuously refused to meet with the case manager. After months of creative attempts, the case manager was able to successfully get the client to meet with them and sign the paperwork that was needed. Since the case manager was able to meet with the client, the client has been very accepting of services needed.

#### Public Health Nurse Clinic:

We have a client that comes in for foot care every eight weeks. The client has been chronically ill. The client has suffered from multiple small bowel obstructions, depression, high blood pressure and so much more. The client ended up in the hospital and was sent to a rehab facility in the cities. The client still needed rehab, but her insurance ran out and they told the client that they had to go or pay for their stay. The facility then said that the client was AMA (against medical advice) because the facility wanted the client to stay, but the client couldn't afford to. The day after the client was discharged, they came into the agency asking a nurse to change the bandages on the client's newly placed PICC line. That is not something that our agency does as we do not keep the proper dressings on hand. The client was told that they needed to administer TPN (total parenteral nutrition - IC administration of nutrition) independently, however, the client is right-handed and the PICC line is in their right arm. The client stated that they felt weak, exhausted and unwell. The nurse suggested that the client go straight to the emergency room as the client could not care for themself and was not safe to be home. The nurse asked the client's permission to contact Welia to help explain what was going on. The client agreed for the nurse to call and left to go to Welia with their friend. The nurse contacted Welia and was able to explain to the Social Worker what the client was going through. The client was able to get admitted to Welia and have their PICC line moved into the left arm. This facilitation aided the client in being able to go home and administer the TPN independently. The client was recently back in clinic for a foot care appointment and the client stated that they feel better and that the TPN administration is going well at home.

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

PiHL is working with 60 partners in the four-county region: Kanabec, Pine, Mille Lacs, and Isanti.

#### Training/TA provided and number of participants.

- All <u>4</u> County SHIP staff attended the SHIP Statewide Conference in Rochester. Lori Swanson. Kanabec County SHIP Coordinator, presented in a break-out panel session on lessons learned as a seasoned SHIP coordinator to <u>11</u> participants.
- The Pine County SHIP staff has provided <u>11</u> school partners with a toolkit on school wellness committees, resources specific to tobacco and schools, as well as farm to school.

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- The workplace wellness cohort met on August 16<sup>th</sup> with <u>4</u> partners in attendance and received information on MN Commercial Tobacco-Free in the workplace.
- The workplace wellness cohort met on September 19<sup>th</sup> with <u>5</u> partners in attendance and received information on MN well-being in the workplace.

# **Major Activities**

- Ongoing planning with the Mora and Princeton Farmers Markets for accepting EBT/SNAP benefits for the 2024 season. Each community will need to find an organization to process the EBT/SNAP payments. For Mora, we have been in conversation with Lakes and Pines CAC to see if they are willing to take this on. Princeton is still looking for someone.
- The new workplace cohort wrapped up with their last collaborative meeting for the year. A new cohort of workplace partners will be recruited and begin meeting next grant year.
- Workplace partners worked on completing the new SHIP Employer Wellness Assessment (SEWA).
- The City of Pine City continues to move forward with improving parks and trails. A newly formed "Motion Club" meets on Saturday mornings to walk either a 1 or 3 mile walk around the city.
- School wellness committees are meeting on a regular basis and have been working on identifying areas for improvement in our four SHIP context areas: MN MOVES, MN EATS, MN Well-being, and MN Tobacco Free Living.

### **Success Story**

- <u>Karla Patrick</u> received an inaugural Unsung Caretaker Award from <u>Upstream</u>, a new statewide initiative celebrating Minnesota's natural places and the people who care for them. The Cambridge Medical Center's Giving Garden signed on as a partner 8 years ago, and throughout this time has donated over 700 pounds of produce.
- A total of <u>\$71,655.11</u> SHIP dollars was given to <u>13</u> PiHL partners to support policy, systems, and environmental changes this budget year.

# **Better Together Coalition**

# Allison Krueger

# Activities:

- Mora Rocks the Park
- Talk Early Talk Often social media messaging.
- Open House at Mora High School
- Kanabec County Fair Parade

# Success Stories:

- Mora Rocks the Park- We had about 50 or so kids come to each event that we had. It was a great turn out! This is a great way for kids and families in the community to come together in a positive and fun way. The events were partnered with different sectors in the community. Recovering Hope came to help with painting rocks, Welia Hospital came for the coloring contest, the Sheriff's Deputy came for bike safety and Welia handed out free bike helmets. We also had K-9 Rip come for a demonstration along with the Sheriff's Department at the park, and the Fire Department came and sprayed kids with their hose and set up a pool! Then we also had gaga ball and kids' yoga. At each of these events, kids were given a Mora Pool pass provided by the Mora Pool! This was a great incentive for kids to come to the activities.
- We've received enthusiastic praise from community members regarding the "Talk Early Talk Often" messaging campaign. This messaging not only provides crucial information about marijuana, alcohol, vaping, and mental health but also offers valuable guidance on approaching difficult conversations with

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your youth. The campaign emphasizes the significance of meaningful dialogues with your children and offers practical tips on how to engage them in these discussions. We have even developed conversation starters that have been distributed at various events and are also accessible on The Better Together website.

• Our social media outreach efforts have been highly effective. Through regular posts on Facebook and Instagram, we've successfully expanded our reach to a wider audience. Notably, we've witnessed a significant surge in engagement on both of these platforms. We consistently share valuable content covering a spectrum of topics, including mental health, strategies for open communication with your youth, substance use, and updates on community events.

## **Challenges:**

• With the legalization of recreational marijuana, we are still facing a lot of unknowns, regulations and rules which have made policy work difficult. It has also made more of a challenge to reach the community about the negative effects that marijuana has on your body.

### Data:

- We have received data from the Minnesota Student Survey that has guided us on what things we need to focus on in Kanabec County. The topics of data we have focused on are mental health and substance use. These facts have been a powerful tool in helping guide the coalition to what is most important. Below are some of the facts:
- 39% of Kanabec County 9<sup>th</sup> graders believe there is a moderate risk in harming themselves using ecigarettes.
- Although 38% of Kanabec Count 9<sup>th</sup> graders believe that their peers vape daily, a remarkable 93% of them have never tried vaping.
- 89% of Kanabec County students report that they have not vaped in the past 30 days.
- 65% of Minnesota 9<sup>th</sup> graders are unaware of the health risks of using e-cigarettes.
- 92% of Kanabec County 9<sup>th</sup> graders have never used marijuana.
- 72% of 9<sup>th</sup> Graders in Kanabec County have never had alcohol.
- 94% of Kanabec County 9<sup>th</sup> graders in Kanabec County have had no alcohol in the last 30 days.
- Kanabec County students over the past 2 weeks feeling nervous, anxious, or on edge:
  - 9<sup>th</sup> grade female- 88% 9<sup>th</sup> grade males- 38%
- Kanabec County students over the past 2 weeks being bothered by not being able to stop or control worrying:
  - $\circ$  9<sup>th</sup> grade females: 77% 9<sup>th</sup> grade males: 32%
  - Kanabec County students over the past 2 weeks being bothered by feeling down, depressed, or hopeless: • 9th grade females:81% 9th grade males: 33%
- Kanabec County students seriously considered attempting suicide:
  - o 9th grade females: 47% 9th grade males: 12%
- Kanabec County students attempting suicide:
  - 9th grade females: 21% 9th grade males: 6%

# **Trainings Attended:**

- SAPST in St. Cloud- Substance Abuse Prevention Skills Training
- Various Cannabis and Marijuana Prevention and Education webinars

# **Opioid Task Force:**

• Taking part in Kanabec County Opioid Task Force group. We have had meetings to talk about how the county should use the opioid settlement funds.

### Brianne McClellan, Coordinator

#### Activities

• Leadership role in PICK'M (Pine, Isanti, Chisago, Kanabec, & Mille Lacs Counties). Planning action items, community outreach, marketing material, and coalition capacity building.

- 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 Assistance (TA) with creation of social media pages and posts to create awareness of the coalition.
- Providing resources, information, and promotional items to regional partners and at community events - Mille Lacs Operation Community Connect, Pine County Operation Community Connect, Kanabec County Operation Community Connect, Kanabec County Fair, National Night Out, Mora Rocks the Park, Pine County Veteran Services, Kanabec County Veteran Services, and 4 area school districts

• Attended Changing the Narrative, SafeTALK, & QPR training.

#### **Success Stories**

• School districts that were previously unresponsive to training and Technical Assistance (TA) opportunities have reached out with requests (Cambridge-Isanti, Princeton)

 $\circ$  Five area school districts have reached out to schedule 988 presentations for their students.

• 988 celebrated its one-year anniversary in July - In the year since rolling out the 988 Suicide & Crisis Lifeline, the line has answered nearly 5 million contacts, added Spanish text and chat services, and added specialized services for LGBTQI+ youth and young adults.

#### **Training/TA Provided**

• The PICK'M (Pine, Isanti, Chisago, Kanabec, & Mille Lacs Counties) Suicide Prevention

- Coalition has reached out for resources, information, and training opportunities during the past three months.
- North Branch Area Schools reached out for TA with piloting the BHWorks program (a program that screens students for behavioral health and safety risks) this school year.

• Cambridge-Isanti Schools reached out for TA with creating and implementing a new system of evaluating students for behavioral health and safety risks as well as training opportunities.

#### Challenges

• During this grant cycle the grant is now being coordinated by MDH and the transition between MDHS and MDH has slowed certain aspects of community outreach, such as the ability to offer a variety of trainings to community members, as they continue to work on finalizing the new state plan.

# **Region 4 – Regional Prevention Coordination**

# Patti Miller, Coordinator

- Continued capacity building with other RPCs and partners throughout the state of MN.
- Continued to renew connections and network with coalitions and others working on substance use prevention in Region 4 Pine, Isanti, Chisago, Kanabec, Mille Lacs, Morrison, Benton, Wright, Sterns, Sherburne Counties.
- In the past three months I have become certified to teach/train the following courses:
  - Ethics in Prevention
  - Prevention Core Competencies

Both "train the trainer" courses were given by the PTTC (Prevention Technology and Transfer Center). The Core Competencies course was a demanding 4-week course with approximately 40 hours of homework, and 20 hours of lectures and presentations.

- In August I attended the National Prevention Network conference in Birmingham, Alabama. This was a great opportunity to learn more about prevention efforts happening throughout the country. Presentations that stood out to me were:
  - Alcohol companies "dressing up their products" to entice youth. This presentation was given by youth from a coalition in Dover, New Hampshire.
  - Youth Drug Trends
  - Relationship between Alcohol and Cannabis

## **Success Stories:**

- I presented the Positive Community Norms grant information and scope of work to the staff at Big Lake High School during a teacher workshop day in August. The previous coordinator (in Big Lake) had not shared the story behind the work and the "why". It was well received and set the tone for a new school year and the messages they will begin to see throughout the year.
- I successfully presented part of the SAPST Curriculum with other Regional Prevention Coordinators in September to a group of 23 participants. These training courses take place 2x per year and are a joint effort between all the RPCs.

# **Challenges:**

- Continuing to work with communities to better understand the Recreational Cannabis Legislation and how they can protect their communities. The Regional Prevention Coordinators have hosted three webinars in conjunction with the Public Health Law Center that have been very well received and valuable to those working on cannabis policy.
- The Regional Prevention Coordinators have seen some turnover in the eight positions held across the state. Those that have left have been senior members of the team and picking up those pieces has been a struggle for those of us that are new and still trying to understand our roles and responsibilities.

# <u>Data:</u>

• Created a presentation for Mora School Staff to share data received in August that was specific to their district. We used some Positive Community Norms messaging to share the data with them in a 45-minute presentation.

#### Trainings provided:

• Substance Abuse Prevention Skills Training – September 25 – 29, 2023

# People/groups you've provided technical assistance too:

- Spent time working with the new Regional Suicide Prevention Coordinator, Brianna McClellan, to help increase her capacity and connection to her new role in the region.
- Spent time working with the new Better Together Coalition Coordinator, Allison Krueger. We've worked on the coalition website, social media, general prevention strategies, Mora Rocks the Park, Coalition Prioritization, etc.
- PCN Coordinator in Big Lake (Region 4) hired a new coordinator. I was involved in the interview and onboarding process.

- Kanabec County Family Health/Kanabec County Community Health
  - Social Media
  - Website Updates

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

#### **Major Activities**

- Immunization Campaign Worked with Lamar advertising and Benton County Public Health to implement a billboard campaign highlighting the importance of getting kids caught up on routine visits and immunizations to improve vaccination rates that had fallen during the course of the pandemic.
- Change in Regional Meetings Advocated for regional Emergency Preparedness Coordinator meetings with MDH grant manager to change from quarterly to every other month in person. The intent of these meetings has shifted from informational only, to a working meeting that allows coordinators to work cooperatively on grant duties and other preparedness activities identified as priorities. Example priority topics identified by coordinators: standardized mass dispensing plan, sheltering plan, new employee orientation. By standardizing these documents across the region and having functional annexes, we become better able to provide mutual aid and assistance in localized emergency responses and as a result will be stronger as a region.
- EPAC Meeting Worked with the Emergency Manager to launch the first Emergency Preparedness Advisory Committee Meeting since the start of the pandemic. The long-time development of strong relationships and commitment to preparedness born out of these meetings resulted in a high degree of trust among stakeholders and strong community pandemic response with alot of cooperation and coordination among partners not seen in other parts of the region. It is with great excitement and enthusiasm we resume these meetings quarterly.
- Rural PHEP Listening Session Volunteered as a senior coordinator of the region along with two others one equally senior and one novice to participate in a listening session project. This project is being facilitated by the U of M and University of Tennessee with the intention of providing recommendations to the CDC regarding the appropriateness and feasibility of rural public health departments adhering and complying with the entire federal Preparedness Capabilities document. The Capabilities document outlines expectations and standards for preparedness in 15 subject matters, ranging across public information and warning, mass dispensing, emergency operations coordination, and more. This very large and demanding document tests the limits of preparedness activities, particularly in rural areas where funding does not usually allow for adequate staffing time to plan, train, and exercise to meet the standards set forth in the document. This project will hopefully inform the CDC of the challenges felt by rural public health and stimulate change for the creation of a document that is scalable and more realistically achievable for rural departments.

#### <u>Nuisance</u>

Reporter: Farah Gajewski, RN,

Nuisance calls: In quarter 3, the nuisance department had a total of one call.

The nuisance department received a call regarding multiple safety concerns in a sober living apartment located in the city of Mora. This is the same facility that was reported last quarter. The concerns that were reported are new. Some of the previous issues in the building were fixed and other issues had to wait for the contractor. The owner of the sober living has been in contact with contractors. The City of Mora's inspector and the nuisance coordinator have also been in contact with the contractor. Multiple calls have been made to the property owner with no contact. The nuisance coordinator will continue to attempt to reach the property owner in the beginning of the fourth quarter.

#### Transportation Reporter: Helen Pieper

#### **<u>Ridership Report Year-To-Date with previous years for comparison:</u>**

	2023	2022	2021	2020	2019
	System	System	System	System	System
	Ridership	Ridership	Ridership	Ridership	Ridership
Disabled	5,559	7,185	6,357	4,926	10,868
Senior	3,581	3,950	3,164	2,950	5,479
Adult	10,955	13,401	11,412	8,177	12,018
Youth/Student	451	518	478	311	466
Children	1,320	2,389	4,417	1,703	2,062
	21,866	27,443	25,828	18,067	30,893

#### <u>Fleet Report – Vehicle Mileage</u>

Public Transit Buses

Month Ending	Unit #13	Unit #14	Unit #15	Unit #16	Unit #17	Unit #18
VIN	B05565	B160129	170128	170127	170126	170129
December 31, 2022	185,263	137,836	94,348	101,973	68,301	79,066
September 30, 2023	198,230	143,337	108,460	116,943	81,613	94,059

Unit #13 is a 2014, Unit #'s 14-18 are all 2017 models.

#### **County Owned Vans**

Unit #	Year	Model	Quarter End Mileage
#22	2022	Chrysler Pacifica	27,081
#19	2019	Dodge Grand Caravan	93,024
#15	2015	Ford Transit Connect	143,088
#9	2009	Grand Caravan SE	249,524

#### **Fleet Report/Road calls**

Public Transit Buses – No roads calls.

County Owned Vans – No road calls.

#### **On Time performance (Public Transit):**

April 100%; May 100%; June 100%; July 100%; August 100%; September 100%

#### **Major Initiatives**

**Statewide Transit Advisory Group Meeting (9/27/2023):** 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. The September meeting included discussions on the one-time funding that we have seen and the fact that the funding level that one-time funding afforded is not sustainable. There was no expansion funding in the 2024 solicitation. The local share relief approved by the legislature will be in force for 2024 and 2025 (5% local match). That is not sustainable either; expect local share to go back up to 15-20% after 2025. The expectation is that there will continue to be stable 3% annual increases. We will continue to see a priority placed on low/no emissions vehicles-it is a priority for the state. Another major discussion on fleet replacement issues is the backlog of vehicles on order and the fact that there appears to be a crunch coming between limited funds and much higher vehicles prices.

In-Direct-Cost (IDC) was another hot topic for the group. While IDC reviews are a mandated part of the grant process, there was considerable discussion about the use of the IDC reviews to force another review of individual system's grant budget process and methodology. There was an open and frank discussion and MnDOT appeared to be taking our concerns seriously. This was interesting considering our recent discussion and decision to fill the Operations Supervisor position despite the small size of the system. There will continue to be significant oversight and review requirements. All of these compliance and "proof of compliance" issues will be a permanent part of the future for transit systems – regardless of system size.

The other singularly hot topic was procurement. This is a struggle that contains some politics that transit systems in general expressed frustration with. We understand that when we are accepting state and federal dollars it comes with certain strings/attachments. It's not that we are balking at the idea of oversight in this area. It's just that there is some disconnect between what we hear from the Feds during audits and reviews and the kind of a power struggle we hear from some at MnDOT.

**MnDOT Funding Award**: We have received confirmation that our funding request for 2024 was approved for the amount that we requested. Our budget request of \$756,500 breaks out to: \$257,517 Federal 5311 funds; \$461,158 state funds and a local match of \$37,825. The contract should be coming shortly.

**County Fair:** Our county fair presence was a success again this year. We had some interesting weather but our spot in the Boy Scout Building was secure and dry. We got alot of positive feedback from people coming through the building. The community really appreciates the bus service. Sometimes one single encounter makes that whole weeklong process worth it, and such was the case this year. A young woman came to the building and to Timber Trails' table. She had a personal care attendant with her, and she struggled to walk - needing a walker to move around; she was visibly shaking with the effort. They explained that the young woman would be using the bus for the first time the following Monday. She had been involved in a motor vehicle crash and was struggling with her new reality. She was glad to see the bus and to have a chance to see how things worked. I asked her if she would like to try the lift. At first, she was vehemently against it. We

talked some more and with some gentle encouragement she agreed to give it a try. I was able to demonstrate how the lift worked, talked with her about the slight rocking feeling of the lift as it went up and then later was brought down. It was a wonderful moment to see her smile as she became comfortable and confident with the whole process. We helped her take another step in her recovery process and I am so thankful that we were there.

#### **Trip Type Report:**

	2023	2022	2021	2020	2019	2018
	YTD					
ADLT DAYCARE	67	127	305	365	1048	1759
CHURCH	99	47	46	39	74	123
EDUCATION	1234	2187	3133	1904	2204	1006
MEDICAL	5323	5855	5288	4248	6410	7437
OTHER	1071	1508	1627	1004	1787	4285
PUBLIC HEALTH	70	68	138	39	101	22
RECREATION	1280	1222	2066	171	720	974
SHOPPING	2800	4120	3281	2727	2498	3819
SOC SERV	49	24	34	23	30	45
SOCIAL	969	820	131	335	1048	2755
WORK	8904	11465	9779	7212	13749	27116
	21,866	27443	25828	18067	29669	51359

#### Accident/Incident Report Summary:

Public Transit - None County Owned Vans - None

#### **Customer Service Comment Report Summary:**

No Reportable

#### **Title VI Complaints Report:**

None

# ADA/Reasonable Modification Requests/Complaints Report:

None

#### **Financial Reports**

Y.T.D. Revenue & Expenditure Report attached below:

\*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 at the Transit Facility failed, replacement was about \$3,500. Overall, other expenses are generally where they were expected to be.

Respectfully Submitted Kathy Burski, Director/CHS Administrator

Transit 10/30/23 12:*	13PM	**** Kanabec County **** REVENUES & EXPENDITURES BUDGET REPORT		FINANCIAL SYSTEMS Page 1		
Budget Name for Rep Include on the Repor		<ol> <li>1 - All G/L Accounts</li> <li>2 - Only G/L Accounts with Budget Amounts</li> <li>3 - Only G/L Accounts without Budget Amounts</li> </ol>		Page Break Option:	1	1 - Page Break by FUND 2 - Page Break by DEPT
Report Thru:	2 - Only			Report Basis: 1 1 - 2 -		1 - Cash 2 - Modified Accrual
Save Report:	N					3 - Full Accrual
Comment:	Transit Depar	tment YTD				
FUND Rai	inge From 1	Thru 1				
DEPT Rai	inge From 140	Thru 140				

Transit 10/30/23

12:13PM

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



#### REVENUES & EXPENDITURES BUDGET REPORT As of 09/2023

Report Basis: Cash

FUND 1

#### General Revenue Fund

Percent of Year

	TOND	General Revenue Fund			Perc	ent of Year	75%
				Quarter	Year		% of
	Account Number		Status	To Date	To Date	<u>Budget</u>	BDG
	140 DEPT	Public Transit					
_	REVENUES						
	01-140-405-0000-5208	Petro Refunds MNDOT		0.00	3,144.71-	4,247.00-	74
	01-140-405-0000-5313	Grants - Mndot		85,356.25-	256,068.75-	701,645.00-	36
	01-140-405-0000-5479	20.509 Fed - MNDOT (2017)		60,587.98-	193,564.08-	0.00	0
	01-140-405-0000-5501	Fees For Services		5,970.76-	18,863.89-	20,473.00-	92
	01-140-405-0000-5515	Contracts		19,437.23-	54,658.00-	82,304.00-	66
-	EXPENDITURES						
	01-140-405-0000-6103	Salaries - Regular		78,481.33	261,433.23	367,808.00	71
	01-140-405-0000-6105	Salaries - Part Time		3,529.20	10,083.12	10,795.00	93
	01-140-405-0000-6113	Flex Pay		624.33	2,045.67	0.00	0
	01-140-405-0000-6130	VEBA - County Share		1,908.00	6,148.00	0.00	0
	01-140-405-0000-6153	Health Insurance - County Share		15,808.65	49,386.63	77,235.00	64
	01-140-405-0000-6158	Health Reserves - County Share		450.00	1,550.00	0.00	0
	01-140-405-0000-6163	Pera - County Share		6,038.08	20,432.77	28,395.00	72
	01-140-405-0000-6175	Fica - County Share		6,106.53	21,060.24	28,963.00	73
	01-140-405-0000-6204	Cellular Phones (DOT 1180)		426.46	1,269.97	1,734.00	73
	01-140-405-0000-6211	Services & Charges		2.97	8.19	0.00	0
	01-140-405-0000-6240	Advertising/Website		1,636.52	5,108.52	7,688.00	66
	01-140-405-0000-6245	Registration & Membership Dues		0.00	755.00	750.00	101
	01-140-405-0000-6253	Electric - Water - Sewer		1,871.98	6,184.32	9,130.00	68
	01-140-405-0000-6255	Gas Utilities		86.25	1,213.15	2,410.00	50
	01-140-405-0000-6267	Screenings (DOT 1120/1190)		344.90	578.20	1,218.00	47
	01-140-405-0000-6276	Drivers Physicals (DOT 1190)		85.00	255.00	240.00	106
	01-140-405-0000-6301	Garage Rent (DOT 1350)		0.00	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)		0.00	9,000.00	9,000.00	100
	01-140-405-0000-6341	Service Contracts (DOT 1190/1350)		24,122.00	27,097.00	46,423.00	58
	01-140-405-0000-6356	Property & Casualty Insurance		0.00	6,205.93	6,223.00	100
	01-140-405-0000-6357	Workers Compensation Insurance		0.00	6,962.00	7,465.00	93
	01-140-405-0000-6405	Computers & Hardware		1,248.00	3,415.63	0.00	0
	01-140-405-0000-6411	Supplies		283.71	403.96	1,000.00	40
	01-140-405-0000-6412	Office Supplies		876.09	2,823.66	1,580.00	179
	01-140-405-0000-6490	Other Vehicle Charges (DOT 1250)		37.99	509.38	1,250.00	41
	01-140-405-0000-6560	Corrective Maint (DOT 1230)		748.25	3,056.59	12,988.00	24
	01-140-405-0000-6567	Fuel (DOT 1210)		13,003.22	36,633.31	70,820.00	52

Transit 10/30/23 12:13PM

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



Page 3

#### REVENUES & EXPENDITURES BUDGET REPORT As of 09/2023

Report Basis: Cash

1	FUND	General Revenue Fund			Report Basis: Ca	<u>a</u> sh	
•					Per	cent of Year	75%
				Quarter	Year		% of
А	ccount Number		<u>Status</u>	To Date	To Date	Budget	BDG
0	1-140-405-0000-6571	Tires (DOT 1240)		273.24	1,639.44	3,500.00	47
	1-140-405-0000-6575	Preventative Maint (DOT 1220)		1,451.85	2,179.65	5,560.00	39
0	1-140-405-0000-6818	Refunds State Grant		31,995.49	31,995.49	0.00	0
0	1-140-405-0000-6820	Vehicle Licensing (DOT 1510)		0.00	0.00	116.00	0
0	1-140-405-0000-6989	Fund Balance-Transfer To		0.00	0.00	95,479.00	0
	405 PROGRAM	Totals Transit MNDOT	Revenue	171,352.22-	526,299.43-	808,669.00-	65
			Expend.	191,440.04	530,834.05	809,835.00	66
			Net	20,087.82	4,534.62	1,166.00	389
	REVENUES						
	1-140-454-0000-5501			45,584.02-	147,387.49-	199,727.00-	
0	1-140-454-0000-5515	Contracts		9,450.00-	28,350.00-	37,800.00-	75
	EXPENDITURES						
	1-140-454-0000-6103	-		15,854.37	54,865.35	93,142.00	59
	1-140-454-0000-6105			570.90	1,570.58	8,636.00	18
	1-140-454-0000-6113	5		365.31	1,095.93	0.00	0
	1-140-454-0000-6130	5		318.00	954.00	0.00	0
		Health Insurance - County Share		1,724.88	5,174.64	18,389.00	28
		Health Reserves - County Share		150.00	450.00	0.00	0
	1-140-454-0000-6163	Pera - County Share		1,231.86	3,426.01	7,633.00	45
	1-140-454-0000-6175	Fica - County Share		1,250.33	3,520.87	7,786.00	45
	1-140-454-0000-6205	Postage		0.00	0.60	75.00	1
	1-140-454-0000-6240	Advertising/Website		426.00	1,934.00	3,000.00	64
	1-140-454-0000-6253	Electric - Water - Sewer		189.80	581.51	750.00	78
	1-140-454-0000-6267	Screenings Staff Development		0.00	13.50	0.00	0
	1-140-454-0000-6289	Staff Development		0.00	830.00	0.00	0
	1-140-454-0000-6331	Mileage & Meals		17,586.41	48,625.41	56,000.00	87
	1-140-454-0000-6340	Office Rent Software & Service Contracts		0.00	6,000.00	6,000.00	100
	1-140-454-0000-6341 1-140-454-0000-6405	Computers & Hardware		10,338.00 534.85	10,338.00	14,000.00	74
		•			1,719.95	200.00	860
	1-140-454-0000-6411 1-140-454-0000-6412			477.98 425.17	477.98	0.00	0 177
	1-140-454-0000-6567	Office Supplies Fuel		425.17 2,040.35	1,330.39	750.00	177
					6,589.16	17,500.00	38
	1-140-454-0000-6571 1-140-454-0000-6575	Mise Car Supplies		0.00	386.07	0.00	0 150
0	454 PROGRAM		Revenue	43.30	3,941.47	2,500.00	158
	404 ENUUKAIVI	Totals Transit Volunteer Program	Expend.	55,034.02- 53,527.51	175,737.49- 153,825.42	237,527.00- 236,361.00	· 74 65
			Net	1,506.51-	21,912.07-	0.00	0

Transit 10/30/23

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



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#### REVENUES & EXPENDITURES BUDGET REPORT As of 09/2023

Ponort Basis: Cash

# 1 FUND General Revenue Fund

12:13PM

Report Basis: Cash
Percent of Year

				Ре	rcent of Year	75%
Account Number		<u>Status</u>	<u>Quarter</u> To Date	<u>Year</u> <u>To Date</u>	<u>Budget</u>	<u>% of</u> <u>BDG</u>
140 DEPT	Totals Public Transit	Revenue	226,386.24-	702,036.92-	1,046,196.00-	67
		Expend.	244,967.55	684,659.47	1,046,196.00	65
		Net	18,581.31	17,377.45-	0.00	0
1 FUND	Totals General Revenue Fund	Revenue	226,386.24-	702,036.92-	1,046,196.00-	67
		Expend.	244,967.55	684,659.47	1,046,196.00	65
		Net	18,581.31	17,377.45-	0.00	0
FINAL TOTALS	62 Accounts	Revenue	226,386.24-	702,036.92-	1,046,196.00 -	67
		Expend.	244,967.55	684,659.47	1,046,196.00	65
		Net	18,581.31	17,377.45-	0.00	0

Sheila 11/2/23 9:54AM

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



Page 1

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As of Date: 09/2023 TRIAL BALANCE REPORT Report Basis: 2 1 - Cash

- 2 Modified Accrual 3 - Full Accrual
- Save Report: N

Comment:

FUND Range From 15 Thru 15

Sheil	la	****	Kanabec Coun	ty ****		INTEGRATED FINANCIAL SYSTEMS
		2:54AM	TRIAL BALANCE REPORT			Page 2
15	Comn	nunity Health Fund	As of 09/2023	Report Basis:	Modified Accrual	
			Beginning	Actual	Actual	Current
Acco	ount		Balance	This-Month	Year-To-Date	Balance
		Assets				
	1001	Cash	- 572,797.85	72,164.18-	93,395.96	666,193.81
	1003	Audit Adjustments To Cash	3,470.58	0.00	3,470.58-	0.00
	1110	Taxes Receivable - Prior & Delinguent	8,694.84	0.00	8,694.84-	0.00
	1201	Accounts Receivable (Acc)	122,280.28	0.00	122,280.28-	0.00
	1261	Due From Other Funds (Acc)	19,551.26	0.00	19,551.26-	0.00
	1281	Due From Other Governments (Acc)	210,237.96	0.00	210,237.96-	0.00
		Total Assets	937,032.77	72,164.18-	270,838.96-	666,193.81
		Liabilities and Balance Liabilities				
	2020	Accounts Payable	523.17 -	0.00	0.00	523.17-
	2021	Accounts Payable (Acc)	42,813.34 -	0.00	42,813.34	0.00
	2030	Salaries Payable	67,009.55 -	0.00	67,009.55	0.00
	2091	Due To Other Funds (Acc)	1,864.26 -	0.00	1,864.26	0.00
	2100	Due To Other Governments	4,508.34 -	0.00	4,508.34	0.00
	2101	Due To Other Governments (Acc)	28,907.61 -	0.00	28,907.61	0.00
	2230	Deferred Inflows	8,694.84 -	0.00	8,694.84	0.00
		Total Liabilities	154,321.11 -	0.00	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	177,432.94-	1,888,587.85-	1,888,587.85-
	2925	Expenditure Control	0.00	249,597.12	2,005,628.87	2,005,628.87
		Total Fund Balance	782,711.66-	72,164.18	117,041.02	665,670.64-
		Total Liabilities and Balance	937,032.77 -	72,164.18	270,838.96	666,193.81-
	488	Kanabec Pine Community Health (fka 59)				
		AssetsAssets	-			
		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	Commu	unity Health Fund	0.00	0.00	0.00	0.00

Sheila	**** Kanabec County ****	INTEGRATED FINANCIAL SYSTEMS
11/2/23 9:54AM 15 Community Health Fund	TRIAL BALANCE REPORT As of 09/2023 Report Basis: Modified Accrual	Page 3
<u>Account</u>	<u>Beginning Actual Actual</u> <u>Balance This-Month Year-To-Date</u>	<u>Current</u> <u>Balance</u>

Kanabec County Community Health - Board Financial Report					Through September 2023							
15-484												
	Т	Total year to dat	e/	8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%
Department	Budget	% of budget	Total	January	February	March	April	May	June	July	August	September
Pilt-Housing Author	rity											
Rev	0		73.76	0.00	0.00	0.00	0.00	0.00	73.76	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cares Act COVID-	19 Grant											
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health	Infrastructure											
Rev	482,287.00	60.78%	293,133.72	5,288.63	0.00	22,458.26	27,321.23	0.00	222,093.04	15,912.72	59.84	0.00
Exp	358,571.00		262,688.73	44,533.53	48,901.91	18,693.96	24,143.87	17,497.82	38,311.48	22,155.22	22,299.28	26,151.66
Prevent Infectious I												
Rev	23,100.00	48.71%	11,251.38	617.94	186.43	64.31	27.42	4,154.50	1,986.41	522.58	126.62	3,565.17
Exp	22,518.00	68.79%	15,489.05	723.86	1,588.75	728.57	923.28	1,766.84	2,478.05	1,069.28	1,213.07	4,997.35
Environmental Heal	lth											
Rev	30.00	30.00%	9.00	0.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
Exp	5,272.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Healthy Communiti	es-Adult Health											
Rev	276,109.00	70.57%	194,838.88	12,988.46	9,642.85	63,640.44	20,885.85	22,242.25	10,604.26	14,800.27	24,758.19	15,276.31
Exp	260,448.00	59.89%	155,974.19	16,395.40	16,780.96	15,727.44	16,374.02	16,082.49	23,128.10	16,274.17	18,317.07	16,894.54
Healthy Communiti	es-Health Improver	nent										
Rev	584,957.00	80.17%	468,963.93	12,432.61	18,398.64	74,237.93	75,368.57	41,345.54	87,190.80	60,136.34	42,997.05	56,856.45
Exp	554,054.00	77.02%	426,719.18	31,508.40	42,740.22	31,028.26	41,267.89	24,313.71	56,858.59	72,525.69	52,691.97	73,784.45
Healthy Communiti	es-Family Health											
Rev	581,672.00	82.11%	477,583.11	95,339.78	52,084.08	6,195.21	119,765.97	25,402.64	22,651.38	109,733.16	23,315.02	23,095.87
Exp	538,977.00	66.39%	357,851.87	36,389.12	38,026.73	39,051.97	41,082.16	37,322.96	49,260.09	38,627.13	40,273.07	37,818.64
Emergency Prepared												
Rev	219,775.00		121,029.70	7,002.77	28,205.24	0.00	22,883.65	11,136.67	17,635.00	22,007.16	12,159.21	0.00
Exp	185,517.00	59.43%	110,248.99	8,487.27	9,215.41	15,201.34	9,717.96	14,128.29	26,945.55	9,833.19	8,988.85	7,731.13
Assure Access-Case	e											
Rev	349,564.00		268,143.04	22,342.40	28,447.31	25,723.98	24,729.15	30,767.00	30,726.92	27,392.54	41,566.20	36,447.54
Exp	328,046.00	80.03%	262,540.95	24,422.66	29,279.57	28,918.28	22,867.99	25,408.71	38,077.31	31,304.15	32,074.93	30,187.35
Assure Access-Hon												
Rev	528,000.00		405,230.96	34,967.26	31,582.98	40,537.89	55,291.23	48,873.38	60,192.00	44,864.61	46,730.01	42,191.60
Exp	792,091.00	70.93%	561,867.56	64,076.37	64,636.18	61,105.01	71,401.44	42,752.85	82,343.76	61,034.23	62,485.72	52,032.00
Agency Totals			2 2 40 2	100 670 07				100.001.00	450 150 5-	005.010.05	101 515 1	188 (22.5.5
Rev	3,045,494.00	73.56%	2,240,257.48	190,979.85	168,550.53	232,861.02	346,276.07	183,921.98	453,153.57	295,369.38	191,712.14	177,432.94
Exp	3,045,494.00	70.71%	2,153,380.52	226,536.61	251,169.73	210,454.83	227,778.61	179,273.67	317,402.93	252,823.06	238,343.96	249,597.12

amount has changed

outstanding payments/payments not yet posted					
Workforce Dev.	16,435.57				
СТС					
FAP					
LCTS	11,000.00				
LPHG	6,231.21				
MCH	529.21				
SF/EBHV					
WIC TANF					
RPC					
SHIP					
TANF					
WIC	12,899.00				
PHEP					
MN Choice					
mental hlth					
Suicide Prev					
Covid Federal	5,416.76				
Home care	<u>16,730.31</u> estimate only see note below 69,242.06				

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.

# Board Meeting 11/7/23

# **Abstract Totals for Commissioner Vouchers**

Board Meeting 11/7/23	Amount	Vendors	Transactions	
Abstract #1	\$73,451.82	39	94	
Abstract #2				
Totals	\$73,451.82	39	94	

# **Abstract Totals for Auditor Vouchers**

<b>Board Meeting 11/7/23</b>	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila		**** Kanabec County ****	INTEGRATED FINANCIAL SYSTEMS
11/3/23	9:23AM	Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES	Page 1
Print List in (	Order By:	<ul> <li>1 - Fund (Page Break by Fund)</li> <li>2 - Department (Totals by Dept)</li> <li>3 - Vendor Number</li> <li>4 - Vendor Name</li> </ul>	
Explode Dist	t. Formulas	Y	
Paid on Beha on Audit Lis		Ν	
Type of Aud	it List:	D D - Detailed Audit List S - Condensed Audit List	
Covo Domont	Ontional		

Save Report Options?: N

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

### Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

INTEGRATED FINANCIAL SYSTEMS

Page 2

,		r <u>Name</u> Account/Formula	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	Warrant Description Service	Dates	Invoice # Paid On Bhi	Account/Formula Description	<u>1099</u>
1 2	1368 1368	15-484-485-8480-6331 15-484-485-8480-6331		258.00 48.70 306.70	2 nights lodging YLA tax	2 Transactions	280472 280472	Mileage & Meals Mileage & Meals	N N
94 93	538 538	Berg/Ashley 15-484-485-8473-6331 15-484-487-8453-6331 Berg/Ashley		91.70 32.10 123.80	September mileage October mileage	2 Transactions		Mileage & Meals Mileage & Meals	N N
55	185 185	Bergstadt/Jennifer 15-484-496-8449-6331 Bergstadt/Jennifer		243.66 243.66	Sep/Oct HHA mileage	1 Transactions		Mileage & Meals	Ν
56	1396 1396	Biever/Laurie 15-484-496-8449-6331 Biever/Laurie		381.87 381.87	Sep/Oct HHA mileage	1 Transactions		Mileage & Meals	Ν
4 5 6	1369 1369	15-484-485-8468-6331 15-484-485-8468-6331 15-484-485-8468-6331		171.61 19.00 14.00 204.61	9/19-9/21-23 mileage meals 9/19-9/21/23 parking	3 Transactions		Mileage & Meals Mileage & Meals Mileage & Meals	N N N
57 58	3094 3094	Burski/Kathy 15-484-450-0000-6331 15-484-450-0000-6331 Burski/Kathy		218.77 13.00 231.77	Sep/Oct admin mileage luch SCHSAC retreat	2 Transactions		Mileage & Meals Mileage & Meals	N N
3	1364 1364	15-484-485-8468-6211		457.88 457.88	mini grant nursing room	1 Transactions		Services & Charges	Ν
84 81 82 83	1298 1298	15-484-450-0000-6331 15-484-481-8482-6331 15-484-493-8452-6331 15-484-496-8447-6331		120.52 168.34 39.96 14.40 343.22	September mileage October mileage Jul/Aug mileage October mileage	4 Transactions		Mileage & Meals Mileage & Meals Mileage & Meals Mileage & Meals	N N N

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



Page 3

INTEGRATED FINANCIAL SYSTEMS

		- <u>Name</u> <u>Account/Formula</u> Hansen/Erika	<u>Rpt</u> Accr	<u>Amount</u>	Warrant Description Service	<u>Dates</u>	Invoice # Paid On Bhf	Account/Formula Descr	
80	1520	15-484-496-8447-6331		320.95	Sep/Oct home care mileag	е		Mileage & Meals	Ν
	1326	Hansen/Erika		320.95		1 Transactions		Ŭ	
	324	Healthcare First							
7		15-484-496-8447-6211		104.74	October HHCAHPS fee		5397565	Services & Charges	N
	324	Healthcare First		104.74		1 Transactions			
	234								
59		15-484-496-8447-6331		358.29	August home care mileage			Mileage & Meals	N
60		15-484-496-8447-6331		374.66	September home care mile	0		Mileage & Meals	N
	234	Holland/Jeff		732.95		2 Transactions			
	4151	Innovative Office Solutions, I	LC						
12		15-484-450-0000-6411		375.04	8 cases of paper		4262163	Supplies	N
	4151	Innovative Office Solutions, I	LC	375.04		1 Transactions			
	434								
15		15-484-487-8453-6211		252.42	October billing/eligibility		23M-0151135	Services & Charges	N
14		15-484-493-8452-6211		214.18	October billing/eligibility		23M-0151135	Services & Charges	N
13		15-484-496-8447-6211		298.31	October billing/eligibility		23M-0151135	Services & Charges	N
	434	Inovalon Provider, Inc.		764.91		3 Transactions			
	3095	Isanti County Public Health							
8		15-484-485-8468-6880		830.97	August Eats strategy			Grant Admin- Pass thru	N
9		15-484-485-8468-6880		207.74	August Moves strategy			Grant Admin- Pass thru	Ν
10		15-484-485-8468-6880		3,323.88	August Well-being strateg	у		Grant Admin- Pass thru	Ν
11		15-484-485-8468-6880		571.29	August tobacco strategy			Grant Admin- Pass thru	N
	3095	Isanti County Public Health		4,933.88		4 Transactions			
	1370	Isle Area Pickleball Associati	on						
17		15-484-485-8468-6211		30,000.00	mini grant pickleball court			Services & Charges	Ν
	1370	Isle Area Pickleball Associati	on	30,000.00		1 Transactions			
	322	Kanabec County							
29		15-484-485-8444-6205		17.71	PH043			Postage	Ν
18		15-484-450-0000-6205		111.76	3rd qtr postage		PH043	Postage	N
30		15-484-469-8440-6205		2.07	3rd qtr postage		PH043	Postage	N
21		15-484-481-8481-6205		120.39	3rd qtr postage		PH043	Postage	N
25		15-484-481-8482-6205		11.25	3rd qtr postage		PHO43	Postage	N
									27

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



### Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

,	Vendoi	<u>Name</u>	<u>Rpt</u>		Warrant Description	Invoice #	Account/Formula Description	1099
	<u>No.</u>	Account/Formula A	<u>vccr</u>	<u>Amount</u>	Service Dates	<u>Paid On Bh</u>	<u>of #</u> <u>On Behalf of Name</u>	
28		15-484-485-8480-6205		6.95	3rd qtr postage	PHO43	Postage	Ν
22		15-484-487-8451-6205		51.00	3rd qtr postage	PHO43	Postage	Ν
27		15-484-487-8453-6205		27.65	3rd qtr postage	PHO43	Postage	Ν
19		15-484-487-8456-6205		160.56	3rd qtr postage	PHO43	Postage	Ν
20		15-484-487-8457-6205		276.93	3rd qtr postage	PHO43	Postage	Ν
23		15-484-487-8461-6205		543.90	3rd qtr postage	PHO43	Postage	Ν
26		15-484-493-8452-6205		150.33	3rd qtr postage	PHO43	Postage	Ν
24		15-484-496-8447-6205		1.50	3rd qtr postage	PHO43	Postage	Ν
	322	Kanabec County		1,482.00	13 Transacti	ions		
	1373	Krueger/Allison						
61		15-484-485-8474-6331		404.79	Sep/Oct coalition mileage		Mileage & Meals	Ν
	1373	Krueger/Allison		404.79	1 Transacti	ions		
	1308	5						
90		15-484-469-8440-6331		19.65	October mileage		Mileage & Meals	Ν
86		15-484-487-8450-6331		20.96	Sep/Oct mileage		Mileage & Meals	Ν
87		15-484-487-8451-6331		11.79	October mileage		Mileage & Meals	Ν
88		15-484-487-8453-6331		97.60	Sep/Oct mileage		Mileage & Meals	Ν
89		15-484-487-8457-6331		10.48	October mileage		Mileage & Meals	Ν
	1308	Lejonvarn/Kirsten		160.48	5 Transacti	ions		
	377	Marco Inc						
16		15-484-450-0000-6341		787.11	Sharp MX5070v copier agt		Rental & Service Contracts Copier	Ν
	377	Marco Inc		787.11	1 Transacti	ions		
	1371	Mariott Hotel Rochester						
31		15-484-485-8480-6331		448.99	lodging Toward Zero Death 10F	76807469	Mileage & Meals	Ν
	1371	Mariott Hotel Rochester		448.99	1 Transacti	ions		
	1604							
74		15-484-485-8444-6331		517.02	Sep/Oct mileage and meals		Mileage & Meals	Ν
	1604	McClellan/Brianne		517.02	1 Transacti	ions		
	198	Mille Lacs Co. Community & Vet	erans Ser					
32		15-484-485-8468-6880		747.13	September eats stratregy		Grant Admin- Pass thru	Ν
33		15-484-485-8468-6880		270.51	September tobacco strategy		Grant Admin- Pass thru	Ν
34		15-484-485-8468-6880		556.92	September well-being strategy		Grant Admin- Pass thru	Ν
	198	Mille Lacs Co. Community & Vet	erans Ser	1,574.56	3 Transacti	ions		

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

#### Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

INTEGRATED FINANCIAL SYSTEMS

Page 5

,	<u>No.</u>	<u>Name</u> <u>Account/Formula</u> Miller, Patti	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	Warrant Description Service	e Dates	Invoice <u>#</u> Paid On Bhf	Account/Formula Descri	<u>ptic 1099</u>
62	0040	15-484-485-8480-6331		767.66	Aug-Oct mileage			Mileage & Meals	Ν
63		15-484-485-8480-6331		57.00	Sep/Oct meals			Mileage & Meals	Ν
64		15-484-485-8480-6331		20.00	October parking			Mileage & Meals	Ν
	8040	Miller, Patti		844.66		3 Transactions		-	
	1036	Minnesota Department Of H	lealth					o	
41		15-484-496-8447-6820		2,391.00	2024 comp. home care I			State Fees	Ν
	1036	Minnesota Department Of H	lealth	2,391.00		1 Transactions			
	570	Mora Public Schools							
35		15-484-485-8468-6211		2,992.27	mini grant calming room	ns elem		Services & Charges	Ν
36		15-484-485-8468-6211		1,968.00	mini grant calming room	n H.S.		Services & Charges	Ν
	570	Mora Public Schools		4,960.27		2 Transactions			
	= 0								
01	52			15 70	Son (Oct miles as			Miloogo & Moolo	N
91 92		15-484-487-8451-6331 15-484-487-8453-6331		15.72 251.52	Sep/Oct mileage Sep/Oct mileage			Mileage & Meals Mileage & Meals	N N
92	52	Olson/Autumn		251.52	Seproct mileage	2 Transactions		wheats	IN
	52	Olson/ Autumn		207.24					
	632	Pine County Health & Huma	n Services						
37		15-484-485-8468-6880		1,719.19	September eats strategy			Grant Admin- Pass thru	Ν
38		15-484-485-8468-6880		685.59	September tobacco strat	egy		Grant Admin- Pass thru	Ν
39		15-484-485-8468-6880		1,150.72	September well-being st	rategy		Grant Admin- Pass thru	Ν
40		15-484-485-8468-6880		1,331.59	September moves strate	ду		Grant Admin- Pass thru	N
	632	Pine County Health & Huma	n Services	4,887.09		4 Transactions			
	1030	Ringler/Jennie							
65		15-484-496-8449-6331		71.40	Sep/Oct HHA mileage			Mileage & Meals	Ν
	1030	Ringler/Jennie		71.40	1 5	1 Transactions		5	
	1322	Ringler/Jezzalyn							
66		15-484-496-8449-6331		238.42	Sep/Oct HHA mileage			Mileage & Meals	N
	1322	Ringler/Jezzalyn		238.42		1 Transactions			
	3174	Rosburg/Diane							
85		15-484-496-8447-6331		453.26	Sep/Oct home care milea	age		Mileage & Meals	Ν
	3174	Rosburg/Diane		453.26		1 Transactions			

1452 Sandberg/Debbie

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



### Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

,		Name Account/Formula	<u>Rpt</u> Accr	Amount	Warrant Description	e Dates	<u>Invoice #</u> Paid On Bh	Account/Formula Des	
67	<u>INO.</u>	15-484-493-8452-6331	ACCI	48.47	Aug-Oct CM mileage	<u>E Dales</u>		Mileage & Meals	N
07	1452			48.47	Aug-Oct CM mileage	1 Transactions		Mileage & Mears	IN IN
	1102	canaborg, Dobbio		40.47					
	105	St. Clare Living Community of	<sup>•</sup> Mora						
42		15-484-496-8447-6211		3,570.00	September PT visits			Services & Charges	Ν
43		15-484-496-8447-6211		425.00	September PT-Asst visits	6		Services & Charges	Ν
44		15-484-496-8447-6211		30.00	Sept .5 hrs PT consultation	on		Services & Charges	Ν
45		15-484-496-8447-6211		987.50	September drive time			Services & Charges	Ν
46		15-484-496-8447-6211		374.66	September mileage			Services & Charges	Ν
	105	St. Clare Living Community of	f Mora	5,387.16		5 Transactions			
	1315	Sundsvold/Miranda							
68		15-484-493-8452-6331		48.27	July CM mileage			Mileage & Meals	Ν
69		15-484-493-8452-6331		56.33	August CM mileage			Mileage & Meals	Ν
70		15-484-493-8452-6331		40.61	Sep CM mileage			Mileage & Meals	Ν
	1315	Sundsvold/Miranda		145.21		3 Transactions			
	1893	Tamarac Medical.Inc							
47	1093	15-484-487-8451-6432		14.95	blood lead analysis		120051	Medical Supplies	N
17	1893	Tamarac Medical,Inc		14.95		1 Transactions			
	1372	TEAMS Cambridge Inc							
48		15-484-485-8468-6211		3,345.00	mini grant 3 water fill sta			Services & Charges	N
	1372	TEAMS Cambridge Inc		3,345.00		1 Transactions			
	2048	The Lamar Companies							
49		15-484-490-8489-6411		500.00	child vax hwy 23 & 65			Progam Supplies	Ν
50		15-484-490-8489-6411		224.00	child vax vinyl poster			Progam Supplies	Ν
51		15-484-490-8489-6411		15.00	freight			Progam Supplies	Ν
52		15-484-490-8489-6411		350.00	child vax Hwy 47 & 23			Progam Supplies	Ν
53		15-484-490-8489-6411		273.00	child vax vinyl panel			Progam Supplies	Ν
54		15-484-490-8489-6411		15.00	freight			Progam Supplies	Ν
	2048	The Lamar Companies		1,377.00		6 Transactions			
	1333	Tomczak/Kailey							
71		15-484-496-8449-6331		129.04	Sep/Oct HHA mileage			Mileage & Meals	Ν
	1333	Tomczak/Kailey		129.04		1 Transactions			
	1268	Tomczak/Kristi							
73	1200	15-484-496-8448-6331		96.30	Sep/Oct HM mileage			Mileage & Meals	Ν
			Co	nvriaht 2010	0-2022 Integrated Fin	ancial System	IS .		<b>40</b>
			00	rj. g. 2010		anolar oystorn	.~		• •

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



### Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendo <u>No</u> .	or <u>Name</u> <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	Warrant Description Service Dates	<u>Invoice #</u> Paid C	-	<u>/Formula Descriptic 1</u> <u>Behalf of Name</u>	099
72	15-484-496-8449-6331		225.31	Sep/Oct HHA mileage		Mileage &	Meals	N
1268	3 Tomczak/Kristi		321.61	2 Transac	ctions			
1328	8 True Directions, Inc.							
75	15-484-485-8490-6285		750.00	5 weeks PRS on call	12	Contracted	d Work Peer Recovery Sup	Ν
76	15-484-485-8490-6285		171.26	phone service	12	Contracted	Work Peer Recovery Sup	Ν
77	15-484-485-8490-6285		433.00	admin costs	12	Contracted	Work Peer Recovery Sup	Ν
78	15-484-485-8490-6285		2,064.85	PRSS svcs 30.5 hrs	12	Contracted	d Work Peer Recovery Sup	Ν
79	15-484-485-8490-6285		250.00	Franklin Outdoor Advertising	12	Contracted	d Work Peer Recovery Sup	Ν
1328	3 True Directions, Inc.		3,669.11	5 Transac	ctions			
15 Fund To	otal:		73,451.82	Community Health	Fund	39 Vendors	94 Transactions	
Fina	al Total:		73,451.82	39 Vendors	94 Transactions	5		

Sheila			* * * *	Kanabec (	County	* * * *	INTEGRATED FINANCIAL SYSTEMS
11/3/23	9:23AM			Audit List for Boa	ard COMMISSI	ONER'S VOUCHERS ENTRIES	Page 8
	Recap by Fund	Fund	<u>AMOUNT</u>	Name			
		15	73,451.82	Community Health Func	i		
		All Funds	73,451.82	Total	Approved by,		

## **9:45am Appointment**

November 7, 2023

## **REQUEST FOR BOARD ACTION**

a. Subject: 2022 Audit Presentation and<br/>Draft Financial Statementsb. Origination: Auditor/Treasurer's Office

c. Estimated time: 20 minutes

d. Presenter(s): Doug Host, Clifton Larson Allen LLP

e. Board action requested:

### **Resolution #\_\_\_\_-11/7/23**

**Resolution Accepting Kanabec County's Audited Financial Statements for Year-Ending December 31, 2022** 

WHEREAS, the independent audit firm, Clifton Larson Allen LLP, has issued their opinion that Kanabec County's financial statements, as of December 31, 2022, are presented fairly and in accordance with generally accepted accounting principles; and

WHEREAS, Doug Host, authorized representative of Clifton Larson Allen LLP, and Denise Snyder, Kanabec County Auditor/Treasurer, presented a summary of key information in the 2022 Comprehensive Annual Financial Report to the Kanabec County Board of Commissioners; and

**WHEREAS**, the State Auditor's Office requires the Kanabec County Board of Commissioners to accept the audited financial statements and make them available for public inspection in the Office of the State Auditor and in the Office of the County Auditor;

**THEREFORE BE IT RESOLVED** by the Kanabec County Board of Commissioners to accept the audited financial statements for year-ending December 31, 2022 as presented.

f. Background:

Supporting Documents: None

Attached: 🗹

Date received in County Coordinators Office: Coordinators Comments:



# Kanabec County Mora, Minnesota

Audit Presentation

Exit Conference: Communication with Those

Charged with Governance Year Ending December 31, 2022 We'll get you there.

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# Agenda

- Introduction
- Required Communications
- Internal Control
- Minnesota Legal Compliance
- Financial Results
- Key Issues/Summary







# Introduction

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# Required Communication

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# **Required Communications**

- Separate Communication with Governance letter issued to all County Commissioners with required communications in detail
- Key points
  - Audit provides reasonable, but not absolute assurance
  - Audit includes some accounting estimates
  - We received full cooperation from management
- Results of the Audit
  - We issued an unmodified opinion on the financial statements
  - Single audit performed as County had federal expenditures in excess of \$750,000 (Medical Assistance, Coronavirus State and Local Fiscal Recovery Fund & Highway Planning and Construction)



5





# Internal Control

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# Internal Control

- Material Weaknesses deficiencies in internal control such that there is a reasonable possibility that a material misstatement would not be prevented or detected and corrected on a timely basis
  - Segregation of Duties
  - Audit Adjustments
  - Annual Financial Reporting
- Significant Deficiencies deficiencies in internal control that are less severe than material weaknesses, yet important enough to merit attention by those charged with governance
  - None for 2022
  - None for 2021



7



# Single Audit – Internal Control

- Material Weakness
  - 2022 Case file reviews (Medical Assistance)
  - None in 2021
- Significant Deficiency
  - None noted for 2022
  - None noted for 2021







# Minnesota Legal Compliance

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# Minnesota Legal Compliance

 Auditors performed testing and completed a 25 page check list to verify that the County complied with applicable Minnesota Statutes

- 2022 Findings:
  - None noted
  - 2021 item related to unclaimed property resolved in current year audit







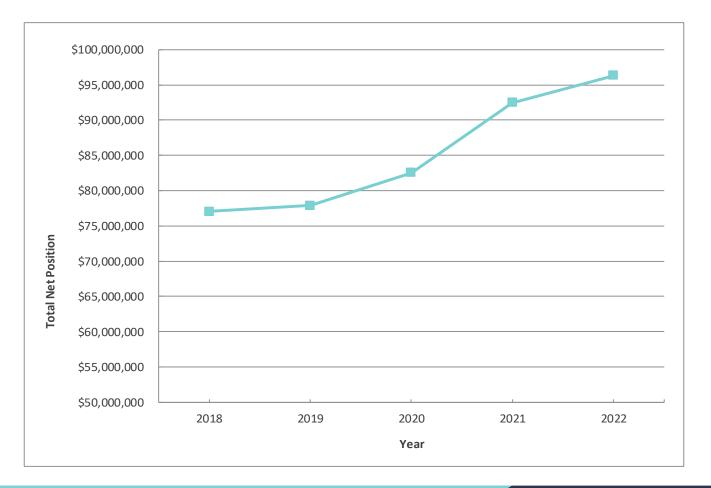
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# **Governmental Activities Net Position**

- Net Position increased by \$3,517,747 from 2022 operations
- Unrestricted Net Position approximately \$3.5M



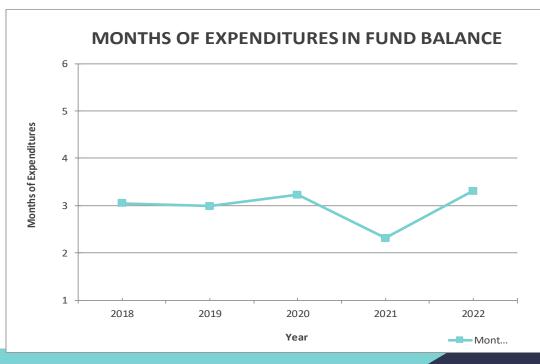


# **Financial Results** Months of Expenditures in Fund Balance – All Governmental Funds

• Total Fund Balance

Committed)

- 2022 = \$72,457,946
   2021 = \$70,243,494
- Unassigned, Assigned, and Committed Fund Balance
  - 2022 = \$9,837,658
     2021 = \$6,943,675
- Approximately 3.3 months of expenditures in Fund Balance (Assigned, Unassigned, and Committed) (PY = 2.3 months)
- Recommend no less than 5 months expenditures in Fund Balance (Assigned, Unassigned, and

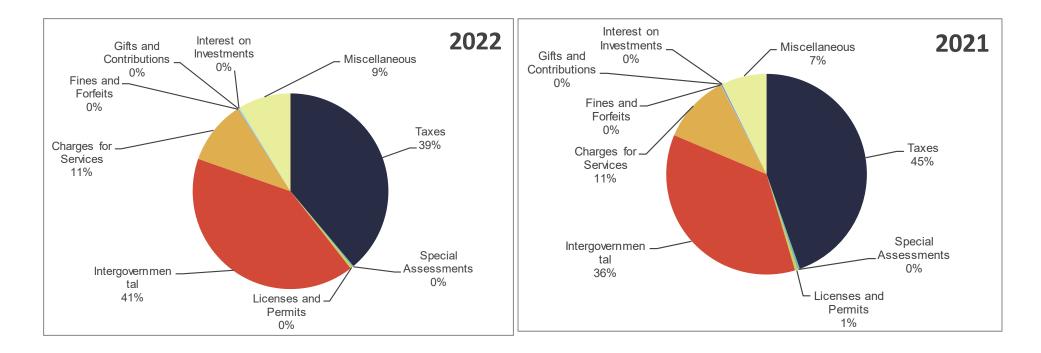






# Revenue Comparison – Governmental Funds

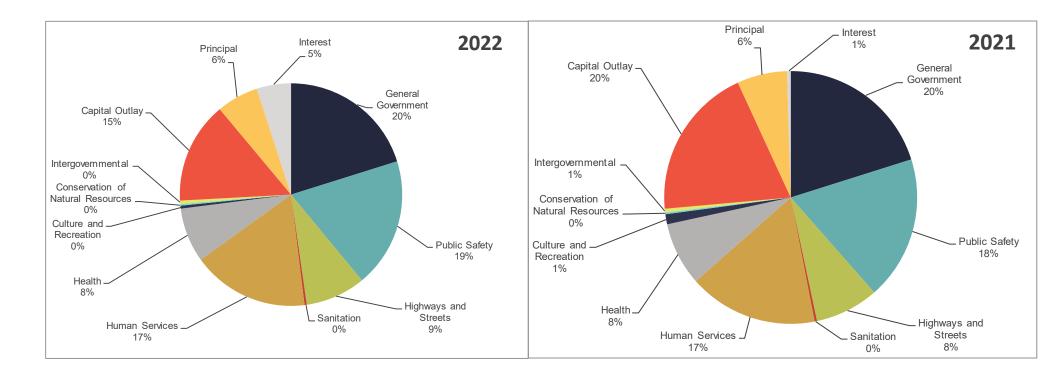
- Revenue breakdown by type is consistent from year-to-year
- 2022 Taxes and Intergovernmental Revenues account for 80% Total Revenues (prior year was 81%)





# Expenditure Comparison – Governmental Funds

- Debt principal decreased approximately \$130K
- Capital outlay decreased \$1.7M





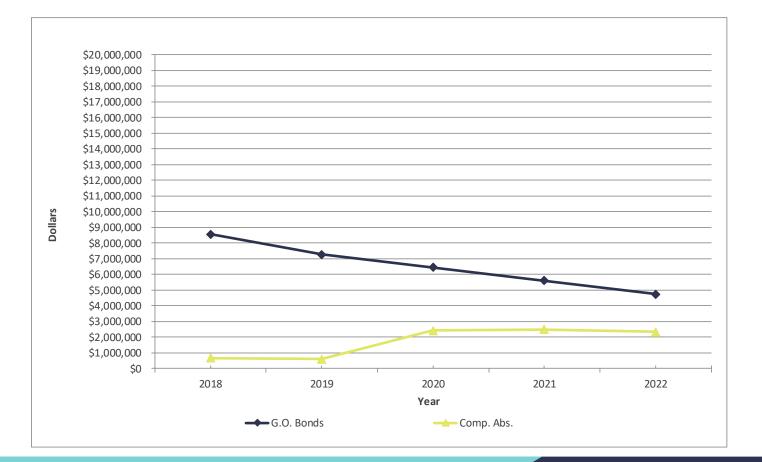


## Long-Term Liabilities – Governmental Activities

Total Long-Term Liabilities 2022 = \$70,256,481

2021 = \$67,702,839

General Obligation Bonds 2022 = \$4,745,000 2021 = \$5,610,000







# Key Issues / Summary

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# Key Issues / Summary

- Financial Stability
  - Financial statements and the required OSA reporting form submitted to the required state agencies by the statutory deadline
  - General Fund decreased Fund Balance levels \$263K in 2022 (transfers out of 512K in 2022)
  - Total months of expenditures in governmental fund unrestricted fund balance increased 1 month in 2022
  - GASB 87 implemented for 12-31-22
  - GASB 96 effective for 12-31-23





# Thank you to all for allowing us to serve you!

Contact Information: Doug Host, CPA 218-825-2948 doug.host@CLAconnect.com



CLAconnect.com



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# **10:15am Appointment**

### Item a

### November 7, 2023

REQUEST FOR	BOARD ACTION
<b>a. Subject:</b> Job Description Re-evaluations for Existing Positions	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	<b>d. Presenter</b> (s): Kim Christenson, HR Specialist & Kris McNally, Coordinator
<ul> <li>Deard action requested:</li> </ul>	

e. Board action requested:

Approve the attached resolutions for re-evaluation of job descriptions

**Resolution #1:** Resolution accepting job titles that remained on same pay grade

**Resolutions #2-3:** Resolutions accepting job titles with new rankings

#### f. Background:

Job descriptions are evaluated on a 3-year cycle. Job descriptions were sent out to department heads for updating then sent back to the Coordinator's Office for further review.

There were 5 job descriptions with updates that were sent to MRA for further review by our pay consultant. The pay consultant felt that 2 of the job descriptions had updates that affected the overall scoring of the job description. Therefore those 2 job descriptions will move to their respective pay grades effective January 1, 2024.

Jobs descriptions changed were:

- Deputy Auditor, Finance
- Hwy Maintenance Supervisor

Title	Current Total Points	Recommended Total Points	Current Grade	Recommended Grade
Deputy Auditor, Finance	280	305	10	11
Hwy Maintenance Supervisor	421	434	15	16

Supporting Documents: None Attached:

Date received in County Coordinators Office: Coordinators Comments:

### **Resolution #1**

### **RESOLUTION #\_\_\_ - 11/02/21**

**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 following positions are on the rotation schedule for 2023:

Dept	Position
Assessor	Certified Appraiser
Assessor	Assistant Assessor
Attorney	Legal Secretary/Paralegal
Attorney	Victim & Witness Service Coord
Attorney	Assistant County Attorney
Auditor/Treasurer	Collections Clerk
Auditor/Treasurer	Deputy Finance
Auditor/Treasurer	Deputy Auditor, Finance
Auditor/Treasurer	County Auditor/Treasurer
Public Health	Clerk Typist IIA PH
Public Health	Home Health Aide
Public Health	Case Aide-Family Health
Public Health	Administrative Assistant-PHFS
Public Health	Nursing Supervisor
Public Health	Family Health Supervisor
Probation	Court Services Secretary
Probation	Work Site Supervisor
Public Works	Accountant
Public Works	CADD Technician, Civil
Public Works	Hwy Maintenance Supervisor
Public Works	Assistant Engineer
Public Works	County Public Works Director
Recorder	County Recorder
Sheriff	Law Enforcement Assistant
Sheriff	Jail - Office Assistant
Sheriff	Civil Process Coordinator
Sheriff	Jail Administrator
Sheriff	Chief Deputy Sheriff
Sheriff	County Sheriff

and,

**WHEREAS** the job descriptions were given to the Department Heads for updating and returned to the Personnel Director and HR Specialist for final review, and

WHEREAS the County Coordinator and HR Specialist have examined the above job

titles and feel changes made do not warrant further review by the pay consultant and should remain at the same pay grade;

**BE IT RESOLVED** that it is the decision of the County Board to accept and approve the remaining job descriptions with updates made.

### **Resolution #2**

### **Resolution #\_\_\_ - 11/07/23**

Deputy Auditor, Finance 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 Deputy Auditor, Finance 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 descriptions and approve the wage consultant's recommendations;

**BE IT FURTHER RESOLVED** to accept the ranking for the "Deputy Auditor, Finance" position, which results in Pay Range 11;

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

### **Resolution #3**

### **Resolution #\_\_\_ - 11/07/23**

Highway Maintenance Supervisor 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 Supervisor 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 15 to Grade 16 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 "Highway Maintenance Supervisor" position, which results in Pay Range 16;

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

# **10:15am Appointment**

### Item b.

### November 7, 2023

REQUEST FOR	BOARD ACTION
<b>a. Subject:</b> Job Description Evaluations for New Positions	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson, HR Specialist
<ul> <li>Board action requested:</li> </ul>	

e. Board action requested:

Approve the attached resolutions for the newly created positions of Certified Appraiser I, Certified Appraiser II, and Property Specialist.

### f. Background:

At the October 17 meeting 3 new job descriptions were presented for approval to be sent to the pay consultant for ranking.

Positions approved were:

- Certified Appraiser I
- Certified Appraiser II
- Property Specialist

The pay consultant has reviewed the job descriptions and made recommendations.

Supporting Documents: None Attached:

Date received in County Coordinators Office: Coordinators Comments:

### **Resolution #\_\_\_\_a – 11/7/23** Certified Appraiser I Evaluation

**WHEREAS** the board did by Resolution #16a-10/17/23 refer the position of Certified Appraiser I to the pay plan consultant for review, 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 based on the overall points, recommends the position to be placed at a Grade 11;

**BE IT FURTHER RESOLVED** to accept the ranking for the Certified Appraiser I position effective January 1, 2024.

### **Resolution #\_\_\_\_b – 11/7/23** Certified Appraiser II Evaluation

**WHEREAS** the board did by Resolution #16b-10/17/23 refer the position of Certified Appraiser II to the pay plan consultant for review, 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 based on the overall points, recommends the position to be placed at a Grade 12;

**BE IT FURTHER RESOLVED** to accept the ranking for the Certified Appraiser II position effective January 1, 2024.

### Resolution #\_\_\_\_c - 11/7/23 Property Specialist Evaluation

**WHEREAS** the board did by Resolution #16c-10/17/23 refer the position of Property Specialist to the pay plan consultant for review, 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 based on the overall points, recommends the position to be placed at a Grade 9;

**BE IT FURTHER RESOLVED** to accept the ranking for the Property Specialist position effective January 1, 2024.

## **10:15am Appointment**

### Item c.

### **November 7, 2023**

REQUEST FOR BOARD ACTION	
<b>a. Subject:</b> Request Approval for Extended Medical Leave of Absence	<b>b. Origination</b> : Coordinator's Office
c. Estimated time: 10 minutes	<b>d. Presenter</b> (s): Kim Christenson, HR Specialist & Kris McNally, Coordinator
<ul> <li>Deard action requested.</li> </ul>	

#### e. Board action requested:

### **Resolution #\_\_\_\_-11/7/23**

**Requested Extension of a Medical Leave of Absence** 

**WHEREAS**, the Kanabec County Employee Handbooks states that a medical leave of absence generally will not exceed 6 months; and that any additional time off for the leave must be requested in writing, supported by written certification from the treating physician, and approved by the County Board of Commissioners; and

**WHEREAS**, the Kanabec County Employee Handbook further states that if the leave extends past six months, the County will generally fill the vacancy and the employee's name will then be placed on a layoff eligibility list; and

**WHEREAS**, the Human Resources department has received a request from an employee to extend a leave of absence and has received written documentation from the treating physician to support said extension; and

**WHEREAS**, this is the second extension of this leave, with the first being under the terms of the employee's collective bargaining agreement for five months ending on November 15, 2023;

**THEREFORE BE IT RESOLVED** to approve an extension of this leave of absence until December 15, 2023;

**BE IT FURTHER RESOLVED** that the Coordinator's Office is authorized to fill the regular vacancy, if needed, no sooner than December 16, 2023 and move the employee's name to a layoff eligibility list;

**BE IT FURTHER RESOLVED** that the Coordinator's Office is authorized to hire a temporary employee after November 15, 2023 to fill the vacancy if the department director deems that it is necessary to fulfill seasonal work demands.

#### f. Background:

Supporting Documents: None☑ Attached:

Date received in County Coordinators Office: Coordinators Comments:

## **10:30am Appointment**

November 7, 2023

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request for Support and Grant Match Funding for ECE's Boarder to Boarder Broadband Grant Application (#9)	<b>b. Origination</b> : East Central Energy
c. Estimated time: 15 minutes	<b>d. Presenter</b> (s): Dennis Rice and Fayet Turitto, East Central Energy Representatives

#### e. Board action requested:

Approve the following resolution:

### **Resolution #\_\_\_\_-11/7/23**

### RESOLUTION IN SUPPORT OF EAST CENTRAL ENERGY'S BROADBAND PROJECT IN KANABEC COUNTY

WHEREAS, East Central Energy is working to provide efficient and affordable fiber broadband internet to its service area; and

WHEREAS, the mission is to provide high-speed internet to every home and business, fostering community vitality, affordable and quality health care, equitable education, a strong economy, and efficient government; and

WHEREAS, East Central Energy is applying for the Minnesota Border-to-Border Round 9 Broadband Development Grant Program. The Border-to-Border Broadband Round 9 Development Grant Program funds the expansion of broadband service to areas of Minnesota that are unserved or underserved; now

**THEREFORE BE IT RESOLVED,** that the governing board of Kanabec County, State of Minnesota, hereby endorses East Central Energy's Broadband Project to provide to fiber broadband internet to its service area;

**BE IT FURTHER RESOLVED,** that Kanabec County commits \$25,000 for the matching portion of the 2023 Minnesota Border-to-Border Round 9 Broadband Development Grant Program grants received in support of East Central Energy's Broadband Project;

**BE IT FURTHER RESOLVED,** that the authorizing authority of Kanabec County does hereby adopt this resolution.

#### f. Background:

Supporting Documents: None: Attached: ☑

Date received in County Coordinators Office: Coordinators Comments:

In 2022, the Board of Commissioners reserved American Rescue Plan Act dollars for the County's estimated portion of the grant match for East Central Energy's broadband project.



District #1, Peter Ripka District #2, Alison Holland District #3, Wendy Caswell District #4, Rick Mattson District #5, Tom Roeschlein

East Central Energy A ITN: ECE Board of Directors 412 Main Avenue North Braham, MN. 55006

RE: ECE Letter of Support

N >vember 7, 2023

To Whom it May Concern,

K inabec County would like to express our support for East Central Energy's Broadband Project for the MN Border-to-Border Round 9 grant program, in addition to confirming the local match of \$25,000.

ECE's efforts will provide access to high-speed internet for many of our community members that currently do not have adequate internet access, or no internet access at all. These residents currently struggle with slow internet speed and poor connectivity—some residents have NO access to broadband—which adversely impacts school, work, and healthcare for these families.

This grant opportunity would greatly improve the quality of life for Kanabec County residents.

Kanabec County strongly supports this project and would appreciate your consideration of ECE's MN Border-to-Border Round 9 grant application.

Thank you for your consideration.

Sincerely,

Rickey Mattson Chair of the Kanabec County Board of Commissioners Kanabec County

Cc: Jim Hartshorn, EDA Executive Director Kris McNally, County Coordinator

### OFFICE OF THE KANABEC COUNTY BOARD OF COMMISSIONERS

317 Maple Ave East, Suite 181 Mora, MN 55051
Telephone: (320) 679-6440
Fax: (320) 679-6441



East Central Energy HOME GROWN, MEMBER OWNED, COMMUNITY FOCUSED

Rural electric co-ops are the fastest growing segment of broadband providers. East Central Energy powers some of the **most under-served counties** in the state. With the right funding, our electric grid can be leveraged to provide residential broadband and improve the overall quality of life for **over 123,000 residents**.

64,374 MEMBERS SERVED 8,473 MILES OF LINE 14 COUNTIES 180+ EMPLOYEES

ECE is **uniquely positioned** to deliver broadband service to rural parts of Minnesota. We already have a deep relationship with our **member-owners**, plus we maintain a longer-term view of infrastructure investments. Headquartered in Braham, MN, East Central Energy is **Minnesota's third largest** member-owned electric cooperative.



### What makes East Central Energy the broadband provider of choice?

As a not-for-profit organization...

We have <b>87+ years</b> of history in solid service	As ECE did in the '30s, we intend to <b>serve all areas</b> not just densely populated	We have strong relationships with communities and access to resources	Across the nation, many other co-ops have deployed broadband successfully	
a regional project makes sense				
Full fiber-to-the- home is the <b>gold standard</b> for internet service	ECE has the ability to blanket our 14- county area, helping to offset expenses	Our existing infrastructure = potential for <b>smart grid</b> technology	Positive long-term economic impact for families, schools, healthcare, and businesses	
To learn more, contact: <b>Dennis Rice</b> Broadband Manager				



dennis.rice@ecemn.com

763-691-2085

### Minnesota Border-to-Border Grant Scope -Kanabec County

The Minnesota Office of Broadband has opened the FY 2024 grant window and allocated \$50M to bettering high-speed internet services throughout Minnesota. ECE will be applying for three grants, which are due on December 7, 2023. One of the three grants will directly impact Kanabec County. The Border-to-Border application awards points for community participation letters of support and financial commitment. The table below shows how much of each township/city would be served with high-speed internet if this grant is approved.

	Sq Miles	% of County
Pine Central	132	
Kanabec County	67	12.5%
Pine County	65	4.6%
Pine North	117	
Pine County	83	5.8%
Aitkin County	35	1.7%
Mille Lacs South	91	
Isanti County	14	3.0%
Mille Lacs County	78	11.4%
Total Kanabec	148	

### "Community Engagement" wording from the B2B grant application:

### Critical Need/Community Participation: 0 to 15 points possible

Addition scoring points will be awarded for the following:

- Project applications must identify why there is a critical need for the proposed project as it relates to access, affordability, reliability and/or consistency (in addition to being a scoring factor, applicants that do not address the critical need for their project may be disqualified from consideration)
- Verified financial commitment to the project from any qualified community partner(s) [Community partner may be any public, private, non-profit, or philanthropic entity – this would include a business, county, township, city, tribal entity, or community coalition]
- Projects that propose to serve or partially serve federally recognized tribal lands, and the associated tribal entity has provided application documentation of project support
- Project applications that provide substantive evidence of community support for the project



		Pine Central			
Townships	Sq Miles	% of Township	Underserved	Unserved	Total Service Points
Kanabec County					
Kroschel Township	8.7	24%	13	31	44
Peace Township	19.8	52%	56	186	242
Pomroy Township	37.1	98%	54	182	236
Whited Township	0.8	3%	-	6	6
Pine County					
Brook Park City	1.0	100%	13	58	71
Brook Park Township	20.6	69%	23	136	159
Hinckley Township	23.9	67%	77	181	258
Mission Creek Township	19.2	60%	35	119	154
Pokegama Township	0.7	1%	-	8	8
Total	132	-	271	907	1,178



### **10:45am Appointment**

### Item a.

### November 7, 2023

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Lease Buy-Out Vehicle Purchase	<b>b. Origination</b> : Enterprise Fleet Services & Assessor's Office
c. Estimated time: 5 minutes	d. Presenter(s): Tina Von Eschen, Assessor
<ul> <li>Description resultants</li> </ul>	

e. Board action requested:

Approve the following resolution:

### Resolution #\_\_\_\_-11/7/23 Lease Buy-Out of 2019 Jeep

**WHEREAS**, the terms of the Enterprise Fleet Services lease for the 2019 Jeep Cherokee Latitude 4dr 4x4 allow for buy-out; and

**WHEREAS**, the Assessor's Office believes that purchasing this vehicle from Enterprise Fleet Services at this time is in the best interest of the County; and

WHEREAS, the Assessor's budget has allocated funds for the purchase of this vehicle;

**THEREFORE BE IT RESOLVED**, the Board of Commissioners hereby approves the buy-out of the 2019 Jeep Cherokee Latitude 4dr 4x4 for \$4,236.15 from Enterprise Fleet Services;

**BE IT FURTHER RESOLVED**, the Assessor is authorized to execute the documents related to said purchase.

f. Background:

Supporting Documents: None Attached:

Date received in County Coordinators Office: Coordinators Comments: Date

10/18/2023

Account Number	Amount	Description	
01.102.000.0000.6681	4,236.15	2019 Jeep Cherokee Latitude payoff	
	4,236.15	TOTAL	

APPROVAL OF CLAIM BY COUNTY OFFICIAL

This claim against the County is approved for payment. I hereby certify that the services were rendered and/or the goods were furnnished.

Signature & Office of County official approving claim.

### DECLARATION

I declare under the penalities of law that this account, claim or demand is just and correct and that no part of it has been paid.

Signature of Claimant

(Minn. Statutes Section 471.38 ans 471.391)

Warrant No			
Date			
Fund			
	CLAII	M OF	
	Enternrice		
	Enterprise	<b>FIVE ITUSE</b>	
Address	Car Sales		
	PO Box 84	3004	•
		y MO 6418	
Vendor No.		804	
	Agai	inst	
The	County	of Kana	bec
Amount of C	laim		\$4,236.15
Date of Ses	sion		

Chairman of County Board

County Auditor





Enterprise Fleet Management Purchase Option Team 1-800-543-8226 direct EFM\_Car\_Sales@efleets.com 2281 Ball Drive Saint Louis, MO 63146

#### Printed as of 10/13/2023

#### **BILL OF SALE**

BUYER(S)		SALE DATE		GPBR	
BUYER					1TF1
Kanabec County			CAR SALE #		UNIT NO.
24					22TDKR
CO-BUYER			A SALE PRICE	\$4,086.15	
			B ADDITIONAL EQUIPMENT		Car Parties
STREET ADDRESS	APT #				
317 Maple Ave E		ſ			
CITY/STATE/ZIP			C SUBTOTAL	\$4,086.15	
MORA / MN / 55051			(A PLUS B) D SALES TAX		
DAY PHONE	EVENING PHONE		OTHER CHAP	\$0.00 RGES	
FAX	· · · · · · · · · · · · · · · · · · ·	[			And the second second
FAX					
	PURCHASE VEHICLE	Constanting	E TITLE FEE		
YR/MAKE/MODEL/SERIES			F ADMINISTRATION FEE	\$150.00	
2019 Jeep Cherokee Latitude 4	dr 4x4 (476 <del>9</del> 776)	ſ	G ACCUMULATED \$0.00		
VIN#			TAX		and the second
1 C 4 P J M	C X 7 K D 1 0 2 8 3		H ACCUMULATED LICENSE FEES	\$0.00	A State State State
MILEAGE			I		
COLOR			J		
(0 P) Bright White Clearcoat	· ·		к		
The vehicle is sold "As Is - not expressly warranted or guaranteed" with All Faults:		ľ	L		
BUYER UNDERSTANDS THAT THIS VEHICLE IS BEING SOLD "AS IS NOT		ľ	M		
EXPRESSLY WARRANTED OR GUARANTEED WITH ALL FAULTS AND IS NOT		т	N		
COVERED BY DEALER WARRANTIES. I UNDERSTAND THAT THE SELLER IS NOT		S NOT	0		
REQUIRED TO MAKE ANY REPAIRS AFTER BUYER BUYS THIS VEHICLE AND		ID .			
BUYER WILL HAVE TO PAY F	BUYER WILL HAVE TO PAY FOR REPAIRS THIS VEHICLE WILL NEED."		P TOTAL OTHER (F THRU O)	\$150.00	
			Q SELLING PRICE (C PLUS D PLUS P)	\$4,236.15	

ADDITIONAL

Payments for the vehicle(s) are to be made payable to "Enterprise FM Trust" Please remit payment by certified check or certified funds.

Buyer is responsible for obtaining any necessary insurance coverage on the purchased vehicle. Any coverage maintained by seller does not transfer with the purchased vehicle. There may be additional charges outstanding that are not included in the Selling Price. Please refer to your most recent Billing Statement on https://login.efleets.com. The title for the

vehicle will only be released once all outstanding charges have been cleared.

LIENHOLDER	LIENHOLDER ADDRESS	LIEN DATE	LIENHOLDER PHONE	
BUYER		SELLER		
Kanabec County		The Legal Entity as listed on the \	Vehicle(s) Titles(s) ('Seller')	
SIGNATURE aned by:	DATE	ADDRESS		
kanabec County	October 13, 2023	2281 Ball Drive		
CO-BUYER2E44A354D5		CITY/STATE/ZIP		
		St.Louis /MO /63146		
SIGNATURE	DATE	APPROVED Bigned by:	DATE	
		Rachel Davis	October 13, 2023	
*		D5A5AAD2ADE04FA	41	

DS

kl

#### LESSEE ODOMETER (MILEAGE) DISCLOSURE STATEMENT

Federal Law (and State Law if applicable) requires that the lessee disclose the mileage to the lessor in connection with the transfer of ownership. Failure to complete or making a false statement may result in fines and/or imprisonment. Complete disclosure form below and return to lessor.

(Name of person making disclosure) state that the odometer now reads (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- \_\_\_1.1 hereby certify that to the best of my knowledge the odometer reading as stated above reflects the amount of mileage in excess of the designed mechanical odometer limit of the vehicle described below.
- 2. I hereby certify that to the best of my knowledge the odometer reading as stated above is not the actual mileage.
- 3. I hereby certify that to the best of my knowledge the vehicle described above does not have an air bag on or off switch which has been installed by someone other than the vehicle manufacturer and any existing air bag has not been deactivated.

YMMS		Unit Number	
2019 Jeep Cherokee Latitude	22TDKR		
VEHICLE IDENTIFICATION NU	VEHICLE IDENTIFICATION NUMBER		
1C4PJMCX7KD102838			
LESSEE'S NAME			
Kanabec County			
STREET ADDRESS			
317 Maple Ave E			
CITY	STATE	ZIP CODE	
MORA	MN	55051	
LESSEE'S SIGNATURES		Date	
Docusigned by:			
Eanabec-County	··· <del>··</del>	October 13, 2023	
LESSOR'S LEGAL NAME			
ENTERPRISE FLEET MANAG	EMENT		
STREET ADDRESS 2281 Ball Drive			
	STATE	ZIP CODE	
St. Louis	MO	63146	
DATE DISCLOSURE FORM SENT TO LESSEE		DATE COMPLETED FORM RECEIVED FROM LESSEE	
10-13-2023			
LESSOR'S SIGNATURE			
Rachel Davis			



#### Dear Kanabec County

Below you will find the Bill of Sale for the vehicle that you would like to purchase. Please verify that the name, address and phone number are correct and the address is the same place you would like the title mailed. If anything does not appear to be correct, please send an email to EFM\_Car\_Sales@efleets.com to request any changes.

If everything appears to be correct, please proceed with the following steps to complete the purchase:

1. Sign and date the Bill of Sale via DocuSign

2. Complete the odometer statement and sign the bottom of the statement via DocuSign

3. Submit certified funds or a certified check, made payable to Enterprise FM Trust, for the amount listed as the 'Selling Price' (Item Q) on the Bill of Sale.

4. Mail a copy of the signed Bill of Sale, the certified check, and completed odometer statement to one of the following, based on your shipping method:



Regular Mailing Address Enterprise FM Trust Car Sales PO Box 843004

Kansas City, MO 64184-3004

#### **Overnight Shipping Address**

Commerce Bank Attn: 843004 KCWLBX 811 Main St Kansas City, MO 64105

Shipments to the above address must include payments For wire payments, please contact EFM\_Car\_Sales@efleets.com

Please note, <u>if</u> the Selling Price is \$1.00, this is for documentation purposes only. The purchaser will not need to provide a payment for this transaction. If the Selling Price is \$1, simply complete Steps 1 and 2 to sign both documents via DocuSign.

You are acquiring a leased vehicle, therefore payments and other obligations outlined in the Master Lease Agreement must be satisfied by the lessee to transact the sale and transfer ownership. For more information, please visit your account at https://login.efleets.com.

Once we receive the signed Bill of Sale, payment for the selling price, and the completed Odometer Statement, we will begin to process the transaction and the title will be delivered within 14 business days.

If you have any questions, feel free to reach out to us via e-mail at EFM\_Car\_Sales@efleets.com or by phone at 1-800-543-8226



## 10:45am Appointment Item b.

### November 7, 2023

# REQUEST FOR BOARD ACTION a. Subject: Assessor Appraiser Trainee to Assessor Certified Appraiser b. Origination: Assessor's Office c. Estimated time: 1 mins d. Presenter(s): Tina Von Eschen e. Board action requested: Hermitian Content

Action to approve grade level change

### Resolution #\_\_\_\_\_ - 11-7-23

**WHEREAS** Jacob Bowland has successfully obtained his Certified Minnesota Assessor license from the State Board of Assessor's as of October 16, 2023; and

**WHEREAS** doing so qualified him for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser 1;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves Mr. Bowland's promotion to Assessor Certified Appraiser 1 and corresponding pay increase to Grade 11, Step A at \$24.15 per hour effective 10/21/2023.

### f. Background:

Jacob Bowland has successfully obtained his Certified Minnesota Appraiser license from the State Board of Assessor's as of October 16, 2023. Doing so promotes him from the Assessor Trainee Appraiser to Assessor Certified Appraiser 1. He will start at grade 11, step A, at \$24.15 per hour. Upon approval this will become effective as of the 10/21/23 pay period.

	Supporting Documents: None	Attached: 🗹
Date Received in County Coordinator's Office:		
Coordinatora Commente:		

**Coordinators Comments:** 



**MINNESOTA** STATE BOARD OF ASSESSORS

October 16, 2023

Jacob E Bowland **1016 Fouquette St** Foley, MN 56329

Dear Jacob Bowland:

Congratulations! The Board of Assessors has awarded you the Certified Minnesota Assessor License level as of October 16, 2023. Please keep this letter for your reference, and in case it is requested by your employer.

We congratulate you on your successful completion of the required training courses. Your accomplishment indicates a sincere interest in the assessment profession.

You are required to attain an Accredited Minnesota Assessor (AMA) license within five years of being awarded this CMA license. The requirements for obtaining the Accredited Minnesota <u>Assessors (AMA)</u> licensure are available on our website. We are ready to help you with any questions you have about achieving this next step.

We hope that you will continue to further your interest and enhance your professionalism by taking additional assessment education.

Sincerely,

The Board of Assessors

Mail Station 3340 St. Paul, MN 55146-3340

(651) 556-6086 Phone: assessors.board@state.mn.us

# Minnesota State Board of Assessors

# Jacob E Bowland

Has qualified in accordance with the requirements established for the designation of

# **Certified Minnesota Assessor**

Together with its privileges and responsibilities and is entitled to be recognized by public offices and all other citizens for the attainment of professional competence. Given this 16th day of October 2023



Chairnerson

### **10:45am Appointment**

### Item c.

### November 7, 2023

# REQUEST FOR BOARD ACTION a. Subject: Assessor Appraiser Trainee to Assessor Certified Appraiser b. Origination: Assessor's Office c. Estimated time: 1 mins d. Presenter(s): Tina Von Eschen e. Board action requested: Hermitian Content

Action to approve grade level change

### Resolution #\_\_\_\_\_ - 11-7-23

**WHEREAS** Sandra Ruud has successfully obtained her Certified Minnesota Assessor license from the State Board of Assessor's as of October 13, 2023; and

**WHEREAS** doing so qualified her for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser 1;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves Ms. Ruud's promotion to Assessor Certified Appraiser 1 and corresponding pay increase to Grade 11, Step A at \$24.15 per hour effective 10/21/2023.

### f. Background:

Sandra Ruud has successfully obtained her Certified Minnesota Appraiser license from the State Board of Assessor's as of October 13, 2023. Doing so promotes her from the Assessor Trainee Appraiser to Assessor Certified Appraiser 1. She will start at grade 11, step A, at \$24.15 per hour. Upon approval this will become effective as of the 10/21/23 pay period.

	Supporting Documents: None	Attached: 🗹
Date Received in County Coordinator's		
Office:		
Coordinatore Commonte:	·	

Coordinators Comments:



October 13, 2023

Sandra L Ruud 317 Maple Ave E Mora, MN 55051

Dear Sandra Ruud:

Congratulations! The Board of Assessors has awarded you the Certified Minnesota Assessor License level as of October 13, 2023. Please keep this letter for your reference, and in case it is requested by your employer.

We congratulate you on your successful completion of the required training courses. Your accomplishment indicates a sincere interest in the assessment profession.

You are required to attain an Accredited Minnesota Assessor (AMA) license within five years of being awarded this CMA license. The requirements for obtaining the <u>Accredited Minnesota</u> <u>Assessors (AMA)</u> licensure are available on our website. We are ready to help you with any questions you have about achieving this next step.

We hope that you will continue to further your interest and enhance your professionalism by taking additional assessment education.

Sincerely,

The Board of Assessors

Mail Station 3340 St. Paul, MN 55146-3340 Phone: (651) 556-6086 assessors.board@state.mn.us

2

# Minnesota State Board of Assessors

# Sandra L Ruud

Has qualified in accordance with the requirements established for the designation of

# **Certified Minnesota Assessor**

Together with its privileges and responsibilities and is entitled to be recognized by public offices and all other citizens for the attainment of professional competence. Given this 13th day of October 2023



# **10:45am Appointment**

### ltem d.

# November 7, 2023

REQUEST FOR	BOARD ACTION
a. Subject: Department Update	b. Origination: Assessor's Office
c. Estimated time: 10 mins	d. Presenter(s): Tina Von Eschen
e. Board action requested:	

f. Background:

	Supporting Documents: None	Attached: 🗹
Date Received in County Coordinator's Office:		

**Coordinators Comments:** 

Katiek

#### 10/31/23 1:31PM

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



#### REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

FUND 1

### General Revenue Fund

Report Basis: Cash

s: Cash	
Percent of Year	92%
	% of

Page 2

				10	feent of real	7Z/0
		Charl	Quarter	Year		<u>% of</u>
Account Number		Stat	tus <u>To Date</u>	<u>To Date</u>	<u>Budget</u>	<u>BDG</u>
102 DEPT	Assessor					
REVENUES	-					
01-102-000-0000-5501	Fees For Services		7,396.00-	97,145.11-	96,100.00-	101
01-102-000-0000-5830	Misc Revenues		0.00	45.42-	50.00-	91
EXPENDITURES						
01-102-000-0000-6103	Salaries - Regular		44,990.09	329,234.70	418,689.00	79
01-102-000-0000-6105	Salaries - Part Time		2,973.08	19,936.09	0.00	0
01-102-000-0000-6113	Flex Pay		952.17	6,665.10	0.00	0
01-102-000-0000-6130	VEBA - County Share		1,272.00	6,996.00	0.00	0
01-102-000-0000-6153	Co Share Health Ins		7,391.22	40,651.71	51,160.00	79
01-102-000-0000-6158	Health Reserves - County Share		300.00	1,650.00	0.00	0
01-102-000-0000-6163	Co Share Pera		3,597.22	26,187.73	31,402.00	83
01-102-000-0000-6175	Co Share Fica		3,711.12	27,012.79	32,030.00	84
01-102-000-0000-6204	Cellular Phones		128.50	1,282.99	2,400.00	53
01-102-000-0000-6205	Postage		0.00	1,158.75	4,000.00	29
01-102-000-0000-6211	Services & Charges		234.00	5,058.70	7,500.00	67
01-102-000-0000-6289	Staff Development		594.35	7,807.59	14,000.00	56
01-102-000-0000-6331	Mileage & Meals		779.34	3,386.73	3,500.00	97
01-102-000-0000-6341	Rental & Service Contracts		159.00	2,140.58	3,000.00	71
01-102-000-0000-6405	Computers & Hardware		0.00	2,773.97	5,000.00	55
01-102-000-0000-6406	Software		0.00	818.16	1,200.00	68
01-102-000-0000-6411	Supplies		120.92	5,576.03	6,400.00	87
01-102-000-0000-6685	Future Capital Equipment		0.00	0.00	6,000.00	0
01-102-000-8250-6323	Maint Serv - Leased Vehicles		121.87	334.48	337.00	99
01-102-000-8250-6575	Addn Car Expenses - Leased Vehicles		641.50	641.50	150.00	428
01-102-000-8250-6692	Vehicle Leases		1,259.87	5,712.04	0.00	0
01-102-000-8250-6751	Principal - Vehicle Leases		0.00	0.00	4,598.00	0
01-102-000-8250-6755	Interest - Vehicle Leases		0.00	0.00	1,439.00	0
REVENUES	-					
01-102-035-0000-5501	Fees For Services		0.00	2,935.00-	3,600.00-	82
102 DEPT	Totals Assessor	Revenue	7,396.00-	100,125.53-	99,750.00-	100
		Expend.	69,226.25	495,025.64	592,805.00	84
		Net	61,830.25	394,900.11	493,055.00	80

Katiek 10/31/2	23 1:31PM	****	Kanabec County	****		FINANCIAL SYS	TEMS
	UND	REVE General Revenue Fund	NUES & EXPENDITURES BUDGET REP	ORT As of	11/2023 Report Basis:		age 3
					Р	ercent of Year	92%
<u>Acco</u>	unt Number		Status	<u>Quarter</u> To Date	<u>Year</u> <u>To Date</u>	<u>Budget</u>	<u>% of</u> <u>BDG</u>
1 F	UND	Totals General Revenue Fund	Revenue	7,396.00-	100,125.53-	99,750.00 -	100
			Expend.	69,226.25	495,025.64	592,805.00	84
			Net	61,830.25	394,900.11	493,055.00	80
FIN	AL TOTALS	26 Accounts	Revenue	7,396.00-	100,125.53-	99,750.00 -	
			Expend.	69,226.25	495,025.64	592,805.00	84
			Net	61,830.25	394,900.11	493,055.00	80

### **11:00am Appointment**

November 7, 2023

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Discuss the Future of the Snake River Water Management Board	<b>b. Origination</b> : Snake River Water Management Board	
c. Estimated time: 10-15 minutes	d. Presenter(s): Commissioner Ripka	

### e. Board action requested:

Discuss Kanabec County's position on the dissolution or continuation of the Snake River Watershed Management Board.

### f. Background:

The Snake River Watershed Management Board (SRWMB) is a four county non-regulatory joint powers organization. The watershed consists of 1010 square miles, within portions of Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties.

### The Snake River Watershed Management Board:

Provides for the joint and cooperative management of county water plans and other actions necessary to protect and enhance the water and land resources within the Snake River Watershed.

Identifies existing and potential conditions and opportunities for the protection, management, and development of water and related land resources within the Snake River Watershed.

#### **Board Members**

Aitkin County	Bret Sample
Kanabec County	Peter Ripka
Mille Lacs County	Roger Tellinghuisen
Pine County	Terry Lovgren

In September 2023, Aitkin County and Pine County submitted petitions to dissolve the Snake River Water Management Board and Citizens Advisory Committee under section X(B) of the Snake River Management Board Joint Powers Agreement, and to return prorated appropriations back to Aitkin County and Pine County.

These petitions were submitted subsequent to the establishment, adoption and execution of the Snake River Watershed Plan Partnership JPA.

A public hearing on the dissolution petitions was held on October 23, 2023 at the SRWMB regular meeting.

Supporting Documents: None: Attached: 🗹

Date received in County Coordinators Office: Coordinators Comments:





Administrator's Office 635 Northridge Drive NW Suite 200 Pine City, MN 55063 1-800-450-7463 Ext. 1620 Fax: 320-591-1628

### **Commissioners**

Steve Hallan – Dist. 1 Josh Mohr – Dist. 2 Terry Lovgren – Dist. 3 J.J. Waldhalm – Dist. 4 Matt Ludwig – Dist. 5

County Administrator David J. Minke

September 6, 2023

### VIA EMAIL ONLY

Snake River Watershed Management Board Honorable Roger Tellinghuisen, Chair Honorable Terry Lovgren, Vice Chair Honorable Peter Ripka Honorable Bret Sample Kanabec County Mora, MN

Dear Chair Tellinghuisen and members:

In early 2020, Aitkin, Kanabec, Mille Lacs, and Pine Counties and the Soil and Water Conservation Districts of those four counties adopted a Memorandum of Agreement (MOA) to develop and adopt a coordinated watershed management plan for the Snake River Watershed.

The plan has been adopted by all members of the MOA. A majority of the partners have adopted a Joint Powers Agreement to form the Snake River Watershed Plan Partnership (SRWPP). The purpose of the SRWPP is to implement the adopted plan. The SRWPP has scheduled its initial meeting for September 25, 2023.

With the formation of the SRWPP, there are now two joint powers exercising the same general powers in the Snake River Watershed for the same general purposes. This situation seems redundant and unnecessary. For example, the three other watersheds that Pine County partners on for water planning only have a single entity.

On September 5, 2023 the Pine County Board of Commissioners voted unanimously to petition the Snake River Watershed Management Board to dissolve SRWMB under section X(B) of the Snake River Management Board Joint Powers Agreement. This letter is Pine County's petition. It is our understanding that this petition initiates the public hearing described under section X(B).

Please let me know if you require anything further.

Sincerely,

David J. Minke County Administrator

CC: Teresa Wickeham, SRW Coordinator



Aitkin County Government Center 307 2<sup>nd</sup> Street NW, Room 310 Aitkin, MN 56431

Phone: 218-927-3093 Fax: 218-927-7374

September 12, 2023

Honorable Roger Tellinghuisen, Chair Snake River Watershed Management Board Kanabec County 317 Maple Avenue East Mora, MN 55051

VIA EMAIL ONLY

Dear Chair Tellinghuisen:

In early 2020, the counties of Aitkin, Kanabec, Mille Lacs, and Pine and the Soil and Water Conservation Districts of those four counties adopted a Memorandum of Agreement (MOA) to develop and adopt a coordinated watershed management plan for the Snake River Watershed.

The plan has been adopted by all members of the MOA. A majority of the partners have since adopted a Joint Powers Agreement to form the Snake River Watershed Plan Partnership (SRWPP). The purpose of the SRWPP is to implement the adopted plan. The SRWPP has scheduled its initial meeting for September 25, 2023.

With the formation of the SRWPP, there are now two joint powers exercising the same general powers in the Snake River Watershed for the same general purposes. This situation seems redundant and unnecessary.

On September 12, 2023 the Aitkin County Board of Commissioners voted to petition the Snake River Watershed Management Board to dissolve SRWMB under section X(B) of the Snake River Management Board Joint Powers Agreement and return prorated appropriations in the amount of \$44,181.45 back to Aitkin County. It is our understanding that this petition initiates the public hearing described under section X(B).

Please contact County Administrator, Jessica Seibert, at jessica.seibert@co.aitkin.mn.us or 218-927-7282 with any questions or request for information.

Sincerely,

ADIL

Mark Wedel, Board Chair Aitkin County

CC: Teresa Wickeham, SRW Coordinator

### **JOINT POWERS AGREEMENT**

## ESTABLISHING THE

## **SNAKE RIVER WATERSHED MANAGEMENT BOARD**

### **April 1993**

Aitkin County, Kanabec County, Mille Lacs County and Pine County

### AGREEMENT ESTABLISHING JOINT POWERS SNAKE RIVER WATERSHED MANAGEMENT BOARD

THIS AGREEMENT, is made by and between the counties which contain the Snake River Watershed, namely: Aitkin County, Kanabec County, Mille Lacs County, and Pine County, Minnesota; each of the parties hereto being authorized to enter into this agreement by the action of the commissioners of the respective counties.

WHEREAS, each of the counties hereto has developed a county water plan pursuant to Section 103B.301 through Section 103B.355 Minnesota Statutes 1990 in which the water planning needs if the Snake River Watershed within said county are addressed; and

WHEREAS, there is a need to coordinate and implement actions to be undertaken within said plans;

NOW, THEREFORE, the parties hereto herby enter into this Joint Powers Agreement pursuant to Section 471.59 Minnesota Statutes for the purposes and with the powers and other provisions as set forth in this agreement.

#### I. NAME

The name of this joint powers board shall be Snake River Watershed Management Board (SRWMB). Its address shall be c/o County Auditor, Kanabec County Courthouse, 18 North Vine Street, Mora, MN 55051.

#### **II. PURPOSE**

The purpose of this joint powers agreement shall be for the joint powers to:

A. Coordinate the comprehensive county water plans and actions relating thereto as existing in the water plans of the several counties that are signatories to this agreement and to provide for the implementation of the actions as set forth in said plans. For the purpose of this agreement, the Snake River Watershed is delineated as Exhibit A annexed hereto.

B. Provide for the joint and cooperative management of county water plans and other actions necessary to protect and enhance the water and land resources within the Snake River Watershed.

C. Identify existing and potential problems and opportunities for the protection, management and development of water and land resources.

D. Develop objectives and carry out a plan of action to promote sound hydrological management of water and related land resources, effective environmental protection and efficient management.

E. Develop a watershed management plan for the Snake River Watershed.

#### **III. ORGANIZATION**

A. To carry out the plans of this joint powers agreement, there is hereby established a joint powers board to be known as the Snake River Watershed Management Board (SRWMB). The appointments to the SRWMB shall be made by the county boards of the counties to which each particular seat is attributed.

B. The SRWMB shall be four (4) in number, which shall be a County Commissioner from each of the counties of Aitkin, Kanabec, Mille Lacs and Pine. Each member county shall have one (1) vote. Each member county may designate an alternative for its appointed County Commissioner. All votes of member counties must be cast by the appointed County Commissioner or designated alternate County Commissioner of the member county at a meeting of the SRWMB.

C. Each member shall be appointed to the joint powers board by its county board and shall hold office until that member's successor has been appointed and qualified. Any vacancy arising during the term shall also be filled by the county board to which that particular seat is attributed.

D. Any member who is more than sixty (60) days default in paying its share of administrative expenses shall have the vote of its board member suspended pending such payment.

E. A favorable vote of a majority of all eligible then existing board members shall be required for the SRWMB to take action, unless otherwise provided in this agreement.

#### **IV. POWERS**

The Snake River Watershed Management Board shall have the following powers:

- A. Snake River Watershed Management Board may:
  - 1. Coordinate and implement the comprehensive county water plans of the respective counties as they relate to the Snake River Watershed as a single entity.
  - 2. Create a single water plan for the Snake River Watershed from the comprehensive water plans of the member counties.
  - 3. Contract for space and materials and may also contract for goods and services that are required and are necessary for the implementation of the water plans relative to the Snake River Watershed.
  - 4. Employ such persons as it deems necessary to accomplish its duties and purposes.

- 5. The SRWMB may accumulate reserve funds for the purposes herein mentioned and may invest funds of the SRWMB not currently needed for its operations, in the manner and subject to the laws of Minnesota applicable to counties.
- 6. Recommend changes in this Agreement to its members.
- 7. Protect and improve water quality in the watershed as this is one of the main purposes set forth in the Surface Water Quality Management Act.
- 8. Contract for or purchase such insurance as the SRWMB deems necessary for the protection of the SRWMB.
- 9. Accept and disburse funds and to apply for state and federal funds necessary to prepare and implement its plan.
- 10. Pay citizen advisory committee members per diem and expenses at a rate established by the SRWMB.
- B. The Snake River Watershed Management Board shall:
  - 1. Appoint a citizens advisory committee and may appoint other advisory committees as it deems necessary to advise the SRWMB about various matters pertinent to development of plans, projects and improvements within the Watershed.
  - 2. Cause to be made an annual audit of the books and accounts of the SRWMB and shall make and file a report to its members at least once each year including the following information:
    - (1) The financial condition of the SRWMB, and
    - (2) The business transacted by the SRWMB and other matters which affect the interests of the SRWB. Copies of the report shall be transmitted to the clerk of each member governmental unit.
  - 3. Adopt by-laws addressing, among other matters, rules of order and procedures, which unless otherwise adopted, shall be that of Roberts Rules of Order.
  - 4. Provide for monthly meetings during the first six months of operation and then at least quarterly thereafter. Times and locations will be set at the annual meeting of the SRWMB which shall be in January of each year at the Kanabec County Board Room unless action is taken for alternative times and places. Notice of all meetings shall be by publication in accordance with Minnesota Statutes.

#### V. OFFICERS

A. The SRWMB shall elect its officers from its members which shall consist of a Chairperson, Vice Chairperson and Secretary at the annual meeting.

- 1. The Chairperson shall preside at the meetings of the Joint Powers Board and shall have powers to call the meetings at reasonable times with reasonable notices as deemed necessary.
- 2. The Vice Chairperson shall preside over the meetings of the Joint Powers Board in the absence of the Chairperson. The Vice Chairperson shall have the power, with two other members of the Board, to call meetings.
- 3. The Secretary shall keep, or designate a person to assist in keeping, a record of all proceedings of the Joint Powers Board and to perform all other duties normally assigned to the secretary of a deliberative body. The term of office of the secretary shall run concurrently with the Chairperson.

B. The Kanabec County Auditor shall be the fiscal agent for the SRWMB. Disbursements shall be made by the fiscal agent upon action of the SRWMB.

### VI. CITIZENS ADVISORY COMMITTEE

A. There shall be established a citizen advisory committee consisting of one (1) Soil and Water Conservation District supervisor from each county and two (2) citizens from each county, at least one (1) of which would be a lake association member from a lake association within the Watershed if one exists within that county. Each county's representatives of said Citizens Advisory Committee shall be appointed by the county board. In the case of the Soil and Water Conservation District and the lake association, that member shall be appointed from a list of at least three (3) provided by the Soil and Water Conservation District and the lake association if one exists. The term of office shall be for three (3) calendar years except that the initial term shall be one (1) for one (1) calendar year, one (1) for two (2) calendar years and one (1) for three (3) calendar years. Any vacancy shall be filled by the county board to which that particular seat is attributed and shall be for the remainder of the term. No single person may be a member of this board for more than three (3) consecutive full or partial terms. The above rotation schedule shall be applicable unless this agreement is not renewed after the initial two (2) year term of this agreement.

B. The duties of the Citizens Advisory Committee shall be to aid the SRWMB in identifying and prioritizing action item projects of the comprehensive water management plans of the SRWMB and the member counties which would be best addressed on a multi-county basis, to identify and recommend project or activities for consideration by

the SRWMB that have been requested by citizens or municipalities in the watershed and for such other matters for which the SRWMB requests its assistance.

C. Each county shall be responsible for paying for any expenses afforded to its delegate and for the citizens advisory committee members from that county unless otherwise agreed upon by the SRWMB.

### VII. BUDGET

A. Administrative Expenses:

- 1. Administrative expenses shall be those expenses administrative in nature and distinct from project expenses. Administrative expenses shall include but are not limited to, insurance, supplies, salaries and rent.
- 2. On or before May first of each year, the SRWMB shall prepare and adopt an administrative budget for the forthcoming year upon favorable vote of a majority of all of the eligible then existing board members. Said administrative budget shall then be forwarded to the boards of the member counties. The secretary of the SRWMB shall certify the budget on or before May 15 to the clerk of each member's county board together with a statement of the proportion of the budget to be provided by each member. The county board of each member county agrees to review the budget within thirty (30) days of the date of certification. The SRWMB shall then hear all timely objections to the budget, and may, upon notice to all member counties and after a hearing, modify or amend the budget, but shall then give notice to the member counties of any and all modifications or amendments. Further review shall be pursuant to Article IX B.
- 3. To the extent that administrative expenses of the SRWMB are to be borne by the counties, the contribution by the member counties shall be in accordance with the following formula:

Aitkin County	20.8
Kanabec County	49.5
Mille Lacs County	9.2
Pine County	20.5

Portions of the obligation may be in kind contribution upon approval of the SRWMB.

4. Expenses for action item projects fully funded by the grants shall be considered administrative expenses.

### B. Project Expenses:

1. On or before March first of each year of the member county boards shall preliminarily determine and notify the SRWMB of action item projects of that county's water plan related to the Watershed including the means and extent of

funding which it intends to implement in each of the two forthcoming calendar years. An action item project may be any proposed project. Action item project expenses include costs for feasibility studies and other measures preparatory to a decision to implement any project.

- 2. On or before May first of each year, the SRWMB, with the assistance of the Citizens Advisory Committee, shall from the action item projects submitted by the member counties, and from action item projects submitted by the Citizens Advisory Committee, identify those action item projects from the water plans of the individual counties and from the Citizens Advisory Committee which would be best addressed on a multi-county basis. The SRWMB shall then from the list of action item projects so identified for each year, prioritize the same and determine which of those projects should be addressed in each calendar year. The member counties shall then pursue the action items on the revised list cooperatively through the SRWMB.
- 3. On or before May first of each year, the SRWMB shall prepare and forward to each member county the budget for the multi-county comprehensive water management plan action items which are to be addressed by the SRWMB on a multi-county basis in the forthcoming calendar years, consistent with the determinations of the SRWMB (2) above.
- 4. The SRWMB shall, after considering input from the affected member counties, also determine and apportion the projected expenses to be borne by each of the member counties for each multi-county undertaking. The allocation among the member counties shall be projected based upon one or more of the following methods:
  - (a) The ratio of real property valuation of each member county within the boundaries of the benefited are to the total real property valuation within the entire are benefited.
  - (b) The ratio of quantity and or quality of the stormwater produced by each member county within the boundaries of the benefited are to the quantity of stormwater produced by the entire are benefited.
  - (c) The ratio of benefit received by each member county to the total benefit received by the entire area of the project.
  - (d) The SRWMB may use any such other suitable criteria as shall be agreed upon by all the member counties.

Prior to implementing an action item project the SRWMB shall secure from its engineers or other competent persons a preliminary report advising it whether the proposed improvement is feasible and as to whether it shall be made as proposed or in connection with some other improvement and the estimated cost of the improvement as recommended. Any feasibility study shall examine, among other things, the costs of, and potential funding sources available to implement the improvement including but not limited to low cost options. The SRWMB shall then hold a public hearing on the proposed action item project after mailed notice to each member county and published notice in the SRWMB's official newspaper. The notice shall be mailed not less than forty-five (45) days before the hearing, shall state the time and place of the hearing, the general nature of the improvement, the estimated total cost and the estimated cost to each member county.

To order an action item project, a resolution setting forth the order shall require a favorable vote of three-fourths of all of the eligible then existing board members. The SRWMB, in considering whether to order any action item project, may consider the factors of costs and funding as those factors are detailed in the feasibility study. The order shall describe the improvement, shall allocate in percentages the cost allocation between member counties, shall designate the engineers to prepare plans and specifications, and shall designate who will contract for the improvement.

After the SRWMB has ordered an action item project, it shall forward the preliminary report to all member counties with an estimated time schedule of the implementation of the action item project. The SRWMB shall allow an adequate amount of time, and in no event, less than ninety (90) days for each member county to conduct hearings in accordance with the provisions of Chapter 429 or the charter requirements of any city, or to ascertain the method of financing which the member counties will use to pay their proportionate share of the costs of the action item project.

If the SRWMB proposed to use the counties' bonding authority, or if the SRWMB proposed to certify all or any part of an action item project to the counties payment, then and in that event all proceedings shall be carried out in accordance with Minnesota Statute 103B.251.

The SRWMB shall not order and no engineer shall prepare plans and specifications before the SRWMB has adopted a resolution ordering the action item project. The SRWMB may order the advertising for bids upon receipt of notice from each member county who will be assessed that it has completed its hearing or determined its method of payment, or upon expiration of ninety (90) days after the mailing of the preliminary report to the member counties, whichever occurs first.

- C. Preliminary Fund
  - 1. The SRWMB shall establish a preliminary fund in the amount of \$10,000 dollars for the purpose of paying administrative expenses and other related costs during the first year of operation.
  - 2. Each county shall contribute its share on the same basis as defined in section VII.A (3) of this agreement.

3. If funds remain in the preliminary fund after the first year it shall be transferred to the administrative account of the SRWMB.

#### VIII. AMENDMENTS

Amendments to this agreement shall be the agreement in writing of all parties hereto with the authority of the County Board of each member county.

#### **IX. REVIEW**

A. A member county can demand a review from any action taken by the SRWMB by filing an appeal to the SRWMB within thirty (30) days of the action taken by the SRWMB about which the member county desires review. Thereupon the SRWMB shall hold a hearing and reconsider its action in light of the testimony or other evidence introduced at the hearing.

B. Any member county or local unit of government with territory within the Snake River Watershed may request the Minnesota Board of Soil and Water Resources to resolve the dispute pursuant to 1990 M.S. Section 103B.345.

### **X. DURATION**

A. Each member county agrees to be bound by the terms of this agreement until two (2) years from and after its effective date unless the member county withdraws from the agreement pursuant to X C. or the SRWMB is dissolved pursuant to X B. The Agreement may be continued thereafter upon the agreement of all the parties.

B. Any member may petition the SRWMB to dissolve the agreement. The SRWMB shall give the Minnesota Board of Soil and Water Resources written notification of the receipt by the SRWMB of any petition to dissolve the agreement. Upon ninety (90) days notice in writing to the clerk of each member governmental unit and to the SRWMB, the SRWMB shall hold a public hearing and upon a favorable vote by a majority of all eligible votes of then existing board members, the SRWMB may by resolution recommend that the SRWMB be dissolved. The resolution shall be submitted to each member governmental unit and each county within sixty (60) days. The SRWMB shall dissolve the SRWMB allowing a reasonable time to complete work in progress and to dispose of personal property owned by the SRWMB.

C. Any Member county may withdraw from this agreement at the end of any calendar year by providing written notice to the SRWMB and each member county boards of their intention to do so ninety (90) days in advance of the end of that calendar year providing that county shall have met any outstanding obligations by virtue of its membership in the joint powers agreement until the date of its withdrawal. The SRWMB shall give the

Minnesota Board of Soil and Water Resources written notification of the receipt by the SRWMB of any written notice by a member county to withdraw from this agreement.

### **XI. DISSOLUTION**

Upon dissolution, the personal property shall be returned to the member county contributing the same. In the event that the source of the property is not identifiable, it shall be distributed in accordance with the formula set forth in Article VII A (3).

### **XII. EFFECTIVE DATE**

The effective date of this agreement will be the \_\_\_\_\_ day of April 1993, the dates of the signatures of the parties now withstanding.

AITKIN COUNTY BOARD Chairman C By lice Ву \_ Date 4-30-93 MILLE LACS COUNTY BOARD BY rman no Waro By Um

Date 4-20-93

KANABEC COUNTY BOARD By <u>Mel Jeanson</u> Chairman By <u>Qerry J. Tredt</u>

Date 4 28-93

PINE COUNTY BOARD By By 193 Date 51

### **11:15am Appointment**

### November 7, 2023

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Set a Public Hearing, per State Statute for the purchase and use of a Drone (UAS)	<b>b. Origination</b> : Sheriff's Office
c. Estimated time: 15 min	d. Presenter(s): Chief Deputy Kevin Braiedy

### e. Board action requested:

### Set a Public Hearing, per MN State Statute, to start a Drone program within the Sheriff's Office.

### f. Background:

The Kanabec County Sheriff's office has experienced numerous calls in which we have needed to request the use of a drone (Unmanned Aerial System "UAS") from neighboring agencies over the past 6 months. These have ranged from aiding in the search for a dangerous felon, providing extra security while executing a search warrant, searching for a missing toddler in a rural area, and searching for a missing vehicle that left the roadway, but didn't know where they were at.

A drone will decrease the significant number of personnel needed in a search and rescue mission. Not only does it reduce the resources needed, it increases the success rate and lowers the time to complete the search. It can also be utilized both day and night, whereas traditional searches are limited by daylight.

This would also be utilized in criminal investigations as we used them extensively in our most recent highprofile cases in Mora and Ogilvie.

Drones have also been found to be critical in saving lives, both officers and the subjects, during critical incidents. They were invaluable to Chisago County recently.

We would be utilizing a drone during canine tracks for violent offenders offering better protection for the officers and canines involved in the track.

Essentially, drones offer us the ability to cover more ground faster in critical situations, while providing a better bird's eye view. This allows us to respond faster, in a safer manner, and with a more complete product.

A draft of the required policy and reporting forms are included.

We will be utilizing forfeiture funds for this purchase and will not negatively impact next year's budget.

### Supporting Documents: Policy, quote(s), reporting form Attached: ☑

### Date received in County Coordinators Office:

**Coordinators Comments**: The soonest opportunity to hold a public hearing on this matter would be on Thursday, December 7 at the Regular Meeting/Truth in Taxation Hearing.

### **Unmanned Aerial System**

### 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS (Minn. Stat. § 626.19).

### 606.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned aerial system (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Minn. Stat. § 626.19).

### 606.2 POLICY

A UAS may be utilized to enhance the Office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

### 606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

### 606.4 PROGRAM COORDINATOR

The Sheriff will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for office operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and office-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.

### Unmanned Aerial System

- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Sheriff or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Sheriff.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- Developing protocols for reviewing and approving requests for use of the Office UAS by government entities (Minn. Stat. § 626.19).
- Preparing and submitting the required annual report to the Commissioner of Public Safety (Minn. Stat. § 626.19).
- Posting the Office policies and procedures regarding the use of UAV on the office website, as applicable (Minn. Stat. § 626.19).
- Reviewing the program and UAS use for compliance with Minn. Stat. § 626.19.

### Kanabec County Sheriff's Office

Kanabec County SO Policy Manual

### Unmanned Aerial System

### 606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

Members shall not use a UAS without a search warrant, except (Minn. Stat. § 626.19):

- (a) During or in the aftermath of an emergency situation or disaster that involves the risk of death or bodily harm to a person.
- (b) Over a public event where there is a heightened risk to the safety of participants or bystanders.
- (c) To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
- (d) To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
- (e) To conduct a threat assessment in anticipation of a specific event.
- (f) To collect information from a public area if there is reasonable suspicion of criminal activity.
- (g) To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
- (h) Over a public area for deputy training or public relations purposes.
- (i) For purposes unrelated to law enforcement at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.

### 606.5.1 DOCUMENTATION REQUIRED

Each use of a UAS should be properly documented by providing the following (Minn. Stat. § 626.19):

- (a) A unique case number
- (b) A factual basis for the use of a UAS
- (c) The applicable exception, unless a warrant was obtained

#### 606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

• To conduct random surveillance activities.

### Unmanned Aerial System

- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized (Minn. Stat. § 626.19).

### 606.6.1 ADDITIONAL PROHIBITIONS

Unless authorized by a warrant, a UAS shall not be deployed with facial recognition or biometricmatching technology (Minn. Stat. § 626.19).

Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAS shall not be used to collect data on public protests or demonstrations (Minn. Stat. § 626.19).

### 606.7 RETENTION OF UAS DATA

The Records supervisor shall ensure that data collected by the UAS is disclosed or deleted as required by Minn. Stat. § 626.19, including the deletion of collected data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation (Minn. Stat. § 626.19).



**UAV Agency Data Collection Form** 

Minnesota Statutes §626.19

Please fill out this form as completely as possible.

## **Agency Information**

Name of Law Enforcement Agency Originating A	Agency Identifier (ORI)

## **UAV Program Data for Calendar Year**

Calendar Year of Submission	Cost of UAV Program for Calendar Year	Number of Times UAVs Deployed Without Warrant

## **Uses of UAVs Without Warrant**

For each deployment of a UAV without a search warrant, provide the following on the second page of this form:

• date of the deployment

• statutory reason for the deployment

If you require space for additional entries, submit additional copies of this form.

The reasons for a UAV deployment without a search warrant allowed by statute are provided below:

Reason Code	Reason
1	during or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person
2	over a public event where there is a heightened risk to the safety of participants or bystanders
3	to counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk
4	to prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters
5	to conduct a threat assessment in anticipation of a specific event
6	to collect information from a public area if there is reasonable suspicion of criminal activity
7	to collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road
8	over a public area for officer training or public relations purposes
9	for purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use

This form must be submitted to the BCA no later than January 15 of each calendar year.

#	Deployment Date	Reason Code	#	Deployment Date	Reason Code	#	Deployment Date	Reason Code	#	Deployment Date	Reason Code
1	Date	Code	26	Date	Code	51	Date	Code	76	Date	Code
2			27			52			77		
3			28			53			78		
4			29			54			79		
						55			80		
5			30								
6			31			56			81		
7			32			57			82		
8			33			58			83		
9			34			59			84		
10			35			60			85		
11			36			61			86		
12			37			62			87		
13			38			63			88		
14			39			64			89		
15			40			65			90		
16			41			66			91		
17			42			67			92		
18			43			68			93		
19			44			69			94		
20			45			70			95		
21			46			71			96		
22			47			72			97		
23			48			73			98		
24			49			74			99		
25			50			75			100		

**MNJIS-F-5039** v1.00 (072920)

#### [626.19] USE OF UNMANNED AERIAL VEHICLES.

Subdivision 1.

### Application; definitions.

(a) This section applies to unmanned aerial vehicle data collected, created, or maintained by a law enforcement agency and to law enforcement agencies that maintain, use, or plan to use an unmanned aerial vehicle in investigations, training, or in response to emergencies, incidents, and requests for service. Unmanned aerial vehicle data collected, created, or maintained by a government entity is classified under chapter 13.

(b) For purposes of this section, the following terms have the meanings given:

(1) "government entity" has the meaning given in section 13.02, subdivision 7a, except that it does not include a law enforcement agency;

(2) "law enforcement agency" has the meaning given in section 626.84, subdivision 1;

(3) "unmanned aerial vehicle" or "UAV" means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft; and

(4) "terrorist attack" means a crime that furthers terrorism as defined in section 609.714, subdivision 1.

<u>Subd. 2.</u>

Use of unmanned aerial vehicles limited.

Except as provided in subdivision 3, a law enforcement agency must not use a UAV without a search warrant issued under this chapter.

<u>Subd. 3.</u>

Authorized use.

<u>A law enforcement agency may use a UAV:</u>

(1) during or in the aftermath of an emergency situation that involves the risk of death or bodily harm to a person;

(2) over a public event where there is a heightened risk to the safety of participants or bystanders;

(3) to counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk;

(4) to prevent the loss of life and property in natural or man-made disasters and to facilitate operational planning, rescue, and recovery operations in the aftermath of these disasters;

(5) to conduct a threat assessment in anticipation of a specific event;

(6) to collect information from a public area if there is reasonable suspicion of criminal activity;

(7) to collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road;

(8) over a public area for officer training or public relations purposes; and

(9) for purposes unrelated to law enforcement at the request of a government entity provided that the government entity makes the request in writing to the law enforcement agency and specifies the reason for the request and proposed period of use.

<u>Subd. 4.</u>

Limitations on use.

(a) A law enforcement agency using a UAV must comply with all Federal Aviation Administration requirements and guidelines.

(b) A law enforcement agency must not deploy a UAV with facial recognition or other biometricmatching technology unless expressly authorized by a warrant.

(c) A law enforcement agency must not equip a UAV with weapons.

(d) A law enforcement agency must not use a UAV to collect data on public protests or demonstrations unless expressly authorized by a warrant or an exception applies under subdivision 3.

<u>Subd. 5.</u>

#### Documentation required.

<u>A law enforcement agency must document each use of a UAV, connect each deployment to a unique</u> case number, provide a factual basis for the use of a UAV, and identify the applicable exception under subdivision 3 unless a warrant was obtained.

<u>Subd. 6.</u>

#### Data classification; retention.

(a) Data collected by a UAV are private data on individuals or nonpublic data, subject to the following:

(1) if the individual requests a copy of the recording, data on other individuals who do not consent to its release must be redacted from the copy;

(2) UAV data may be disclosed as necessary in an emergency situation under subdivision 3, clause (1);

(3) UAV data may be disclosed to the government entity making a request for UAV use under subdivision 3, clause (9);

(4) UAV data that are criminal investigative data are governed by section 13.82, subdivision 7; and

(5) UAV data that are not public data under other provisions of chapter 13 retain that classification.

(b) Section 13.04, subdivision 2, does not apply to data collected by a UAV.

(c) Notwithstanding section 138.17, a law enforcement agency must delete data collected by a UAV as soon as possible, and in no event later than seven days after collection unless the data is part of an active criminal investigation.

### <u>Subd. 7.</u>

### Evidence.

Information obtained or collected by a law enforcement agency in violation of this section is not admissible as evidence in a criminal, administrative, or civil proceeding against the data subject.

<u>Subd. 8.</u>

### <u>Remedies.</u>

In addition to any other remedies provided by law, including remedies available under chapter 13, an aggrieved party may bring a civil action against a law enforcement agency to prevent or remedy a violation of this section.

<u>Subd. 9.</u>

### Public comment.

A law enforcement agency must provide an opportunity for public comment before it purchases or uses a UAV. At a minimum, the agency must accept public comments submitted electronically or by mail. The governing body with jurisdiction over the budget of a local law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting.

<u>Subd. 10.</u>

### Written policies and procedures required.

Prior to the operation of a UAV, the chief officer of every state and local law enforcement agency that uses or proposes to use a UAV must establish and enforce a written policy governing its use, including requests for use from government entities. In developing and adopting the policy, the law enforcement agency must provide for public comment and input as described in subdivision 9. The written policy must be posted on the agency's website, if the agency has a website.

#### <u>Subd. 11.</u>

### Notice; disclosure of warrant.

(a) Within a reasonable time but not later than 90 days after the court unseals a warrant under this subdivision, the issuing or denying judge shall cause to be served on the persons named in the warrant and the application an inventory that shall include notice of:

(1) the issuance of the warrant or application;

(2) the date of issuance and the period of authorized, approved, or disapproved collection of information, or the denial of the application; and

(3) whether information was or was not collected during the period.

(b) A warrant authorizing collection of information with a UAV must direct that:

(1) the warrant be sealed for a period of 90 days or until the objective of the warrant has been accomplished, whichever is shorter; and

(2) the warrant be filed with the court administrator within ten days of the expiration of the warrant.

(c) The prosecutor may request that the warrant, supporting affidavits, and any order granting the request not be filed. An order must be issued granting the request in whole or in part if, from affidavits, sworn testimony, or other evidence, the court finds reasonable grounds exist to believe that filing the warrant may cause the search or a related search to be unsuccessful, create a substantial risk of injury to an innocent person, or severely hamper an ongoing investigation.

(d) The warrant must direct that, following the commencement of any criminal proceeding using evidence obtained in or as a result of the search, the supporting application or affidavit must be filed either immediately or at any other time as the court directs. Until the filing, the documents and materials ordered withheld from filing must be retained by the judge or the judge's designee.

<u>Subd. 12.</u>

### <u>Reporting.</u>

(a) By January 15 of each year, each law enforcement agency that maintains or uses a UAV shall report to the commissioner of public safety the following information for the preceding calendar year:

(1) the number of times a UAV was deployed without a search warrant issued under this chapter, identifying the date of deployment and the authorized use of the UAV under subdivision 3; and

(2) the total cost of the agency's UAV program.

(b) By June 15 of each year, the commissioner of public safety shall compile the reports submitted to the commissioner under paragraph (a), organize the reports by law enforcement agency, submit the compiled report to the chairs and ranking minority members of the senate and house of representatives committees having jurisdiction over data practices and public safety, and make the compiled report public on the department's website.

(c) By January 15 of each year, a judge who has issued or denied approval of a warrant under this section that expired during the preceding year shall report to the state court administrator:

(1) that a warrant or extension was applied for;

(2) the type of warrant or extension applied for;

(3) whether the warrant or extension was granted as applied for, modified, or denied;

(4) the period of UAV use authorized by the warrant and the number and duration of any extensions of the warrant;

(5) the offense specified in the warrant or application or extension of a warrant; and

(6) the identity of the law enforcement agency making the application and the person authorizing the application.

(d) By June 15 of each year, the state court administrator shall submit to the chairs and ranking minority members of the senate and house of representatives committees or divisions having jurisdiction over data practices and public safety and post on the supreme court's website a full and complete report concerning the number of applications for warrants authorizing or approving use of UAVs or disclosure of information from the use of UAVs under this section and the number of warrants and extensions granted or denied under this section during the preceding calendar year. The report must include a summary and analysis of the data required to be filed with the state court administrator under paragraph (c).

### **EFFECTIVE DATE.**

This section is effective August 1, 2020, provided that the chief law enforcement officers shall adopt the written policy required under subdivision 10 no later than February 15, 2021.



10900 73rd Ave N Maple Grove, MN 55369 763-496-1366 www.frontierprecision.com

## **BILL TO:**

Kannabec Sheriff's Office Josh Arnold

josh.arnold@co.kanabec.mn.us 320-674-0009 Quote 74965 Date: Oct 31, 2023 12:42 PM By: Katy Rudolph katyr@frontierprecision.com

### SHIP TO:

Kannabec Sheriff's Office Josh Arnold

josh.arnold@co.kanabec.mn.us 320-674-0009

Product Details	Qty	Price	Total
102001516			
EVO II Dual 640T Enterprise Bundle V3	1	\$ 6,999.00	\$ 6,999.00
Includes:			
Aircraft (including battery, propellers, and gimbal cover)			
Autel Robotics 7.9" Smart Controller (with controller case)			
2X Spare Propellers (pair) Smart Controller USB-C Charging Cable & Power Brick			
Battery Charger (Wall Cord and Power Converter)			
3 x Battery			
Spare Controller Sticks			
32 GB SD Card Smart Controller Hanging Neck Strap			
RTK Module Attachment Port Cover			
Enterprise Speaker Attachment			
Enterprise Seach Light Attachment Enterprise Strobe Light Attachment			
Evo II Battery Car - Charger			
Evo II Battery Multicharger			
102001507		<b>.</b>	<b>*</b> 4 400 00
Autel Robotics Smart Controller, V3	1	\$ 1,199.00	\$ 1,199.00
102000199			
Autel Robotics EVO II Battery	1	\$ 219.00	\$ 219.00
HDLP3			
NDLF3	1	\$ 69.99	\$ 69.99
3 foot Landing Pad			
FPI-TRAINING-UAS Not taxable	1	¢ 2 000 00	¢ 2 000 00
Onsite training or new product installation and training - Daily rate.	1	\$ 2,000.00	\$ 2,000.00
Miscellaneous			
	1	\$ 50.00	\$ 50.00
Estimated shipping cost			
*Actual shipping amount will be billed*			
102000801			
EVO Nano Premium Bundle/Orange	1	\$ 949.00	\$ 949.00
includes:			
- Aircraft (battery, propellers, gimbal cover)			
- Remote Controller			
- Spare Battery (2) - Power Adapter			
- Multi-Charger			
- Spare Propellers (3 pair)			
- USB-C Charging Cable			
<ul> <li>Micro-USB, Lightning, and USB-C Connectors</li> <li>Spare Screws (8)</li> </ul>			
- Screwdriver			
- Propeller Holder			
- Shoulder Bag			13

Product Details	Qty	Price	Total
HDLP3	1	\$ 69.99	\$ 69.99
3 foot Landing Pad	T	\$ 09.99	\$ 09.99
Miscellaneous	1	¢ 65 00	¢ ce oo
Evo Nano Battery - Orange 10200972	T	\$ 65.00	\$ 65.00
Miscellaneous	10	\$ 160.00	\$ 1,600.00
Remote Part 107 Training Cost \$160/person	10	\$ 100.00	\$ 1,000.00
	Sub T	Fotal:	\$ 13,220.98
	Disc	ount:	\$ 0.00
		Tax:	\$ 0.00
	Ship	ping:	\$ 0.00
	Grand T	otal:	\$ 13,220.98

Valid Until: Nov 9, 2023

## **Special Notes**

Shipping, handling, and applicable sales tax will be added to invoice

## **Terms and Conditions**

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns may be accepted 30 days from invoice. A restocking fee of up to 25% may be charged for any return. Special orders are not returnable.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.

{{Signature\*}} {{Signdate\*}}

{{Fullname\*}}

QUOTE #D11708

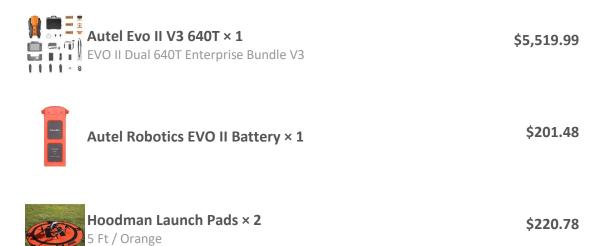


## Please review your intent to purchase

## Complete your purchase

or Visit our store

## Order summary





Part 107 Training × 10 Virtual

\$1,278.80



\$1,066.28

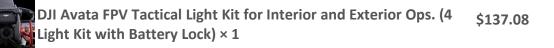
\$18.39

\$256.68





DJI Avata	Flv	More	Kit	×	1
DJI Avala	гіу	INICIE	NIL		ь.



his a	DJI Avata Series × 1 DJI Avata Pro-View Combo (NEW RC MOTION 2)
***	DJI Avata Pro-View Combo (NEW RC MOTION 2)

Unmanned Systems Training × 1
Enterprise



\$825.24

\$1,313.76

\$1,195.08



al <b>\$13,136.</b>	.64
ng <b>\$161.</b>	.65

Estimated taxes

\$0.00

Total

## \$13,298.29 USD

## **Customer information**

Shipping address	Billing address
Kanabec County Sheriff's Office	Kanabec County Sheriff's Office
18 N Vine St	18 N Vine St
Mora MN 55051	Mora MN 55051
United States	United States

Shipping method
UPS <sup>®</sup> Ground
\$161.65

Pricing is valid for 15 days, pricing subject to change thereafter. If you have any questions, reply to this email or contact us at <a href="mailto:sales@maverickdrone.com">sales@maverickdrone.com</a>

## Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota County of Kanabec Office of the County Coordinator

#### October 17, 2023

#### **UNAPPROVED MINUTES**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, October 17, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally and Recording Secretary Kelsey Schiferli.

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

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

<u>Action #1</u> – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the agenda with the following additions: Late Entry – Isanti County Pheasants Forever charitable gambling request, raffle at Pheasant Ridge 11/26/23; Late Entry – SCORE Claims; Late Entry- Appointment for Denise Snyder, Auditor/Treasurer – Discuss problems with Welia closing related to state and federal tax withholding at the time of privatization.

<u>Action #2</u> – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the minutes of October 3, 2023 as presented.

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

<u>Vendor</u>	Amount
City of Mora	24,257.26
Consolidated Communications	1,145.77
East Central Energy	84.89
Gunderson, Ryan	500.00
Kwik Trip	15,731.51
Land & Cabins LLC	500.00
Marco	159.00
Midcontinent Communications	448.19
Minnesota Department of Finance	5,356.50

Minnesota Department of Finance	31.50
Minnesota Department of Health	1,147.50
Mora Motor Vehicle Inc	3,369.95
Quadient Finance USA, Inc.	3,000.00
Quality Disposal	504.04
Siebre, Maria	600.00
Spire Credit Union	9,171.25
Verizon Wireless Aircards	1,415.40
Verizon Wireless Cell Phones	3,112.54
18 Claims Totaling:	\$ 70,535.30

**9:03am** – The Chairperson called for public comment three times. There were no responses.

9:05am – The Chairperson closed public comment.

 $\underline{Action \#4}$  – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following claims on the Revenue Fund:

Vendor	Amount
Ace Hardware	22.96
Ace Hardware	6.59
Ace Hardware	45.47
Ace Hardware	65.98
Advanced Correctional Healthcare	18,790.63
Advanced Correctional Healthcare	(966.00)
Aspen Mills	1,109.74
Aspen Mills	1,103.48
Aspen Mills	130.12
Athey, Lucas	208.29
Auto Value	32.98
Barbo, Elizabeth	450.00
<b>BCA/Business Shared Services</b>	600.00
BlueStar Graphics	525.00
BlueStar Graphics	90.00
Bob Barker	680.00
Brrr Equipment Service	979.00
Carney Forensics	1,388.55
Clifton Larson Allen LLP	31,883.50
Clifton Larson Allen LLP	1,350.00
Clifton Larson Allen LLP	1,000.00
Clifton Larson Allen LLP	5,320.00
Curtis, Michael	161.13

	204.54
Daniels Health	304.54
East Central Regional Juvenile Center	4,487.00
EATI Esis Ususan Consulting	6,575.37
Eric Hanson Consulting	5,940.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	1,017.72
Glen's Tire	888.32
Granite City Jobbing Co	760.72
Granite Electronics	437.40
Granite Electronics	70.00
Hamilton Funeral Homes	430.00
Hartshorn, Jim	28.17
Hero Industries, Inc	1,100.00
Hoefert, Robert	800.41
Industrial Health Services Network Inc	47.90
ITSAVVY	861.57
Johnsons Hardware	1,006.74
Kanabec County Community Health	1,508.01
Kanabec County Community Health	3,630.59
Kanabec County Community Health	3,139.32
Kanabec Publications	1,456.00
Kanabec Publications	436.77
Kanabec Publications	40.32
Kanabec Publications, Inc	45.50
Kanabec Publications, Inc	45.50
Kanabec SWCD	144.00
Kirby Kennedy & Associates	667.20
Lakeland Printers Inc	45.00
Lindberg, Jodi	104.80
MAAP	50.00
McFadden, Barbara	121.83
Michael Keller, Ph.D., L.P.	650.00
Minnesota Monitoring, Inc.	120.00
Minnesota UI	164.00
MN Dept of Revenue, Property Tax Division	30.00
MNCCC LockBox	13,027.75
Mora Chamber of Commerce	75.00
Motorola Solutions	2,115.00
Northland Trust Services Inc	900,000.00
Northland Trust Services Inc	49,912.50
Northland Trust Services Inc	495.00

Novus Glass	350.00
ODP Business Solutions, LLC	50.94
Office Depot	52.56
O'Reilly Auto Parts	4.66
O'Reilly Auto Parts	40.78
Premium Waters, Inc.	15.10
Prime Mechanical Insulation, Inc.	2,350.00
Regents of the University of MN	19,670.25
RELX Inc. DBA LexisNexis	231.72
RELX Inc. DBA LexisNexis	220.00
Rick's Home Furnishings	575.76
Rick's Home Furnishings	353.81
River Valley Forensic Services, P.A.	250.00
	250.00
River Valley Forensic Services, P.A.	2,000.00
River Valley Forensic Services, P.A.	2,000.00
River Valley Forensic Services, P.A. RS Eden	6.80
RS Eden RT Vision	
RT Vision	3,583.12
	3,583.13
Segelstrom, Chad State of Minnesota - BCA	305.78
	575.00
State of Minnesota - BCA	1,080.00
Stellar Services	7.51
Stellar Services	53.09
Streicher's	149.00
Streicher's	168.99
Summit Companies	148.00
Summit Food Service Management	7,272.37
Summit Food Service Management	3,916.76
Summit Food Service Management	4,067.51
Sundsvold, Taylor	107.42
Tinker & Larson Inc	980.84
Trimin Systems, Inc.	1,108.26
Van Alst, Lillian	1,289.04
Von Eschen, Tina	224.12
Welia Health	48.00
WEX	423.50
103 Claims Totaling:	\$ 1,131,565.19

 $\underline{Action \#5}$  – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following claims on the Road & Bridge Fund:

## Vendor

#### Amount

Auto Value	1,716.50
Central McGowan	297.15
Currie, Michael	190.00
Glen's Tire	591.00
Kanabec County Highway Dept	65.90
Knife River	2,350,288.88
MN Dept of Natural Resources	400.00
Morton Salt	12,731.92
Northern Safety Co., Inc	67.92
Northern States Supply	113.15
Northwest Lasers & Instruments	59.00
ODP	126.60
Power Plan	2,859.44
Wallace, Bruce	149.93
Wiacom	675.30
15 Claims Totaling:	2,370,332.69

<u>Action #6</u> – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #6 – 10/17/23**

**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 Isanti County Pheasants Forever for a raffle event to be held at Pheasants Ridge Shooting Preserve 1547 Imperial St, Ogilvie, MN 56358 on November 26, 2023.

<u>Action #7</u> – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

## **Resolution \#7 - 10/17/23**

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	\$744.48
Quality Disposal	\$5,494.20
Arthur Township	\$500.00
Total	\$6,738.68

<u>Action #8</u> – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## Resolution #8 - 10/17/23

Nemeth Orthodontics Lease for 2024

**WHEREAS** the Nemeth Orthodontics utilizes space in the Courthouse Building to provide convenient orthodontia services to local youth, and

WHEREAS the annual lease agreement is due for renewal,

**BE IT RESOLVED** that the Kanabec County Commissioners approve the attached lease agreement and rate increase from \$140 per month to \$150 per month for Nemeth Orthodontics for FY 2024;

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign said lease.

<u>Action #9</u> - It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to recess the meeting at 9:13am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:13am on Tuesday, October 17, 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.

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

 $\underline{Action \ \#FS10}$  – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the Family Services Board Agenda as presented.

<u>Action #FS11</u> – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

## **Resolution #FS11 – 10/23/23**

Office Support Specialist to Case Aide Resolution

**WHEREAS,** Family Services has budgeted for a position change from Office Support Specialist to Eligibility Case Aide at the front desk in 2024, and

**WHEREAS**, due to staffing changes and workload at the front desk the Director is requesting to make the position change sooner, effective in November, and

**WHEREAS,** the cost associated with the change will be made up by the Federal Time Study participation incentive and the MA Renewal funds that were received in July of this year, as well as the current wages of the Office Support Specialist which will also offset the cost.

**THEREFORE BE IT RESOLVED** that the Family Services Board approves the Family Services Director and Human Resources Director to convert an Office Support Specialist position to an Eligibility Case Aide position in November 2023 rather than waiting until January 2024.

<u>Action #FS12</u> – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

## **Resolution #FS12 – 10/17/23**

Computer Purchase Resolution

WHEREAS, Kanabec County Family Services has budgeted for upgrading computers on a regular rotation, and

**WHEREAS,** in recent years, due to the pandemic funding and the purchase of laptops for staff, that process was interrupted, and

**WHEREAS,** at this time the Family Services Director wishes to return to a regular schedule of upgrading a specific number of computers each year to keep the annual replacement costs to a minimum, and

**WHEREAS,** Family Services is requesting to purchase 8 desk top and 3 laptop computers, which are budgeted in the equipment categories. Of the Family Services 2023 budget \$10,983.66 will remain after the purchase.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director with the assistance of the IS Director to purchase 11 computers at a cost not to exceed \$10,000.

<u>Action #FS13</u> – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #FS13 – 10/17/23**

Adobe Pro Purchase Resolution

**WHEREAS,** Kanabec County Family Services would like to purchase 43 Adobe Pro licenses for agency staff, and

**WHEREAS,** the software will improve the productivity, and efficiency by editing and sending documents as well as the ability to use e-signatures, and

**WHEREAS,** the cost of this software is budgeted for under the professional services category in the Family Services 2023 budget.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director with the assistance of the IS Director to purchase 43 Adobe Pro licenses for Family Services staff not to exceed \$4,000.

<u>Action #FS14</u> – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the payment of 140 claims totaling \$282,316.96 on Family Services Funds.

<u>Action #FS15</u> – It was moved by Alison Holland, seconded Tom Roeschlein and carried unanimously to adjourn Family Services Board at 9:25am and to meet again on Tuesday, November 7, 2023 at 9:20am.

The Board of Commissioners reconvened.

HR Specialist Kim Christenson met with the Board to request approval to send job descriptions to the pay consultant for review.

<u>Action #16</u> – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve a consent agenda including all of the following actions:

## **Resolution #16a – 10/17/23** Approve Job Description and Refer for Pay Consultant Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications,

and

WHEREAS the position of Certified Appraiser I is a newly created position, and

WHEREAS the County Assessor has submitted a job description and physician analysis,

and

WHEREAS the board has examined and evaluated the information;

### BE IT RESOLVED to approve the job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Certified Appraiser I job description be sent to the salary consultant for review.

## **Resolution #16b – 10/17/23**

### Approve Job Description and Refer for Pay Consultant Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications,

and

WHEREAS the position of Certified Appraiser II is a newly created position, and

WHEREAS the County Assessor has submitted a job description and physician analysis,

and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Certified Appraiser II job description be sent to the salary consultant for review.

## **Resolution #16c – 10/17/23**

### Approve Job Description and Refer for Pay Consultant Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications,

and

WHEREAS the position of Property Specialist is a newly created position, and

WHEREAS the County Auditor/Treasurer has submitted a job description and physician analysis, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Property Specialist job description be sent to the salary consultant for review.

Auditor Treasurer Denise Snyder met with the Board to discuss problems with Welia closing related to state and federal tax withholding at the time of privatization. Commissioner Caswell will request that the Hospital Board add discussion regarding this matter to their next

meeting agenda and will follow up with the Auditor Treasurer. Information only, no action was taken.

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

County Coordinator Kris McNally led a discussion regarding Local Affordable Housing Aid. The Board discussed Local Affordable Housing Aid priorities and next steps. The Board expressed consensus to table any decisions pending further information from Lakes & Pines CAC.

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

<u>Future Agenda Items</u>: Snake River Watershed Management Board, discuss what happened at the public hearing. Lakes and Pines program updates and needs. Policy regarding waterline under County Road. Discuss how to better handle properties with excess amounts of junk.

<u>Action #17</u> – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to close the meeting at 11:00am 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.

<u>Action #18</u> - It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to return to open session at 11:26am.

<u>Action #19</u> – It was moved by Peter Ripka, seconded by Wendy Caswell, and carried unanimously to adjourn the meeting at 11:28am and to meet again in Regular Session on Tuesday, November 7, 2023 at 9:00am.

Signed\_

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

Attest: \_\_\_

Board Clerk

## Agenda Item #2 Paid Bills

<u>Purpose</u>

**Dept** 

<u>Amount</u>

## <u>Vendor</u>

Ann Lake Twp	32,789.76	Oct 2023 Settlement	Taxes & Penalties
Arthur Twp	117,775.41	Oct 2023 Settlement	Taxes & Penalties
AT&T Mobility	1,547.54	Monthly Service	Sheriff
Braham Public Schools	53,602.08	50% Oct 2023 Settlement	Taxes & Penalties
Braham Public Schools	53,601.91	Oct 2023 Settlement	Taxes & Penalties
Brunswick Twp	57,905.10	Oct 2023 Settlement	Taxes & Penalties
Card Services (Coborn's)	40.00	EBFHV Program Supplies	Community Health
Card Services (Coborn's)	180.04	Wellness Snack Supplies	Community Health
City of Braham	12,853.85	Oct 2023 Settlement	Taxes & Penalties
City of Grasston	7,270.16	Oct 2023 Settlement	Taxes & Penalties
City of Mora	746,288.60	Oct 2023 Settlement	Taxes & Penalties
City of Mora	19,334.36	Utilities	Various
City of Mora	994.08	Utilities	Highway
City of Ogilvie	55,278.71	Oct 2023 Settlement	Taxes & Penalties
City of Quamba	32,804.41	Oct 2023 Settlement	Taxes & Penalties
Comfort Twp	55,146.31	Oct 2023 Settlement	Taxes & Penalties
Comm of Finance - Treas Dic	179.29	Oct 2023 Settlement	Taxes & Penalties
Dearborn National Life Insruance Co	595.60	11.23 Short Term Disability Premiums	Employee Benefits
East Central Energy	1,634.79	Intersection Lighting	Highway
East Central Regional Development Commission	10,259.15	Oct 2023 Settlement	Taxes & Penalties
East Central School District	20,409.86	50% Oct 2023 Settlement	Taxes & Penalties
East Central School District	20,418.26	Oct 2023 Settlement	Taxes & Penalties
Ford Twp	28,305.40	Oct 2023 Settlement	Taxes & Penalties
Grass Lake Twp	43,261.03	Oct 2023 Settlement	Taxes & Penalties
Haybrook Twp	29,178.04	Oct 2023 Settlement	Taxes & Penalties
Health Partners	7,383.03	11.23 Dental Insurance Premiums	Employee Benefits

Hillman Twp	28,457.01	Oct 2023 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	17,569.91	50% Oct 2023 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	17,569.82	Oct 2023 Settlement	Taxes & Penalties
Isle Public Schools	19,010.33	50% Oct 2023 Settlement	Taxes & Penalties
Isle Public Schools	19,010.23	Oct 2023 Settlement	Taxes & Penalties
Kanabec County	101,185.32	50% Oct 2023 Settlement	Taxes & Penalties
Kanabec County	101,185.30	Oct 2023 Settlement	Taxes & Penalties
Kanabec County AT ACH_VISA	2,456.35	See Below	
Kanabec County Auditor-Treasurer	14,763.11	Leased Vehicles & Maintenance	Various
Kanabec County Sheriff	901.00	Investigation	Sheriff
Kanabec Twp	35,463.93	Oct 2023 Settlement	Taxes & Penalties
Knife Lake Improvement District	18,316.77	Oct 2023 Settlement	Taxes & Penalties
Knife Lake Twp	49,915.50	Oct 2023 Settlement	Taxes & Penalties
Kroschel Twp	9,399.30	Oct 2023 Settlement	Taxes & Penalties
Life Insurance Company of North America	621.56	11.23 Accident, Group Hospital, Critical Illness Ins Premiums	Employee Benefits
Marco Inc	178.12	Printer Contract	Transit
Marco Inc	3,335.71	Phone Lease	IS
Milaca Public Schools	4,965.61	50% Oct 2023 Settlement	Taxes & Penalties
Milaca Public Schools	4,965.58	Oct 2023 Settlement	Taxes & Penalties
Minnesota Energy Resources Corp	6,899.84	Gas Utilities	Various
Minnesota Energy Resources Corp	136.51	Natural Gas for Garage	Highway
Mora Public Schools	1,223,374.87	50% Oct 2023 Settlement	Taxes & Penalties
Mora Public Schools	1,223,372.91	Oct 2023 Settlement	Taxes & Penalties
Office of MN.IT Services	1,338.65	WAN	IS
Ogilvie Public Schools	347,833.79	50% Oct 2023 Settlement	Taxes & Penalties
Ogilvie Public Schools	347,833.24	Oct 2023 Settlement	Taxes & Penalties
Peace Township	59,209.69	Oct 2023 Settlement	Taxes & Penalties
Pine City Public Schools	283.25	50% Oct 2023 Settlement	Taxes & Penalties
Pine City Public Schools	283.25	Oct 2023 Settlement	Taxes & Penalties
Pomroy Twp	39,118.30	Oct 2023 Settlement	Taxes & Penalties
Quality Disposal	262.30	9.23 Monthly Disposal Fees	Jail
Quality Disposal	28.97	September Disposal Services	Transit
Southfor Twp	17,180.40	Oct 2023 Settlement	Taxes & Penalties
St Paul Port Authority	1,917.39	Oct 2023 Settlement	Taxes & Penalties

The Hartford Priority Accounts VC3, Inc Verizon Wireless Aircards Verizon Wireless Cell Phones VSP Insurance Co Whited Twp 66 Claims Totaling: \$	6,580.75 7,896.00 1,415.38 3,709.84 583.22 32,919.38 <b>5,180,485.16</b>	11.23 Life Ins & Long Term Disability Ins Premiums Monthly Services Monthly Aircards Monthly Service 11.23 Vision Insurance Premiums Oct 2023 Settlement	Employee Benefits Various Various Various Employee Benefits Taxes & Penalties
Kanabec County AT ACH_VISA 10 Claims Totaling:	87.96 202.57 419.00 69.13 49.99 673.81 372.64 673.81 (46.28) (46.28) (46.28) <b>2,456.35</b>	Amazon - Wastebaskets, Courthouse DoMyOwn - Sticky Fly Traps, Courthouse Easy Badges - Proxkey Fobs, Courthouse Amazon - Vacuum Breaker etc., Courthouse Amazon - Wall Mounted Cig Receptacle, Jail Bldg Controls Group - HYR Non Spring Return DCA, Jail PartsTown - Water Level Prob, etc., Jail Building Controls Group - HYR Non Spring Return DCA, Jail Bldg Controls Group - Refund Tax, Jail Bldg Controls Group - Refund Tax, Jail	Building Maintenance Building Maintenance Building Maintenance Building Maintenance Building Maintenance Building Maintenance Building Maintenance Building Maintenance Building Maintenance

## Agenda Item #3 Regular Bills - Revenue Fund Bills to be approved: 11/7/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	Koenings, Katie	90.39	Mileage to DOR Year-End, 138 Miles, 10/23/23
ASSESSOR	MNCCC	40.00	DOR Year-End Training, KK
		130.39	
AUDITOR	Imaging Spectrum, Inc.	291.70	Passport Photo Paper/Shipping
AUDITOR	MCIS	3,583.00	MCIS Payroll Quarterly Support Invoice
AUDITOR	MNCCC	50.00	2023 IFS Year End Training, MS
AUDITOR	Sward, Marie	69.43	Mileage to Sartell for 1099 Year End Training 10/24/23
		3,994.13	
BUILDINGS MAINTENANCE	A and E Cleaning Services	570.00	Timber Trails Office Cleaning - Transit
BUILDINGS MAINTENANCE	Ace Hardware	72.95	Blaster Lub, Hex Set, Tri Flow Oil, Driver, Screws - Courthouse
BUILDINGS MAINTENANCE	Auto Value	141.44	Gojo Towels, Blaster Penetrant, Belts, Socket Sets - PSB
BUILDINGS MAINTENANCE	G & N Enterprises	600.00	Light Bulbs (50) - PSB
BUILDINGS MAINTENANCE	Ideal Service, Inc.	760.00	Preventative Maintenance on Courthouse VFDs (13) - Courthouse
BUILDINGS MAINTENANCE	Mattson Electric	100.00	Service Call, Check Cubicles - PSB
BUILDINGS MAINTENANCE	MN Dept of Labor & Industry Financial Svcs	50.00	Invoice for Boilers (5) - Jail
BUILDINGS MAINTENANCE	Novus Glass	950.00	Flat Glass & Installation - PSB
		3,244.39	
COMMISSIONERS	Holland, Alison	74.67	Mileage to Region 5 AMC Meeting in Waite Park 10/16/23
COMMISSIONERS	Ripka, Peter	37.20	Mileage to October County Board Meetings, 10/3/23, 10/17/23
		111.87	

COMPUTER EXPENSES COMPUTER EXPENSES	MCIS MCIS	14,426.00 4,733.00 <b>19,159.00</b>	MCIS Property Tax Quarterly Support MCIS Hosting Quarterly Invoice
COUNTY ATTORNEY COUNTY ATTORNEY COUNTY ATTORNEY COUNTY ATTORNEY COUNTY ATTORNEY COUNTY ATTORNEY COUNTY ATTORNEY	BCA Booth, Jessica Karen J Skaj, RMR MN Attorney General's Office ODP Business Solutions, LLC RandiAnn C. Harvey Richard Hodsdon	480.00 40.00 29.75 280.49 80.52 38.25 16,657.04 <b>17,606.05</b>	BCA CJDN Access Fee Reimbursement for New Lawyer Oath Court Reporter Karen Skaj - Transcript AG's Office - Travel Expenses 8/14/23, 7/14/23, 9/18/23 Staplers, Envelopes, File Folders Cost of Transcript for Court Hearing on 7/31/23 Tax Court Litigation
COUNTY CORONER COUNTY CORONER	Methven Funeral and Cremation Services Ramsey County	400.00 1,400.00 <b>1,800.00</b>	Removal & Transport Post Mortem Exam/Toxicology
COUNTY RECORDER COUNTY RECORDER COUNTY RECORDER COUNTY RECORDER	Holcomb, Lisa Holcomb, Lisa Northstar Computer Forms, Inc. Vogel, Mary Ann	124.45 118.91 192.82 13.00 <b>449.18</b>	Mileage to Trimin User Group in Lakeville 10/16/23-10/17/23 Trimin User Group Lodging in Lakeville 10/16/23 Vital Records Paper Refund Recorder CC Payment 9/13/23 Death Certificate
COURT ADMINISTRATOR	Johnson Brothers Law	160.00 <b>160.00</b>	Court Appt Attorney Fees
ECONOMIC DEVELOPMENT	Hartshorn, Jim _	16.00 <b>16.00</b>	Parkinng for MNCAR Conference
ELECTIONS	Lakeland Printers Inc SWIFT	431.00 101.26 <b>532.26</b>	New VRA #8000 PVC Mailing 244

ENVIRONMENTAL SERVICES ENVIRONMENTAL SERVICES ENVIRONMENTAL SERVICES ENVIRONMENTAL SERVICES	Carda, Ryan Carda, Ryan Rinke Noonan Wickeham, Teresa	355.00 94.32 790.00 415.16 <b>1,654.48</b>	General Continuing Ed for Septic Certification 11/28-11/29 Mileage to Solid Waste Admin District Mtgin Crow Wing County 10/27/23 Attorney John Kolb Consultation on Snake River 1W1P/SRWMB through 9/30/23 Lodging for MN Assoc.Co. Planning & Zoning Conf in Nisswa 10/11/23-10/13/23
HIGHWAY	Clifton Larson Allen LLP	5,825.00 <b>5,825.00</b>	FY2022 Audit Hwy Fed Single Audit
HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES HUMAN RESOURCES	ECM Publishers Kanabec Publications MRA Ratwik, Roszak & Maloney, PA SwipeClock LLC	179.20 309.85 925.00 11,175.13 332.00 <b>12,921.18</b>	HEO II Job Ad x 2 Job Ads - Maintenance Tech, HEO II (2), Correctional Officer/Dispatcher Job Evaluations, September 2023 Professional Fees, August & September 2023 Monthly Billing for 11/20/23 - 12/20/23, ApplicantStack
INFORMATION SYSTEMS	Blowers, Lisa	153.27 <b>153.27</b>	Mileage to TechConnect Yearly Conference in Willmar 10/13/23
LAW LIBRARY	RELX Inc. DBA LexisNexis	231.72 231.72	Law Library Invoice 10/1 - 10/31
PROBATION & JUVENILE PLACEMENT East Central Regional Juvenile Center PROBATION & JUVENILE PLACEMENT IT Savvy LLC		4,487.00 1,674.72 <b>6,161.72</b>	October 2023 Contracted Beds at East Central Juv. Center HP Pro Desktop (2)
PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION	Ace Hardware Auto Value Bee Line Service Center, Inc. Burski, Kathy Fourness, Chris	94.64 240.41 1,063.56 115.45 34.06	Bus Parts & Shop Supplies Bus & Van Parts and Repairs Bus Repairs Reimbursement for Supplies Common Carrier Trip Mileage 10/13/23

PUBLIC TRANSPORTATION	Fourness, Chris	93.67	Mileage to Training in Baxter 10/19/23
PUBLIC TRANSPORTATION	Fourness, Chris	299.99	Mileage to MnDOT/WiscDOT Conference in La Crosse 10/22/23
PUBLIC TRANSPORTATION	Hoefert, Robert	1,631.61	Volunteer Mileage 10/9 - 10/29
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,913.26	Volunteer Mileage 10/9 - 10/29
		5,486.65	
		,	
SANITATION	Kanabec Publications	280.80	HHW Advertisement - Times
		280.80	
SHERIFF	Aspen Mills	328.00	Custom Patches
SHERIFF	Aspen Mills	250.39	Pants x2, DS & Pants x2, EM
SHERIFF	Blue Star Graphics	525.00	Lettering for Squad
SHERIFF	City of Mora	54,447.00	State Police Aid Reimbursement 2022 Payable 2023
SHERIFF	Feine, Jeffrey	237.25	Reimbursement for Boots
SHERIFF	Gratitude Farms	500.00	Animal Control Services 9/1/23 - 9/30/23
SHERIFF	Hohn's Auto Body & Glass	3,520.11	Final Payment for Squad 181
SHERIFF	Horizon Towing	529.50	Towing Services (3)
SHERIFF	Kanabec County Recorder	20.00	Notary Commission Application, JS
SHERIFF	Minnesota Secretary of State - Notary	120.00	Notary Commission Application, JS
SHERIFF	ODP Business Solutions, LLC	125.66	File Folders, Tape, Memo Books, Bubble Mailers
SHERIFF Segelstrom, Chad 369.96		Reimbursement for Baton, Cuffs, Key, Globes, Multi Tool, Keepers	
		60,972.87	
SHERIFF - 911 EMERGENCY	Granite Electronics	155.00	Encrypted Statewide Talk
SHERIFF - 911 EMERGENCY	Granite Electronics	405.00	Battery Replacement
		560.00	
		050.00	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control	250.00	Prevention Plus
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,676.24	Initial Issue - Jail, SD
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,051.14	Initial Issue - Dispatch, EL
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,679.75	Initial Issue - Jail, JB
SHERIFF - JAIL/DISPATCH	Aspen Mills	287.11	Pants, Shirt, Patches, AS

SHERIFF - JAIL/DISPATCH	Aspen Mills	179.95	Initial Issue - Dispatch, EL
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	36.87	Jail Supplies - Paper Towels
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,100.00	\$20 Phone Cards (30), \$10 Phone Cards (50)
SHERIFF - JAIL/DISPATCH	Stellar Services	6.14	Canteen 10/23/23
SHERIFF - JAIL/DISPATCH	Stellar Services	31.64	Canteen 10/9/23 & 10/16/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,004.39	Inmate Meals 10/7/23 - 10/13/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,960.54	Inmate Meals 10/14/23 - 10/20/23
		14,263.77	
SNAKE RIVER WATER MGMT BOARD	) Kanabec Publications	33.21	Public Notice Snake River Watershed
SNAKE RIVER WATER MGMT BOARD	) Mille Lacs SWCD	31.00	Website Posting for Public Hearing
		64.21	
STATE FISCAL RECOVERY ARP	Kanabec County Sheriff's Office	65,597.82	ARPA Reimbursement for School Resource Officer 1/1/23-8/25/23
STATE FISCAL RECOVERY ARP	MRA	2,497.50	Compensation Study, September 2023
		68,095.32	
UNALLOCATED	Clifton Larson Allen LLP	8,406.25	FY2022 Audit
UNALLOCATED	Clifton Larson Allen LLP	4,380.00	FY2022 Audit GASB 87
UNALLOCATED	Kanabec Publications	147.06	County Board Minutes 9/19/23
UNALLOCATED	Kanabec Soil & Water Cons.	710.19	SWCD Staff Time - Qtr 1 2023 - Edu/Outreach
UNALLOCATED	Kanabec Soil & Water Cons.	3,313.30	SWCD Staff Time - Qtr 1 2023 - Coordination/Admin
UNALLOCATED	Kanabec Soil & Water Cons.	572.78	SWCD Staff Time - Qtr 2 2023 - Edu/Outreach
UNALLOCATED	Kanabec Soil & Water Cons.	3,669.24	SWCD Staff Time - Qtr 2 2023 - Coordination/Admin
UNALLOCATED	Kanabec Soil & Water Cons.	2,137.64	AIS Video Production Contribution, AIS Grabbers & Towels, Bait Bags, Boat Inspector Banner, Laminating Placemats, Plant ID Training, County Fair Booth
UNALLOCATED	Nagell Appraisal & Consulting	3,850.00	Tax Court Trial Preparation & Testimony
UNALLOCATED	Richard Hodsdon	8,279.51	Tax Court Litigation
			-

VEHICLE POOL	Blue Star Graphics	60.00	Door Decals for 2023 Rogue
		60.00	
VETERAN SERVICES	Blue Star Graphics	180.00	Operation Green Light Pokegama Lake Assoc. Donation
VETERAIN SERVICES	Blue Star Graphics	180.00	
VETERAN SERVICES	IT Savvy LLC	837.36	HP Pro Desktop, FY24 CVSO Enhancement Grant
VETERAN SERVICES	Johnson Hardware & Rental	985.00	Green Light Bulbs (394), Operation Green Light Pokegama Lake Assn Donation
VETERAN SERVICES	Mora Bakery	32.06	Coffee Talk 10/24/23
		2,034.42	

104 Claims Totaling: \$ 261,434.65

## Agenda Item #4 Regular Bills - Road & Bridge Bills to be approved: 11/7/23

Vendor	Amount	Purpose
A&E Cleaning Services	1,140.00	Office cleaning
Ace Hardware	61.50	Shop supplies
Aramark	446.36	Coveralls and janitor supplies
Auto Value	2,286.60	Repair parts
Beaudry Oil & Propane	24,913.10	Diesel
Bjorklund Companies	6,764.58	Sand
Blum Sand and Gravel	78.04	Gravel
CPF	576.90	Training center use fee
Compass Minerals	2,039.80	Salt
Erickson, Curt	219.54	Uniform allowance
Fahrner Asphalt Sealers	16,632.00	Crack filling CR 21
Glens Tire	591.00	Tire repair
Gopher State One-Call	36.45	Locates
Granite City Jobbing	324.71	Janitorial supplies
Houston Engineering	7,846.48	Engineering
Johnson Hardware	1,339.74	Shop supplies
Kanabec County Highway Dept	113.10	Petty cash, postage
Kroll, Bryan	85.01	Uniform allowance
Marco	352.17	Printer
Magnuson, Dale	251.99	Uniform allowance
MN Dept of Transportation	3,918.10	Pavement testing
MN Hoist Inspection	1,311.00	Hoist inspection
Morton Salt	16,905.12	Road salt
Newman Traffic Signs	166.19	Sign supplies
North Central International	218.88	Repair parts
Northern States Supply	302.82	Shop supplies
ODP Business Solutions	96.08	Office supplies
Olson Power & Equipment	356.24	Repair parts
Oslin Lumber	33.60	Shop supplies
Owens Auto Parts	102.68	Repair parts
Quality Disposal	208.24	Garbage pickup
RDO Equipment	48,272.00	Trailer purchased
Safety-Kleen Systems	426.95	Parts washer cleanout
Sanitary Systems	260.72	Restroom
Scott, Rod	300.00	Beaver removal
Tomlinson, Timothy	274.99	Uniform allowance
Towmaster	259.26	Repair parts
USIC Locating	120.00	Locates
White Cap	907.36	Maintenance supplies
Widseth Smith Nolting	2,926.74	Engineering
Ziegler	196.84	Repair parts

41 Claims Totaling:

143,662.88

## **Agenda Item #5**

November 7, 2023

# REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Consider Resolution to Create an Assigned Fund for Extension Education Expo	b. Origination: Extension Committee
c. Estimated time: 5 minutes	d. Presenter(s):

e. Board action requested:

At the request of the Extension Committee, the following resolution is requested for approval of the following resolution:

# $Resolution \ \#\_-11/7/23$ Creation of an extension education expo assigned fund

**WHEREAS** Kanabec Count Extension conducts an Extension Education Expo annually and was initially funded by a University of Minnesota Extension Grant, and

WHEREAS the Expos continue to have good attendance and have generated donations, and

**WHEREAS** to secure their continuance with a minimal financial impact to the taxpayers of Kanabec County,

**THEREFORE BE IT RESOLVED** to approve the creation of an assigned fund beginning in 2023 for Extensions' Education Expos and allow donations and fund balance to carry over from year to year;

**BE IT FURTHER RESOLVED** that the Expo funds are accounted for under 01.663.000.8963.

f. Background:

Supporting Documents: None: 🗹 Attached:

Date received in County Coordinators Office: Coordinators Comments:

## Agenda Item #6

November 7, 2023

# REQUEST FOR BOARD ACTION

a. Subject: Resolution to Update the Planning Commissioner Membership	<b>b. Origination</b> : Coordinator's Office	
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator	

#### e. Board action requested:

Approve the following resolution:

## **Resolution#\_\_\_\_-11/7/23**

## Updating the Planning Commission Membership Description

**WHEREAS** the Kanabec County Board of Commissioners on the 9<sup>th</sup> day of November 1965, did adopt a resolution establishing a Planning Commission; and

**WHEREAS** upon revision in 2019, Kanabec County's Ordinance #5 Shoreland added a specific requirement under item 3.3.1 that "at least one member shall be a shoreland resident.".

**THEREFORE BE IT RESOLVED** the Kanabec County Board of Commissioners hereby approves the update to the Planning Commission membership description to specify that at least one member shall be a shoreland resident;

**BE IT FURTHER RESOLVED** that this change does not alter the number of Planning Commission members but is merely intended to clarify the specific membership requirements.

#### f. Background:

Excerpt from the Shoreland Ordinance:

#### 3.3 PLANNING COMMISSION.

- 3.3.1 The County Board of Commissioners shall appoint a Planning Commission. The Planning Commission shall consist of not less than five members and not more than eleven members as determined from time to time by the County Board of Commissioners. At least two members shall be residents of the portion of the county outside of the corporate limits of municipalities. No more than one member shall be an officer or employee of the County. At least one member shall be a shoreland resident. Terms of office shall be as follows:
  - 3.3.1.1. One member from the Board of County Commissioners serving a one-year term; and
  - 3.3.1.2. Other county representatives (residents) shall serve a three-year term (a three-year staggered term; two members each year).
- 3.3.2 The removal of any member for non-performance of duty or misconduct in office shall be by resolution of the County Board of Commissioners

Supporting Documents: None: 🗹 Attached:

Date received in County Coordinators Office:

**Coordinator's Comments**: The existing Planning Commission membership is in compliance with this requirement.