



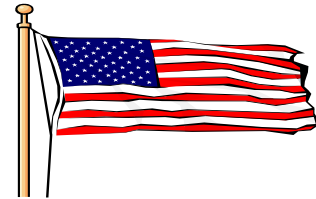
Kanabec County Board of Commissioners

Regular Meeting Agenda The Meeting of October 17, 2023

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

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2495 540 0568



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m84f24106bf19b067fbfb993ce446ceed>

Meeting number: 2495 540 0568

Password: vWvtY3s2wP5 (89889372 from video systems)

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

Please use the Maple Ave entrance and parking lot.

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

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

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

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

9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388
Access Code: 2495 540 0568

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

9:40am Kim Christenson, HR Specialist- Request for approval of new position job descriptions and physical analyses for pay consultant evaluation per Wages & Salary Policy P-106:

- a. Certified Appraiser I (Assessor's Office)
- b. Certified Appraiser II (Assessor's Office)
- c. Property Specialist (Auditor/Treasurer's Office)

9:50am Jim Hartshorn, EDA Executive Director- Department Update

Other business to be conducted as time is available:

1. Minutes- October 3, 2023
2. Paid Bills
3. Regular Bills - Revenue Fund
4. Regular Bills- Road & Bridge
5. Consider renewal of Nemeth Orthodontics lease for 2024
6. Discuss Statewide Affordable Housing Aid funds and priorities
7. Commissioner updates
8. Future Agenda items
9. CLOSED SESSION: Labor Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
10. Discuss any other matters that may come before the County Board
11. Adjourn

Kanabec County Family Services

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

Kanabec County Family Services Board Agenda October 17, 2023 9:20 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Director's Report** **Pg. 2**
 - Staffing
 - AMHI/CSP Overpayment
 - Ongoing Number of Children in Placement
- 3. Purchase Computers**
 - Action requested
 - See attached quotes (3), Equipment Budget, and resolution**Pg. 3-7**
- 4. Purchase Adobe Pro**
 - Action requested
 - See attached Adobe Budget and resolution**Pg. 8-9**
- 5. Welfare Fund Report**
 - See attached report**Pg. 10**
- 6. Financial Report**
 - See attached report**Pg. 11-12**
- 7. Abstract Approval**
 - See attached abstract and board vendor paid list**Pg. 13-15**
- 8. Other Business**
- 9. Adjourn**

Family Service Director's Report

October 2023

Staffing

The open Eligibility Worker position has been filled by Piper Sauter. We are currently advertising for an Office Support Specialist to fill her current position.

Classification Change

I would like to transition Chris Wulfekuhle, the current Office Support Specialist, to the Eligibility Case Aide that is budgeted for 2024 on the first pay period in November, as the need for a Eligibility Case Aide is increasing due to front desk area staffing changes. The cost associated with this move will be made up by the Federal Time Study participation incentive and the MA Renewal funds we received in July. Additionally, the current wages of the OSS will offset, and have a positive effect on the 2023 budget.

- Actions required

Motion to approve the action of the department.

AMHI/CSP Overpayment

The Department of Human Service overpaid a Community Support Grant to Kanabec County Family Services in the amount of \$85,781. We are required to return the money. This happens from time to time, but this is an unusually high amount. I wish to inform the Board as this affects our Family Services Fund balance.

Ongoing Update on Number of Children in Placement

Last month we had 25 children in our care in out of home placements. We have 25 children in care this month compared to 24 last year for the same month.

Equipment Account Activity Chart

Account Description	Current Amount Spent	Budget Amount	Computer Cost	Remaining Budget	Percent of Budget Used	Budget Name
Financial Unit Office Equipment	\$0.00	\$5,000.00	\$1,680.00	\$3,320.00	34%	2023 Family Service Final
Child Support Office Equipment	\$0.00	\$3,800.00	\$840.00	\$2,960.00	22%	2023 Family Service Final
IM Share Of FS Bldg. Office Equipment	\$1,024.87	\$3,500.00	\$1,377.60	\$1,097.53	69%	2023 Family Service Final
SS Share Of FS Bldg. Office Equipment	\$1,019.91	\$5,100.00	\$1,982.40	\$2,097.69	59%	2023 Family Service Final
SS Admin. Office Equipment	\$366.11	\$500.00	\$0.00	\$133.89	73%	2023 Family Service Final
SS Direct Delivery Office Equipment	\$4,818.47	\$6,500.00	\$2,410.00	-\$728.47	111%	2023 Family Service Final
Mental Health Office Equipment	\$11.98	\$2,900.00	\$785.00	\$2,103.02	27%	2023 Family Service Final
Total	\$7,241.34	\$27,300.00	\$9,075.00	\$10,983.66	56%	7

Quote Details	
Quote #:	3778510
Date:	10/04/2023
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:

ACCT #: 557511
County of Kanabec
Accounts Payable
317 Maple Avenue East
Mora, MN 55051
United States
320-679-6496

Ship To:

County of kanabec
Attn: IS Dept
317 Maple Ave E
Ste 181
Mora, MN 55051-1372
United States
320-676-6496

Client Contact:

Lisa Blowers
(P) 320-679-6496
lisa.blowers@co.kanabec.mn.us

Client Executive:

Dennis Winkowski
(P) 312.676.5241
(F) 312.676.5242
dwinkowski@ITSavvy.com

Description: HP ProDesk

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HP Pro 400 G9 Wolf Pro Security - SFF - Core i5 12500 / 3 GHz - RAM 16 GB - SSD 256 GB - NVMe, TLC - UHD Graphics 770 - GigE - Win 11 Pro - monitor: none - keyboard: US - Smart Buy - with HP Wolf Pro Security Edition (1 year) Manufacturer Part #: 83R13UT#ABA	23738121	Y	1	\$837.36	\$837.36

Subtotal: \$837.36

Shipping: \$0.00

Tax: Exempt

TOTAL: \$837.36

ITSavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

ITSavvy's General Terms and Conditions of Sale, which can be found at www.ITSavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____

Title: _____

Authorized Signature: _____

Date: _____

Quote Details	
Quote #:	3778645
Date:	10/04/2023
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

Quote

Bill To:

ACCT #: 557511
County of Kanabec
Accounts Payable
317 Maple Avenue East
Mora, MN 55051
United States
320-679-6496

Ship To:

County of kanabec
Attn: IS Dept
317 Maple Ave E
Ste 181
Mora, MN 55051-1372
United States
320-676-6496

Client Contact:

Lisa Blowers
(P) 320-679-6496
lisa.blowers@co.kanabec.mn.us

Client Executive:

Dennis Winkowski
(P) 312.676.5241
(F) 312.676.5242
dwinkowski@ITSavvy.com

Description: HP Laptop

Item Description	Part #	Tax	Qty	Unit Price	Total
1 HP ProBook 450 G10 Notebook Wolf Pro Security - Intel Core i5 1335U / 1.3 GHz - Win 11 Pro - Intel Iris Xe Graphics - 16 GB RAM - 256 GB SSD NVMe - 15.6" IPS 1920 x 1080 (Full HD) - 802.11a/b/g/n/ac/ax (Wi-Fi 6E), Bluetooth - pike silver plastic - kbd: US - with HP Wolf Pro Security Edition (1 year) Manufacturer Part #: 822P4UT#ABA	23726074	Y	1	\$861.57	\$861.57

Subtotal: \$861.57

Shipping: \$0.00

Tax: Exempt

TOTAL: \$861.57

ITSavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

ITSavvy's General Terms and Conditions of Sale, which can be found at www.ITSavvy.com/termsandconditions, shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____



Pricing Proposal
Quotation #: 24023326
Created On: 10/5/2023
Valid Until: 10/31/2023

MN-County of Kanabec

Lisa Blowers

18 North Vine
Street Suite 181
Mora, MN 55051
United States
Phone: (320) 679-6496
Fax:
Email: lisa.blowers@co.kanabec.mn.us

Inside Account Executive

Wedieu Cole

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-0836
Fax:
Email: wedieu_cole@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 HP ProBook 450 G10 Notebook - Wolf Pro Security - Intel Core i5 1335U / 1.3 GHz - Win 11 Pro - Intel Iris Xe Graphics - 16 GB RAM - 256 GB SSD NVMe - 15.6" IPS 1920 x 1080 (Full HD) - 802.11a/b/g/n/ac/ax (Wi-Fi 6E), Bluetooth - pike silver plastic - kbd: HP, Inc. - Part#: 822P4UT#ABA Note: Hardware - 3 - 5 Business Days	1	\$837.59	\$837.59
2 HP Pro 400 G9 - Wolf Pro Security - SFF - Core i5 12500 / 3 GHz - RAM 16 GB - SSD 256 GB - NVMe, TLC - UHD Graphics 770 - GigE - Win 11 Pro - monitor: none - keyboard: US - Smart Buy - with HP Wolf Pro Security Edition (1 year) HP, Inc. - Part#: 83R13UT#ABA Note: Hardware - 3 - 5 Business Days	1	\$892.36	\$892.36
Subtotal			\$1,729.95
Total			\$1,729.95

Additional Comments

Please Note: HP, Inc. has a zero returns policy on custom build PCs. Ink and toner are also considered non-returnable. For these products, orders are non-cancellable and non-returnable from point of order.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#).

Resolution KCFS # - 10/17/2023
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.



Acrobat Pro

The current version of adobe that most staff use does not allow many functions Adobe Pro offers. Adobe Pro will allow the staff to increase productivity and efficiency. Some of the functions that will be added are listed below.

- Edit Adobe Pro documents.
- Allows for E-Sign.
- Insert multiple Adobe files to combine into one file.
- Convert Microsoft Word, Excel, & Outlook files to an Adobe File.
- Send and receive Adobe files via email for staff and others to sign, eliminating delays in processing.
- Insert pages from a scanner.
- Organize pages within an Adobe File.

There are many more functions within Adobe Pro that will increase productivity and efficiency. Currently, we have 6 Adobe Pro users. We will be adding 43 new users and are requesting approval in the amount of \$3,336.80. There is no increase to the current cost of \$77.60 per user. Please refer to the chart below. It shows the current amount spent in each account, the budgeted amount, Adobe Pro cost, and the remaining budgeted balance for each account. After the purchase of the software, there will be a remaining balance of \$63,913.39 within the 2023 Budget.

Account Description	Current Amount Spent	Budgeted Amount	Adobe Pro Cost	Remaining Budget	Percent of Budget Used	Budget Name
Professional Services	\$88.00	\$250.00	\$77.60	\$84.40	66%	2023 Family Service Final
Contracted Services	\$32,376.00	\$43,000.00	\$698.40	\$9,925.60	77%	2023 Family Service Final
Child Support Professional Services	\$44,481.39	\$57,000.00	\$310.40	\$12,208.21	79%	2023 Family Service Final
MA Professional Services	\$28,350.00	\$37,800.00	\$0.00	\$9,450.00	75%	2023 Family Service Final
Fraud Professional Services	\$208.00	\$170.00	\$77.60	-\$115.60	168%	2023 Family Service Final
IM Share Of FS Bldg Admin. Prof. Serv.	\$5,912.85	\$11,760.00	\$127.26	\$5,719.89	51%	2023 Family Service Final
SS Share Of FS Bldg Admin Prof. Serv.	\$8,163.36	\$14,000.00	\$183.14	\$5,653.50	60%	2023 Family Service Final
SS Admin. Professional Services	\$15,708.30	\$22,000.00	\$155.20	\$6,136.50	72%	2023 Family Service Final
SS Direct Delivery Prof. Services	\$31,796.18	\$43,420.00	\$1,164.00	\$10,459.82	76%	2023 Family Service Final
Mental Health Professional Services	\$14,065.73	\$19,000.00	\$543.20	\$4,391.07	77%	2023 Family Service Final
Total	\$181,149.81	\$248,400.00	\$3,336.80	\$63,913.39	80%	10

Resolution KCFS # - 10/17/2023

Adobe Pro Purchase Resolution

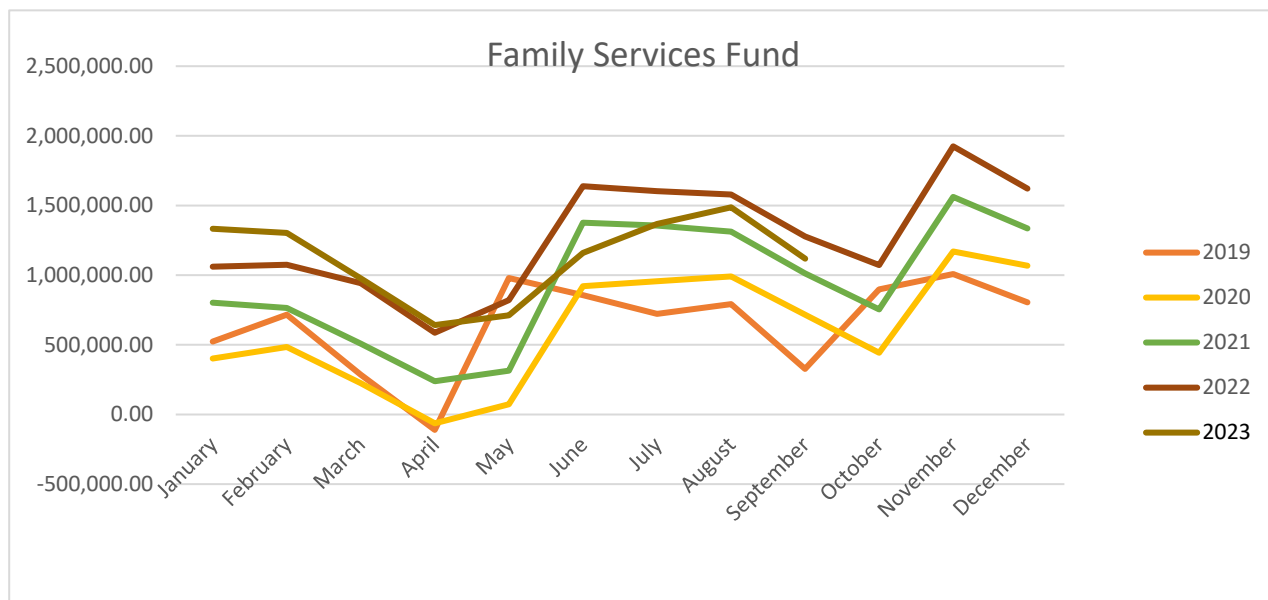
WHEREAS, Kanabec County Family Services would like to purchase 43 Adobe Pro licenses for agency staff, and

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.

	2019	2020	2021	2022	2023
January	523,556.70	401,131.39	802,602.99	1,060,669.83	1,332,846.30
February	715,738.74	483,781.08	764,375.81	1,074,400.99	1,303,079.82
March	285,341.21	225,078.17	507,711.89	942,838.71	976,432.91
April	-109,902.43	-63,141.11	239,129.82	586,755.76	641,596.45
May	979,247.26	73,382.15	313,993.85	820,322.23	711,400.40
June	855,820.47	920,867.09	1,376,518.14	1,638,762.92	1,159,594.67
July	721,467.48	955,700.06	1,355,779.92	1,603,064.80	1,366,971.18
August	791,435.79	990,235.56	1,312,346.82	1,578,429.94	1,487,944.78
September	326,963.03	716,408.79	1,012,985.41	1,277,604.14	1,118,266.82
October	897,606.65	443,084.51	753,774.16	1,072,396.60	
November	1,008,939.34	1,170,024.75	1,562,104.61	1,925,516.68	
December	804,618.63	1,067,709.00	1,335,030.43	1,620,823.12	
Totals	7,800,832.87	7,384,261.44	11,336,353.85	15,201,585.72	10,098,133.33
Averages	650,069.41	615,355.12	944,696.15	1,266,798.81	1,122,014.81
6 month Avg.	758,505.15	890,527.11	1,222,003.56	1,512,972.55	1,080,962.38
Rolling 12 month Avg	650,069.41	615,355.12	944,696.15	1,266,798.81	1,226,405.12



Kanabec County Family Services - Board Financial Report				Through September 2023											
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%
Department	Budget	% of budget	Total	January	February	March	April	May	June	July	August	September	October	November	December
Income Main. Service															
Exp	753,602.00	72.29%	544,742.18	53,804.48	53,379.65	82,336.98	54,893.92	50,144.12	81,537.68	53,684.61	56,637.64	58,323.10			
Rev	560,191.00	68.77%	385,219.19	9,831.56	61,657.74	9,831.56	9,959.72	61,851.38	9,959.72	144,466.90	67,357.71	10,302.90			
Tax	367,731.25	50.77%	186,694.52	5,406.53					181,287.99						
State Shared Rev			14,501.83							14,501.83					
Recoveries															
Exp	15,600.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Rev	21,600.00	11.74%	2,534.97	1,169.75	1,599.82	1,804.68	379.28	391.17	-3,906.42	374.79	322.00	399.90			
Tax	22,100.71	50.89%	11,246.65	351.21					10,895.44						
State Shared Rev			871.56							871.56					
Burials															
Exp	25,000.00	38.27%	9,566.75	1,336.50	0.00	0.00	3,731.25	0.00	1,800.00	0.00	0.00	2,699.00			
Rev			0.00												
Tax			0.00												
Child Support															
Exp	379,758.00	73.75%	280,081.65	27,408.09	27,284.54	39,140.48	28,895.78	26,018.48	43,796.11	29,501.66	29,225.88	28,810.63			
Rev	404,000.00	74.45%	300,779.86	16,364.47	64,184.46	16,245.33	18,174.26	61,667.24	16,973.69	1,540.13	73,798.93	31,831.35			
Tax															
MA Services															
Exp	483,900.00	61.70%	298,571.76	24,920.54	44,697.74	26,526.98	32,887.42	31,465.01	49,937.96	25,688.19	31,114.25	31,333.67			
Rev	452,000.00	48.96%	221,291.72	42,968.98	13,714.19	38,847.74	17,913.90	39,665.29	2,092.28	20,089.07	41,475.36	4,524.91			
Tax	31,513.97	52.51%	16,547.16	1,011.07					15,536.09						
State Shared Rev			1,242.78							1,242.78					
Child Care															
Exp	230,950.00	40.11%	92,644.12	99.00	5,154.41	10,254.82	13,694.72	15,828.67	10,935.78	0.00	22,838.73	13,837.99			
Rev	230,776.00	44.06%	101,677.33	580.00	41,873.00	396.00	-26.17	62,055.40	-28,341.70	806.00	23,479.80	855.00			
Tax	204.64	101.30%	207.31	106.43					100.88						
State Shared Rev			8.07							8.07					
Fraud															
Exp	74,689.00	74.33%	55,515.10	5,646.39	5,662.23	5,759.23	6,011.48	5,646.41	8,942.52	5,822.08	5,901.33	6,123.43			
Rev	0.00		1,055.56	200.00	605.56	150.00	0.00	0.00	100.00	0.00	0.00	0.00			
Tax	73,669.03	50.94%	37,524.31	1,206.18					36,318.13						
State Shared Rev			2,905.21							2,905.21					
Adult Services															
Exp	5,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Rev	8,839.00	172.00%	15,202.86	2,165.03	523.12	-114.13	163.12	23.12	613.12	10,103.24	1,113.12	613.12			
Tax															
Dev. Disability															
Exp	77,429.00	53.67%	41,553.63	4,411.87	5,845.33	4,620.24	5,123.88	4,474.08	4,757.76	4,414.80	3,171.67	4,734.00			
Rev	57,015.00	49.96%	28,483.00	0.00	9,176.00	0.00	0.00	10,355.00	0.00	0.00	8,952.00	0.00			
Tax	20,054.35	51.17%	10,262.65	376.05					9,886.60						
State Shared Rev			790.86							790.86					

Mental Health															
Exp	1,225,163.00	92.71%	1,135,830.63	132,192.61	109,156.01	142,841.86	113,454.63	126,507.93	134,020.56	106,376.64	135,402.79	135,877.60			
Rev	797,301.00	90.41%	720,849.86	32,971.07	34,781.02	94,880.65	26,541.27	80,520.00	87,113.34	57,682.43	230,877.50	75,482.58			
Tax	421,550.57	51.01%	215,043.32	7,222.92					207,820.40						
State Shared Rev			16,624.25							16,624.25					
Chemical Dependency															
Exp	46,000.00	52.05%	23,944.16	-17.19	2,460.62	8,840.08	2,747.21	0.00	4,678.78	1,020.00	185.77	4,028.89			
Rev	20,000.00	43.91%	8,782.09	583.88	1,915.57	1,449.48	0.00	1,931.31	229.95	0.00	638.04	2,033.86			
Tax	25,579.53	53.25%	13,621.53	1,011.07					12,610.46						
State Shared Rev			1,008.75							1,008.75					
Child Services															
Exp	560,639.00	100.45%	563,164.52	59,596.08	57,996.44	68,037.79	42,849.03	60,045.98	66,121.84	63,055.67	74,713.94	70,747.75			
Rev	276,235.00	124.31%	343,380.78	14,355.49	55,512.00	16,604.05	15,368.29	98,527.24	8,027.70	91,087.16	36,897.66	7,001.19			
Tax	280,146.96	50.45%	141,323.90	3,214.13					138,109.77						
State Shared Rev			11,047.86							11,047.86					
Social Services															
Exp	1,390,604.00	76.18%	1,059,419.17	100,568.86	94,259.80	101,854.12	98,074.90	111,084.24	184,768.19	119,044.43	120,569.86	129,194.77			
Rev	1,267,977.00	77.41%	981,528.23	49,067.73	131,825.55	59,573.60	60,200.71	124,119.15	58,257.56	291,186.49	147,030.00	60,267.44			
Tax	120,735.36	51.59%	62,281.41	2,760.03					59,521.38						
State Shared Rev			4,761.31							4,761.31					
Income Main. Admin															
Exp	96,111.00	71.47%	68,693.10	7,188.53	7,370.08	7,156.32	7,156.31	7,279.74	10,304.99	7,259.48	7,427.16	7,550.49			
Rev	46,300.00	69.82%	32,328.22	1,095.72	8,009.23	1,095.72	1,109.30	8,459.33	1,109.30	1,134.12	9,181.38	1,134.12			
Tax	49,112.68	50.79%	24,942.90	730.81					24,212.09						
State Shared Rev			1,936.82							1,936.82					
Social Services Admin.															
Exp	264,091.00	72.62%	191,784.46	19,869.02	20,070.97	20,176.38	22,698.46	20,153.58	27,967.14	20,186.63	19,959.16	20,703.12			
Rev	65,000.00	71.70%	46,604.00	0.00	16,443.00	0.00	0.00	13,603.00	0.00	0.00	16,558.00	0.00			
Tax	196,041.48	50.77%	99,523.69	2,877.11					96,646.58						
State Shared Rev			7,731.08							7,731.08					
FS Admin															
Exp	760,823.00	72.18%	549,165.24	61,454.46	62,182.25	53,546.23	56,132.13	59,155.32	87,116.18	59,747.84	55,759.96	54,070.87			
Rev	136,263.00	71.21%	97,039.26	3,672.72	24,161.03	3,672.72	3,730.98	24,520.08	3,730.98	3,862.98	25,824.79	3,862.98			
Tax	437,921.47	51.40%	225,093.58	9,202.48					215,891.10						
State Shared Rev			17,944.63						371.33	17,269.85	303.45				
Agency Totals															
Exp	6,389,859.00	76.91%	4,914,676.47	498,479.24	495,520.07	571,091.51	488,351.12	517,803.56	716,685.49	495,802.03	562,908.14	568,035.31			0.00
Rev	4,343,497.00	75.67%	3,286,756.93	175,026.40	465,981.29	244,437.40	153,514.66	587,688.71	155,959.52	622,333.31	683,506.29	198,309.35			0.00
Tax	2,046,362.00	51.03%	1,044,312.93	35,476.02	0.00	0.00	0.00	0.00	1,008,836.91	0.00	0.00	0.00			0.00
State Shared Rev			81,375.01	0.00	0.00	0.00	0.00	0.00	371.33	80,700.23	303.45	0.00			0.00
Total Revenue	6,389,859.00	69.05%	4,412,444.87	210,502.42	465,981.29	244,437.40	153,514.66	587,688.71	1,165,167.76	703,033.54	683,809.74	198,309.35			0.00

Board Approval Report

SSIS pymt. batch #: 167424000

Paid Cnty Vendor	Total Payments		Total Amount
ASL Interpreting Services, Inc., 000001023	1		138.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	138.00
Card Services, 000011484	1		146.88
Svc Description	Svc Code	Payments	Amount
Community Support Services	434	1	146.88
Central Mn Mental Health Center, 000011298	1		600.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	1	600.00
CORE Professional Services P.A., 000011511	1		1,320.00
Svc Description	Svc Code	Payments	Amount
Family Assessment Response Services	164	1	1,320.00
DHS, 000011849	2		3,723.21
Svc Description	Svc Code	Payments	Amount
Behavioral Health Fund (BHF)	359	1	3,624.21
Other Child Care	214	1	99.00
DHS STATE OPERATED SERVICES, 000011816	7		13,008.00
Svc Description	Svc Code	Payments	Amount
State-Operated Inpatient	472	7	13,008.00
Dungarvin Minnesota, LLC, 000017781	2		1,708.20
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	2	1,708.20
Family Pathways, 000012298	1		330.00
Svc Description	Svc Code	Payments	Amount
Family-Based Counseling Services	162	1	330.00
Ignaszewski/Karissa, 000012959	2		11,163.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	11,163.00
Jessica Stokes Inc., 000016761	2		7,695.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	7,695.00
Kanabec County AT ACH_VISA, 000001318	5		2,089.74
Svc Description	Svc Code	Payments	Amount
Family Assessment Response Services	164	1	23.25
Housing Services	144	2	249.49
Transportation	116	2	1,817.00
Kanabec County Community Health, 000013263	1		9,638.73
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	9,638.73
Nexus-Gerard Family Healing , LLC, 000012394	2		24,720.00
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	2	24,720.00
Nexus-Mille Lacs Family Healing, 000014598	1		15,738.00
Svc Description	Svc Code	Payments	Amount
Children's Residential Treatment	483	1	15,738.00
Options Residential, 000015334	1		1,462.50
Svc Description	Svc Code	Payments	Amount

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Child Family Foster Care	181	1	1,462.50		
PHASE, Inc., 000015579				2	1,164.24
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	784.08		
Transportation	516	1	380.16		
Prairie Lake Youth Programs, 000015767				2	10,587.14
Svc Description	Svc Code	Payments	Amount		
Correctional Facilities	185	1	10,500.00		
Health-Related Services	118	1	87.14		
Premier Biotech Inc, 000015777				1	163.95
Svc Description	Svc Code	Payments	Amount		
Health-Related Services	118	1	163.95		
Premier Biotech Labs, LLC, 000015779				1	315.05
Svc Description	Svc Code	Payments	Amount		
Health-Related Services	118	1	315.05		
Procentive.com LLC, 000010757				1	555.88
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	555.88		
R and K Property's LLC, 000015875				1	2,275.00
Svc Description	Svc Code	Payments	Amount		
Housing Services	144	1	2,275.00		
Residential Services of NE MN Inc., 000016246				3	1,988.10
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	854.10		
Semi-Independent Living Services (SILS)	534	2	1,134.00		
Richardson MD/Paul T, 000016136				2	3,345.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	3,345.00		
Volunteers Of America of MN, 000017460				3	1,611.00
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	3	1,611.00		
Report Totals:				46	115,486.62

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

Signature

Title

Date

9:40am Appointment

October 17, 2023

REQUEST FOR BOARD ACTION

a. Subject: Request for Job Description & Physical Analysis Approval	b. Origination: Coordinator's Office
c. Estimated time: 5-10 minutes	d. Presenter(s): Kim Christenson & Kris McNally

e. Board action requested:

Approve sending the following job descriptions to the pay consultant for review.

- a. Certified Appraiser I
- b. Certified Appraiser II
- c. Property Specialist

f. Background:

The Assessor's Office is requesting 2 levels of Certified Appraiser to better reflect the different levels of an appraiser. The County Assessor has updated the existing Certified Appraiser job description and is recommended to be titled Certified Appraiser I. This position requires the employee to have a Certified Minnesota Appraiser license (CMA).

The Assessor then created a new job description for the Certified Appraiser II position that requires the employee to have an Accredited Minnesota Assessor's license (AMA) to qualify for the position.

The Auditor's Office currently has 2 Collection Clerk positions. One of the Collections Clerk positions specializes in property transfers, while the other focuses on property tax collections. The Auditor/Treasurer has created a new job description to better reflect the Property Specialist essential functions and qualifications.

These new job descriptions do not add additional FTE.

Job descriptions and physical analyses are attached.

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Policy P-106 states:

II. JOB EVALUATION PROCEDURE, NEW POSITIONS:

- A. When a new job is created, the job description and physical analysis shall be written, reviewed and authorized by the appropriate Department Head with consultation from the Personnel Director.
- B. Once the job description is authorized, the job description and physical analysis shall be forwarded to the County Board of Commissioners for their review. The Coordinator will submit them to the Board at the next available Regular Board Meeting. Materials submitted to the board shall include:
 - (1) standard board meeting cover sheet
 - (2) proposed job description and physical analysis
 - (3) justification of the necessity of the action
- C. Upon review, the Board may do one of the following:
 - (1) refer the job description and physical analysis to the pay consultant for evaluation,
or
 - (2) send the job description and physical analysis back to the Department Head for changes or clarifications.
- D. After the job has been evaluated, the results shall be directed back to the County Board of Commissioners for approval.
- E. Within 30 days after notification of the Board's approval or disapproval of the consultant's recommended evaluation, any affected employee or the department head may appeal to the Board for reconsideration of the evaluation of the job by making a written request detailing the basis of the request and submitting it to the County Board.
- F. No individual may be hired into a new job before the job description has been written, evaluated and approved by the County Board of Commissioners.

Resolution #__a – 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 #__b – 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 #__c – 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.

Kanabec County Position Description

CERTIFIED APPRAISER I

Exemption Status: Non-Exempt

Date: 05-30-2006

Department: Assessor

Board Approval:

Updated: 2020

Updated: 2023

Job Specifications		
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	FACTOR	LEVEL
	Education:	High School Graduate or equivalent plus 2 years in real estate
	Experience:	1-3 years in real estate field
	Other Requirements:	■ State Certification (Certified Minnesota Assessor (CMA)) license issued by the State Board of Assessors ■ Valid driver's license and access to own transportation for use on the job ■ Must pass background study
	Supervision given to:	None
	Supervision received from:	Immediate by Assistant Assessor and Direct by County Assessor

Job Summary

The Certified Appraiser is responsible for classifying and valuing real property and taxable personal property within the county. Individuals in this position are also responsible for explaining assessment procedures and individual assessments to the public and other government agencies.

Some Examples of Essential Duties

70% Job Duties:

1. Participates in mass residential, agricultural, seasonal, and tax exempt appraisals by viewing physical characteristics of buildings and land.
2. Classifies property based on the primary use of the property within statutory requirements.
3. Physically access, inspect, or review by aerial all assigned properties to verify and compile complete property records for both existing and newly constructed properties to collect all factors effecting value such as size/measurements, age, condition, depreciation, quality of construction, design, obsolescence, locational factors or any other relevant determinations.
4. Ensure equitable and defensible assessments are established on all properties.
5. Utilize aerial imagery to verify land usages, land type breakdowns, elevation, frontages, availability of utilities, or any other relevant information.
6. Update department records and accurately enter data in the Computer Aided Mass Appraisal (CAMA) system.
7. Processes classification and/or value changes.
8. Uses income, cost and the sales comparison approaches to value.
9. Study and analyze construction cost, sales date and market trends for assigned areas to establish rates to be used for mass appraisal values of improvements and land.

10. Assist in training of Appraiser Trainees on reassessment, new construction techniques, as well as overall department policies and procedures.
11. Courteously, professionally and objectively answer taxpayer's questions and inquiries about assessment laws, procedures, programs, and legislative changes that affect property tax.
12. Review all electronic certificates of real estate value (eCRV) for assigned areas, perform verification surveys on sales, determine validity for inclusion in sales ratio study, and maintain personal study to make recommendations for assessment changes needed to the County Assessor.
13. Maintain and follow thorough knowledge of the State of Minnesota's Property Tax Administrator's Manual, property tax statutes, and legislative updates.
14. Maintain valid drivers license.
15. Maintain State board of Assessor's annual licensure requirements.
16. Complete 50 State Board of Assessor approved Continuing Education Hours (CEH) per four year licensing cycle, inclusive of required Ethics course.

25% Job Duties:

17. Educational requirements for the AMA must be done within five years of obtaining your CMA licensure. This includes two Income Courses, a 15-hr property type specific elective, Residential Form Appraisal Report, and the Residential Case Study exam. Failure to obtain AMA will result in termination of this position.
18. Composes letters answering questions raised by the public.
19. Attends City and Township Boards of Equalization and responds to public inquiries concerning tax assessment values and classifications.

5% Job Duties:

20. Performs related duties as assigned.

70% Job Duties:

- ~~1. Participates in mass residential, agricultural, seasonal and tax exempt appraisals by viewing physical characteristics of buildings and land.~~
- ~~2. Classifies all structures based on the primary use of the property.~~
- ~~3. Measure depreciation.~~
- ~~4. Makes residential, seasonal and agricultural appraisals for valuation reviews.~~
- ~~5. Uses income, cost and the sales comparison approaches to value for property valuation.~~
- ~~6. Classifies based on the primary use of the property.~~
- ~~7. Records all appraisal data.~~
- ~~8. Processes classification and or value changes.~~
- ~~9. Answers taxpayer's questions and inquiries about assessment laws and procedures.~~
- ~~10. Complete 50 hours of mandatory Minnesota Department of Revenue education requirements per 4 year appraisal cycle.~~

25% Job Duties:

- ~~11. Composes letters answering questions raised by the public.~~
- ~~12. Attends City and Township Boards of Equalization and responds to public inquiries concerning tax assessment values and classifications.~~

5% Job Duties:

- ~~13. Performs related duties as assigned.~~

Competencies Common to All County Positions

- Develops, maintains a thorough working knowledge of, and complies with all departmental and applicable County policies and procedures.
- Demonstrates regular and reliable attendance and punctuality.
- Demonstrates by personal example the qualities inherent in public service, excellence, and integrity expected from all staff.

- Develops respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
 - Confers regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
 - Represents Kanabec County in a professional manner to the public, outside contacts and constituencies.
-

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

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

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

Position: Certified Appraiser I

Department: Assessor

Supplement – Physical Effort & Working Conditions

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

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

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Stand	F	On feet more when out assessing Helping taxpayers at counter, scanning/coping, in field
Sit	FO	Data entry Computer work, data entry, answering phones in office
Walk	OF	Gathering building information and view land Outside appraisal work gathering bldg./land information
Bend/Twist	SF	Measuring, getting in and out of vehicle, answering phones
Push	N	
Pull	NF	Measuring properties
Climb (stairs, ladders)	SF	Building stairs and steps and houses Appraising structures
Reach	SF	Measuring houses Appraising structures, around work station for files, documents, tools, etc.
Lift	NF	Bag of field equipment: clipboard, measuring tools, iPad, camera, etc.
Carry	NF	Bag of field equipment: clipboard, measuring tools, iPad, camera, etc.
Grasp/Grip	F	Measuring tools, i pad, pencils, camera, etc Appraising houses, measuring tools, iPad, pencils, camera, answering phones, etc.
Repetitive Motions	NO	Except when stuffing envelopes during tax season (once a year) Computer work, getting in and out of vehicle
Kneel/Crawl	NO	Measuring
Run	NS	Running from dogs, insects
Jump	NS	Appraising properties with gates
Rapid work speed	N	

Filing	SO	Removing files and scanning, looking up tax payer information
Finger movement	C	Constant use of keyboard, measuring, camera Typing, using phone, using iPad doing appraisals, measuring tools, camera, writing
Keyboard use	F	Data entry, reports, email, iPad appraising
Close vision	E F	Computer work, iPad appraising
Color vision	C	Appraising, computer work, maps, scanning
Depth perception	C	Driving, walking, measuring
Far vision	F	Driving
Hear	C	Communicating with property/taxpayers in person and via phone including individuals with hearing or other communication impairments
Talk	FC	Communicating with property/taxpayers in person and via phone including individuals with hearing or other communication impairments
Smell	SC	Monitoring for adverse situations during field work
Touch	SC	Used in all aspects of field and office work
Other:		

**WORKING CONDITIONS/
EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS**

Heat	F	Assessing Working outdoors during summer
Cold	F	Assessing Working outdoors during winter
Temperature changes	S F	Working outdoors, entering taxpayers homes, returning to car
Dampness	S	During interior property reviews and winter months
Humidity	S F	Working outdoors during summer humid months
Wet environment	S	During interior property reviews and physical land reviews
Work outdoors	F	During field reviews
Noise	S C	Construction sites, traffic
Vibration	N	
Heights	N S	Roof inspections
Confined spaces	N S	Interior inspections of crawl spaces or homes overcrowded with personal property
Moving objects	N S	Limited exposure to moving vehicles during field work
Solvents	N S	Office cleaners

Acids, corrosives	N	
Other chemicals	N -F	Pesticides/insecticides
Dust	Θ -F	Working outdoors, construction sites, gravel roads Road dust
Dirt	Θ -F	Muddy days, dirt from tape measure Working outdoors, muddy sites, on measuring devices
Fumes/Vapors/Mists	N S	Construction sites, farm fields
Gases	N	
Office environment	F	Pleasant, clean, open, comfortable
Travel	Θ -F	During field reviews and meetings/conferences
Work alone	F	Occasionally in the field, frequently in the office
Work with co-workers	Θ -C	Both in the field and in the office
Work with public	F	Both in the field and in the office, some interaction is with upset property owners/taxpayers
Other:	F	Exposure to dangerous situation in the field: isolation in the field, limited cell service in certain locations, individuals with aggressive behavior, exposure to individuals under the influence of alcohol or controlled substances, exposure to dogs, cats, pests, snakes, lice, fleas, bees/wasps, pollen, uneven terrain, etc.

SAFETY EQUIPMENT

What safety equipment is required?

~~Sun hat in summer, high vision vest, ice spikes in winter on occasion~~

1. High Vision Safety Vest
2. Seatbelts
3. Long Pants
4. Closed-Toe Shoes
5. Sun/Baseball Hat
6. Ice Spikes
7. Winter Weather Clothing

Where and when must it be used?

~~When out on sunny days and when ice conditions are bad around house.~~

1. In field during inspections
2. In vehicles
3. In field during inspections
4. In field during inspections
5. During summer months in the field to protect from sun/heat
6. During icy conditions in the field
7. During winter months doing field work

Kanabec County Position Description

CERTIFIED APPRAISER II

Exemption Status: Non-Exempt

Date: 9-5-2023

Department: Assessor

Job Specifications		
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	FACTOR	LEVEL
	Education:	High School Graduate or equivalent
	Experience:	3-6 years minimum
	Other Requirements:	■ Accredited Minnesota Assessor (AMA) license issued by the State Board of Assessors ■ Valid driver's license • Must pass background study
	Supervision given to:	None
	Supervision received from:	Immediate by Assistant Assessor and Direct by County Assessor

Job Summary

The Certified Appraiser 2 is responsible for classifying and valuing real property and taxable personal property within the county. The Certified Appraiser 2 will also be responsible for completing assessments of commercial, industrial, and apartment properties as provided by supervisor. Individuals in this position are also responsible for explaining assessment procedures and individual assessments to the public and other government agencies.

Some Examples of Essential Duties

70% Job Duties:

6. Participates in mass residential, agricultural, seasonal, tax exempt, commercial, industrial and apartment appraisals by viewing physical characteristics of buildings and land.
7. Classifies property based on the primary use of the property within statutory requirements.
8. Physically access, inspect, or review by aerial all assigned properties to verify and compile complete property records for both existing and newly constructed properties to collect all factors effecting value such as size/measurements, age, condition, depreciation, quality of construction, design, obsolescence, locational factors or any other relevant determinations.
9. Ensure equitable and defensible assessments are established on all properties.
10. Utilize aerial imagery to verify land usages, land type breakdowns, elevation, frontages, availability of utilities, or any other relevant information.
6. Update department records and accurately enter data in the Computer Aided Mass Appraisal (CAMA) system.
7. Processes classification and/or value changes.
8. Uses income, cost and the sales comparison approaches to value.
9. Study and analyze construction cost, sales date and market trends for assigned areas to establish rates to be used for mass appraisal values of improvements and land.
10. Assist in training of Appraiser Trainees on reassessment, new construction techniques, as well as overall department policies and procedures.
11. Courteously, professionally and objectively answer taxpayer's questions and inquiries about assessment

- laws, procedures, programs, and legislative changes that affect property tax.
12. Review all electronic certificates of real estate value (eCRV) for assigned areas, perform verification surveys on sales, determine validity for inclusion in sales ratio study, and maintain personal study to make recommendations for assessment changes needed to the County Assessor.
 13. Maintain and follow thorough knowledge of the State of Minnesota's Property Tax Administrator's Manual, property tax statutes, and legislative updates.
 14. Maintain valid drivers license.
 15. Maintain State Board of Assessor's annual licensure requirements.
 16. Complete 60 State Board of Assessor approved Continuing Education Hours (CEH) per four year licensing cycle, inclusive of required Ethics and 30 CEH's of Professional Assessment Certification and Education (PACE).

25% Job Duties:

17. Composes letters answering questions raised by the public.
18. Attends City and Township Boards of Equalization and responds to public inquiries concerning tax assessment values and classifications.

5% Job Duties:

19. Performs related duties as assigned.

Competencies Common to All County Positions

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

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

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

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

Position: Certified Appraiser II

Department: Assessor

Supplement – Physical Effort & Working Conditions

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

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

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

Stand	F	On feet more when out assessing Helping taxpayers at counter, scanning/coping, in field
Sit	F -O	Data entry Computer work, data entry, answering phones in office
Walk	O -F	Gathering building information and view land Outside appraisal work gathering bldg./land information
Bend/Twist	S -F	Measuring, getting in and out of vehicle, answering phones
Push	N	
Pull	N -F	Measuring properties
Climb (stairs, ladders)	S -F	Building stairs and steps and houses Appraising structures
Reach	S -F	Measuring houses Appraising structures, around work station for files, documents, tools, etc.
Lift	N -F	Bag of field equipment: clipboard, measuring tools, iPad, camera, etc.
Carry	N -F	Bag of field equipment: clipboard, measuring tools, iPad, camera, etc.
Grasp/Grip	F	Measuring tools, i pad, pencils, camera, etc Appraising houses, measuring tools, iPad, pencils, camera, answering phones, etc.
Repetitive Motions	N -O	Except when stuffing envelopes during tax season (once a year) Computer work, getting in and out of vehicle
Kneel/Crawl	N -O	Measuring
Run	N -S	Running from dogs, insects
Jump	N -S	Appraising properties with gates
Rapid work speed	N	

Filing	S -O	Removing files and scanning, looking up tax payer information
Finger movement	C	Constant use of keyboard, measuring, camera Typing, using phone, using iPad doing appraisals, measuring tools, camera, writing
Keyboard use	F	Data entry, reports, email, iPad appraising
Close vision	C -F	Computer work, iPad appraising
Color vision	C	Appraising, computer work, maps, scanning
Depth perception	C	Driving, walking, measuring
Far vision	F	Driving
Hear	C	Communicating with property/taxpayers in person and via phone including individuals with hearing or other communication impairments
Talk	F -C	Communicating with property/taxpayers in person and via phone including individuals with hearing or other communication impairments
Smell	S -C	Monitoring for adverse situations during field work
Touch	S -C	Used in all aspects of field and office work
Other:		

**WORKING CONDITIONS/
EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS**

Heat	F	Assessing Working outdoors during summer
Cold	F	Assessing Working outdoors during winter
Temperature changes	S -F	Working outdoors, entering taxpayers homes, returning to car
Dampness	S	During interior property reviews and winter months
Humidity	S -F	Working outdoors during summer humid months
Wet environment	S	During interior property reviews and physical land reviews
Work outdoors	F	During field reviews
Noise	S -C	Construction sites, traffic
Vibration	N	
Heights	N -S	Roof inspections
Confined spaces	N -S	Interior inspections of crawl spaces or homes overcrowded with personal property
Moving objects	N -S	Limited exposure to moving vehicles during field work
Solvents	N -S	Office cleaners

Acids, corrosives	N	
Other chemicals	N -F	Pesticides/insecticides
Dust	Θ -F	Working outdoors, construction sites, gravel roads Road dust
Dirt	Θ -F	Muddy days, dirt from tape measure Working outdoors, muddy sites, on measuring devices
Fumes/Vapors/Mists	N -S	Construction sites, farm fields
Gases	N	
Office environment	F	Pleasant, clean, open, comfortable
Travel	Θ -F	During field reviews and meetings/conferences
Work alone	F	Occasionally in the field, frequently in the office
Work with co-workers	Θ -C	Both in the field and in the office
Work with public	F	Both in the field and in the office, some interaction is with upset property owners/taxpayers
Other:	F	Exposure to dangerous situation in the field: isolation in the field, limited cell service in certain locations, individuals with aggressive behavior, exposure to individuals under the influence of alcohol or controlled substances, exposure to dogs, cats, pests, snakes, lice, fleas, bees/wasps, pollen, uneven terrain, etc.

SAFETY EQUIPMENT

What safety equipment is required?

~~Sun hat in summer, high vision vest, ice spikes in winter on occasion~~

1. High Vision Safety Vest
2. Seatbelts
3. Long Pants
4. Closed-Toe Shoes
5. Sun/Baseball Hat
6. Ice Spikes
7. Winter Weather Clothing

Where and when must it be used?

~~When out on sunny days and when ice conditions are bad around house.~~

1. In field during inspections
2. In vehicles
3. In field during inspections
4. In field during inspections
5. During summer months in the field to protect from sun/heat
6. During icy conditions in the field
7. During winter months doing field work

Kanabec County Position Description

Property Specialist

Exemption Status: Non-Exempt

Date: 08/28/2023

Department: Auditor/Treasurer

Board Approval:

Job Specifications		
Education & experience qualifications are a job-related combination substantially equivalent to the levels shown at right.	FACTOR	LEVEL
	Education:	High School diploma or equivalent plus 1 year real estate
	Experience:	2 years experience in real estate
	Other Requirements:	Must have completed Beginning and Advance Legal Description Courses within 1 year of hire
	Supervision given to:	None
	Supervision received from:	County Auditor/Treasurer

Job Summary

The Property Specialist is responsible for receiving, proofing and transferring all property conveyancing transactions into the property tax system in the County Auditor-Treasurer's Office.

Knowledge, Skills and Abilities Desired

- Proficient in legal property descriptions, land measurements and mapping
- Considerable knowledge of computer systems utilized in the collection of taxes, Land Shark, Land Link, DOR eCRV and county's file share programs.
- Considerable knowledge of statutes and regulations applicable to the payment and collection of taxes.
- Considerable knowledge of Microsoft applications, including Word, Excel and Outlook and pdf editing software.
- Considerable skill in the use of a computer and calculator.
- Ability to organize work and adhere to reporting deadlines.
- Ability to perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with title companies, state agencies, employees and the public.
- Ability to work rapidly and accurately in handling a high volume and variety of calls.

- Ability to maintain confidentiality according to established procedures governing the release of protected data.
- Ability to communicate effectively via telephone with taxpayers, business professionals and the general public.

Summary of Essential Duties

PROPERTY TRANSFERS

- Receives and reviews all conveyancing documents, including proofing legal descriptions, verifying green acres program participation, special assessments, delinquent tax status, and correct seller ownership information.
- Review eCRV's that are submitted with deeds.
- Process eCRV's and documents in Landlink by including mortgages (if applicable) adding property identification numbers (PID), deed tax amounts, eCRV identification numbers and noting if a property split is involved. Should submission be rejected, a Landlink entry is required with a detailed explanation and instructions for title companies on how to correct.
- Accepting Sheriff's Certificates when property is sold at auction for non-payment of mortgages and file as pending until the redemption period has expired and change of ownership can be processed.
- Receiving recorded documents from the County Recorder.
- Creating a splits packet for the Property /Tax Supervisor consisting of: labeling exemption certificates, eCRV's and deeds; transferring eCRV for auditor split review on website and entering into excel tracking document.
- Receive exemption certificates from environmental services and file as pending until remaining documents are received.
- Track all ownership changes for environmental services relative to lakeshore and water influence status and report to environmental services monthly.
- Change ownership in property tax system for each eCRV and conveyance document, including adding document to history, creating new taxpayer identification numbers for each new owner, adding document numbers to eCRV website and transferring to Assessor's office for review.
- Work with assessor's office on transfers that are recorded without an eCRV and Green Acre program taxpayers.
- Assist Recorder, Assessor and Auditor-Treasurer staff with property tax transfer inquiries (time consuming task).
- Assist taxpayers with property tax history inquiries relating to date of sales, purchase information and price.
- Research property history both recorded in the Recorder's office and on Land Shark.
- Office Point of Contact for legal offices, title companies, realtors and eCRV submitters for recording questions and various information regarding and needed for sale closings.
- Work with realtors to resolve sale issues that delay ownership transfers.
- Frequent contacts: Legal offices, title companies, financial institutions, mortgage companies and realtors.

- Occasional contacts: land surveyors, tax preparers, township officers, city officials, document filing companies, MN Department of Revenue, and deputy registrars.

DEEDS & MORTGAGES

- Receives and reviews documents, calculates and/or verifies and collects amounts for state deed tax and mortgage registration tax.
- Creates receipts for state deed tax and returns document and receipt to Recorder's staff.
- Creates receipts for mortgage registration tax and returns document and receipt to Recorder.

MISC

- Responds to phone inquiries providing information from the County Auditor-Treasurer's Office.
- Verifies and prepares daily bank deposits.
- Maintains taxpayer name and address list.
- Completes County Election Judge training in even-numbered years.
- Assists voters over the phone and at the counter with absentee voting and general election-related questions.
- Completes passport training and assists the public with passport applications, pictures, and scheduling appointments.
- Assists Auditor -Treasurer staff with other duties as assigned.

Competencies Common to All County Positions

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

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

The job description does not constitute an employment agreement between the employer and employee

and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

Position: Property Specialist

Department: Auditor-Treasurer

Supplement – Physical Effort & Working Conditions

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

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

PHYSICAL EFFORT FREQUENCY DESCRIPTION, REASON FOR, LIMITS

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

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

**WORKING CONDITIONS/
EXPOSURES FREQUENCY DESCRIPTION, REASON FOR, LIMITS**

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

Work with public	C	
Other:	O	Working with angry people

SAFETY EQUIPMENT

What safety equipment is required? Seat belt

Where and when must it be used? While driving

9:50am Appointment

October 17, 2023

REQUEST FOR BOARD ACTION

a. Subject: Economic Development Authority (EDA) Update	b. Origination: Board Request
c. Estimated time: 10-15 minutes	d. Presenter(s): Jim Hartshorn, EDA Executive Director

e. Board action requested:

Information only

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Kanabec County EDA Updates 10/17/2023

HOUSING DEVELOPMENT:

- **Ogilvie Development** – You may recall, Blue Waters Company recently received approval for rezoning for a six building, 24-unit town home project in Ogilvie. The Title company later mentioned to them that there are easement issues that need to be worked out before they can close on the property. Those issues are now worked out – but pushed the start of the project back construction date back to start spring 2024.
- **Ogilvie Development** - I am working with a developer to construct fourteen double-wide, manufactured homes in Ogilvie along HWY. 23. They reviewed their plan with the EDA Board in July. I sent the developer a letter of support and helped them complete an application to the MN Dept. of Finance. They are applying for \$750,000. The total project costs estimate is about \$2 million. They are still waiting to hear from the MN Dept. of Development. (DEED) regarding grant approval.
- **Ogilvie Development** - Working with City Coordinator of Ogilvie to expand their industrial park. Also, investigating the possibility of purchasing land for new housing development.
- **Mora Development** - Senior Housing project I – this project is a partnership between the Mora HRA, City of Mora staff and County EDA. I was able to secure grant funds for a feasibility study from the Initiative Foundation. The developer is seeking federal funds and will request letters of support in the future.
- **Mora Development** - Senior/Memory Care Housing Project – I presented a developer a few locations that match what they are looking for. Their project would consist of 24-units for senior housing, including seven units for memory care. They are also seeking funds from a federal program. They mentioned that they have a verbal commitment on a property that I showed them. I am looking forward to reviewing their site plans and funding proforma yet.
- **Mora Development** - A local developer reviewed his proposal with the EDA Board to build 4-plexes (all rentals) along 9th Avenue. He also mentioned that he owns land in another township that he is interested in doing future housing projects.
- **Mora Development** - Staff from the City of Mora and I met with a developer who is interested purchasing land located in downtown Mora (Union and Forest Streets), which is owned by the City of Mora. I reviewed his site plans, which includes retail use on the bottom level with apartments on second and third floors. He plans to review his concept plan with the Mora EDA at their next meeting.

- **Mora Development** – The School Board (at a recent work session) agreed to allow Kirsten Faurie and I draft a Request for Proposals (RFP) brochure and bring it back for their approval at the November School Board meeting. We would send the RFP to several housing developers who might be interested in redeveloping the site into some type (or multiple types) of housing project in 2024.
- **Grasston Development** - Members from Grasston reached out to me to discuss available land for housing development. I am planning to meet with them to discuss some options this month.
- Exposed Kanabec County to multiple housing developers through various resources, including attending conferences, events and calling and scheduling visits. I attended various housing conferences, including ECHO, DEED, GPS 45:93 and EDAM to identify funding sources for proposed housing projects. I will be attending the MNCAR Event on October 25th.
- I recently drove a site selector around Kanabec County to look at available sites for housing, industrial or commercial development. They mentioned that they work with various developers and will have them contact me if they are interested in any of the sites.
- I met with 15 housing developers and provided site tours that included Mora sites and sites outside of Mora. I also reached out to local developers as well.
- I visited (so far) 12 townships and communities within Kanabec County to discuss their housing needs.

PROMOTING & BUILDING OUR BUSINESS COMMUNITY:

- Attended 12 Township Board meeting and met with and Community leaders from Grasston, Ogilvie, Braham, and Quamba to promote the EDA's Strategic Plan and discuss their economic development needs.
- Continued working with the SBDC to schedule Business Retention and Expansion visits. Visited 48 commercial/industrial businesses so far.
- I plan to work with the new City Coordinator, City of Braham (whenever they are hired) regarding an expansion of their industrial park.
- Working with staff from the City of Mora on expanding two industrial businesses that we met with during business expansion visits.
- I serve on the East Central Development Partnership's marketing committee to work on regional marketing efforts. We recently met to discuss their strategic plan and participation at future events.

- Currently working with DEED's MN Marketing Partnership committee to participate in a Familiarization events and tours with site selectors, real estate agents and other influences to show case the region, including Kanabec County.
- Maintained the EDA's Web Site listing funding/technical programs.
- Waiting to hear about re-applying to become a Small Business Development Consultant – with the North Central Regional SBDC satellite office for 2024.
- I recently attended the Community Venture Network (CVN) Event in September. CVN exists to connect rural communities with businesses searching for opportunities to expand and grow their operations. I connected with four industrial businesses to discuss the possibility of expanding in one of Kanabec County's industrial parks.
- Met with community leaders from Mora, Quamba, Ogilvie, and Grasston to build stronger partnerships with these communities and discuss future economic development needs.

BROADBAND:

- Continue partnership with East Central Energy and scheduling periodical visits with the Director of Broadband for ECE.
- EDA Board sent letter of support for next round of MN DEED grant funding. We will find out if we will receive the grant in December 2023.

CONNECTING BUSINESSES TO TRAINING RESOURCES:

- I participated in Business Retention & Expansion visits (commercial & industrial) since May and will continue the visits throughout next year.
- I started compiling a list of available trainings around the County. I plan to connect the businesses from that list to the SBDC, DEED, SCORE, and Initiative Foundation's web sites.
- I am working with staff from the City of Mora to recognize manufacturing month in October 2023.

SUPPORTING CHILD CARE GROWTH OPPORTUNITIES:

- The child care capacity committee now consists of public and private sector committee members. The purpose is still to increase more childcare slots in Kanabec County. Staff from the City of Mora and I recently found a site for a possible child care facility, we have been talking to someone interested in managing a child care facility and we may have already found funding sources to purchase the land, construction and start a new facility.
- I have also spoken with two possible new childcare providers and have linked them to technical and financial resources. Pine Tech offers a certificate program to future child

care workers and facility owners and the Initiative Foundation will pay for their classes at Pine Tech.

- Business Retention & Expansion visits to childcare facilities will resume this fall.

Marketing/Exposure – I recently attended or plan to attend the following Events, Conferences and Seminars:

1. MN Association of Commercial Realtor's (MNCAR'S) – Fall Conference
2. East Central Regional Development Commission – Fall Brainstorming Visits
3. Economic Development Association of MN (EDAM) – Winter Conference
4. East Central Housing Organization (ECHO) - Winter Housing Conference
5. Association of MN County's Economic Development Committee (MAPCED) Conferences
6. Recently attended Community Venture Network (CVN) – Fall Conference
7. Recently East Central MN Career Fair – Sponsored by DEED
8. Recently attended Non-Traditional Lenders Forum Event
9. Recently attended SPIRE Bank's Fall Advisory Council Event
10. Recently attended GPS: 45/93 (East Central Development Partnership) Annual Meeting
11. Hwy. 23 Coalition Day at the Capitol – Spring Event
12. SBDC Quarterly Meetings
13. Mora Chamber Annual Gala – November 16, 2023
14. I am assisting staff from the Dept. of Employment and Economic Development (DEED) with planning the following events:
 - a. Launch MN Spring Event
 - b. MN Marketing Partnership Spring Event
 - c. FAM Tour Spring Event

Other:

The EDA Board is in the process of revising the Strategic Plan for 2024 – 2026.

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

October 3, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, October 3, 2023 pursuant to adjournment with the following Board Members present in person: 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.

Action #1 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve minutes of September 19, 2023 as presented.

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

<u>Vendor</u>	<u>Amount</u>
Anderson, Dale & Gabrielle	500.00
Card Services (Coborn's)	288.09
Card Services (Coborn's)	620.85
Dearborn National Life Insurance Co	543.64
East Central Energy	1,380.77
Hammond, Nick	500.00
Health Partners	7,361.32
Kanabec County AT ACH_VISA	713.70
Life Insurance Company of North America	621.56
Lind, Terry	500.00
Marco	178.12
Minnesota Energy Resources Corp	6,771.82
Minnesota Energy Resources Corp	67.26

Office Of MN.IT Services	1,338.65
Quadient Finance USA, Inc	2,719.45
VSP Insurance Co	586.76

16 Claims Totaling: \$ 24,691.99

9:02am – The Chairperson called for public comment three times. There were no responses.

9:04am – The Chairperson closed public comment.

Action #4 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following claims on the Revenue Fund:

<u>Vendor</u>	<u>Amount</u>
1st Choice Document Destruction	15.00
1st Choice Document Destruction	25.00
1st Choice Document Destruction	176.40
1st Choice Document Destruction	58.80
1st Choice Document Destruction	15.00
1st Choice Document Destruction	20.00
1st Choice Document Destruction	90.00
1st Choice Document Destruction	30.00
Adam's Pest Control, Inc.	250.00
Anne M. Carlson Law Office, PLLC	180.00
Aspen Mills	133.41
Assured Security	357.50
Blowers, Lisa	543.95
Bowland, Jacob	86.28
Bowland, Tim	115.96
Caswell, Wendy	39.96
Coborns	125.00
Curtis, Michael	532.52
ECM Publishers	210.40
Elite Septic LLC	650.00
Granite Electronics	701.00
Hoefert, Robert	818.10
Innovative Office Solutions, LLC	53.72
Jacobs, Tim	98.25
Johnson Brothers Law	220.00
Kanabec County Coordinator's Office	474.05
Kanabec County Highway Dept	214.34
Kanabec County Highway Dept	270.04
Kanabec Publications	744.00

Kanabec Publications	744.00
Kanabec SWCD	5,000.00
Kanabec SWCD	1,751.06
Marco	3,335.71
Mattson, Jean	52.03
MN Public Transit Association	275.00
Mora Bakery	64.12
ODP Business Solutions	139.98
ODP Business Solutions	21.99
ODP Business Solutions	15.40
Olson, Jessica	65.50
Panoramic Software Inc	990.00
Quadeint Leasing USA, Inc.	2,086.20
Reliance Telephone, Inc	600.00
Ripka, Peter	55.80
Ruud, Sandy	159.79
Schneider, James	195.00
Schneider, James	430.00
Scotts Lawn & Landscapes	330.00
Snyder, Denise	98.25
Stellar Services	137.23
Stellar Services	108.30
Stolarzyk, Jenae	336.81
Summit Food Service Management	4,149.22
Sunshine Printing	192.00
SwipeClock LLC	332.00
Van Alst, Lillian	1,515.02
56 Claims Totaling:	<u>\$ 30,429.09</u>

Action #5 – It was moved by Wendy Caswell and seconded by Alison Holland to approve Agenda Item #4, Regular Bills – Road & Bridge Fund as presented. Upon discussion the motion and second were rescinded pending further clarification.

Action #6 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to table the approval of Agenda Item #4, Regular Bills – Road & Bridge Fund pending further clarification.

Action #7 - It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #7 – 10/3/23

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	\$942.49
Quality Disposal	\$2,738.00
Arthur Township	\$500.00
Total	\$4,180.49

Action #8 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to recess the Board meeting at 9:14am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:14am on Tuesday, October 3, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH9 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the Community Health Board Agenda as presented.

Community Health Director Kathy Burski gave the Director's Report. Information only, no action was taken.

Action #CH10 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the payment of 74 claims totaling \$41,707.78 on Community Health Funds.

Action #CH11 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Community Health Board at 9:25am and to meet again on Tuesday, November 21, 2023 at 9:20am.

The Board of Commissioners reconvened.

County Coordinator Kris McNally led a discussion regarding a request from Pokegama Lake Association for the distribution of charitable gambling proceeds.

Action #12 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #12 – 10/3/23

BE IT RESOLVED the Kanabec County Board of Commissioners hereby recommends the following distribution of the charitable gambling proceeds from the Pokegama Lake Association for 2023:

\$6,000	Mora Food Shelf
\$4,000	Ogilvie Food Shelf
\$3,000	Catholic Charities – Kanabec County Senior Food Program
\$3,000	Kanabec County Victim Services Program
	- for direct client assistance or outreach
\$2,000	Kanabec County K-9 Unit
	- food, veterinary expenses, training, equipment

County Coordinator Kris McNally led a discussion regarding the sponsorship of an off-highway motorcycle trails program.

Action #13 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #13 - 10/3/23

Authorizing Sponsorship of an Off-Highway Motorcycle Trails Program

WHEREAS, the State of Minnesota has made funding available through the Minnesota Trails Assistance Program for the purpose of constructing and maintaining Off-Highway Motorcycle (OHMs), and

WHEREAS, Kanabec County desires to make available to its citizens and visitors such an area for the aforementioned purposes;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners will act as the sponsor for the funding application to the State of Minnesota Department of Natural Resources for development and maintenance OHM trails within the Snake River State Forest, open to the public and managed by the Norsemen Motorcycle Club; and

BE IT FURTHER RESOLVED that upon approval of the application by the State, Kanabec County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement; and

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign such an agreement with the Department of Natural Resources;

BE IT FINALLY RESOLVED the County of Kanabec hereby names the Auditor/Treasurer as the fiscal agent for this project.

Environmental Services/GIS Technician Ryan Carda met with the Board to give an update regarding SCORE Funding. Information only, no action was taken.

Auditor/Treasurer Denise Snyder met with the Board to discuss matters concerning her department.

Action #14 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #14 - 10/3/23

RESOLUTION SETTING WAGES FOR COUNTY ELECTION JUDGES

WHEREAS the County Auditor-Treasurer's office continues to experience an increase in the absentee voting requests, and

WHEREAS the County Auditor-Treasurer will need to hire county election judges to assist the office with testing and processing absentee voting requests and ballot processing during the election cycle, and

BE IT RESOLVED that the County Board authorizes the County Auditor-Treasurer to hire no more than four (4) trained election judges to assist the office staff in election machine testing and absentee ballot processing as needed, at a rate of pay of \$18.00 per hour for election judges and \$20.00 per hour for head election judges, and

BE IT FURTHER RESOLVED that this authorization will remain in effect until such authorization is rescinded by the County Board.

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

Resolution #15 – 10/3/23

AUDITORS WARRANT APPROVAL

WHEREAS, Minnesota Statute 375.18 Subd. 1b authorizes the county board, at its discretion, to delegate its authority to pay certain claims made against the county to a county administrative official; and

WHEREAS, county boards opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds; and

WHEREAS, the Auditor/Treasurer is a county administrative official, and Kanabec County has internal accounting and administrative control procedures to ensure the proper disbursement of public funds.

NOW, THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners authorizes the Auditor/Treasurer to approve Auditors Warrant claims for payment in the following circumstances:

- Employee benefit payments and other payroll-related payments.
- Monthly credit card payments, including gas cards (to avoid finance charges)
- Registration for car titles, conferences, and seminars, as authorized by a department head.
- Hotel registrations approved by the department heads that don't have established credit.
- Regular monthly utility bills.
- Items approved and listed in County Board meeting minutes.
- Refund of/for overpayment of property tax, permits, or other fees.
- Tax settlements and other related tax payments.
- Payments to the State of Minnesota, as required by statute.
- State Grant Pass-Thru Payments
- Funds for Sheriff's Office drug buy-money, as authorized by the County Sheriff.
- Payments authorized by court order.
- Payments made in accordance with County financial policies, that have prior Board approval, including but not limited to:
 - Contract payments (postage machine, copier, vehicle leases, etc)
 - Capital project expenses (Road & Bridge), and
 - All other claims for which Board-approved budgeted funds exist.

BE IT FURTHER RESOLVED that a listing of all payments made under this provision shall be presented to the County Board for informational purposes at each regularly-scheduled meeting as required by Minnesota Statute 375.18 Subd. 1b.

Public Works Director Chad Gramentz met with the Board to discuss matters concerning his department.

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

Resolution #16 – 10/3/23

Snow Removal

WHEREAS the following quotes were received for 2023 / 2024 snow removal:

<u>Vendor</u>	<u>\$/Snow Event</u>
MKJ Trucking & Snow Removal	\$1,120.00

WHEREAS the low quote of \$1,120.00/event was submitted by MKJ Trucking & Snow Removal, and

THEREFORE BE IT RESOLVED to accept the quote of \$1,120.00 by MKJ Trucking & Snow Removal and authorize the Public Works Director to sign the contract.

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

Resolution #17 – 10/3/23
Concrete Repair

WHEREAS the following quotes were received for concrete sidewalk and curb repairs on County Grounds:

Premier Outdoor \$11,720 (curb and sidewalk) (\$5,752 driveway apron)

WHEREAS, said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$11,720 by Premier Outdoor for concrete sidewalk and curb repairs, and

BE IT FURTHER RESOLVED to reject the quoted work for driveway apron repair.

Action #18 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following claims on the Road & Bridge Fund:

Vendor	Amount
A&M Aggregate	14,863.55
Bjorklund Companies	2,311.82
Campbell, Gary	1,000.00
CPF	563.10
East Central Diesel & Equipment	17,971.56
East Central Solid Waste	1,099.34
EGT Testing	75.00
Houston Engineering	12,022.35
Jacon	52,150.82
Johnson Hardware	419.98
J R Oil	50.00
Kanabec County Highway Dept	90.85
Kanabec Publications	66.69
McGriff, Anders	275.03
Morton Salt	9,163.74
ODP Business Solutions	386.63
Oslin Lumber	116.66
USIC Locating	60.00

Widseth Smith Nolting 1,717.92
19 Claims Totaling: \$ 114,405.04

County Coordinator Kris McNally led a discussion regarding leased vehicles from Enterprise Fleet Services.

Action #19 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #19 - 10/3/23
Update the List of Authorized Signers

WHEREAS Kanabec County leases vehicles from Enterprise Fleet Services for numerous departments uses; and

WHEREAS the list of individuals who are authorized to execute lease agreements on behalf of Kanabec County has not been updated since 2015;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby authorizes the County Sheriff, Chief Deputy, Assessor, Family Services Director and Coordinator to execute lease agreements for their respective departments with Enterprise Fleet Services provided said leases are included in their respective approved budgets and have Board approval.

Action #20 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #20 - 10/3/23
Approve Lease Agreements for Assessor's Office and EDA/Vehicle Pool

WHEREAS Kanabec County leases vehicles from Enterprise Fleet Services; and

WHEREAS lease agreements for the Assessor's Office and the EDA/Vehicle Pool were reviewed during the budgeting process; and

WHEREAS said respective lease agreements require Board approval;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the lease agreements for the Assessor's Office and the EDA/Vehicle Pool;

BE IT FURTHER RESOLVED, Assessor Tina Von Eschen is authorized to execute the lease agreement on behalf of the Assessor's Office and Coordinator Kris McNally is authorized to execute the lease agreement on behalf of the EDA/Vehicle Pool.

Future Agenda Items: None

10:24am – The Board took a five minute break.

10:30am – The Board reconvened.

Action #21 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to close the meeting at 10:30am 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. Public Works Director Chad Gramentz joined the closed session at 10:50.

Action #22 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to return to open session at 11:15am.

In other matters, Rick Mattson led a discussion on a complaint he had received from a landowner in the shorelands of his district. Commissioner Mattson will follow up on the complaint with Environmental Services and Public Works Director Gramentz.

Action #23 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:31am. The Board will meet again in regular session on Tuesday, October 17, 2023 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
City of Mora	24,257.26	Utilities	Various
Consolidated Communications	1,145.77	Monthly Phone Bill	Various
East Central Energy	84.89	Intersection Lighting	Highway
Gunderson, Ryan	500.00	Driveway Permit Refund	Highway
Kwik Trip	15,731.51	Gas Credit Cards	Various
Land & Cabins LLC	500.00	Driveway Permit Refund	Highway
Marco	159.00	Copier Lease	Assessor
Midcontinent Communications	448.19	Utilities	Various
Minnesota Department of Finance	5,356.50	September 2023 State Fees & Surcharges	Recorder
Minnesota Department of Finance	31.50	3Q23 Real Estate Assur/Torrens	State Revenue Fund
Minnesota Department of Health	1,147.50	3Q23 Well Cert Fees	State Revenue Fund
Mora Motor Vehicle Inc	3,369.95	Tax & Title on New Trailer	Highway
Quadient Finance USA, Inc.	3,000.00	PSB Postage	Unallocated
Quality Disposal	504.04	Solid Waste Fees - Courthouse & PSB	Building Maintenance
Siebre, Maria	600.00	Driveway Permit Refund	Highway
Spire Credit Union	9,171.25	See Below	
Verizon Wireless Aircards	1,415.40	County Aircards	Various
Verizon Wireless Cell Phones	3,112.54	County Cell Phones	Various
18 Claims Totaling:	<u>\$ 70,535.30</u>		
Spire Credit Union	7.03	Amazon - Flash Drive	Coordinator
	168.00	League of MN Cities - Job Ad	HR
	1,190.00	#1.12 - Intoximeters	ARPA
	170.73	Cragun's - Lodging for Co Atty Assn	Attorney
	1,012.79	B&H Photo - HP Laptop, Case, etc.	Attorney
	35.49	Amazon - SSD 250GB	Attorney
	535.81	XChair - Office Chair	Attorney

(37.50)	MAAO Credit	Assessor
220.74	Holiday Inn - Lodging Conf/Trng - SR	Assessor
331.11	Holiday Inn - Lodging Conf/Trng - JB	Assessor
75.42	Amazon - Office Supplies	Assessor
1,105.70	Amazon - Tripp Lite UPS	Transit
149.99	Amazon - Plantronics Headset	Transit
68.98	Amazon - 2023 - 2024 Planners	Transit
14.99	Amazon Prime Membership	Sheriff
25.00	BCA Training - ZG	Sheriff
8.35	Amazon - Flash Drive	Sheriff
8.41	Amazon - Flash Drive	Sheriff
162.68	Amazon - Hard Drive	Sheriff
81.55	Amazon - Shooting Targets	Sheriff
47.37	Amazon - Gorilla Spray Adhesive	Sheriff
169.98	First Tactical - Pants, KB	Sheriff
497.58	DARE Catalog	Sheriff
112.60	Chewy - K9 Dog Food	Sheriff
64.60	Amazon - Jail Supplies	Jail
19.30	Amazon - Jail Supplies	Jail
173.67	Amazon - Jail Supplies	Jail
295.80	Amazon - Jail Supplies	Jail
20.72	Amazon - Programs	Jail
76.80	Amazon - Programs	Jail
114.79	Amazon - Programs	Jail
16.10	Amazon - Programs	Jail
96.54	Amazon - Medical Supplies	Jail
23.37	Amazon - Medical Supplies	Jail
25.00	BCA Training - BP	E911
26.43	Amazon - Supplies	E911
216.98	Amazon - Office Supplies	Extension
39.99	Amazon - Office Supplies	Extension
35.76	Amazon - Office Supplies	Extension
233.42	Shop 4-H - Supplies	Extension
0.99	Apple - Storage	Highway

75.00	MN Commercial Assn RE Expo	EDA
15.00	EventBrite - GPS 45:93 Annual Mt	EDA
138.51	Breezy Point - LPHA Conf Lodging	Community Health
208.55	Courtyard - RPC Lodging	Community Health
580.02	Courtyard - RPC Lodging	Community Health
59.99	Amazon - Logitech Webcam	Community Health
45.48	Amazon - Printer Cartridge	Community Health
25.60	Availity Subscription Fee	Community Health
99.53	Amazon - Wall Mounted Height Rod	Community Health
24.18	Amazon - Envelopes for WIC Program	Community Health
92.94	Amazon - Envelopes for CTC Program	Community Health
21.94	Amazon - Cellphone Case, etc.	Community Health
22.40	Availity Subscription Fee	Community Health
32.00	Availity Subscription Fee	Community Health
106.03	Amazon - Wellness Snack Supplies	Employee Wellness
(18.98)	Amazon - Wellness Snack Supplies	Employee Wellness
57 Claims Totaling:	\$ 9,171.25	

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 10/17/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	BlueStar Graphics	90.00	Decals for Nissan Rogue
ASSESSOR	Kanabec Publications, Inc	45.50	2yr Subscription - Times
ASSESSOR	Kanabec SWCD	144.00	Plat Books (4)
ASSESSOR	Lindberg, Jodi	104.80	Mileage to Fall Conference in Brainerd
ASSESSOR	MAAP	50.00	MAAP Winter Business Meeting Registration - KK & AM
ASSESSOR	MN Dept of Revenue, Property Tax Division	30.00	Hot Topics 2023 Course Registration 9/14/23 - TV
ASSESSOR	Von Eschen, Tina	224.12	Mileage and Meal for Meetings on 9/14, 9/15, 9/24-9/27 & 10/2
		<hr/>	
		688.42	
AUDITOR	Kanabec Publications, Inc	45.50	2yr Subscription - Times
AUDITOR	Lakeland Printers Inc	45.00	Business Cards #500 DS
AUDITOR	RT Vision	3,583.13	Timecard Basic Software, Support, Maintenance 12/18/23-12/17/24
		<hr/>	
		3,673.63	
BUILDINGS MAINTENANCE	Ace Hardware	22.96	Screwdriver, Razor Blades, Outlet Cover - Courthouse
BUILDINGS MAINTENANCE	Eric Hanson Consulting	5,940.00	Building Control Services for HVAC Upgrades - Jail
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	September Cleaning Services - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	September Cleaning Services - PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	September Cleaning Services - Jail
BUILDINGS MAINTENANCE	Granite City Jobbing Co	760.72	Trash Bags, Paper Towels, Toilet Paper, Hand Soap - PSB
BUILDINGS MAINTENANCE	Johnsons Hardware	1,006.74	40lb Salt Crystals (126) - Jail
BUILDINGS MAINTENANCE	Prime Mechanical Insulation, Inc.	2,350.00	Pipe Insulation and Jacketing Complete on Chilled Water Pipes-Courthouse

BUILDINGS MAINTENANCE	Rick's Home Furnishings	575.76	Washer for Property Room, Water Filter for Dispatch Fridge
BUILDINGS MAINTENANCE	Rick's Home Furnishings	353.81	Microwave for Sheriff's Office Lunch Room, Microwave Foot Base
BUILDINGS MAINTENANCE	Summit Companies	148.00	Fire Extinguisher - PSB
		19,201.99	
COMPUTER EXPENSES	MNCCC LockBox	13,027.75	4th Qtr Tax/Cama & Capital Assets Support 10/1-12/31
		13,027.75	
COUNTY ATTORNEY	Barbo, Elizabeth	450.00	South Metro Forensic and Psychological Services - Independent Commitment Records Review
COUNTY ATTORNEY	McFadden, Barbara	121.83	Mileage to MCAA Conference on 9/28 & 9/29 at Cragun's
COUNTY ATTORNEY	ODP Business Solutions, LLC	50.94	Labels, Cleaner, Fasteners, Pens
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	220.00	LexisNexis Sept 2023
		842.77	
COUNTY COORDINATOR	ITSAVVY	861.57	Replacement Laptop for Coordinator per Replacement Schedule
		861.57	
COUNTY CORONER	Hamilton Funeral Homes	430.00	Removal & Transport
COUNTY CORONER	River Valley Forensic Services, P.A.	250.00	Monthly Contract 31/-3/31
COUNTY CORONER	River Valley Forensic Services, P.A.	250.00	Monthly Contract 6/1-6/30
COUNTY CORONER	River Valley Forensic Services, P.A.	2,000.00	Postmortem Examinations (4)
COUNTY CORONER	River Valley Forensic Services, P.A.	250.00	Monthly Contract 8/1-8/31
		3,180.00	
COUNTY DEBT SERVICE	Northland Trust Services Inc	900,000.00	2015A Jail Ref Bonds, Principle
COUNTY DEBT SERVICE	Northland Trust Services Inc	49,912.50	2015A Jail Ref Bonds, Interest
COUNTY DEBT SERVICE	Northland Trust Services Inc	495.00	2015A Jail Ref Bonds, Agency Fee
		950,407.50	

COUNTY EXTENSION	Regents of the University of MN	<u>19,670.25</u>	Q3 2023 MOA Billing, 1.0 FTE 4-H Educator
		19,670.25	
COUNTY RECORDER	Office Depot	52.56	Mailing Envelopes, Business Card Stock, Paper Clips
COUNTY RECORDER	Trimin Systems, Inc.	<u>1,108.26</u>	Scan Old Marriage Books
		1,160.82	
ECONOMIC DEVELOPMENT	Hartshorn, Jim	28.17	Mileage for Driving Site Selector Around County 9/20/23, 43 Miles
ECONOMIC DEVELOPMENT	Mora Chamber of Commerce	<u>75.00</u>	Mora Chamber of Commerce Membership Dues for 2024
		103.17	
HIGHWAY	Clifton Larson Allen LLP	<u>1,350.00</u>	FY2022 Audit Hwy Fed Single Audit
		1,350.00	
HUMAN RESOURCES	Carney Forensics	1,388.55	IT Forensic Services
HUMAN RESOURCES	Minnesota UI	164.00	Unemployment Benefits Paid for 3rd Qtr 2023
HUMAN RESOURCES	RT Vision	3,583.12	Timecard Basic Software, Support, Maintenance 12/18/23-12/17/24
HUMAN RESOURCES	WEX	<u>423.50</u>	Administrative Fees for September
		5,559.17	
LAW LIBRARY	RELX Inc. DBA LexisNexis	<u>231.72</u>	Law Library Invoice
		231.72	
PROBATION & JUVENILE PLACEMENT	Athey, Lucas	208.29	Mileage to Meetings on 8/1, 8/28, 9/5 & 10/3 in N.Branch & St. Cloud
PROBATION & JUVENILE PLACEMENT	BCA/Business Shared Services	600.00	BCA Terminal-Annual Fee 7/1/23-6/30/24
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,487.00	September 2023 Invoice for Contracted Beds at East Central Juv. Center
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	120.00	REAM Grant - September 2023
PROBATION & JUVENILE PLACEMENT	RS Eden	<u>6.80</u>	Urine Sample Sent to Lab
		5,422.09	

PUBLIC HEALTH	Kanabec Publications	<u>40.32</u>	Notice of Public Meeting, Opioid Committee 10/10
		40.32	
PUBLIC TRANSPORTATION	Ace Hardware	45.47	Shop Supplies & Bus Parts
PUBLIC TRANSPORTATION	Auto Value	32.98	Bus Parts & Shop Supplies
PUBLIC TRANSPORTATION	Curtis, Michael	161.13	Volunteer Mileage 9/25-10/8
PUBLIC TRANSPORTATION	Glen's Tire	1,017.72	Bus Tires & Repairs
PUBLIC TRANSPORTATION	Hoefert, Robert	800.41	Volunteer Mileage 9/25-10/8
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	47.90	Drug Test
PUBLIC TRANSPORTATION	Kanabec Publications	1,456.00	Advertising
PUBLIC TRANSPORTATION	Premium Waters, Inc.	15.10	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,289.04	Volunteer Mileage 9/25-10/8
PUBLIC TRANSPORTATION	Welia Health	<u>48.00</u>	Drug Screen
		4,913.75	
SHERIFF	Ace Hardware	6.59	Hitch Pin for Squad
SHERIFF	Ace Hardware	65.98	Keys (25) & Padlocks (2)
SHERIFF	Aspen Mills	1,109.74	Body Armor Vest - GC
SHERIFF	BlueStar Graphics	525.00	Lettering for Squad
SHERIFF	EATI	6,575.37	Sliding Window, Rear Seat for Squad
SHERIFF	Glen's Tire	888.32	New Tires for Squad & Patch Tire
SHERIFF	Hero Industries, Inc	1,100.00	Plush K9 "Rip" (100)
SHERIFF	Novus Glass	350.00	Glass Replacement for Squad
SHERIFF	O'Reilly Auto Parts	40.78	Wiper Blades (2)
SHERIFF	Segelstrom, Chad	305.78	Boots, Emergency Shears, Pepper Spray Holder, CPR Mask, Flashlight
SHERIFF	State of Minnesota - BCA	575.00	Permit to Carry
SHERIFF	Tinker & Larson Inc	<u>980.84</u>	Oil Changes (4), Oil Leak/Replace Transmission Oil Cooler
		12,523.40	
SHERIFF - 911 EMERGENCY	Granite Electronics	437.40	Batteries for Radios (5)

SHERIFF - 911 EMERGENCY	Granite Electronics	70.00	Radio Repairs (2)
SHERIFF - 911 EMERGENCY	Motorola Solutions	2,115.00	October Vesta Services 10/1-10/31
SHERIFF - 911 EMERGENCY	State of Minnesota - BCA	1,080.00	CJDN Access Fees 7/1/23-6/30/24
		3,702.40	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,790.63	Nov 23 On-Site Medical + TPA
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	(966.00)	Credit
SHERIFF - JAIL/DISPATCH	Aspen Mills	1,103.48	Custom 5 Point Star Badges (10)
SHERIFF - JAIL/DISPATCH	Aspen Mills	130.12	Uniform Pants - CB & KH
SHERIFF - JAIL/DISPATCH	Bob Barker	680.00	M, L & XL Gloves
SHERIFF - JAIL/DISPATCH	Brrr Equipment Service	979.00	Repair Kitchen Steamer
SHERIFF - JAIL/DISPATCH	Daniels Health	304.54	Sharp Disposal Service
SHERIFF - JAIL/DISPATCH	Michael Keller, Ph.D., L.P.	650.00	Psych Eval - New Employee
SHERIFF - JAIL/DISPATCH	Stellar Services	7.51	Canteen 10/2/23
SHERIFF - JAIL/DISPATCH	Stellar Services	53.09	Canteen 9/18/23, 9/25/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	7,272.37	Inmate Meals 9/30/23-10/6/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,916.76	Inmate Meals 9/23/23-9/29/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,067.51	Inmate Meals 9/16/23-9/22/23
		36,989.01	
SHERIFF - RESERVES	O'Reilly Auto Parts	4.66	Washer Fluid
SHERIFF - RESERVES	Streicher's	149.00	Softshell Jacket & Embroidery
SHERIFF - RESERVES	Streicher's	168.99	Softshell Jacket & Embroidery, Shipping, Handling, Insurance
		322.65	
STATE FISCAL RECOVERY ARP	Kanabec County Community Health	1,508.01	Peer Recovery Service Reimbursement 6/25/23-7/22/23
STATE FISCAL RECOVERY ARP	Kanabec County Community Health	3,630.59	Peer Recovery Service Reimbursement 7/23/23-8/26/23
STATE FISCAL RECOVERY ARP	Kanabec County Community Health	3,139.32	Peer Recovery Service Reimbursement 8/27/23-9/23/23
		8,277.92	
UNALLOCATED	Clifton Larson Allen LLP	31,883.50	FY2022 Audit

UNALLOCATED	Clifton Larson Allen LLP	1,000.00	FY2022 Audit Welia
UNALLOCATED	Clifton Larson Allen LLP	5,320.00	FY2022 Audit GASB 87
UNALLOCATED	Kanabec Publications	436.77	County Board Minutes 8/1, 8/15, 9/5
UNALLOCATED	Kirby Kennedy & Associates	667.20	RHTC, LLC vs County of Kanabec - Transcript
		39,307.47	
VETERAN SERVICES	Sundsvold, Taylor	107.42	Mileage to MN CVSO Assistants Conference in Brainerd 10/2-10/4
		107.42	
103 Claims Totaling:		\$ 1,131,565.19	

Agenda Item #4
Regular Bills - Road & Bridge
Bills to be approved: 10/17/23

Vendor	Amount	Purpose
Auto Value	1,716.50	Shop Supplies
Central McGowan	297.15	Shop Supplies
Currie, Michael	190.00	Training Reimbursement
Glen's Tire	591.00	Tire Repair
Johnson Hardware & Rental	419.98	Shop Supplies
Kanabec County Highway Dept	65.90	Petty Cash, Postage
Knife River	2,350,288.88	Contract SAP 033-608-015 CSAH 8
MN Dept of Natural Resources	400.00	Permit Fee
Morton Salt	12,731.92	Road Salt
Northern Safety Co., Inc	67.92	Safety & Cleaning Supplies
Northern States Supply	113.15	Shop Supplies
Northwest Lasers & Instruments	59.00	Repair Parts
ODP	126.60	Office Supplies
Power Plan	2,859.44	Repair Parts
University of Minnesota	300.00	Staff Training
Bruce Wallace	149.93	Uniform Allowance
Wiacom	675.30	GPS
17 Claims Totaling:	<u><u>2,371,052.67</u></u>	

Agenda Item #5

October 17, 2023

REQUEST FOR BOARD ACTION

a. Subject: Renewal of Nemeth Orthodontics Lease	b. Origination: Coordinator's Office
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Resolution #___ - 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.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



OFFICE OF THE
KANABEC COUNTY COORDINATOR

317 Maple Avenue East Suite 181

Mora, MN 55051

Telephone: (320) 679-6440

Fax: (320) 679-6441

Lease Agreement

This Agreement (“Agreement”) between the County of Kanabec, Minnesota (“County”) and Nemeth Orthodontics (“Lessee”) is effective January 1, 2024.

The term of this Agreement shall be one (1) year, beginning on January 1, 2024 and ending on December 31, 2024, unless earlier terminated as provided herein.

The leased space is owned by the County and is located at 18 North Vine St, Meeting Rooms #3, 4, 5 and the basement entry area, Mora, MN 55051. The leased space is described as office space for the purpose of business, is approximately 1024 square feet, and is reserved for use from 7:00 a.m. to 1:00 p.m. one day per month on a monthly schedule pre-arranged through the Coordinator’s Office.

Lessee shall pay rent in the amount of **\$150.00** per month, due on or before the first of each month. The check shall be made payable to the Kanabec County Auditor/Treasurer and delivered to the Kanabec County Coordinator at 317 Maple Ave E, Suite 181, Mora, MN 55051.

The County shall furnish and pay for all utilities not including telephone service. The County will provide telephone service under separate agreement.

Lessee agrees to carry insurance for its property located in the leased space, and is solely responsible for securing and maintaining its own insurance.

Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County’s liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws.

Any and all employees of Lessee shall be considered employees of Lessee only, and not of the County, and that any and all claims that may or might arise under the Workers’ Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees which so engaged on any of the work or services provided to be rendered herein shall be the sole obligation and responsibility of Lessee.

The Lessee will pay for any damages or alterations done to premises. Any alterations to the leased space must be pre-approved and in writing before starting. Premises and fixtures shall be in as good

a condition as when tenant took possession except for normal wear. Lessees shall keep grounds and premises clean and free of all trash and litter.

Termination of the Agreement in its entirety requires a minimum of thirty (30) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement as follows:

Contact Name: Wendy Gilbert

Nemeth Orthodontics

3131 12th St N

St. Cloud, MN 56303

Phone: 320-253-4981

Fax: 320-253-6268

e-mail: wendy@nemethorthodontics.com

Contact Name: Kris McNally

Kanabec County

317 Maple Ave E, Suite 181

Mora, MN 55051

Phone: 320-679-6440

Fax: 320-679-6441

email: kris.mcnally@co.kanabec.mn.us

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY OF KANABEC

NEMETH ORTHODONTICS

DATE _____

DATE _____

BY _____
Board Chair

BY _____
Benjamin Nemeth, Owner

Agenda Item #6

October 17, 2023

REQUEST FOR BOARD ACTION

a. Subject: Statewide Affordable Housing Aid	b. Origination: State of MN
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss Local Affordable Housing Aid priorities and determine next steps

<https://www.revenue.state.mn.us/local-affordable-housing-aid>

f. Background:

Funds distributed under this aid program must be spent on a qualifying project.

Funds will be considered spent if:

- A county or eligible demonstrates to the Minnesota Housing Finance Agency that the city or county cannot expend funds on a qualifying project by the deadline below due to factors outside the control of the city or county
- The funds are transferred to a local housing trust fund

If funds are transferred to a local housing trust fund, they must be spent on a project or household that meets the affordability requirements described below.

Deadline: Funds must be spent by December 31 of the fourth year after the aid was received.

Qualifying projects include:

- Emergency rental assistance for households earning less than 80% of area median income as determined by the United States Department of Housing and Urban Development
- Financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable and supportive housing
- For counties outside the metropolitan counties as defined in Minnesota Statutes, section 473.121, subdivision 4, development of market rate residential rental properties as defined in M.S. 462A.39, subd. 2, para. (d), if the relevant unit of government submits with the report required as described in the Reporting to the Minnesota Housing Finance Agency section a resolution and supporting documentation showing that the area meets the requirements of M.S. 462A.39, subd. 4, para. (a)
- Projects designed for the purpose of construction, acquisition, rehabilitation, demolition or removal of structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing to provide affordable housing to households that have incomes which do not exceed:
 - For homeownership projects, 115% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
 - For rental housing projects, 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development

- Housing developed or rehabilitated with funds under this program must be affordable to the local work force.

Projects are prioritized that provide affordable housing to households with incomes that:

- For homeownership projects, do not exceed 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- For rental housing projects, do not exceed 50% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development.

Priority may be given to projects that:

- Reduce disparities in home ownership
- Reduce housing cost burden, housing instability, or homelessness
- Improve the habitability of homes
- Create accessible housing
- Create more energy- or water-efficient homes

Gap financing is the difference between the costs of the property and either:

- The market value of the property upon sale
- The amount the targeted household can afford for housing, based on industry standards and practices.

If aid received under this program is used for demolition or removal of existing structures, the cleared land must be used for the construction of housing to be owned or rented by persons who meet the income limits described above.

If an aid recipient uses the aid on new construction or substantial rehabilitation of a building containing more than four units, the loan recipient must construct, convert, or otherwise adapt the building to include:

- The greater of:
 - At least one unit
 - At least 5% of units that are accessible units, as defined by section 1002 of the current State Building Code Accessibility Provisions for Dwellings Units in Minnesota, and include at least one roll-in shower
- The greater of:
 - At least one unit
 - At least 5% of units that are sensory-accessible units that include:
 - Soundproofing between shared walls for first and second floor units
 - No florescent lighting in units and common areas
 - Low-fume paint
 - Low-chemical carpet
 - Low-chemical carpet glue in units and common areas

These guidelines do not relieve a project funded by this aid program from meeting other applicable accessibility requirements.

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

LOCAL HOUSING TRUST FUNDS IN MINNESOTA

February 2023

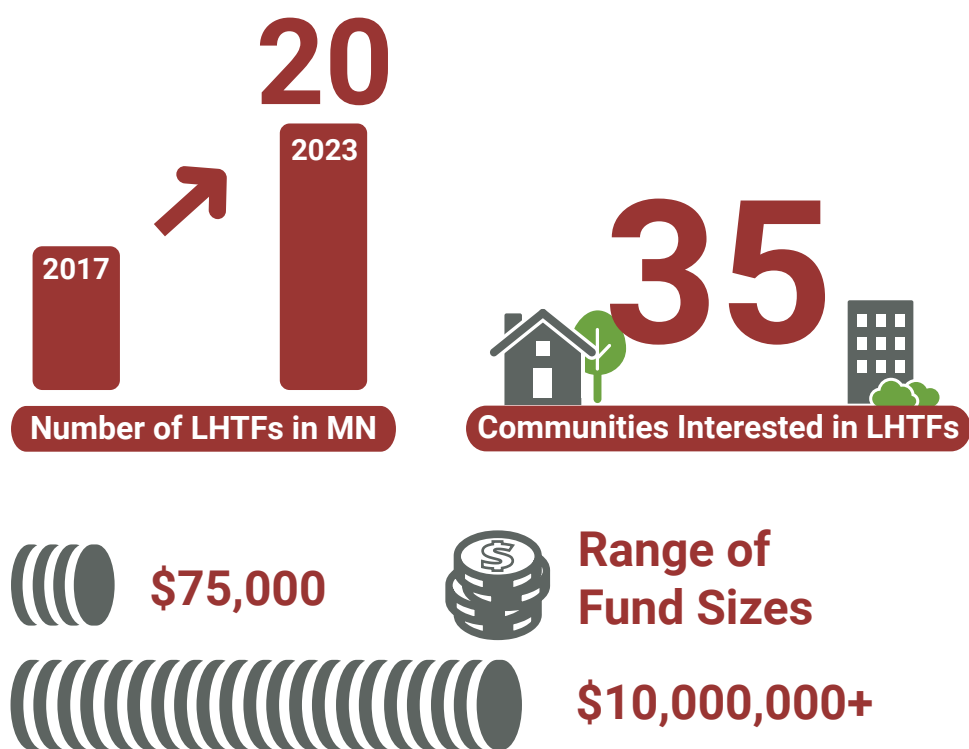


Local Housing Trust Funds (LHTF) are funds established by a local government by dedicating local public revenue for housing. They are a consistent, flexible resource for housing within a local jurisdiction. Trust funds help communities leverage public and private resources and jumpstart projects that draw investment and jobs. LHTFs enable prioritizing developments that maximize benefit to the community.

In 2017, the Minnesota Legislature defined a LHTF in law, providing clarity to assist local jurisdiction with housing investments. In 2021, to incentivize LHTFs, they authorized a state match fund of \$1 million, providing a one-to-one match on the first \$150,000 of new revenue invested in housing trust funds by cities and counties, and a one-to-two match on the next \$150,000 of available funds.

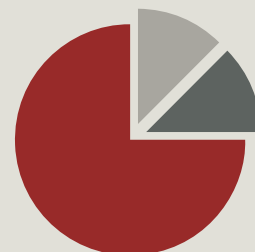
Since 2017, Minnesota has seen a steady increase in LHTFs, as 20 cities and counties across the state have adopted them, with more on the way. This report includes information from MHP's third annual survey of cities and counties regarding LHTF.

Local Housing Trust Funds by the numbers:

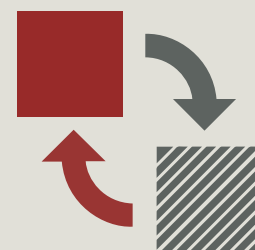


From big to small, rural to metro, LHTFs can serve the housing needs of communities of all types and sizes.

Benefits of LHTFs



Leverage private dollars



Provide flexibility to meet local needs



Encourage local contributions

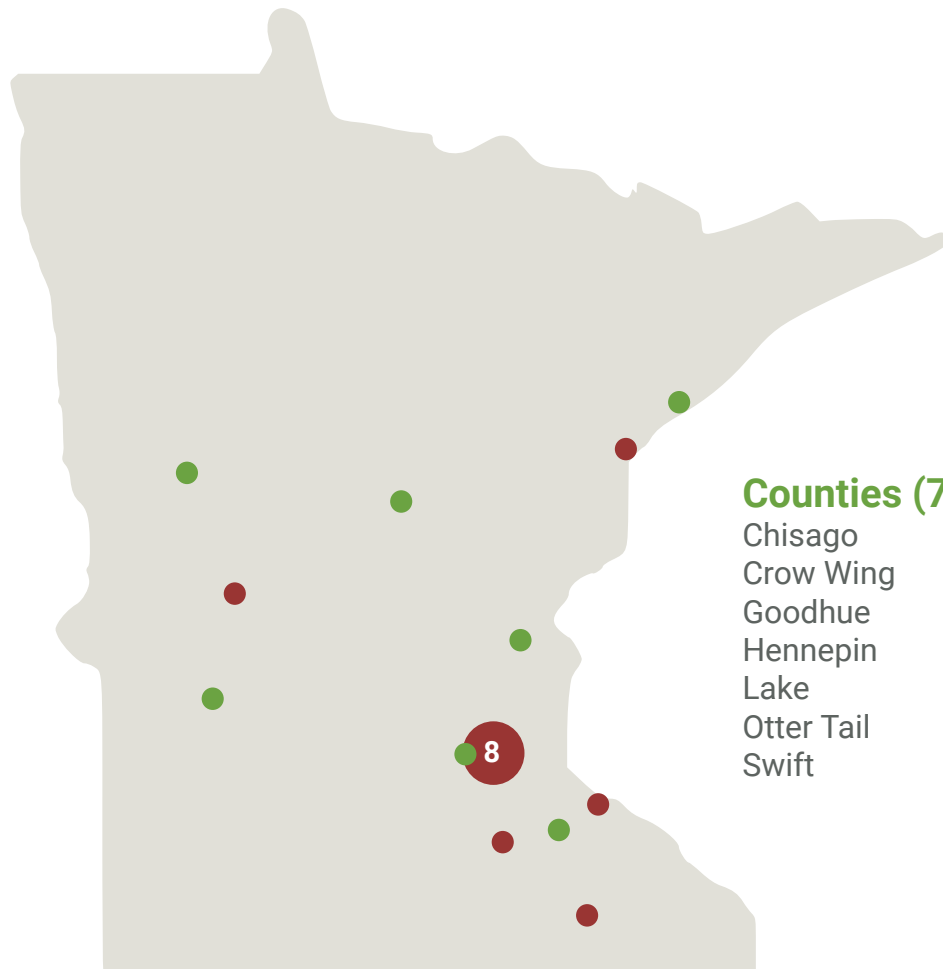


Establish dedicated sources of revenue

Local Housing Trust Funds Across Minnesota

Cities (13):

Alexandria
Bloomington
Duluth
Eden Prairie
Edina
Minneapolis
Minnetonka
Northfield
Red Wing
Richfield
Rochester
St Louis Park
St Paul



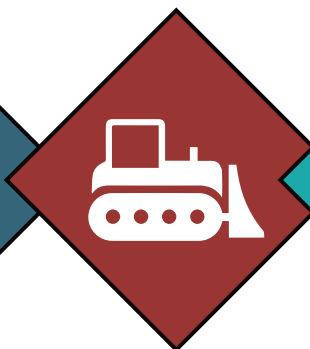
Counties (7):

Chisago
Crow Wing
Goodhue
Hennepin
Lake
Otter Tail
Swift

Common Uses For LHTFs



Homebuyer
Assistance



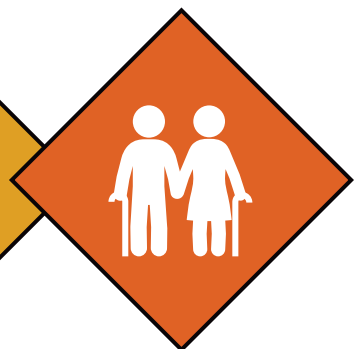
Preservation



Gap Financing



Creating Deeper
Affordability



Housing
Stability

Featured Stories:

Duluth

Population: 86,372

After years of careful planning, Duluth's Housing Trust Fund, a partnership between the City of Duluth and LISC Duluth, was launched in 2022. The partnership came together after Mayor Larson and city staff, along with LISC Duluth, attended a National League of Cities' training on housing and health equity. Upon his return, Mayor Larson established the Mayor's Housing Task Force, which issued a 2020 report including recommendation for a housing trust fund.



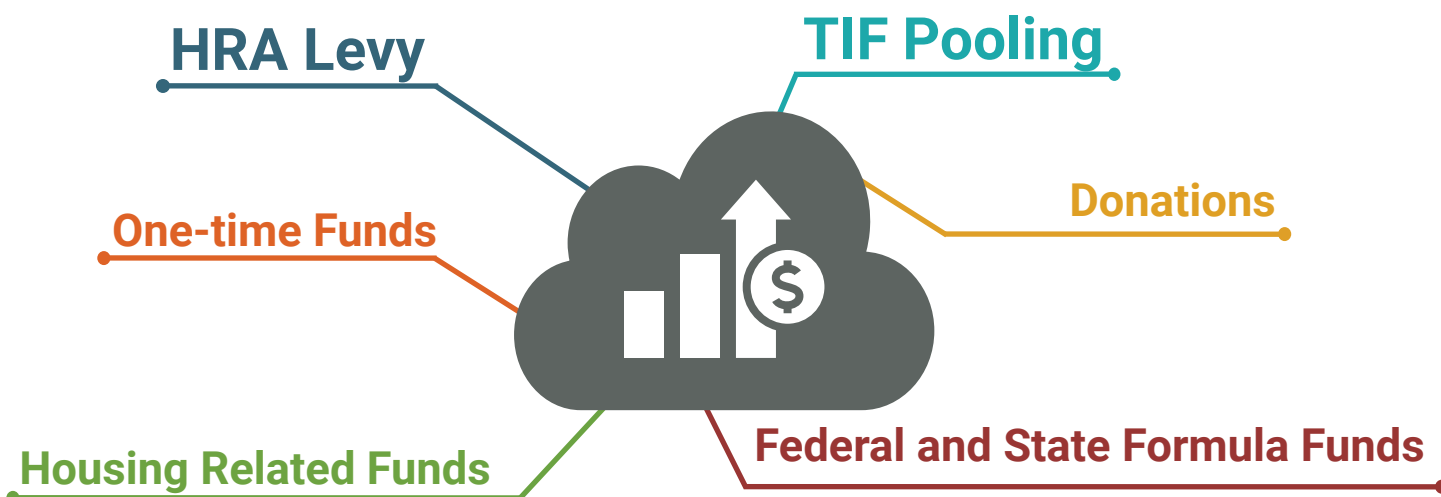
Photo: Skyline of Duluth, MN

The partnership has resulted in a HTF established by the city, LISC Duluth, and other partners, with initial funds of \$16 million: approximately \$4 million to be administered by the city and \$12 million administered by LISC Duluth. A committee appointed by Mayor Emily Larson and confirmed by the Duluth city council provides oversight and recommendations on HTF applications, both those administered by the City and those by LISC Duluth.

Funds have already been allocated to several projects. The unique partnership between the City of Duluth and LISC Duluth has provided resources for a broader range of housing goals. The City and LISC Duluth have different purposes for their funds. City of Duluth funds primarily help projects get started, including options for revolving funds to provide construction financing to projects experiencing short-term funding gaps. LISC Duluth intends to focus funds it administers in big multifamily developments and other large projects.

"Having unique objectives for the funds administered by the City and LISC is helpful, as there are so many important but competing priorities in housing. This approach allows funds to better support our significant housing needs in Duluth through multiple strategies focused on a range of housing types," says Adam Fulton, Deputy Director, Planning and Economic Development Department, City of Duluth.

Common Funding Sources For LHTFs



Minnetonka

Population: 53,266

In 2020, the City of Minnetonka established its Affordable Housing Trust Fund (AHTF). While the fund was initially created to provide rental assistance to households impacted by COVID-19, in 2021 the city received special legislation to transfer the existing balance of “pooled” tax increment, approximately \$5 million, to its HTF for expanded affordable housing opportunity. The special legislation allowed the city to diversify the level of affordability beyond the requirements under TIF law.

Currently, Minnetonka’s AHTF has approximately \$7 million. Accomplishments to date include assisting 187 households with up to \$1,500 in rental assistance, ensuring deeper affordability for more units in three large mixed-income rental properties, and providing emergency assistance to households at risk of homelessness. Plans for 2023 include expanding a down-payment assistance program.



Photo: Multifamily housing building in Minnetonka, MN

Chisago County

Population: 57,469

Chisago County adopted its HTF in 2021, with a focus on workforce housing for moderate, low and very low-income residents and households. The County designated the Chisago County HRA/EDA as the fund administrator, a good fit as the HRA/EDA brings extensive experience in developing, managing, and owning affordable properties. The HRA/EDA funded the HTF from its existing budget, with an initial fund of \$150,000. It has now grown to \$556,000, with funds added in 2022 and 2023 from HRA/EDA-owned housing that generates revenue. The HRA/EDA is also soliciting gifts, grants, and donations by corporations or individuals and may add proceeds from future sale of HRA/EDA parcels.

“Having the Housing Trust Fund in our toolbox has been getting the attention of developers and we are optimistic to have projects underway in the near future.” — Nancy Hoffman, Chisago County HRA-EDA



According to Nancy Hoffman, Executive Director of the Chisago County HRA-EDA, *“In our area (Chisago County) it can be difficult to attract affordable housing developers because we are just far enough out of the metro area that they cannot get the rents to make the project cash flow as they can just a few miles away.”*

Note: Sources and uses for LHTFs, and other details, are identified in this report to the best of our ability. Please contact MHP with any corrections.

CONTACT US

Libby Murphy, Director of Policy, State Legislative Lead
libby.murphy@mhponline.org :: 612-716-9703

Elizabeth Glidden, Deputy Executive Director
elizabeth.glidden@mhponline.org :: 612-396-2288

MHP is an equal opportunity provider. mhponline.org. ©2023 Minnesota Housing Partnership



Local Housing Trust Funds Established in Minnesota

	Date Adopted	Funding Source(s)	Use(s)
Alexandria	2019	<ul style="list-style-type: none">• TIF Pooling• HRA Levy• Housing Related Funds	<ul style="list-style-type: none">• Homebuyer Assistance• Preservation
Bloomington	2019	<ul style="list-style-type: none">• TIF Pooling• One-time Funds• Donations• Housing Related Funds	<ul style="list-style-type: none">• Housing Stability• Preservation• Gap Financing• Revolving Loan Fund
Duluth	2022	<ul style="list-style-type: none">• HRA Levy• Housing Related funds	<ul style="list-style-type: none">• Preservation• Gap Financing
Eden Prairie	2022	<ul style="list-style-type: none">• Still Determining	<ul style="list-style-type: none">• Still Determining
Edina	2019	<ul style="list-style-type: none">• TIF Pooling• Housing Related Funds	<ul style="list-style-type: none">• 4d Program Costs• Preservation• Gap Financing
Minneapolis	2003	<ul style="list-style-type: none">• TIF Pooling• One-time Funds• Federal and State Formula Funds	<ul style="list-style-type: none">• Gap Financing• Preservation
Minnetonka	2022	<ul style="list-style-type: none">• TIF Pooling	<ul style="list-style-type: none">• Housing Stability• Gap Financing
Northfield	2022	<ul style="list-style-type: none">• Housing Related Funds	<ul style="list-style-type: none">• Homebuyer Assistance
Red Wing	2015	<ul style="list-style-type: none">• HRA Levy• TIF Pooling	<ul style="list-style-type: none">• Homebuyer Assistance• Gap Financing• Preservation
Richfield	2020	<ul style="list-style-type: none">• Federal and State Formula Funds• EDA Levy• Housing Related Funds	<ul style="list-style-type: none">• Homebuyer Assistance• Housing Stability
Rochester	2018	<ul style="list-style-type: none">• One-time Funds• Donations	<ul style="list-style-type: none">• Deepen Affordability
St. Louis Park	2018	<ul style="list-style-type: none">• TIF Pooling• HRA Levy	<ul style="list-style-type: none">• Homebuyer Assistance• Preservation• Gap Financing• Deepen Affordability
St. Paul	2019	<ul style="list-style-type: none">• One-time Funds• Parking revenues	<ul style="list-style-type: none">• Homebuyer Assistance• Housing Stability• Gap Financing• 4d Program Costs
Chisago County	2021	<ul style="list-style-type: none">• Housing Related Funds	<ul style="list-style-type: none">• Affordable Housing
Crow Wing County	2019	<ul style="list-style-type: none">• HRA Levy	<ul style="list-style-type: none">• Gap Financing• Hombuyer Assistance• Preservation
Goodhue County	2018	<ul style="list-style-type: none">• HRA Levy	<ul style="list-style-type: none">• Homebuyer Assistance• Housing Stability• Gap Financing
Hennepin County	2000	<ul style="list-style-type: none">• HRA Levy	<ul style="list-style-type: none">• Gap Financing• Preservation
Lake County	2022	<ul style="list-style-type: none">• HRA Levy• Housing Related Funds	<ul style="list-style-type: none">• Still Determining
Otter Tail County	2021	<ul style="list-style-type: none">• HRA Levy	<ul style="list-style-type: none">• Still Determining
Swift County	2020	<ul style="list-style-type: none">• HRA Levy• Chippewa Valley Ethanol Company Shares	<ul style="list-style-type: none">• Preservation• Gap Financing

Common Funding Sources

- HRA levy
- TIF pooling
- Housing related funds (includes land sale proceeds, in lieu of fees, etc)
- Federal and State Formula Funds (CDBG, HOME, ARPA, etc)
- One-time Funds (intial funding, annual aporations, etc)
- Donations (individual and organizational)

Common Uses

- Homebuyer Assistance
- Preservation (single family rehab, multi-family rehab, NOAH preservation)
- Gap financing (new construction, redevelopment)
- Creating deeper affordability
- Housing Stability (emergency housing assistance)

