



Kanabec County Board of Commissioners

Regular Meeting Agenda

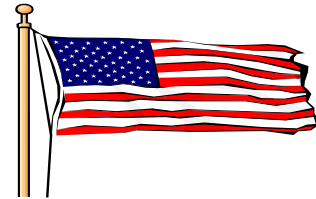
The Meeting of October 3, 2023

- 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: 2492 051 5337



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mde35a3530cd2f0b1bce49ee0be797e8c>

Meeting number: 2492 051 5337

Password: viGRDmmZ332 (84473669 from video systems)

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

Please use the Maple Ave entrance and parking lot.

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

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

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

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

9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388
 Access Code: 2492 051 5337

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

9:45am Ryan Carda, Environmental Services/GIS Technician- SCORE Update

10:05am Denise Snyder – Auditor/Treasurer
 a. Resolution for Auditor's Warrant Approval (Paid Bills)
 b. Election Judge Wages

10:15am Chad Gramentz, Public Works

Other business to be conducted as time is available:

1. Minutes- September 19, 2023
2. Paid Bills
3. Regular Bills- Revenue Fund
4. Regular Bills- Road & Bridge
5. SCORE Claims - August
6. Pokegama Lake Association- Charitable Gambling Proceeds Distribution Request
7. Resolution Authorizing Sponsorship of Off-Highway Motorcycle Trails Program
8. Request approval of updating the list of authorized signers for vehicle leases and approve vehicle leases for the Assessor's Office and the EDA/Vehicle Pool
9. Future Agenda Items
10. CLOSED SESSION: Union Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
11. Discuss any other matters that may come before the County Board
12. Adjourn

Kanabec County Community Health Board
AGENDA
Tuesday, October 3, 2023
9:20 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - Staffing – Home Health Aide-open until filled; RN/PHN-Case Manager – contacting Applicants for interviews
 - Electronic Visit Verification (EVV)
5. Financial Reports
 - see attached
 - Trial Balance page 3-5
 - August 2023 Financial Report page 6
6. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 7-14
7. Other Business
8. Adjourn

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

Staffing (Public Health):

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

RN/PHN Case Manager – contacting applicants for interviews.

Electronic Visit Verification:

I first discussed this with the Board in September of 2021. The start date was pushed off and off and off but now it is scheduled to go online for Home Health in mid-October.

The federal government is requiring the use of electronic visit verification (EVV) systems to document that people are receiving the services that are billed to the state. The 21st Century Cures Act, Public Law 114-255 signed in December 2016, requires providers of personal care, including personal care assistance (PCA), some waiver services and home health care to use electronic visit verification to be eligible for full federal Medicaid matching dollars.

The Minnesota Department of Human Services began a phased implementation. The law defines personal care services as those that support activities of daily living or instrumental activities of daily living and require an in-home visit. The law requires providers to use an electronic verification method to record who received services, who provided services, location, when services begin and end, date and type of service performed.

DHS has selected a hybrid EVV model. With the hybrid model, providers may select either the DHS-provided system or an EVV system that works best for their business. If providers choose another EVV system, it must be able to submit data to the state EVV vendor's system. DHS will not charge providers to access the state-selected system.

Kanabec County Community Health plans to use the system provided by DHS to document the appropriate Home Health Services provided by our agency. At each visit, staff will have to log-in to the EVV system and check themselves in and out of the visit. The system will be able to verify via GPS that the employee is at the home of the client. We feel that our choices are to have staff use their personal smart phones and provide reimbursement for a portion of the monthly cost of their service or to provide a county device.

We feel the best way to meet this requirement is to provide a smart phone with the EVV application on it to each Home Care Nurse and Home Health Aide. This will add approximately \$5,000 in annual costs but will be the best way to maintain a high level of protection of public health information for those we serve. We have seen this dollar amount in savings with our therapy contract area over the past few months.



As of Date: 08/2023
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

*** Kanabec County ***



Sheila
9/26/23 1:18PM

TRIAL BALANCE REPORT
As of 08/2023

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	572,797.85	46,631.82 -	165,560.14	738,357.99
1003 Audit Adjustments To Cash	3,470.58	0.00	3,470.58 -	0.00
1110 Taxes Receivable - Prior & Delinquent	8,694.84	0.00	8,694.84 -	0.00
1201 Accounts Receivable (Acc)	122,280.28	0.00	122,280.28 -	0.00
1261 Due From Other Funds (Acc)	19,551.26	0.00	19,551.26 -	0.00
1281 Due From Other Governments (Acc)	210,237.96	0.00	210,237.96 -	0.00
Total Assets	937,032.77	46,631.82 -	198,674.78 -	738,357.99
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	42,813.34 -	0.00	42,813.34	0.00
2030 Salaries Payable	67,009.55 -	0.00	67,009.55	0.00
2091 Due To Other Funds (Acc)	1,864.26 -	0.00	1,864.26	0.00
2100 Due To Other Governments	4,508.34 -	0.00	4,508.34	0.00
2101 Due To Other Governments (Acc)	28,907.61 -	0.00	28,907.61	0.00
2230 Deferred Inflows	8,694.84 -	0.00	8,694.84	0.00
Total Liabilities	154,321.11 -	0.00	153,797.94	523.17 -
Fund Balance				
2881 Assigned Fund Balance	782,711.66 -	0.00	0.00	782,711.66 -
2910 Revenue Control	0.00	191,712.14 -	1,711,154.91 -	1,711,154.91 -
2925 Expenditure Control	0.00	238,343.96	1,756,031.75	1,756,031.75
Total Fund Balance	782,711.66 -	46,631.82	44,876.84	737,834.82 -
Total Liabilities and Balance	937,032.77 -	46,631.82	198,674.78	738,357.99 -
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila
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15 Community Health Fund

**** Kanabec County ****

TRIAL BALANCE REPORT
As of 08/2023

Report Basis: Modified Accrual



Page 3

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

15-484

Through August 2023

Department	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	
	Budget	% of budget	Total	January	February	March	April	May	June	July	August	
												<u>outstanding</u>
												<u>payments/payments not vet</u>
												<u>posted</u>
Pilt-Housing Authority												Workforce Dev.
Rev	0		73.76	0.00	0.00	0.00	0.00	0.00	73.76	0.00	0.00	CTC
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	FAP
Cares Act COVID-19 Grant												LCTS
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LPHG 2,557.87
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	MCH
Local Public Health Infrastructure												SF/EBHV
Rev	482,287.00	60.78%	293,133.72	5,288.63	0.00	22,458.26	27,321.23	0.00	222,093.04	15,912.72	59.84	WIC TANF
Exp	358,571.00	65.97%	236,537.07	44,533.53	48,901.91	18,693.96	24,143.87	17,497.82	38,311.48	22,155.22	22,299.28	RPC 24,488.02
Prevent Infectious Disease												SHIP 23,901.04
Rev	23,100.00	33.27%	7,686.21	617.94	186.43	64.31	27.42	4,154.50	1,986.41	522.58	126.62	TANF
Exp	22,518.00	46.59%	10,491.70	723.86	1,588.75	728.57	923.28	1,766.84	2,478.05	1,069.28	1,213.07	WIC 12,006.29
Environmental Health												PHEP
Rev	30.00	30.00%	9.00	0.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	MN Choice
Exp	5,272.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	mental hlth
Healthy Communities-Adult Health												Suicide Prev 5,942.39
Rev	276,109.00	65.03%	179,562.57	12,988.46	9,642.85	63,640.44	20,885.85	22,242.25	10,604.26	14,800.27	24,758.19	Covid Federal
Exp	260,448.00	53.40%	139,079.65	16,395.40	16,780.96	15,727.44	16,374.02	16,082.49	23,128.10	16,274.17	18,317.07	Home care <u>27,239.95</u>
Healthy Communities-Health Improvement												96,135.56
Rev	584,957.00	70.45%	412,107.48	12,432.61	18,398.64	74,237.93	75,368.57	41,345.54	87,190.80	60,136.34	42,997.05	estimate only see note below
Exp	554,054.00	63.70%	352,934.73	31,508.40	42,740.22	31,028.26	41,267.89	24,313.71	56,858.59	72,525.69	52,691.97	SCHA Connector - We
Healthy Communities-Family Health												get reimbursed twice
Rev	581,672.00	78.13%	454,487.24	95,339.78	52,084.08	6,195.21	119,765.97	25,402.64	22,651.38	109,733.16	23,315.02	a year. Not included above.
Exp	538,977.00	59.38%	320,033.23	36,389.12	38,026.73	39,051.97	41,082.16	37,322.96	49,260.09	38,627.13	40,273.07	
Emergency Preparedness												
Rev	219,775.00	55.07%	121,029.70	7,002.77	28,205.24	0.00	22,883.65	11,136.67	17,635.00	22,007.16	12,159.21	
Exp	185,517.00	55.26%	102,517.86	8,487.27	9,215.41	15,201.34	9,717.96	14,128.29	26,945.55	9,833.19	8,988.85	Home Care - This is the
Assure Access-Case Management												billed amount and we are
Rev	349,564.00	66.28%	231,695.50	22,342.40	28,447.31	25,723.98	24,729.15	30,767.00	30,726.92	27,392.54	41,566.20	paid a percentage of that
Exp	328,046.00	70.83%	232,353.60	24,422.66	29,279.57	28,918.28	22,867.99	25,408.71	38,077.31	31,304.15	32,074.93	and that percentage varies
Assure Access-Home Care												by paysource. Also, VA may
Rev	528,000.00	68.76%	363,039.36	34,967.26	31,582.98	40,537.89	55,291.23	48,873.38	60,192.00	44,864.61	46,730.01	pay up to two years after
Exp	792,091.00	64.37%	509,835.56	64,076.37	64,636.18	61,105.01	71,401.44	42,752.85	82,343.76	61,034.23	62,485.72	the date of service.
Agency Totals												
Rev	3,045,494.00	67.73%	2,062,824.54	190,979.85	168,550.53	232,861.02	346,276.07	183,921.98	453,153.57	295,369.38	191,712.14	
Exp	3,045,494.00	62.51%	1,903,783.40	226,536.61	251,169.73	210,454.83	227,778.61	179,273.67	317,402.93	252,823.06	238,343.96	

amount has changed

Board Meeting 10/3/23

Abstract Totals for Commissioner Vouchers

Board Meeting 10/3/23	Amount	Vendors	Transactions
Abstract #1	\$41,707.78	40	74
Abstract #2			
Totals	\$41,707.78	40	74

Abstract Totals for Auditor Vouchers

Board Meeting 10/3/23	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
9/29/23 8:16AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
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15 Community Health Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
1	1508 Arrowwood Resort 15-484-485-8480-6331		352.96	lodging Youth Leadership Acad 11/15/2023 11/16/2023	668085	Mileage & Meals	N
	1508 Arrowwood Resort		352.96	1 Transactions			
53	538 Berg/Ashley 15-484-487-8453-6331		123.14	September mileage		Mileage & Meals	N
	538 Berg/Ashley		123.14	1 Transactions			
56	185 Bergstadt/Jennifer 15-484-496-8449-6331		141.48	Aug/Sep HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		141.48	1 Transactions			
64	1396 Biever/Laurie 15-484-496-8449-6331		339.95	Aug/Sep HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		339.95	1 Transactions			
46	3094 Burski/Kathy 15-484-450-0000-6331		104.43	June LPHA retreat meal/Sep mtg		Mileage & Meals	N
47	15-484-490-8489-6331		144.45	June LPHA retreat mileage/park		Mileage & Meals	N
	3094 Burski/Kathy		248.88	2 Transactions			
65	1427 Cambridge-Isanti Farmer's Market 15-484-485-8468-6211		1,950.00	EBT booth stipend - EATS strat		Services & Charges	N
	1427 Cambridge-Isanti Farmer's Market		1,950.00	1 Transactions			
73	298 Childrens Dental Services 15-484-485-8475-6285		315.26	transport equip/staff 081123		Contracted Work	Y
74	15-484-485-8475-6285		557.76	transport equip/staff 082523		Contracted Work	Y
	298 Childrens Dental Services		873.02	2 Transactions			
2	278 City Of Mora 15-484-490-8489-6411		630.00	bonus tix Mora Rocks the Park		Progam Supplies	N
	278 City Of Mora		630.00	1 Transactions			
3	1011 City of Princeton 15-484-485-8468-6211		2,999.99	water filling stat/bike repair		Services & Charges	N
	1011 City of Princeton		2,999.99	1 Transactions			
	1364 Comprehensive Health Clinics						

Sheila
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**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
5	15-484-485-8468-6211		457.88	mini grant nursing mother's		Services & Charges N
6	15-484-485-8468-6211		3,345.00	mini grant 3 bottle fill stn		Services & Charges N
1364	Comprehensive Health Clinics		3,802.88	2 Transactions		
496	East Central Regional Library					
36	15-484-485-8468-6211		1,587.60	partner award MN Moves strat		Services & Charges N
496	East Central Regional Library		1,587.60	1 Transactions		
230	Freedlund/Hailey					
45	15-484-485-8468-6331		38.00	meals statewide reg conf		Mileage & Meals N
230	Freedlund/Hailey		38.00	1 Transactions		
1185	Fussy/Alisha					
42	15-484-485-8468-6331		170.30	mileage statewide reg conf		Mileage & Meals N
43	15-484-485-8468-6331		38.00	meals statewide reg conf		Mileage & Meals N
44	15-484-485-8468-6331		34.60	parking statewide reg conf		Mileage & Meals N
1185	Fussy/Alisha		242.90	3 Transactions		
1326	Hansen/Erika					
63	15-484-496-8447-6331		267.90	Aug/Sep home care mileage		Mileage & Meals N
1326	Hansen/Erika		267.90	1 Transactions		
324	Healthcare First					
7	15-484-496-8447-6211		104.74	September HHCAHPS fee	5390907	Services & Charges N
324	Healthcare First		104.74	1 Transactions		
829	Hinckley-Finlayson Schools					
4	15-484-485-8468-6211		1,259.10	mini grant fitness ctr upgrade		Services & Charges N
66	15-484-485-8468-6211		2,281.20	water billing stns EATS strat		Services & Charges N
829	Hinckley-Finlayson Schools		3,540.30	2 Transactions		
434	Inovalon Provider, Inc.					
10	15-484-487-8453-6211		252.42	Sept billing svc/eligibility	23M-0133517	Services & Charges N
9	15-484-493-8452-6211		214.18	Sept billing svc/eligibility	23M-0133517	Services & Charges N
8	15-484-496-8447-6211		298.31	Sept billing svc/eligibility	23M-0133517	Services & Charges N
434	Inovalon Provider, Inc.		764.91	3 Transactions		
2715	Jody Anderson					
19	15-484-490-8489-6411		189.80	20 bella canvas shirts	5933	Progam Supplies N
20	15-484-490-8489-6411		83.87	13 district uniform shirts	5933	Progam Supplies N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
21	15-484-490-8489-6411		public health logo x 33	5933	Progam Supplies	N
	2715 Jody Anderson		3 Transactions			
	4132 Juettner Marketing					
11	15-484-485-8474-6411		web host SACK domain renewal		Supplies	Y
	4132 Juettner Marketing		1 Transactions			
	132 Kanabec Publications					
12	15-484-450-0000-6450		annual subscription		Publications & Subscriptions	N
	132 Kanabec Publications		1 Transactions			
	1308 Lejonvarn/Kirsten					
50	15-484-487-8450-6331		Sept TANF mileage		Mileage & Meals	N
51	15-484-487-8453-6331		Aug/Sep strong found mileage		Mileage & Meals	N
	1308 Lejonvarn/Kirsten		2 Transactions			
	377 Marco Inc					
14	15-484-450-0000-6341		Sharp MX5070c copier Nov		Rental & Service Contracts Copier	N
13	15-484-450-0000-6341		Sharp MX5070c copier Oct	34746315	Rental & Service Contracts Copier	N
	377 Marco Inc		2 Transactions			
	1604 McClellan/Brianne					
52	15-484-485-8444-6331		Aug/Sep mileage/parking		Mileage & Meals	N
	1604 McClellan/Brianne		1 Transactions			
	1143 McKesson Medical-Surgical Govt Solutio					
15	15-484-496-8447-6432		coll set, bld safety adpt	21062484	Medical Supplies	N
16	15-484-496-8447-6432		allevyn dressing/saline	21109360	Medical Supplies	N
71	15-484-496-8447-6432		Allevy Life LS S dressing	21155432	Medical Supplies	N
72	15-484-496-8447-6432		Allevun BRDR LT 3x3 dressing	21155463	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solutio		4 Transactions			
	198 Mille Lacs Co. Community & Veterans Ser					
32	15-484-485-8468-6880		August Eats strategy		Grant Admin- Pass thru	N
33	15-484-485-8468-6880		August Tobacco strategy		Grant Admin- Pass thru	N
34	15-484-485-8468-6880		August Well-being strategy		Grant Admin- Pass thru	N
35	15-484-485-8468-6880		August Moves strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4 Transactions			
	4134 Mora Area Chamber Of Commerce					

Sheila
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**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
18	15-484-450-0000-6240		75.00	23/24 membership dues	2023-145	Advertising	N
17	15-484-450-0000-6245		75.00	23/24 annual dues	2023-145	Registration & Membership Dues	N
4134	Mora Area Chamber Of Commerce		150.00	2 Transactions			
52	Olson/Autumn						
68	15-484-487-8450-6331		7.86	September mileage		Mileage & Meals	N
69	15-484-487-8453-6331		147.38	Aug/Sep mileage		Mileage & Meals	N
70	15-484-487-8457-6331		15.72	Aug/Sep mileage		Mileage & Meals	N
52	Olson/Autumn		170.96	3 Transactions			
3333	Petersen/Renee						
55	15-484-450-0000-6411		27.19	batteries		Supplies	N
3333	Petersen/Renee		27.19	1 Transactions			
632	Pine County Health & Human Services						
22	15-484-485-8468-6880		1,002.11	August Eats strategy		Grant Admin- Pass thru	N
23	15-484-485-8468-6880		898.75	August Tobacco strategy		Grant Admin- Pass thru	N
24	15-484-485-8468-6880		1,338.04	August Well-being strategy		Grant Admin- Pass thru	N
25	15-484-485-8468-6880		1,105.47	August Moves strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		4,344.37	4 Transactions			
1030	Ringler/Jennie						
57	15-484-496-8449-6331		119.21	Aug/Sep HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		119.21	1 Transactions			
1322	Ringler/Jezzalyn						
58	15-484-496-8449-6331		159.17	Aug/Sep HHA mileage		Mileage & Meals	N
1322	Ringler/Jezzalyn		159.17	1 Transactions			
3174	Rosburg/Diane						
62	15-484-496-8447-6331		298.68	Aug/Sep home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		298.68	1 Transactions			
105	St. Clare Living Community of Mora						
26	15-484-496-8447-6211		2,890.00	August PT visits		Services & Charges	N
27	15-484-496-8447-6211		1,020.00	August 12 PT-Asst visits		Services & Charges	N
28	15-484-496-8447-6211		15.00	August .25 PT consultation		Services & Charges	N
29	15-484-496-8447-6211		825.00	August 16.5 hrs drive time		Services & Charges	N
30	15-484-496-8447-6211		284.33	August 434.1 miles		Services & Charges	N

Sheila
9/29/23 8:16AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
105	St. Clare Living Community of Mora		5,034.33	5 Transactions			
48	1083 Swanson/Lori		7.86	Aug/Sep MN Eats mileage		Mileage & Meals	N
49	15-484-485-8468-6331		261.16	statewide reg conf all strat		Mileage & Meals	N
1083	Swanson/Lori		269.02	2 Transactions			
31	1893 Tamarac Medical,Inc		14.95	lab analysis Blood lead	119648	Medical Supplies	N
1893	Tamarac Medical,Inc		14.95	1 Transactions			
54	167 Telander/Sarah		75.98	Jun-Sep mileage		Mileage & Meals	N
167	Telander/Sarah		75.98	1 Transactions			
59	1333 Tomczak/Kailey		48.47	Aug/Sep HHA mileage		Mileage & Meals	N
1333	Tomczak/Kailey		48.47	1 Transactions			
61	1268 Tomczak/Kristi		41.28	Aug/Sep HM mileage		Mileage & Meals	N
60	15-484-496-8448-6331		161.77	Aug/Sep HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		203.05	2 Transactions			
37	1328 True Directions, Inc.		600.00	4 weeks on call	11	Contracted Work Peer Recovery Sup	N
38	15-484-485-8490-6285		170.62	cell phone service	11	Contracted Work Peer Recovery Sup	N
39	15-484-485-8490-6285		433.00	administrative costs	11	Contracted Work Peer Recovery Sup	N
40	15-484-485-8490-6285		1,607.88	PRSS treatment services	11	Contracted Work Peer Recovery Sup	N
41	15-484-485-8490-6285		327.82	PRSS outreach/mkting	11	Contracted Work Peer Recovery Sup	N
1328	True Directions, Inc.		3,139.32	5 Transactions			
67	1214 Waschenbecker/Diana		32.70	September mileage		Mileage & Meals	N
1214	Waschenbecker/Diana		32.70	1 Transactions			
15 Fund Total:			41,707.78	Community Health Fund	40 Vendors	74 Transactions	
Final Total:			41,707.78	40 Vendors	74 Transactions		

Sheila
9/29/23 8:16AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	41,707.78	Community Health Fund	
	All Funds	41,707.78	Total	Approved by,
			
			

9:45am Appointment

October 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: SCORE Update	b. Origination: Environmental Services
c. Estimated time: 15 minutes	d. Presenter(s): Ryan Carda, Environmental Services/GIS Technician

e. Board action requested:

Information only.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

SCORE Funding:

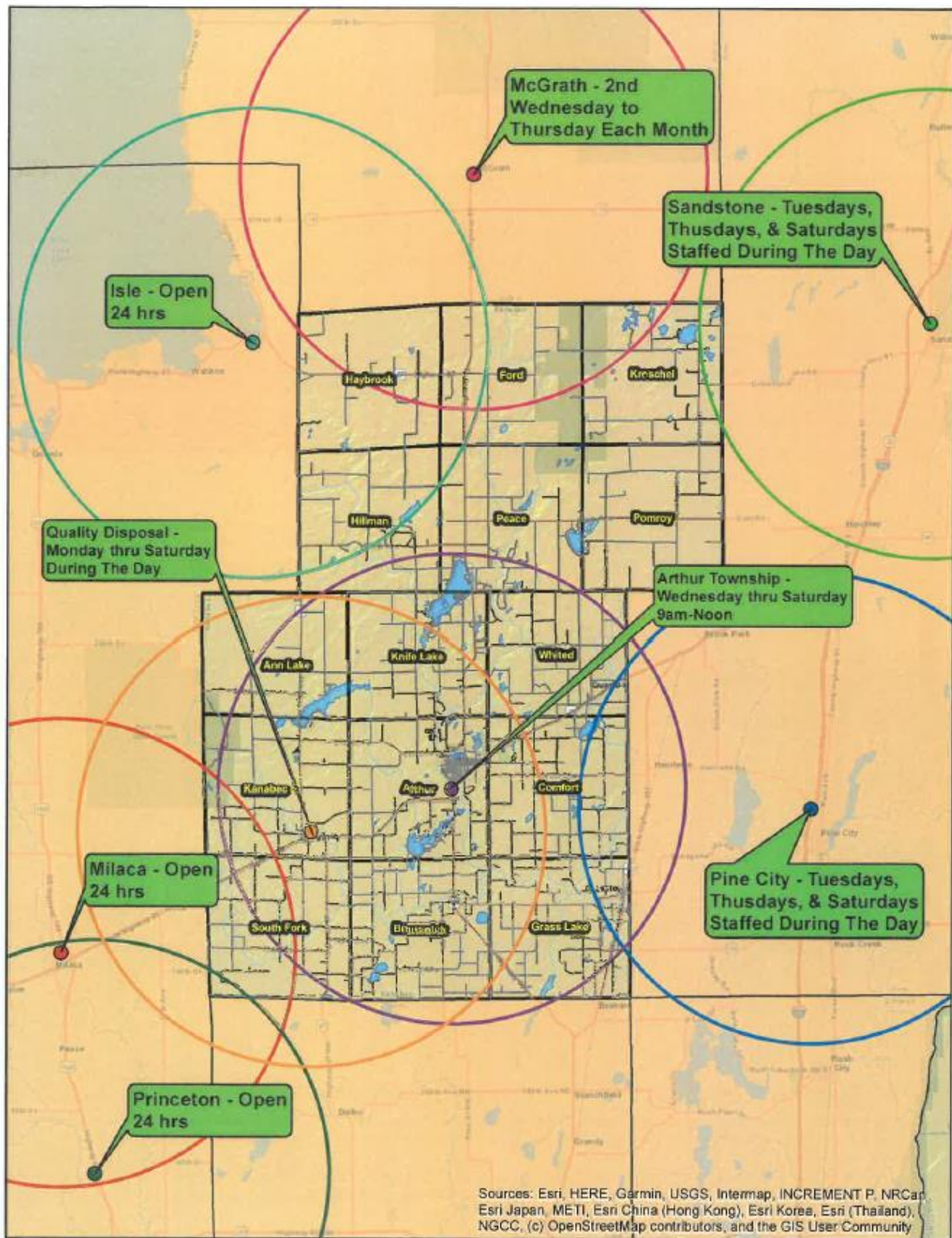
- SCORE increasing in 2025 from \$72,440 to \$85,986

Increasing County Recycling Numbers

- Mandate haulers to offer curbside pickup
 - May not be economically feasible
 - Could discourage residents from doing garbage pickup
 - Pushback from haulers
 - Recycling of materials that aren't recyclable
 - Rates for residents would increase
- Offer a recycling location for residents to drop-off recyclables
 - Would need to have regular pickup
 - Cost to dispose of the recyclables
 - For a recycle trailer location
 - One internal compartment, 20 cu. yard dump trailer - \$17,000
 - One internal compartment, 25 cu. yard dump trailer - \$18,720
 - Would need a County employee to haul the trailer to St. Cloud for disposal
 - Mille Lacs County spends \$6000-\$8000 a month disposing of recyclables
- Try to reach out to more businesses or offer incentives to report recycling numbers
- Participation from the public is the biggest unknown
- Info from Quality
 - They have routes in Isanti and Chisago (who require curbside) and only get about 15-20% participation
 - Pickup is once a month
 - Recyclables cost about \$3-5 a ton to dispose of when in the past they used to get paid for it
 - They spend about \$75,000 alone on carts to do curbside in Ogilvie and Mora
 - Costs about \$2 minute to run a truck with cost of fuel, overhead, etc.
 - They would likely need to add 3-5 more routes and hire workers to cover the County
 - Their biggest cost is with fuel
 - A recycling trailer would need a truck to haul it and be able to maneuver it
 - A shed with dumpsters would be easier pickup and sort out garbage (Pine County did this)
 - A collection site's biggest issue would be sorting non-recyclables

How To Make SCORE More Sustainable

- Increase funds
- Reduce spending
 - Put a cap on the amount paid out to haulers
 - Discontinue the Hazardous Waste and Clean-Up Day



Map Created 04/06/2023

0 5 10 20 Miles



10:05am Appointment

Item a.

October 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Paid Bills Resolution	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Auditor/Treasurer Denise Snyder

e. Board action requested:

Approve the attached resolution.

f. Background:

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

Date received in County Coordinators Office:

Coordinators Comments:

**Board of County Commissioners
Kanabec County, Minnesota**

Resolution__ – 10/3/2023

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.

10:05am Appointment

Item b.

October 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Set Wages for County Election Judges	b. Origination: Auditor/Treasurer's Office
c. Estimated time: 5 minutes	d. Presenter(s): Auditor/Treasurer Denise Snyder

e. Board action requested:

Approve the following resolution:

Resolution #__ - 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.

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

October 3, 2023
10:15am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|------------------------|--------------------------|
| 1. Snow Removal | Resolution #1 (10-03-23) |
| 2. Concrete repair | Resolution #2 (10-03-23) |
| 3. Construction Update | |
-

Resolution #1 (10-03-23)
Snow Removal

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

	<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.

Resolution #2 (10-03-23)
Concrete Repair

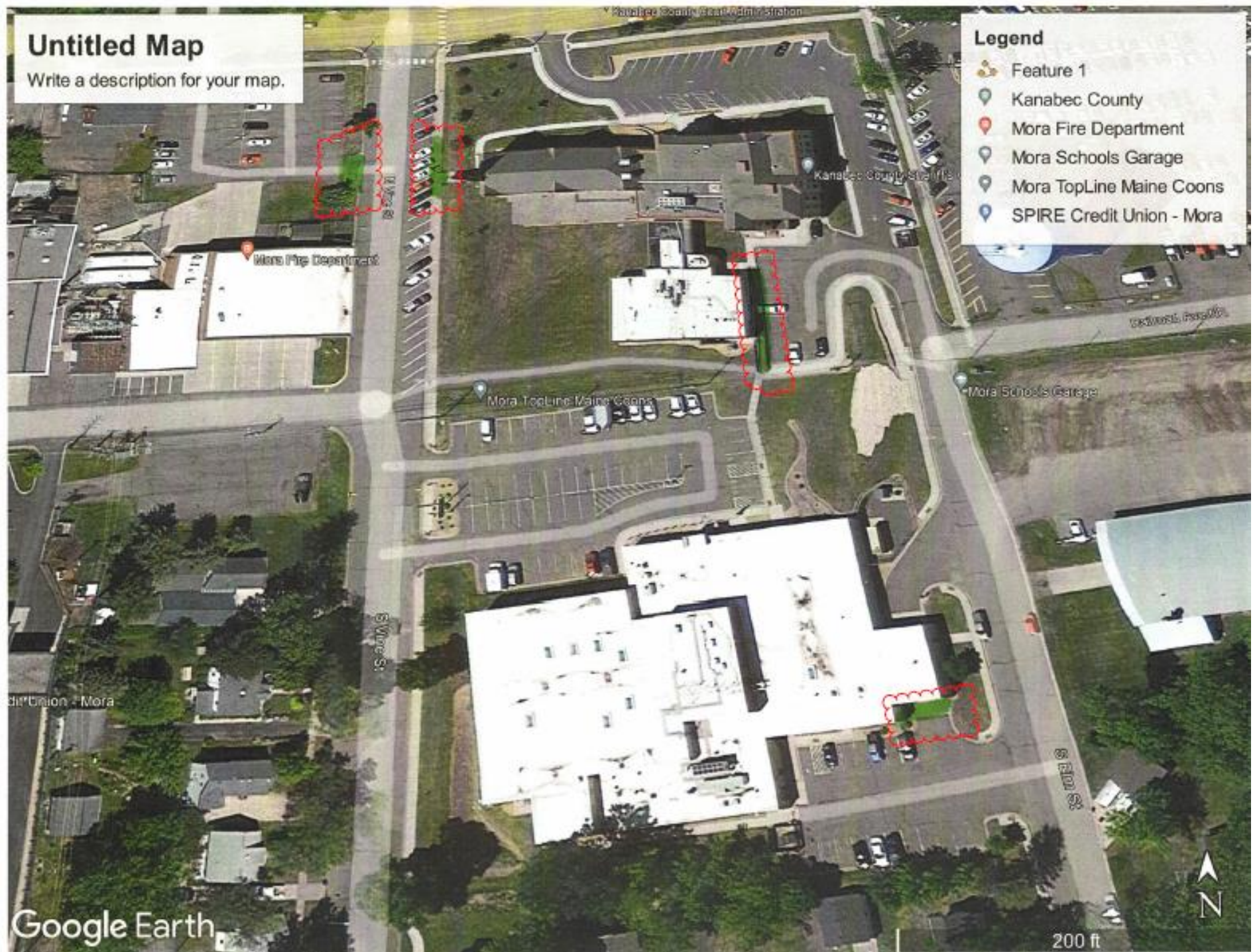
WHEREAS the following quotes were received for concrete sidewalk and curb repairs on County Grounds:

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.



Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

September 19, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, September 19, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally and Recording Secretary Kelsey Schiferli.

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

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

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

Action #2 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the minutes of August 5, 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>
Card Services (Coborn's)	40.00
Card Services (Coborn's)	179.44
City of Mora	22,607.42
Consolidated Communications	1,128.20
East Central Energy	179.34
Kanabec County Auditor/Treasurer	11,577.56
Kwik Trip	16,179.50
Midcontinent Communications	450.19
Minnesota Department of Finance	5,724.50
Quality Disposal	1,003.55
Smith, Craig	425.00
Spire Credit Union	8,542.69
Verizon Cell Phones	3,801.00

13 Claims Totaling: \$ 71,838.39

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 Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following claims on the Revenue Fund:

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	690.00
Ace Hardware	1.60
Advanced Correctional Healthcare	19,890.93
American DataBank	9.40
American DataBank	48.35
Anne M. Carlson Law Office, PLLC	150.00
AT&T Mobility	1,547.54
Axon Enterprise Inc.	495.00
BlueStar Graphics	1,575.00
C & D Auto	125.00
Carney Forensics	2,702.99
Curtis, Michael	306.65
East Central Regional Juvenile Center	4,487.00
East Central Solid Waste Commission	49.58
Election Systems & Software Inc	2,126.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	764.12
Garcia, Brenda	122.88
Grainger	112.10
Grainite Electronics	378.00
Granite City Jobbing Co	1,001.18
Gratitude Farms	500.00
Hartshorn, Jim	87.77
Hoefert, Robert	960.89
Hohn's Auto Body & Glass	114.60
ITSavvy LLC	1,892.00
Jamar Company	972.50
Johnson Brothers Law	660.00
Johnsons Hardware	47.96
Kanabec Publications	568.00

Kanabec Publications	290.16
Kanabec Publications	254.55
Kanabec Publications	488.20
LeadsOnline	2,613.00
Marco	159.00
Marco	3,335.71
Marco	273.00
MEI Total Elevator Solutions	1,217.52
Mid-American Research Chemical	201.36
Minnesota Monitoring, Inc.	150.00
Minnesota Monitoring, Inc.	82.50
Minnesota Monitoring, Inc.	248.00
MN Counties Insurance Trust	174.00
MN Counties Insurance Trust	(156.00)
MNCCC Lockbox	818.16
Motorola Solutions	2,115.00
North Central Bus & Equipment	210.69
ODP Business Solutions LLC	116.36
ODP Business Solutions LLC	52.76
O'Reilly Auto Parts	43.46
O'Reilly Auto Parts	178.02
Premium Waters, Inc.	45.10
Ramsey County	1,703.00
Ramsey County	1,471.00
RELX Inc DBA Lexis Nexis	220.00
RELX Inc DBA Lexis Nexis	231.75
Ripka, Peter	74.40
River Valley Forensic Services, P.A.	1,250.00
RS EDEN	373.53
SHI	158.76
SHI	158.76
SHI	158.76
SHI	158.76
SHI	952.56
Stellar Services	180.05
Stellar Services	167.71
Summit Food Service Management	4,074.98
Summit Food Service Management	1,144.57
Tinker & Larson Inc	3,423.57
Van Alst, Lillian	1,185.55
VC3	3,631.25
Vye	420.00
WEX	420.75

Young, Kathy	104.80
76 Claims Totaling:	<u>\$ 85,006.10</u>

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

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,380.00
Ace	59.97
Aramark	557.95
Beaudry Oil	23,879.80
Bjorklund Companies LLC	222.72
Crawford's Equipment	52,569.24
Diesel Laptops	2,095.00
Federated Co-ops	123.82
Gopher State One-Call	29.70
Granite City Jobbing	231.16
Kanabec County Highway Dept	85.05
Knife River	675,969.65
Kroll, Bryan	289.99
Kwik Trip	32.91
Marco	352.17
MEI	611.74
MN Fall Expo	390.00
Morton Salt	18,758.33
North Central International	314.67
Northern States Supply	222.15
ODP	450.19
Power Plan	241.73
Premier Asphalt	12,376.00
Sanitary Systems	170.00
Summit	2,383.75
USIC Locating	210.00
Vault Health	61.16
White Cap	290.61
Wiacom	675.30
Ziegler	141.71
30 Claims Totaling:	<u>\$ 795,176.47</u>

Action #6 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to recess the meeting at 9:13am to a time immediately following the Family

Services Board.

The Kanabec County Family Services Board met at 9:13am on Tuesday, September 19, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS7 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the Family Services Board Agenda as presented.

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

Child Support/Financial Supervisor Tim Dahlberg and Lead Child Support Officer Tammy Owens met with the Board to give a presentation regarding Child Support Statistics, SNAP Management Evaluation, 2024-25 MFIP Biennial Service Agreement, and an updated County Burial Policy.

Action #FS8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #FS8- 9/19/23

MFIP Biennial Service Agreement Resolution

WHEREAS, the Minnesota Family Investment Program (MFIP), Minn. Stat. §256J.626, subd. 4, requires counties to have an approved service agreement to receive consolidated funds, and

WHEREAS, the primary purpose of the service agreement is to assess statewide efforts toward the goal of “economic stability for low income families” under MFIP, and

WHEREAS, Kanabec County Family Services has completed, posted and presented a Plan for submission to the Minnesota Department of Human Services.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the K.C.F.S. Minnesota Family Investment Program 2024-2025 Biennial Service Agreement as presented.

Action #FS9 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS9 – 9/19/23

Revised Burial Policy Resolution

WHEREAS, under Minnesota Statutes, the County is required to provide for the final disposition of indigent persons; and

WHEREAS, policies pertaining to burials are at the discretion of the County Board, to the extent that they do not conflict with special provisions in state law or regulations for MFIP burials, and

WHEREAS, from time to time it is expected that revision of these policies should be made to update them and make them reflect the times, and

WHEREAS, “the method of disposition will be direct cremation. Immediate burial is an option if cremation is contrary to the beliefs or expressed wishes of the deceased, or those of the deceased’s spouse or next of kin. If the county assumes financial responsibility for the final disposition through direct cremation, the cost cannot exceed the county limits and there cannot be any enhancements. For immediate burial, the county shall provide up to the maximum cremation allocation toward the cost of the burial. If family and/or friends choose to make substitutions such as upgrading beyond the indicated basic immediate burial services and items, they will be obligated to pay for the entire cost of the disposition (i.e. there will be no eligibility for county dollars to cover any costs),” and

WHEREAS, the Family Services Director is recommending revising the current burial policy to reflect these changes.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the revised Kanabec County Burial Policy, to become effective October 1, 2023.

Action #FS10 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the payment of 126 claims totaling \$243,623.13 on Family Service Funds.

Action #FS11 – It was moved by Tom Roeschlein, seconded Alison Holland and carried unanimously to adjourn Family Services Board at 9:48am and to meet again on Tuesday, October 17, 2023 at 9:20am.

The Board of Commissioners reconvened.

HR Specialist, Kim Christenson met with the Board to present 2024 insurance renewal recommendations from the Insurance Committee.

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

Resolution #12 – 9/19/23

WHEREAS the county offers health insurance to its employees who regularly work 30 hours or more per week, and

WHEREAS the current contract with Minnesota Healthcare Consortium expires December 31, 2024, and

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the county health insurance, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT FURTHER RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the health insurance contract with Minnesota Healthcare Consortium for the following plans at the following rates:

Medica Passport Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$749.30	\$2,000.18
\$2,000 Deductible	\$665.76	\$1,777.20

Medica Elect Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$655.64	\$1,750.16
\$2,000 Deductible	\$582.54	\$1,555.06

Action #13 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #13a – 09/19/23

LIFE INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the county life insurance coverage, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the Life Insurance Contract with The Hartford.

Resolution #13b – 09/19/23

LTD INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary long term disability coverage, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Long Term Disability Insurance Contract with The Hartford.

Resolution #13c – 09/19/23

DENTAL INSURANCE

WHEREAS the County offers voluntary dental insurance to its employees, and

WHEREAS the current contract with Health Partners expires on December 31, 2023,
and

WHEREAS the county insurance committee has reviewed proposals from MetLife, Ameritas, Cigna, Guardian, and Humana for the 2024 plan year, and

WHEREAS the insurance committee recommends accepting the proposal from MetLife including an increase up to \$1,250 for the annual maximum benefit;

BE IT RESOLVED to accept the recommendation of the insurance committee and approve an agreement with MetLife for employee dental insurance for the 2024 plan year.

Resolution #13d – 09/19/23

SHORT TERM DISABILITY INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary short term disability coverage, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Short Term Disability Insurance Contract with Dearborn National.

Resolution #13e – 09/19/23

VISION INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary vision coverage, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Vision Insurance with VSP pool plan.

Resolution #13f – 09/19/23

ACCIDENT, CRITICAL ILLNESS, & HOSPITAL INSURANCE

WHEREAS the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance, and

WHEREAS the proposed rates are unchanged from the current contract, and

WHEREAS the Insurance Committee has recommended approval of the renewal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance with Cigna.

HR Specialist Kim Christenson provided the board information regarding the Local 363 Health Insurance Plan renewal for 2024. Information only, no action was taken.

The Board held a discussion regarding consideration to enter into the joint powers agreement for the implementation of the Snake River Comprehensive Watershed Management Plan. Kanabec Soil and Water Supervisor Deanna Pomije explained the history of the joint powers agreement development.

Action #14 – Tom Roeschlein introduced a motion to table the adoption of the Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan. The motion failed for lack of a second.

Action #15 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #15 - 9/19/23

Adoption of Joint Powers Agreement (JPA) for the Implementation of the Snake River Comprehensive Watershed Management Plan

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

WHEREAS, the plan has been developed and adopted by all members of the MOA; and

WHEREAS, the Snake River Watershed Comprehensive Watershed Management Plan Policy Committee has developed a Joint Powers Agreement for all parties participating in the plan for the Snake River Watershed with the purpose to implement the adopted plan, and

WHEREAS, a majority of the partners have since adopted said Joint Powers Agreement to form the Snake River Watershed Plan Partnership (SRWPP); and

WHEREAS, Kanabec County is the majority stakeholder in the Snake River Watershed at 49% of the entire watershed within its boundaries; and

WHEREAS, the Kanabec County Board of Commissioners finds it important to maintain a vote on decisions made for the Snake River Watershed despite concerns about the governance structure of the SRWPP;

THEREFORE, BE IT RESOLVED that Kanabec County Board of Commissioners hereby adopts the Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan;

BE IT FURTHER RESOLVED, the Board Chair and County Attorney are authorized to sign the Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan.

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

Peter Ripka, **IN FAVOR**
Alison Holland, **IN FAVOR**
Wendy Caswell, **IN FAVOR**
Tom Roeschlein, **OPPOSED**
Rick Mattson, **OPPOSED**

whereupon the resolution was declared duly passed and adopted.

Action #16 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #16 – 9/19/23

BE IT RESOLVED, Commissioner Ripka is appointed to be the primary representative and Commissioner Mattson is appointed to be the alternate representative in the Snake River Watershed Plan Partnership.

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

IN FAVOR THEREOF: Tom Roeschlein, Wendy Caswell, Alison Holland,
Peter Ripka

OPPOSED: Rick Mattson
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

10:03am – The County Board took a five-minute break.

10:08am – The County Board reconvened.

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

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

Resolution #17 – 9/19/23

Final Payment

KCP 22-07

Pavement Markings

WHEREAS the projects, KCP 22-07 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said project for and on behalf of the County of Kanabec and authorize final payment to Sir Lines-A-Lot, LLC in the amount of \$4,527.27.

Action #18 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #18 – 9/19/23

Building Controls Components

WHEREAS the Kanabec County Board authorized upgrades to building automation systems with AARPA funds, and

WHEREAS the following quotes were received for variable air volume actuators, controllers, and associated components:

Building Controls Group	\$51,627.86
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Eric Hanson Consulting, LLC	\$91,444.70
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WHEREAS, said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the low quote of \$51,627.86 by Building Control Group for variable air volume actuators, controllers, and associated components.

Public Works Director Chad Gramentz led a discussion regarding Right-of-Way Acquisition and gave an update regarding road construction projects. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding a request by the Norsemen Motorcycle Club for Kanabec County to become a sponsor for a motorcycle trail maintenance program in the Snake River State Forest through a DNR grants and aid program. The Board expressed consensus to move forward with becoming a sponsor. The Coordinator will draft a resolution for review and consideration and the next meeting.

Rick Mattson led a discussion regarding the adoption of the Preliminary 2024 Budget and Maximum Tax Levy.

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

Resolution #19 – 9/19/23

Resolution to set the Maximum Levy and
Proposed Preliminary Budget for FY2024

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed fiscal year 2024 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	15,668,974	8,593,997
<i>b.</i> Family Services Fund	6,754,592	2,235,053
<i>c.</i> Community Health	3,017,495	431,708
<i>d.</i> Road & Bridge Fund	8,661,633	1,864,670
<i>e.</i> Railroad Authority Fund	2,100	1,200
<i>f.</i> Debt Service “Bond Fund”	1,057,166	991,166
<i>g.</i> SUB-TOTALS (<i>total of a. through f.</i>)	\$35,161,960	\$14,117,794
<i>h.</i> + EDA Levy		\$159,470

j. TOTAL PRELIMINARY PAYABLE Y2024 LEVY (total=g +h)	\$14,277,264
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BE IT FURTHER RESOLVED that the budget reflects revenue of \$ 1,493,342 in County Program Aid.

County Coordinator Kris McNally led a discussion regarding a request to update the list of individuals who are authorized to execute lease agreements with Enterprise Fleet Services on behalf of Kanabec County. The Board expressed consensus to table the approval of this request until more historical information is provided.

Future Agenda Items: None

Action #20 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to close the meeting at 10:33am 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.

Action #21 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to return to open session at 10:34a.m.

The Board had a discussion on the process of department head evaluations. Information only. No action was taken.

Action #22 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to adjourn the meeting at 10:45a.m. and to meet again in Regular Session on Tuesday, October 3, 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>
Anderson, Dale & Gabrielle	500.00	Driveway Permit Refund	Highway
Card Services (Coborn's)	288.09	National Night Out Supplies	Sheriff
Card Services (Coborn's)	620.85	BADGES Gift Cards	Sheriff
Dearborn National Life Insurance Co	543.64	10.23 Short Term Disability Premiums	Employee Benefits
East Central Energy	1,380.77	Intersection Lighting	Highway
Hammond, Nick	500.00	Driveway Permit Refund	Highway
Health Partners	7,361.32	10.23 Dental Insurance Premiums	Employee Benefits
Kanabec County AT ACH_VISA	713.70	See Below	
Life Insurance Company of North America	621.56	10.23 Accident, Group Hosp, Critical Illness Ins Prer	Employee Benefits
Lind, Terry	500.00	Driveway Permit Refund	Highway
Marco	178.12	Printer Contract	Transit
Minnesota Energy Resources Corp	6,771.82	Gas Utilities	Various
Minnesota Energy Resources Corp	67.26	Natural Gas for Garage	Highway
Office Of MN.IT Services	1,338.65	WAN 8/1-8/31	IS
Quadient Finance USA, Inc	2,719.45	Courthouse Postage & Postage Machine Ink	Unallocated
VSP Insurance Co	586.76	10.23 Vision Insurance Premiums	Employee Benefits
16 Claims Totaling:	\$ 24,691.99		
Kanabec County AT ACH_VISA	25.99	Amazon - iPhone Case	Building Maintenance
	21.94	Amazon - Screen Protector & Case	Building Maintenance
	11.77	Amazon - Pens	Building Maintenance
	78.73	Ebay - Toilet Tank Lid - Courthouse	Building Maintenance
	144.53	ProTeam - Vacuum Cleaner Wand - Courthouse	Building Maintenance
	120.81	Amazon - Cleaning Cloths Etc. - Courthouse	Building Maintenance
	(178.25)	Amazon - Vacuum Breaker Sloan - Courthouse	Building Maintenance
	19.78	Amazon - Electric Outlet Covers - Courthouse	Building Maintenance
	25.99	Amazon -Vacuum Cleaner Floor Tool-Courthouse	Building Maintenance

	143.95	Amazon - Vacuum Breaker Sloan - Courthouse	Building Maintenance
	53.99	Amazon - Gas Pressure Regulator - PSB	Building Maintenance
	244.47	LNG Laundry Equip Flame Sensor - Jail	Building Maintenance
12 Claims Totaling:	\$ 713.70		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 10/3/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	Bowland, Jacob	86.28	Mileage and Meals for Training in St. Cloud 9/11-9/14
ASSESSOR	Bowland, Tim	115.96	Mileage and Meals for DOR Class 9/18 - 9/21
ASSESSOR	Ruud, Sandy	159.79	Mileage & Meals for Mass Appraisal Training St Cloud 9/11-9/14
		362.03	
AUDITOR	1st Choice Document Destruction	176.40	Shredding
AUDITOR	Snyder, Denise	98.25	Mileage to MACO Reg Meeting in Baxter 9/21-9/22
		274.65	
BUILDINGS MAINTENANCE	Assured Security	357.50	Rekeyed Three Locks to Existing Keys - Courthouse
BUILDINGS MAINTENANCE	Elite Septic LLC	650.00	Pump Grease Trap and Wash Pit - Jail
BUILDINGS MAINTENANCE	ODP Business Solutions	21.99	Wall Calendar - Courthouse
		1,029.49	
COMMISSIONERS	Caswell, Wendy	39.96	Mileage to CMJTS Meeting 9/8
COMMISSIONERS	Ripka, Peter	55.80	Mileage to September Board Meetings & Budget Session
		95.76	
COUNTY ATTORNEY	1st Choice Document Destruction	25.00	Shredding
COUNTY ATTORNEY	Stolarzyk, Jenae	336.81	Mileage, Meals & Registration for MCCA CHIPS CLE Training 9/27-9/29
		361.81	
COUNTY COORDINATOR	1st Choice Document Destruction	20.00	Shredding
COUNTY COORDINATOR	ODP Business Solutions	139.98	Wall Calendars (3), Planners (2), Post-its

		159.98	
COUNTY EXTENSION	Kanabec County Coordinator's Office	474.05	2Q23 4-H & Master Gardener Printing
COUNTY EXTENSION	Mattson, Jean	52.03	Coffee, Creamer, Cups, Napkins & Bottled Water for 9/9 Fall for All Event
COUNTY EXTENSION	ODP Business Solutions	15.40	Green Paper
		541.48	
COUNTY RECORDER	Olson, Jessica	65.50	Mileage to MDH Training Regional Library in St. Cloud 9/21
		65.50	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	180.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Johnson Brothers Law	220.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Schneider, James	195.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Schneider, James	430.00	Court Appt Attorney Fees
		1,025.00	
ELECTIONS	1st Choice Document Destruction	58.80	Shredding
ELECTIONS	Jacobs, Tim	98.25	Mileage to MACATFO Auditors Conference in Baxter 9/21-9/22
		157.05	
TAX & PENALTY	Scotts Lawn & Landscapes	330.00	Lawn Mowing for Three TF Parcels 7/3, 7/11, 7/18, 7/25
		330.00	
ENVIRONMENTAL SERVICES	Kanabec County Highway Dept	270.04	Fuel, Postage, Oil Change - August
ENVIRONMENTAL SERVICES	Sunshine Printing	192.00	Inspection Notices & Envelopes
		462.04	
HUMAN RESOURCES	ECM Publishers	210.40	PSAP Administrator Job Ad x2
HUMAN RESOURCES	SwipeClock LLC	332.00	Monthly Billing for Applicant Tracking & Onboarding System
		542.40	
INFORMATION SYSTEMS	Blowers, Lisa	543.95	Mileage & Lodging for MNCITLA Annual Conference in Mankato 9/20-9/22

INFORMATION SYSTEMS	Marco	<u>3,335.71</u>	Phone Lease
		3,879.66	
PROBATION & JUVENILE PLACEMENT	1st Choice Document Destruction	<u>15.00</u>	Shredding
		15.00	
PUBLIC TRANSPORTATION	Curtis, Michael	532.52	Volunteer Mileage 9/11-9/24
PUBLIC TRANSPORTATION	Hoefert, Robert	818.10	Volunteer Mileage 9/11-9/24
PUBLIC TRANSPORTATION	Innovative Office Solutions, LLC	53.72	Office Supplies
PUBLIC TRANSPORTATION	Kanabec County Highway Dept	214.34	Bus Repairs
PUBLIC TRANSPORTATION	MN Public Transit Association	275.00	2023 WI/MN Public Transit Conference
PUBLIC TRANSPORTATION	Van Alst, Lillian	<u>1,515.02</u>	Volunteer Mileage 9/11-9/24
		3,408.70	
SANITATION	Kanabec Publications	744.00	HHW Advertisement in Advertiser 9/17 & Times 9/14
SANITATION	Kanabec Publications	<u>744.00</u>	HHW Advertisement in Advertiser 9/24 & Times 9/21
		1,488.00	
SHERIFF	1st Choice Document Destruction	90.00	Shredding
SHERIFF	Aspen Mills	<u>133.41</u>	Vest Carrier & Patches - JA
		223.41	
SHERIFF - 911 EMERGENCY	Granite Electronics	<u>701.00</u>	Plantronics Headset
		701.00	
SHERIFF - JAIL/DISPATCH	1st Choice Document Destruction	30.00	Shredding
SHERIFF - JAIL/DISPATCH	Adam's Pest Control, Inc.	250.00	Prevention Plus
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	600.00	\$20 Phone Cards (30)
SHERIFF - JAIL/DISPATCH	Stellar Services	137.23	Canteen 7/10/23
SHERIFF - JAIL/DISPATCH	Stellar Services	108.30	Canteen 9/11/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>4,149.22</u>	Inmate Meals 9/9-9/15
		5,274.75	

SNAKE RIVER WATER MANAGEMENT BOARD Kanabec SWCD		5,000.00	Island View Dr., Fish Lake - Erosion Project
SNAKE RIVER WATER MANAGEMENT BOARD Kanabec SWCD		<u>1,751.06</u>	2023 Q2-Q3 Project Development
		6,751.06	
UNALLOCATED	Quadeint Leasing USA, Inc.	<u>2,086.20</u>	Lease for Courthouse & PSB Postage Machines 7/15 - 10/14
		2,086.20	
VETERAN SERVICES	1st Choice Document Destruction	15.00	Shredding
VETERAN SERVICES	Coborns	125.00	QPR Training (food trays)
VETERAN SERVICES	Mora Bakery	64.12	Coffee Talk 8/22 & 9/26
VETERAN SERVICES	Panoramic Software Inc	<u>990.00</u>	Two User License VetPro Annual 9/1/23 - 8/31/24
		1,194.12	
56 Claims Totaling:		<u><u>\$ 30,429.09</u></u>	

Agenda Item #4
Regular Bills - Road & Bridge
Bills to be approved: 10/3/2023

Vendor	Amount	Purpose
A&M Aggregate	14,863.55	Gravel
Bjorklund Companies	2,311.82	Sand
Campbell, Gary	1,000.00	Beaver removal
CPF	563.10	Training center use fee
East Central Diesel & Equipment	17,971.56	Grader repair
East Central Solid Waste	1,099.34	County road 8 waste disposal
EGT Testing	75.00	Gravel testing
Houston Engineering	12,022.35	Engineering
Jacon	52,150.82	CD 2 contract repair work
Johnson Hardware	419.98	Shop supplies
J R Oil	50.00	Used oil pickup
Kanabec County Highway Dept	90.85	Petty cash, postage
Kanabec Publications	66.69	Snow removal ad
McGriff, Anders	275.03	Uniform allowance
Morton Salt	9,163.74	Road salt
ODP Business Solutions	386.63	Office supplies
Oslin Lumber	116.66	Shop supplies
USIC Locating	60.00	Locates
Widseth Smith Nolting	1,717.92	Engineering

19 Claims Totaling: \$ 114,405.04

Agenda Item #5

October 3, 2023

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 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

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (August)	\$2,238.00	\$2,238.00
WASTE MANAGEMENT (August)	\$942.49	\$942.49
Sub-Total	\$3,180.49	\$3,180.49
Recycling Center Incentive Payments:		
Quality Disposal (August)	\$500.00	\$500.00
Arthur Township (August)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$4,180.49

Date received in County Coordinators Office: Various dates in September

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

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

Expenditure: 01-391-392-0000-6211 = \$44,385.31

Current SCORE Funds balance is = \$67,217.54

Agenda Item #6

October 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Pokegama Lake Association-Charitable Gambling (Pull Tabs) Proceeds Distribution Request	b. Origination: Pokegama Lake Association
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the distribution request as recommended:

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

f. Background:

"This year, the Board of Directors, Pokegama Lake Association, received gambling proceeds in the amount of over \$18,000 that we must donate back to the County, per MN State Statue this calendar year.

We would like to make a grant donation to your county with you deciding your greatest needs. If you choose to make this to your local food shelf, foster care programs, social services needs, mental health support, etc. This will be determined by your council, board, or directors."

County Staff consulted with leadership from Community Health, Family Services, the Sheriff's Office and the Victim's Services Program. The above recommendation is based on input from this group.

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #7

October 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Resolution Authorizing Sponsorship of Off-Highway Motorcycle Trails Program	b. Origination: Norsemen Motorcycle Club and Minnesota DNR
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following:

Resolution # _____ -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.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



MINNESOTA DEPARTMENT OF NATURAL RESOURCES
Division of Parks and Trails
1035 South Benton Drive
Sauk Rapids, MN 56379
Telephone 320-223-7878

September 8, 2023

Dear Kanabec County Board of Commissioners,

Greetings,

The MN DNR administers a variety of Grants-in-Aid (GIA) Recreational Trail Programs that include snowmobile, cross-county ski, and off-highway vehicles. In Kanabec County, we currently work together to administer the GIA Snowmobile Program with the EC Riders Snowmobile Club providing the maintenance of the Snake River Snowmobile Trail system and the County serving as their Sponsor and fiscal agent. We are currently working with the Norsemen Motorcycle Club who are interested in establishing a new GIA Off-Highway Motorcycle (OHM) system in the Snake River State Forest. I am reaching out to you to inform you of this proposal and ask your interest in serving as the Sponsor for this Club. With any GIA system, it requires a Club, a Sponsor, and the MN DNR. Enclosed is a broad overview of the GIA Program and how the 3 partners work together to manage these recreational trail systems.

The trail system corridor has not yet been determined but we have a general understanding that it might range between 10-25 miles. With support, an application could possibly be submitted by the Club in time for 2024 trail use. At this time, we are reaching out to you to gauge your interest in being a Sponsor and to offer assistance if you have any questions. We (DNR) have been working with the Norsemen Motorcycle Club since last season identifying their goals, reviewing trail system routes, sharing information for short and long-term planning, and involving the various DNR Divisions to identify concerns or questions. The Parks and Trails Area Office has been working with this same Club for over 50 years



MINNESOTA DEPARTMENT OF NATURAL RESOURCES
Division of Parks and Trails
1035 South Benton Drive
Sauk Rapids, MN 56379
Telephone 320-223-7878

issuing annual Special Use Permits for 1-time events in the Snake River State Forest without any problems or incidents.

The DNR Division of Parks and Trails (PAT) administers the GIA Program. Locally, our Sauk Rapids Area 3A PAT Office covers 8 counties including Kanabec County. Like the snowmobile GIA Program, we would work with you in administering the GIA OHM program. Please contact me if you have any questions at 320-223-7861. Looking forward to hear from you.

Respectfully,

A handwritten signature in black ink that reads 'Tim Edgeton'.

Tim Edgeton
DNR Area Supervisor, Parks and Trails Division
1035 South Benton Drive
Sauk Rapids, MN 56379
Email: tim.edgeton@state.mn.us

Grant-in-aid (GIA) Trails: OFF-HIGHWAY VEHICLE (OHV) Funds of (ATV), (OHM) & (ORV)

Generally, OHV administration, acquisition, and development costs are divided between the GIA program (up to 65%) and the local club or sponsor (up to 35%). Maintenance costs are divided between the funded GIA program (up to 90%) and the local club or sponsor (up to 10%). The State provides grants and reimbursements to the sponsor (a local governmental unit) to enable local volunteers to construct and maintain trails that could not otherwise be developed. Accurate and current recordkeeping is the responsibility of a local trail organization or club and local unit of government and is vital and necessary in the event of a full audit.

Partnership Roles and Responsibilities:

The DNR strongly urges sponsors to enter into agreements with their clubs. These agreements provide the sponsor and club clear roles and responsibilities. Roles and responsibilities vary across the state and between sponsors and clubs. The DNR offers the following general guidance on roles for sponsors and clubs:

1. Sponsor [Local Government Unit] role:

- Pass a resolution to serve as the sponsor for the trail and trail application, enter into a contract or grant agreement with the State, and to act as the fiscal agent for the trail grant.
- Certify to the DNR trails are ready and open for use during the season specified on the funding application and permission to occupy the property where the trail is located is in place to provide a quality trail experience.
- Work with DNR to verify the trail meets GIA program requirements as well as local, state and federal permits and requirements, including the Americans with Disabilities Act (ADA).

When a trail has been maintained by a club for many years with no maintenance or program problems of note by the DNR, careful consideration should be given by the sponsor before accepting an application by a different club for the same trail. Many trails take years of relationship building with private landowners and public agency staff by clubs.

2. State [DNR] Role:

- Provide technical assistance and guidance on planning, development, and maintenance of the trail to sponsors and clubs. Provide signs for grant-in-aid trails, pending availability.
- Initiate funding application process, respond to submitted applications and provide the grant agreement to the sponsor.
- Disburse funds for maintenance and development upon receipt of appropriate certifications and/or request for reimbursements from the sponsor.

Grant-in-aid (GIA) Trails: OFF-HIGHWAY VEHICLE (OHV) Funds of (ATV), (OHM) & (ORV)

- Conduct random program and/or fiscal reviews and compile needed information for future statewide or system-wide audits in coordination with sponsors and clubs.

3. Clubs [Local trail user organizations] Role:

- Secure a local unit of government as a sponsor and enter into an agreement with the sponsor. This agreement is typically for the club to physically perform the work in a timely way necessary to maintain the local trail system and submit documentation to the sponsor as required for reimbursement.
- Adhere to the trail program guidelines for user maps and public information, trail design, construction, signing, maintenance and maintain sufficient records to satisfy any auditing needs. A backup plan for maintaining the trails is recommended in case the club's equipment breaks down and will not be repaired before the next time maintenance is needed.
- Attend annual training sessions conducted by DNR and other related training as recommended by the DNR.
- Ensure sufficient permission from each landowner on which the OHV trail is located is obtained for the sponsor.

Clubs that receive these GIA funds are encouraged to register with the State as a nonprofit corporation. This is to encourage good management practices, formalize property liquidation procedures in the event a club decides to close, and take advantage of the tax benefits afforded non-profit corporations.

GOOD TO KNOW:

The DNR strongly urges clubs and sponsors to enter into agreements. These agreements should include roles and responsibilities to ensure clear communication between the sponsors and the trail organizations. It also provides the unit of government with safeguards in the event that monies will have to be reclaimed by the State. Although very rare, this has occurred in other grant programs. Contact Area Parks and Trails staff for examples.

For more information and documents/forms, please visit the DNR GIA Website at https://www.dnr.state.mn.us/grants/recreation/gia_ohv.html



OHV-program_manual.pdf

Current Program Manual

(The manual and program are under revisions)

Agenda Item #8

October 3, 2023

REQUEST FOR BOARD ACTION

a. Subject: Enterprise Fleet Services	b. Origination: Enterprise Fleet Services
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolutions:

**Item A. Resolution #____-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.

**Item B. Resolution #____-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.

f. Background: The previous authorization included the Sheriff, Chief Deputy, and Jail Administrator. Currently, the Sheriff's Office, Family Services, the Assessor's Office, and EDA/general vehicle pool lease vehicles from Enterprise Fleet Services.

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

Date received in County Coordinators Office:

Coordinators Comments:

Open - End (Equity) Lease Schedule

Quote No: 7087007

Supplemental to and part of Master Equity Lease Agreement date: 07/17/2015

1. Lessee Name Kanabec County		Delivery Date 09/19/2023
Address 317 Maple Ave E		Customer# 475774
Ste 261A		
City MORA	State MN	Postal Code 55051
ATTN Driver		
Address 18 Vine St N		Alternate Driver Kelsey Schiferli
Ste 261A		Garage County KANABEC
City MORA	State MN	Postal Code 55051-1351
2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.		
3. Vehicle Description		
Year 2023	Make Nissan	Model Rogue
Series S 4dr All-Wheel Drive		
License # LFB409	Unit # 26SD9R	Replacement Unit #
		VIN# 5N1BT3AB9PC870058

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$27,472.00	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Sales Tax
\$259.85	Interim Interest
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$0.00	Less Capitalized Price Reduction
<u>\$27,731.85</u>	Total Capitalized Amount (Delivered Price)
\$346.65	Depreciation Reserve @1.25%
\$165.71	Monthly Lease Charge
<u>\$512.36</u>	Total Monthly Rental Excluding Additional Services

Additional Services

\$73.96	Full Maintenance ¹	Contract Miles <u>75,000</u>	Overmileage Charge <u>\$0.0500</u> Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) <u>1</u>	# Tires <u>0</u>	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible <u>0/0</u>
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$586.32	Monthly Rental Sub-Total		
\$0.00	Sales Tax	<u>7.3750</u>	State <u>MN</u>
<u>\$586.32</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$232.62	Pro-Rated Rental
\$586.32	First Month's Rental
\$0.00	Security Deposit
\$0.00	Capitalized Price Reduction
\$0.00	Sales Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$0.00)
\$2,629.54	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$0.00</u>	Other
<u>\$3,448.48</u>	Total Initial Charges

4C. Service Charge

\$350.00 Service Charge Due at Lease Termination

4D. Reduced Book Value

\$6,894.01 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 7087007

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Total Capitalized		\$0.00
Total		\$0.00

Other Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Interim Interest	C	\$259.85
Total Capitalized		\$259.85
Total		\$259.85

Open - End (Equity) Lease Schedule

Quote No: 7105728

Supplemental to and part of Master Equity Lease Agreement date: 07/17/2015

1. Lessee Name Kanabec County		Delivery Date 09/14/2023
Address 317 Maple Ave E		Customer# 475774
Ste 261A		
City MORA	State MN	Postal Code 55051
ATTN		
Driver	Alternate Driver Jacob Bowland	
Address 18 Vine St N	Garage County KANABEC	
Ste 261A		
City MORA	State MN	Postal Code 55051-1351
2. Lease Term Commencing on the delivery date of the vehicle and ending 60 months after the first full monthly rental payment date, with an option to continue month-to-month for an unlimited period of time.		
3. Vehicle Description		
Year 2023	Make Nissan	Model Rogue
Series S 4dr All-Wheel Drive		
License # LFB413	Unit # 26SXMW	Replacement Unit #
		VIN# 5N1BT3AB8PC868236

4. Monthly Rental and Other Payments Due

4A. Calculation of Monthly Rental

\$27,472.00	Capitalized Price of Vehicle
\$0.00	Initial License Fee
\$0.00	Sales Tax
\$185.61	Interim Interest
\$0.00	Extended Mechanical Service Program
\$0.00	Less Gain Applied From Prior Unit
\$0.00	Less Capitalized Price Reduction
<u>\$27,657.61</u>	Total Capitalized Amount (Delivered Price)
\$345.72	Depreciation Reserve @1.25%
\$162.61	Monthly Lease Charge
<u>\$508.33</u>	Total Monthly Rental Excluding Additional Services

Additional Services

\$73.96	Full Maintenance ¹	Contract Miles 75,000	Overmileage Charge \$0.0500 Per Mile
	Incl: # Brake Sets (1 Set = 1Axle) 1	# Tires 0	Loaner Vehicle Not Included
	Master Policy Enrollment Fees		
\$0.00	Physical Damage Management		Comp/Collision Deductible 0/0
\$0.00	Commercial Automobile Liability Enrollment		
	Liability Limit	\$0.00	
\$582.29	Monthly Rental Sub-Total		
<u>\$0.00</u>	Sales Tax	7.3750	State MN
<u>\$582.29</u>	Total Monthly Rental Including Additional Services		

4B. Initial Charges

\$328.04	Pro-Rated Rental
\$582.29	First Month's Rental
\$0.00	Security Deposit
\$0.00	Capitalized Price Reduction
\$0.00	Sales Tax on Capitalized Price Reduction
\$0.00	Tax on Gain On Prior
\$0.00	Tax on Incentive (Taxable Incentive Total : \$0.00)
\$2,908.46	License and Certain Other Charges
\$0.00	Aftermarket Equipment
<u>\$0.00</u>	Other
<u>\$3,818.79</u>	Total Initial Charges

4C. Service Charge \$350.00 Service Charge Due at Lease Termination

4D. Reduced Book Value \$6,789.82 Reduced Book Value at Lease Termination

Quote based on estimated annual mileage of 15,000

Special Provisions

As set forth in the Master Open - End (Equity) Lease Agreement, the terms and provisions contained in this schedule shall be conclusive and binding on Lessee unless Lessee objects in writing to the same within ten (10) days after the date of delivery of the vehicle.

Enterprise FM Trust, a Delaware statutory trust, is the owner of the vehicle covered by this Schedule. Enterprise FM Trust (not Enterprise Fleet Management) is and shall be deemed to be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. All rental and other payments owed by the Lessee with respect to such vehicle under the Master Open - End (Equity) Lease Agreement shall be paid to Enterprise Fleet Management in its capacity as the servicer for Enterprise FM Trust. All references in Sections 11(a) and 12 of the Master Open - End (Equity) Lease Agreement to the "Lessor" shall include any servicer(s) and/or other agent(s) for or of Enterprise FM Trust. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

Open - End (Equity) Lease Schedule

Quote No: 7105728

¹The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Total Capitalized		\$0.00
Total		\$0.00

Other Totals

Description	(B)illed or (C)apped	Price
Total Billed		\$0.00
Interim Interest	C	\$185.61
Total Capitalized		\$185.61
Total		\$185.61

STATEMENT OF POLICY AND PROCEDURES

Enterprise Fleet Services will use the information provided in this application for the sole purpose of fleet related services/programs.

Enterprise Fleet Services reserves the right to return this application if all sections are not completed or determined misleading.

Enterprise Fleet Services will conduct future inquiries either on an annual basis or as fleet size increases, and reserves the right to ask for additional or updated information as the need warrants.

CORPORATE RESOLUTION MOTOR VEHICLE LEASE(S)

RESOLVED, That this Corporation lease from Enterprise Fleet Services, hereinafter called Enterprise, from time to time, such motor vehicles upon such terms and conditions, as in the judgment of the Officer(s) or employee(s) hereinafter authorized, this Corporation may require.

RESOLVED FURTHER, that:

Name	<u>Brian Smith</u>	Signature	Title	<u>Sheriff</u>	or
	Print Name				
Name	<u>Kevin Braiedy</u>	Signature	Title	<u>Chief Deputy</u>	or
	Print Name				
Name	<u>Tina Von Eschen</u>	Signature	Title	<u>Assessor</u>	or
	Print Name				
Name	<u>Chuck Hurd</u>	Signature	Title	<u>Family Services Director</u>	
	Print Name			<u>Coordinator</u>	
	<u>Kris McNally</u>				

are authorized and empowered on behalf of and in the name of this Corporation to execute Motor Vehicle Leases with Enterprise on such terms as may be agreed to by said person.

RESOLVED FURTHER, that Enterprise is authorized to act upon this resolution until written notice of its revocation is received by Enterprise.

I, _____, Secretary of _____, a Corporation in good standing in the State of _____, do hereby certify that the resolution appearing above is a true copy of a resolution of the Board of Directors of said Corporation duly passed and adopted at a meeting of said Board of Directors, which was duly called and held in all respects as required by law and the bylaws of said Corporation on the _____ day of _____, 20____.

I further certify that said resolution has not been amended or revoked and is still in full force and effect.

Date _____

Printed Name

(SEAL)

Signature

Title (Secretary of a Corporation)