



Kanabec County Board of Commissioners

Regular Meeting Agenda

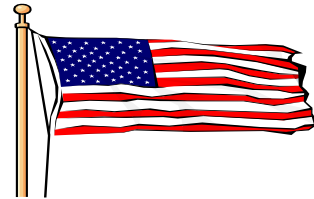
The Meeting of September 19, 2023

- 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 in 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: 2488 272 3541



Video Meeting link:

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=md12a661b56173157411713d510e237e3>

Meeting number: 2488 272 3541

9
Password: JPrFu82344g (57738823 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: 2488 272 3541

9:20am *Recess County Board to a time immediately following the Family Services Board.*
Family Services Board

9:40am Kim Christenson, HR Specialist- 2024 Insurance Renewal Recommendations from Insurance Committee

- Health Insurance Plans
- Ancillary Plans
- Local 363 Health Plan

9:55am Consider entering into a Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan

10:15am Chad Gramentz, Public Works Director

Other business to be conducted as time is available:

1. Minutes- September 5, 2023
2. Paid Bills
3. Regular Bills- Revenue Fund
4. Regular Bills- Road & Bridge
5. Consider becoming a sponsor for a motorcycle grants and aid program for the Norsemen Motorcycle Club and a trail system in the Snake River State Forest
6. Certify the FY2024 Preliminary Budget and Maximum Tax Levy
7. Consider a Resolution to Authorize the Sheriff, Chief Deputy, Family Services Director, Assessor, and County Coordinator to Execute Leases with Enterprise Fleet Services.
8. Future Agenda Items
9. CLOSED SESSION: Union 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

September 19, 2023

9:20 a.m.

- 1. Agenda Approval** **Pg. 1**
- 2. Director's Report** **Pg. 2**
 - Staffing – nothing to report
 - Ongoing Number of Children in Placement
- 3. Tim Dahlberg – Child Support/Financial Supervisor**
 - Child Support – See attached Statistics **Pg. 3**
 - SNAP Management Evaluation (ME) – See attached Final Report & SNAP ME Chart **Pg. 4-10**
 - 2024-25 MFIP Biennial Service Agreement
 - Action requested
 - See attached Agreement, Exhibit B – Budget & resolution **Pg. 11-26**
 - County Burial Policy
 - Action requested
 - See attached Draft Revised Burial Policy & resolution **Pg. 27-35**
- 4. Family Service Fund Report**
 - See attached report **Pg. 36**
- 5. Financial Report**
 - See attached report **Pg. 37-38**
- 6. Abstract Approval**
 - See attached abstract and board vendor paid list **Pg. 39-41**
- 7. Other Business**
- 8. Adjourn**

Family Service Director's Report

September 2023

Staffing -nothing to report

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 21 last year for the same month.

CHILD SUPPORT ENFORCEMENT STATISTICS					
	QUARTER ENDING				
AREA					Year to
	3/31/2023	6/30/2023			Date
Caseload By Type					
Non-Public Assistance	179	178			
Arrears Only	202	207			
Public Assistance	309	299			
Foster Care	2	2			
Spousal Maintenance Only	5	4			
Total	697				
Collections Report					
Total Collected	\$497,618.09	\$551,364.76			\$1,048,982.85
PA Collections					
Current	\$212,939.96	\$216,585.89			\$429,525.85
Arrears	\$33,781.45	\$52,328.21			\$86,109.66
Spousal Maintenance					\$0.00
Total	\$246,721.41	\$268,914.10			\$515,635.51
NPA Collections					
Current	\$176,407.12	\$181,716.85			\$358,123.97
Arrears	\$69,439.56	\$96,570.81			\$166,010.37
Spousal Maintenance	\$5,050.00	\$4,163.00			\$9,213.00
Total	\$250,896.68	\$282,450.66			\$533,347.34
Current Support due	\$529,733.99	\$542,436.55			\$1,072,170.54
Current Distributed	\$394,512.08	\$402,435.74			\$796,947.82
% of Distribution of Current	74.47%	74.19%			74.33%
Cases with Arrears due	392	394			
Cases with Arrears Distributed	174	185			
% of Cases w/Arrears Payment	44.39%	46.95%			

2023 Supplemental Nutrition Assistance Program (SNAP) Management Evaluation Review Report

Kanabec County

July 31, 2023

Program review area: Program Access

Program Access Review

Easy access to SNAP benefits is a high priority for the Food and Nutrition Service and the state of Minnesota. The Minnesota Department of Human Services SNAP Management Evaluation team reviewed program access practices for your agency to ensure compliance with requirements, identify barriers that prevent eligible households from accessing SNAP benefits, and provide additional guidance on improving customer service and maximizing program access. Department staff compiled responses to advocacy and customer surveys, conducted anonymous phone calls, summarized agency complaints received at the department, reviewed agency operations and the public website, interviewed staff, observed client interviews, and surveyed clients who completed the SNAP interview process. The following information identifies department findings and recommendations for your agency.

Program access review requirements	
<p>Requirements: Agencies must inform each household of their rights and responsibilities, including reporting responsibilities based on the household's assigned reporting status, and take the appropriate actions when changes are reported or otherwise become known to the agency. Agencies must protect clients' individual and civil rights at all times. At application, recertification, and on request, inform clients of their rights to apply, ask questions, file appeals and/or complaints, receive special help (ex. Interpreters), and resources available.</p> <p><i>CM 0003.09, CM0003.09.12, CM 0007.12</i></p>	
<p>Findings:</p> <p>The agency website does not contain the required, unaltered non-discrimination statement, as it links to the USDA NDS website.</p> <p>Anonymous phone calls indicate deficiencies by Kanabec County Family Services staff in providing customers with:</p> <ul style="list-style-type: none"> • information about the potential for Expedited SNAP • information about the importance of providing CAF Page 1 to set the date of application 	
Corrective Action Plan (CAP) for Program Access required?	YES

Program access review components
Website Review
<p>The website provides the agency's phone number, toll-free number, address, and office hours. SNAP information provided on the website was accurate. The website also offered a link to the MNbenefits online application and a printable application.</p> <p>The website provides an approved "No English" option for customers to use a direct phone number to request translation or interpreter services. The USDA Nondiscrimination Statement is available on the agency's SNAP website; however, it links to the USDA NDS website.</p>
Agency and Civil Rights Questionnaires

Program access review components

The agency is utilizing noteworthy practices, such as offering email as a method of communication with clients and organizing Operation Community Connect (OCC) which is an annual event that is held to bring together local advocacy groups, legal services, and county residents.

The agency has the “And Justice for All” (Form AD-475B), the “Your SNAP Program Rights” (DHS-6444), and the “Expedited SNAP” (DHS-4477) posters displayed. The agency lobby contains signage to direct customers where to apply, easily accessible applications and the agency’s civil rights plan. The agency is using an application packet with the required forms and a cover letter containing all required information. There is a toll-free number, and there is a policy in place to ensure phone calls are returned within two business days. The agency is maintaining a complaint log. Civil rights training was provided to all staff via training material developed by the agency, which is provided to all new staff and annually for all staff. The proper non-discrimination statement is on all printed agency-developed SNAP related materials sent to customers.

Customer Survey(s)

The department received five customer surveys for Kanabec County Family Services. Most customers felt that staff understood their needs and questions, provided the information they were looking for and treated them with respect, regardless of how they contacted the agency.

Form of contact	Number of customers who indicated staff understood their needs	Number of customers who indicated staff understood their questions	Number of customers who indicated they found the information they were looking for	Number of customers who indicated they were treated with respect
Email/text/fax/other	1 out of 1	1 out of 1	1 out of 1	1 out of 1
Phone	3 out of 4	3 out of 4	3 out of 4	3 out of 4
In person at the agency office	N/A	N/A	N/A	N/A

See data summary report for additional details.

Advocacy Survey(s)

Program access review components

The department received five advocacy surveys from department and/or community partners, including Seven County Senior Federation, Mora Housing and Redevelopment Authority, Central Minnesota Jobs and Training Services, Inc., Mora Food Pantry and Lakes and Pines CAC Inc. Overall responses indicate that the agency makes it easy for SNAP applicants and recipients to complete the SNAP application and recertification process. They also indicate that SNAP applicants and/or recipients are treated professionally and respectfully and treated fairly regardless of race, color, national origin, age, sex, disability, political beliefs or religion.

One respondent indicated that they received complaints from SNAP applicants and/or recipients regarding the processing of their application, recertification, access, notices, or the fair hearing process, but they did not share the complaints with the agency.

See data summary report for additional details.

Complaint(s) received at Department

The department received no complaints regarding Kanabec County Family Services from January 2022 through December 2022.

Customer Application or Recertification Surveys

The department attempted to contact six clients who completed an application or recertification interview in March or April of 2023 to ask if they would be willing to participate in a phone survey about their experience applying for or renewing SNAP benefits.

Three clients agreed to participate in the phone survey process for Kanabec County Family Services. All the clients rated the overall services and treatment received from Kanabec County Family Services when applying or reapplying for SNAP as excellent or good.

The department compiled the participant feedback received for all 2023 SNAP-ME agencies to gather valuable information around application and renewal notifications, selected methods of application, and experiences in applying, interviewing, and submitting verifications, along with any suggestions for improvement. The department also gathered information on the level of participant knowledge surrounding change reporting requirements and the ability to file complaints and appeals. This information will help identify focus areas for improvement within the state.

See data summary report for additional details.

Staff Interviews

Program access review components

The department conducted staff interviews using the Kahoot tool with nine staff. The department asked 15 questions regarding new application and recertification policies and procedures and Kanabec County Family Services answered 88% of the questions correctly. Staff were provided with an explanation of answers and supporting Combined Manual and POLI/TEMP manual references within the Kahoot tool. Additional technical assistance was offered upon request. Overall staff responses from participating agencies indicated that it was a positive experience.

Client Interview Observations

The department observed two client interviews in March and/or April 2023. The staff members treated the customers respectfully, courteously, fairly, and with understanding. They asked identifying information, reviewed all application questions, clarified each financial/non-financial aspect of eligibility, and provided additional resources available to the client.

Department staff documented if staff members covered required notices with customers. See chart below.

Required information to be shared with customers	First interview: requirement met	Second interview: requirement met
Client Responsibilities and Rights (DHS-4163)	Yes	Yes
SNAP Reporting Responsibilities (DHS-2625)	Yes	Yes
Work Rules Notice (DHS-8159)	N/A	N/A

Anonymous Calls

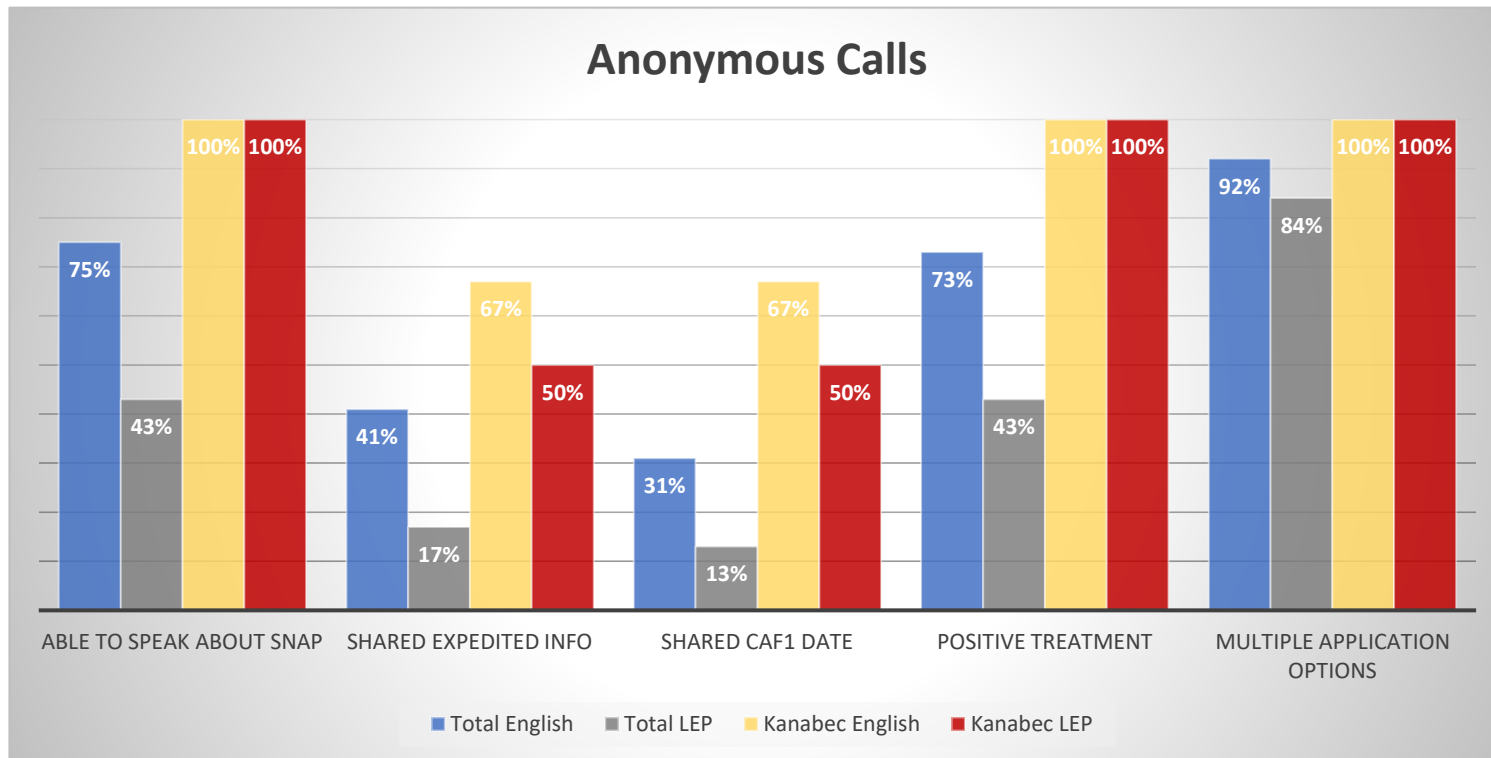
The department made five anonymous phone calls to the agency from January 2023 through March 2023. The caller spoke English for three of the calls, Spanish for one call and Hmong for one call. Call times were varied throughout the business day. Kanabec County Family Services does not have an automated phone system. Department staff documented the outcomes of the anonymous phone calls. See chart below.

Program access review components		
Requirement	Calls conducted in English	Calls conducted in Spanish, Karen and Hmong
Caller able to speak to someone about SNAP	3 out of 3	2 out of 2
Staff explained expedited SNAP processing	2 out of 3	1 out of 2
Staff explained page one of CAF sets the date of application	2 out of 3	1 out of 2
Staff provided multiple application options that suited customer needs	3 out of 3	2 out of 2
Staff provided positive customer treatment (helpful, respectful, courteous)	3 out of 3	2 out of 2
Caller was immediately connected to an interpreter (if applicable)	N/A	2 out of 2
<p>One additional anonymous phone call was made outside of business hours. Kanabec County Family Services has a recorded message for customers trying to reach the agency outside of business hours. The recorded message lists business hours, however, it did not include any information about the SNAP program.</p> <p>See data summary report for additional details.</p>		

Recommendations

- Update the agency website to include the required, unaltered non-discrimination statement or a link to the required, unaltered non-discrimination statement without linking to the USDA NDS website.
- Consider adding SNAP resources and information to the agency website.
- Conduct internal observations of phone calls to ensure the agency is providing customers with information about the potential for Expedited SNAP and information about the importance of providing CAF Page 1 to set the date of application.
- Consider adding SNAP application information to the after-hours recorded message.


	Able to Speak About SNAP	SHARED Expedited Info	Shared CAF1 Date	Positive Treatment	Multiple Application Options
Total English	75%	41%	31%	73%	92%
Total LEP	43%	17%	13%	43%	84%
Kanabec English	100%	67%	67%	100%	100%
Kanabec LEP	100%	50%	50%	100%	100%



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Contact Information

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2024-2025 County and Tribal Nation MFIP Biennial Service Agreement

January 1, 2024 - December 31, 2025

DHS-3863-ENG 7-23

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Enter the county or tribal nation's unique ID number

Lookup

*Required field

Contact Information

COUNTY/CONSORTIUM NAME

Kanabec

PLAN YEAR

2024-2025

* CONTACT PERSON

Timothy Dahlberg

* TITLE

Financial Assistance and Child Support Supervisor

* ADDRESS

905 Forest Ave E, Suite 150

* CITY

Mora

* STATE

MN

* ZIP CODE

55051

* PHONE NUMBER

320-679-6350

* EMAIL ADDRESS (where correspondence related to this form will be sent)

tim.dahlberg@co.kanabec.mn.us

* CONFIRM EMAIL ADDRESS

Note: Please review Bulletin #23-11-02: 2024-2025 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines for more details before you complete this document.

Start form

County and Tribal Nation MFIP Biennial Service Agreement

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A. Needs Statement

1. Identify challenges in financial assistance that are prohibiting you from properly serving MFIP/DWP families in your community.

A big challenge we continue to face is keeping up with program changes, especially in the post-PHE era. We are a small financial assistance unit and each of our staff works in essentially all programs. This can make it difficult to stay on top of program changes for each program and ensure we are administering programs correctly.

Cooperation from program recipients continues to be a problem area. |

9595 characters remaining

2. * Identify challenges in employment services that are prohibiting you from properly serving MFIP/DWP families in your community.

The current economy is holding steady on a seasonally adjusted basis, with Minnesota's unemployment rate reporting to be 2.9 percent in June, while the labor force participation rate held steady at 68.4 percent according to the Department of Employment and Economic Development mn.gov.

However, those who are not working in this economy truly are the "hardest to serve," which implies that the needs of some MFIP and DWP participants may be beyond the scope of services that are typically available through employment and training services alone, necessitating more intensive case management.

Many of our public assistance recipients have spent years in poverty, where their immediate concerns are whether they can afford next month's rent or heating bill rather than finding work. When participants do find a job, they face added barriers of lack of transportation and childcare. Additional challenges that have been rising are mental health, including substance use disorder (SUD) and children with special needs. Both challenges affect the participant's ability to participate in employment services. Serving the "hard to serve" requires increased staff time spent administering staff-assisted assessments, job search coaching, individualized plan development, and making referrals to community-based organizations for those needing additional resources and often guiding them and assisting with that process side by side even after a referral is made, to address challenges. Although caseload numbers may not increase per ES, the higher need level for the participant being served will require more one-on-one time.

8376 characters remaining

3. * Identify the strengths in your community that you are most proud of that benefit MFIP/DWP families.

From the beginning of the enrollment process, CMJTS Employment Specialists (ES) believe in an individualized approach to serving program participants. The ES supports participants and guides individuals through difficult times, helping maintain the positive momentum that will result in eventual self-sufficiency, by blending and braiding many funding streams like WIOA Adult, Youth Programs, and additional grants to serve the entire family, CMJTS improves participant and family outcomes. In addition, co-enrolling participants into programs increases the opportunity for MFIP and DWP participants to benefit from training that leads to careers that show strong demand for workers and pay self-sufficient wages. CMJTS is a Proud Partner of CareerForce, allowing for several locations across central Minnesota to serve our participants' job search needs. For those still resistant to a meeting in person, the ES accommodates their needs via virtual meetings, over the phone, and through technology.

The CMJTS ES has a strong knowledge of local community resources that may be particularly important for sustaining program success. If a participant's current circumstances indicate the need for assistance, the ES will discuss support services. A referral is made to community resources when the customer cannot meet some or all of their needs alone.

8642 characters remaining

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A) Needs Statement (cont)

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County and Tribal Nation MFIP Biennial Service Agreement

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A. Needs Statement (continued)

4. What strengths and resources do you have available to address the needs of your participants?

Please **check all** the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (County/Tribal Nation resources with developed connections to MFIP), and/or an external community resource or both. If you lack the resources in your service area, check the Resource Gaps column. Add any "other" resources that you consider necessary.

MFIP Resources	Partner Resources	Community Resources	Resource Gaps	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABE/GED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adult/elder services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Career planning
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Childcare funds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemical health services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer lab access
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credit counseling/financial literacy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English Language Learner (ELL)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food shelf
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housing assistance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job club
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job development
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job placement
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job retention
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job search workshops
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mental health services
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-the-job training program

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post-secondary education planning
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Re-entry support
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short-term training
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supported work / paid work experience
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation assistance (gas cards, bus cards)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle repair funds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Veteran Services Support
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volunteer opportunities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youth program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other <input type="text"/>

i. County/Tribal Nation Program Contact Information

Please name contacts for the following programs if different from the contact on the cover page.
You only need to give a person's phone and email once.

* MFIP EMPLOYMENT SERVICES STAFF CONTACT NAME	* PHONE NUMBER	* EMAIL ADDRESS
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>
* DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>
* FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="text" value="Tim Dahlberg"/>	<input type="text" value="320-679-6360"/>	<input type="text" value="tim.dahlberg@co.kanabec.mn.us"/>

A. Needs Statement (continued)

6. Employment Services Provider(s) Information

MN Statute 256J.50, Subdivision 8: Each county, or group of counties working cooperatively, must make available to participants the choice of at least two employment and training service providers as defined under MN Statute 256J.49, Subdivision 4, except in counties contracting with workforce centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

List your current employment services provider(s) and check the respective box to indicate which population served. If a Workforce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section I of this form addresses provider choice.

NAME	ADDRESS		
<input type="text" value="Central Minnesota Jobs and Training Ser"/>	<input type="text" value="406 East 7th Street, Monticello, MN 55362"/>		
CONTACT PERSON	PHONE NUMBER	EMAIL	
<input type="text" value="Christina Pflueger"/>	<input type="text" value="320-510-5266"/>	<input type="text" value="cpflueger@cmjts.org"/>	
Population Served <input checked="" type="checkbox"/> MFIP ES <input checked="" type="checkbox"/> DWP ES <input checked="" type="checkbox"/> FSS <input checked="" type="checkbox"/> Teen Parents <input checked="" type="checkbox"/> 200% FPG <input type="checkbox"/> Other			

B. Service Models

Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)

1. *What strategies do you use for hard-to-engage participants? Check all that apply.

- ☒ Home visits
 ☒ Sanction outreach services
☒ Off-site meeting opportunities
 ☐ Incentives – specify:
☒ Virtual appointments
 ☐ Workforce One Connect app
☐ Other – specify:

2. *What types of job development do you do? Check all that apply.

- ☐ Sector job development
 ☒ Individual job development
☐ Other – specify:

3. * Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?

- ☐ No
 ☒ Yes – check all activities employer provides:
☒ Interview opportunities
 ☒ Job skills training
 ☒ Job placement
 ☒ Job shadowing
☒ On-site job training
 ☒ Work experience
 ☐ Helps plan training programs
☐ Other – specify:

4. * Do you provide the following services to prepare participants for work?

- ☐ No
 ☒ Yes – check all that apply:
☒ Transportation
 ☒ Soft skills training
 ☒ Financial planning
 ☒ Mentoring
☐ Other – specify:

5. * Do you provide job retention services to employed participants while they are receiving MFIP?

- ☐ No
 ☒ Yes – check all that apply and answer the follow up question below:
☒ Available to assist with issues that develop on the job
 ☒ Financial planning
☒ Soft skills training
 ☒ Mentoring
 ☒ Transportation
☒ Personal contact with the employee
 HOW OFTEN?
☐ Other – specify:

If yes, how long do you provide job retention services?

- ☒ Less than 3 months
 ☐ 3-6 months
 ☐ 7-12 months
 ☐ More than one year

6. * Do you provide job advancement services to employed participants?

- ☐ No
 ☒ Yes – check all that apply:
☒ Career laddering
 ☒ Networking
 ☒ Coaching/mentoring
 ☒ Ongoing job search
 ☐ Education/training
☐ Other – specify:

7. * Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

- ☐ No
 ☒ Yes – check all that apply:
☐ Pathways to Prosperity (P2P)
 ☐ Work Keys
 ☒ National Career Readiness Certificate (NCRC)
☐ Other – specify:

B. Service Models (continued)**Family Stabilization Services (FSS)**

1. * Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements below?

☐ No ☒ Yes – check all that apply:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Licensed physician | <input checked="" type="checkbox"/> Physician assistant | <input checked="" type="checkbox"/> Advanced practice registered nurse |
| <input checked="" type="checkbox"/> Physical therapist | <input type="checkbox"/> Occupational therapist | <input checked="" type="checkbox"/> Licensed social worker |
| <input type="checkbox"/> Licensed psychologist | <input type="checkbox"/> Certified school psychologist | <input checked="" type="checkbox"/> Mental health professional |
| <input type="checkbox"/> Certified psychometrist | <input type="checkbox"/> Other – specify: | |

2. * Do you make referrals for children of FSS participants?

☐ No ☒ Yes – check all that apply:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Children's Mental Health Services | <input checked="" type="checkbox"/> Public Health Nurse home visiting services | <input checked="" type="checkbox"/> Child Wellness Check-ups |
| <input checked="" type="checkbox"/> Women, Infants and Children Program (WIC) | <input type="checkbox"/> Follow Along Program | |
| <input type="checkbox"/> Other – specify: | | |

3. * Are any of these services for children offered to non-FSS families?

☐ No ☒ Yes

Services for families under 200% of Federal Poverty Guideline (FPG)

1. * Do you serve families not receiving MFIP/DWP that are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes

DESCRIBE

Career services are available to all individuals

2. * Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes – check all the services that apply:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Child care | <input type="checkbox"/> Job retention services | <input type="checkbox"/> GED | <input checked="" type="checkbox"/> ABE/ELL classes |
| <input checked="" type="checkbox"/> Job postings | <input checked="" type="checkbox"/> Computer lab access | <input type="checkbox"/> Support services | <input type="checkbox"/> Transportation/vehicle repair |
| <input type="checkbox"/> Other – specify: | | | |

If yes, how long do you provide these services?

☐ Up to 3 months ☐ 6 months ☐ 12 months ☒ Other – specify: As long as they need universal services

3. * Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes

Describe below, including how many NCPs you are currently serving:

Career services are available to all individuals

4. * Describe the process you have in place to verify income below 200% FPG for participants that are not on MFIP or DWP.

ENT verifies all income for the prior 6 months.

B. Service Models (continued)**Minnesota Family Investment Program (MFIP) Services for Teen Parents**

1. * Are there specialized workers who work primarily with teens?

☐ No ☒ Yes – check all that apply for each age group:

Minors (under age 18)	Age 18/19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Financial worker
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employment service worker
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social worker
<input type="checkbox"/>	<input type="checkbox"/>	Public health nurse
<input type="checkbox"/>	<input type="checkbox"/>	Child care worker
<input type="checkbox"/>	<input type="checkbox"/>	Child protection worker
<input type="checkbox"/>	<input type="checkbox"/>	Other job role – specify: <input style="width: 400px;" type="text"/>

2. * Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.

☐ No ☒ Yes

Minors (under age 18)	Age 18/19
<input type="radio"/> Financial worker	<input type="radio"/> Financial worker
<input type="radio"/> Employment service worker	<input checked="" type="radio"/> Employment service worker
<input checked="" type="radio"/> Social worker (Social Services)	<input type="radio"/> Social worker (Social Services)
<input type="radio"/> Public health nurse	<input type="radio"/> Public health nurse
<input type="radio"/> Child care worker	<input type="radio"/> Child care worker
<input type="radio"/> Child protection worker	<input type="radio"/> Child protection worker
<input type="radio"/> Other job role	<input type="radio"/> Other job role

3. * Does your County/Tribal Nation have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Check one for each age group.

Minors (under age 18)	Age 18/19
<input type="radio"/> Yes, mandatory	<input type="radio"/> Yes, mandatory
<input checked="" type="radio"/> Yes, voluntary	<input checked="" type="radio"/> Yes, voluntary
<input type="radio"/> No	<input type="radio"/> No

C. Addressing Equity

1. * Describe how you are ensuring your services are inclusive and accessible for all.

CMJTS strives to provide inclusive and accessible services to all. CMJTS leverages experience and lessons learned from past and current programs to engage persons of color and customize all services to meet the needs of each participant. In addition, CMJTS has provided training and continues to offer ongoing training to staff to ensure participants are treated with respect and are sensitive to cultural and ethnic customs.

2. * How are you working to advance equity in service delivery in your county/Tribal Nation?

Recently CMJTS has established an internal Diversity, Equity, Inclusion and Belonging Committee. The group is focused on assessing CMJTS staff on their cultural competency using the Intercultural Developmental Inventory (IDI). This is helping CMJTS identify gaps in cultural competence and providing additional training to make sure service delivery is Inclusive across the board.

3. * Do you provide equity and diversity training for workers?

- ☐ No
☒ Yes, voluntary
☐ Yes, mandatory

4. * Do you have culturally specific employment services for different racial/ethnic groups?

- ☒ No ☐ Yes – check all that apply:

- ☐ African American ☐ African immigrant ☐ American Indian ☐ Asian American
☐ Asian immigrant ☐ Hispanic/Latino ☐ Newly arrived immigrant
☐ Other – specify:

D. Collaboration and Communication with Others

Workforce One

1. * How many Financial Workers have access to Workforce One?

0

2. * How many Child Care assistance workers have access to Workforce One?

0

3. * How many support staff have access to Workforce One?

0

Workforce One Connect App

1. * Does your county/Tribal Nation have the Workforce One Connect app available to participants?

- ☐ No – explain:
☒ Yes – indicate which of the following groups are utilizing the app features in Workforce One:
☒ Employment services ☐ Financial workers ☐ Child care workers
☐ Other – specify:

MAXIS

1. * How many employment services staff have MAXIS access?

1

2. * How many managers/supervisors have MAXIS access?

1

3. * Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WF1 data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

Employment Service staff and the Financial Assistance Supervisor print and review monthly reports and identify any areas where discrepancies appear. The ES staff meets regularly with the Eligibility Workers to resolve any discrepancies. The more important task of these meetings is to collaborate and share information on the progress and struggles our families are experiencing. If the ES or financial worker receives documentation or information indicating a participant cannot fully participate in required work activities, the ES or county financial worker will notify the other party immediately. Likewise, when the ES or financial worker receives documentation of activity participation hours (e.g., copies of pay stubs), this information is shared as appropriate. ES staff regularly enter documentation of all activities (e.g., job search and job readiness, unpaid employment, education, and training) into Workforce One participation hours.

The Department of Employment and Economic Development (DEED) pulls required data (in MAXIS and Workforce One) from the Data Warehouse to ensure performance measures are met, including DEED data sets, the FSS Mismatch Report, and the County WPR Report. Regularly scheduled data meetings with county financial workers are essential to significant improvement in participant accessibility and success; it fosters relationship-building and promotes effective communication between CMJTS and county staff. These meetings verify MAXIS coding and Workforce One activity hours for each participant.

D. Collaboration and Communication with Others (continued)

Child Care Assistance Program

1. *What strategies does your agency use that involve MFIP and/or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? Check all that apply.

- ☐ Shared electronic document management system
- ☒ Regular case consultation meetings
- ☒ Workers with dual MFIP and CCAP role
- ☐ Workers with dual Employment Services and CCAP role
- ☐ Specific CCAP workers process MFIP child care cases
- ☐ MFIP and/or Employment Services workers receive training related to CCAP
- ☒ Communication with CCAP worker via phone, email or fax
- ☐ Use of agency-developed forms or documents
- ☒ MFIP and/or Employment Services workers assist families with completing CCAP paperwork (for example, the CCAP application)
- ☐ MFIP and/or Employment Services workers have MEC2 Inquiry access
- ☐ Other – specify:

2. * What barriers prevent timeliness?

A barrier that seems to affect timeliness and the avoidance of administrative churn, would be the application process. Time management can be quite difficult when juggling a new job, finding childcare, applying for and maintaining various program eligibility, etc. In an effort to help with this, we are seeking approval through the state to extend eligibility from 12 months to 18 months for approved CCAP applicants.

E. Emergency Services

1. * Does your County/Tribal Nation provide emergency or crisis services from your Consolidated Fund?

☐ No ☒ Yes

2. * Submit a copy of your Emergency Assistance policy as an attachment.

[Manage attachments](#)

Describe any major changes you've made to this policy below.

F. Measures (continued)

Racial/Ethnic Disparities

A racial/ethnic disparity is defined as a one-year Self Support Index that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in the County/Tribal Nation or consortium. The report "Annualized MFIP Performance Measures by Racial/Ethnic or Immigrant Group and by County, County Consortium, and Tribal Provider" is now available at <https://public.tableau.com/app/profile/tyler.borgmann/viz/AnnualizedS-SISuccessRatebyRacialEthnicorImmigrantGroup/SSISuccessRateDashboard-intro>

To view your agency's measurement, click on the "S-SI Success Rate by Agency" button. This will bring you to the statewide data for 2022. From the first drop down you can select your county, county consortium or Tribal Nation. If you note any groups that are below the line (indicated by a green bar) your county, county consortium or Tribal Nation will answer the next question below:

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities?

CMJTS continues to embrace the state's mission to serve higher percentages of populations experiencing disparities in education and employment and face multiple employment barriers. Furthermore, CMJTS is committed to continued outreach to priority populations outlined in the Local Unified Plan of our 11-county service area, including Meeker County.

CMJTS Employment Services will take steps to address our population's economic difficulties and, most importantly, to help ensure the people hardest hit by the pandemic, our BIPOC communities, have access to the resources available through MFIP and DWP services. The local workforce system faces some complex challenges in addressing inequities to employment and education for targeted populations. Strategies will include targeted outreach and engagement, increased staff knowledge, and specific program development for those populations experiencing disparities, disabilities, offenders, new Americans, older workers, and veterans. Strategies include:

- DEED offers frequent diversity and inclusion sessions for all managers and staff.
- CMJTS leadership and all staff have received training on implicit biases and inclusive behaviors and communication.
- All [CareerForce](#) partners actively seek out diverse communities in recruitment for job vacancies.
- CMJTS completes an annual affirmative action plan and meets the requested annual reports back to this plan.
- Annually, the local board submits a letter from the CEO reaffirming our commitment to affirmative action.
- CMJTS has an internal DEI committee that was newly established

For CMJTS to reduce these disparities, employment services will participate in targeted outreach and subsequent co-enrollment into CMJTS employment and training programs. Program goals will include using a training curriculum specific to low-skilled English speakers and sharing best practices for workplace accommodations for new immigrant employees. Economic disparities will be reduced as participants gain work skills, earn workplace credentials, and obtain employment or further education within in-demand occupations.

|

G. Program Monitoring and Compliance

1. ***What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? Check all that apply.**

- ☒ Budget control procedures for approving expenditures
- ☒ Cash management procedures for ensuring program income is used for permitted activities
- ☒ Internal policies around use of funds (i.e. participant support services)
- ☐ Other – specify:

2. ***What procedures do you have in place to ensure program policies are followed and applied accurately? Check all that apply.**

- ☒ Case consultation
- ☒ Sample case review by supervisors
- ☒ Sample case review by lead worker/mentor
- ☒ Sample case reviews by peers
- ☐ Other – specify:

3. Effective August 1st, 2023, counties and Tribal Nations are no longer required to administer random drug tests to MFIP participants who are convicted drug felons but may do so at the county or Tribal Nation's option. If applicable, what procedures/policies do you have in place for administering random drug tests to MFIP participants who are convicted drug felons as allowed by [MN Statute 256J.25, Subdivision 1](#)? **Select one.**

- ☐ Written policy within the MFIP unit
- ☐ Coordination with Corrections
- ☐ Currently establishing new policy/procedure(s)
- ☒ Other – specify:

Submit a copy of your written policy as an attachment.

[Manage attachments](#)

I. Provider Choice

MFIP provisions require counties to provide a choice of at least two employment service providers available to participants unless a workforce center is being utilized ([MN Statute 256J.50, Subdivision 8](#)). Counties may request an exception if meeting this requirement results in a financial hardship ([MN Statute 256J.50, Subdivision 9](#)).

Does your County/Tribal Nation:

- ☐ Have at least two employment and training services providers. Go to Section J.
- ☒ Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs. Go to Section J.
- ☐ Intend to submit a financial hardship request.

[Go to Budget section](#)

J. Budget

Click on the link below to review your service area's 2024 MFIP allocation and Federal Funding Sources:

[MFIP Consolidated Fund \(PDF\)](#)

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2024-2025. Also note:

- Refer to the 2024-25 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund.
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year.
- Medical expenditures are NOT allowable.
- Email Arina Preston at Arina.Preston@state.mn.us, if you need assistance or have questions with the budget section.

2024 Budget

Budgeted Amount	Percent	Line Items
39,771.00	17.68%	Employment Services (DWP)
125,960.00	56.00%	Employment Services (MFIP)
9,000.00	4.00%	Emergency Services/Crisis Fund
16,869.00	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
24,908.00	11.07%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
8,420.00	3.74%	Other: ES Support Service Items
\$224,928.00	100.00%	Total

2025 Budget

Budgeted Amount	Percent	Line Items
39,771.00	17.68%	Employment Services (DWP)
125,960.00	56.00%	Employment Services (MFIP)
9,000.00	4.00%	Emergency Services/Crisis Fund
16,869.00	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
24,908.00	11.07%	Income Maintenance Administration
	0.00%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
8,420.00	3.74%	Other: ES Support Service Items
\$224,928.00	100.00%	Total

K. Certifications and Assurances**Public Input**

* Prior to submission, did the County/Tribal Nation solicit public input for at least 30 days on the contents of the agreement?

☐ No ☒ Yes

Was public input received?

☐ No ☐ Yes

If received but not used, please explain.

4000 characters remaining

K. Certifications and Assurances

Assurances

It is understood and agreed by the County/Tribal Nation board that funds granted pursuant to this service agreement will be expended for the purposes outlined in [Minnesota Statutes, section 256J](#); that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the County/Tribal Nation make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the County/Tribal Nation agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Counties and Tribal Nations may use the funds for any allowable expenditures under subdivision 2, including case management outlined in [Minnesota Statutes, section 256J](#).

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to County/Tribal Nation. In the event of such termination, County/Tribal Nation shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that County/Tribal Nation is a "contractor" and not a "subrecipient" pursuant to 2 C.F.R. section 200.331.

Pass-through requirements. County/Tribal Nation acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, County/Tribal Nation may be subject to certain compliance obligations. County/Tribal Nation can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#).^[1] Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and County/Tribal Nation agree to comply with all pass-through requirements, including each Party's auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#).^[2]

1. County/Tribal Nation:

Kanabec

(Must match the name associated with the Unique Entity Identifier.)

2. County/Tribal Nation Unique Entity Identifier (EUI):



Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at SAM.gov to uniquely identify business entities and must match County/Tribal Nation name.

3. Federal Award Identification Number (FAIN): 2201MNTANF and 2301MNTANF

4. Federal Award Date: October 1, 2022 (projected) (The date of the award to the MN Dept. of Human Services.)

5. Period of Performance: January 1, 2024 – December 31, 2025

6. Budget period start and end date: January 1, 2024 – December 31, 2025

7. *Amount of federal funds:

A. Total Amount Awarded to DHS for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DHS for this project to County/Tribal Nation named above: \$

224,928.00

8. Federal Award Project description: Temporary Assistance for Needy Families (TANF)

9. Name:

A. Federal Awarding Agency: Administration for Children and Families

B. MN Dept. of Human Services (DHS)

C. Contact information of DHS's awarding official: Jovon Perry, Jovon.perry@state.mn.us

10. *Assistance Listings Number & Name (formerly known as CFDA No.):

Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

NUMBER:

NAME:

Total amount made available at time of disbursement: \$

11. * Is this federal award related to research and development? ☒ No ☐ Yes

12. Indirect Cost Rate for this federal award is: up to 15% (including if the de minimis rate is charged)

Service Agreement Certification

- ☐ Checking this box certifies that this 2024 - 2025 MFIP Biennial Service Agreement has been prepared as required and approved by the County/Tribal Nation board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the County/Tribal Nation board of commissioners or authorized designee, their mailing address and the name of the county.

* DATE OF CERTIFICATION	* NAME (CHAIR OR DESIGNEE)	* COUNTY/TRIBE
<input type="text"/>	<input type="text"/>	<input type="text"/>
* MAILING ADDRESS	* CITY	* STATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
		* ZIP CODE
		<input type="text"/>

If your county/tribal agency is unable to complete your BSA by October 15th, 2023, you will need to request an extension by emailing Jonathan.Hausman@state.mn.us. Please provide additional information about why you were not able to complete this form.

Save or Submit

To save your work, click the 'Save Form for Later' button. Your information will be saved, and you may finish the form later.

To submit your information to DHS, click the 'Submit Final Form' button.

[Save Form for Later](#)[Submit Final Form](#)

Exihbit B

Central Minnesota Jobs & Training Services, Inc.
Budgeted Expenses - January 1, 2024 to December 31, 2024

MFIP - Kanabec

	Proposed Budget	% of Budget
Administration	\$12,869	8.86%
Client Support Services	\$6,420	4.42%
Direct Program	\$125,960	86.72%
TOTAL	\$145,249	100.00%

DWP -Kanabec

	Proposed Budget	% of Budget
Administration	\$4,000	8.74%
Client Support Services	\$2,000	4.37%
Direct Program	\$39,771	86.89%
TOTAL	\$45,771	100.00%

PY24 Grand Total	\$191,020
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Resolution #HS - 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.

Kanabec County Family Services Department

TITLE: County Burial Policy

PURPOSE: The purpose of this policy is to establish burial costs paid by the County under the Minnesota Family Investment Program and Minnesota Poor Relief Law.

REFERENCE: Minnesota Statutes 261.035; Minnesota Statutes 149A.80; and Minnesota Statutes 256.935 (Minnesota Family Investment Program)

PERSONNEL RESPONSIBLE: Financial Assistance Supervisor

EFFECTIVE: XX/XXXX

POLICY:

Under Minnesota Statutes, the county is required to provide for the final disposition of indigent persons. 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. A burial is considered an MFIP burial if the deceased was a recipient of MFIP at the time of death. Otherwise, the burial is a County Poor Relief burial.

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.)

Resources of the deceased and responsible relatives will be considered in determining eligibility for county burial. Assets available and/or third party reimbursement will be applied to the county burial costs. The individual signing this application takes on the personal responsibility of ensuring these payments are remitted to the funeral home within the funeral home's requested timeframe. Failure to do so may result in personal liability of this amount.

Authorization and approval of a County burial must be received prior to making funeral plans.

The family/funeral home will be expected to work closely with County staff to ensure fair but cost-effective arrangements.

PROCEDURES:

1. Applications for a County Burial will be available at the Kanabec County Family Services Office and through local Funeral Homes.

An "Application for Kanabec County Burial" must be completed and returned to the County agency prior to finalizing funeral/burial arrangements. If the deceased is a current public assistance recipient, eligibility may be determined using current case information, but responsible relatives/next of kin will be required to complete an application.

Assets available and/or third-party reimbursement, including applicable GoFundMe accounts or similar fundraising, will be applied to the county burial costs.

2. County payment must be accepted as payment in full for direct cremation. County payment up to the maximum direct cremation cost will be allowed in cases of immediate burial, with the understanding that the funeral home will be allowed to seek payment from the applicable responsible party for allowable, **basic** immediate burial items at cost.

If family and/or friends choose to enhance the funeral or make substitutions, such as a casket of their choice, they will be obligated to pay for the entire cost of the funeral/burial.

3. Eligibility is limited to available resources less than the cost of a county burial.

All resources available to the decedent or responsible spouse/parents of minor child will be reviewed and considered in determining eligibility for county burial, including but not limited to bank accounts, life insurance benefits, vehicles, real estate, and any death benefits to which the deceased and/or a responsible relative are entitled. If the equity value in the total assets exceeds the cost of burial, there is not eligibility for the County assisted burial.

Certain assets (real estate, vehicle) may be excluded if there's a surviving spouse and/or minor children, (up to \$1500 liquid assets). Assets available and/or third-party reimbursement will be applied to the county burial costs.

~~The funeral home may report unpaid amounts of these available resources to the County after 60 days. If the funeral home provides proof of good faith efforts to collect this unpaid balance, the County will assume financial responsibility for the difference between the County payment already issued and the maximum direct cremation cost. The County may then proceed with collection efforts against responsible parties.~~

ALLOWANCES:

1) Direct Cremation. Maximum \$2000

This includes local removal, care of remains, transportation to crematory, basic services of staff, authorization, crematory charge, and a non-decorative remains container. This excludes ceremony, visitation and cemetery charges. The County does not pay for death certificates.

*The County **will not** pay for accessory services or items such as, but not limited to, flowers, honorariums, music, processions, clothes, printed material, food, or other related items*

2) Immediate Burial. Maximum \$2000 – Must be within 72 hours with no embalming.

~~—Rates include casket & vault:~~

*This includes local removal, care of remains, basic services of staff, ~~authorization, casket~~, and casket coach to local area **cemeteries**. This excludes ceremony, visitation, **lowest cost casket, unsealed grave liner**, and cemetery charges. The County will not pay for accessory services or items such as, but not limited to, flowers, honorariums, music, processions, clothes, printed material, food, or other related items. **The County does not pay for death certificates. Casket, Vault, and Cemetery expenses will be charged to the family at actual wholesale cost at the time of service. There can be no enhancements.***

3) Transportation is another cost that the county will cover as follows:

- If the body needs to be transported the County will provide payment of mileage at a rate of \$1.50/mile. This does not apply to out-of-state transportation. **All transportation needs to be discussed with the county prior to transport.** Out-of-state travel needs to be negotiated with the County.
- Out-of-county transportation of the body (for burial in another cemetery plot) will be provided only if it would be less expensive than having an in-County burial.

4) If a resident of another Minnesota county dies in Kanabec County, the burial costs must be approved and paid for by the County of Financial Responsibility.

Attachment: Application for County Burial Form

Approved by	Last review/approval date	Authors
Financial Supervisor Health & Human Services Director	XX/XX/XXXX	T. Dahlberg, C. Hurd
Human Service County Board		

APPLICATION FOR KANABEC COUNTY BURIAL

- **Eligibility and approval for County burial must be preauthorized.**

All resources of the Deceased will be reviewed and applied toward the county burial including resources owned jointly or available through inheritance by a responsible relative

- **There cannot be any enhancements.**

*When the County assumes financial responsibility for cremation, the cost cannot exceed the county limits, and there cannot be any enhancements to the services/items allowed in the County's burial policy. For immediate burial, the County will pay up to the maximum direct cremation amount. The funeral home will be allowed to seek payment from the applicable responsible party for allowable, **basic** immediate burial items at cost. The County will not pay for accessory services or items such as flowers, honorariums, music, processions, clothes, printed material, food, or other such items. The family and funeral home must work closely with the County Agency Worker. A private visitation for a direct cremation is not considered an enhancement, but the county will not pay for this service.*

This form is available at the Public Service Building, 905 Forest Ave E. Ste 150, Mora, MN or through the local Funeral Homes.

Completed forms may be faxed to 320-679-6351, Questions? 320-679-6350

Authorization and approval of County Burial must be received prior to making funeral plans.

Name of Deceased	DOB	SSN
Address		
Date of death		
Name of Funeral Home		
Name of living spouse or parents (if minor), or		

responsible adult claiming deceased as tax dependent	
Address	

BURIAL BENEFITS & RESOURCES

Does the Deceased have a pre-paid burial fund or other burial benefit plan?	Yes/No	If "yes," where and in what amount?	
Is the Deceased eligible for Veteran's burial benefits?	Yes/No	If "yes," what amount?	
Does the Deceased have a burial plot?	Yes/No	If "yes," where?	
Was the deceased claimed as a tax dependent for the previous and/or current year?	Yes/No	If "yes", who was the claimant?	

ASSETS OF DECEASED

MONTHLY INCOME

Employment	\$	Retirement, Pension	\$
Social Security	\$	Other earned/unearned	\$

LIFE INSURANCE

Name of Company/Fund	Amount	Beneficiary

SAVINGS

Name of Bank, Address	Account Number	Account Balance

CHECKING

Name of Bank, Address	Account Number	Account Balance

OTHER ASSETS (STOCKS, BONDS, CDS, ETC)

Type of Asset	Amount

REAL ESTATE/PROPERTY

Type of Property	Address/Location	Value
Home/homestead		\$
Rental Property		\$
Other non-homestead property		\$
Vehicles		\$

ASSETS OF NEXT OF KIN

Name of Next of Kin	Relationship to Deceased

Are any of the next of kin named beneficiary on any of the Deceased insurance policies?	Yes/No
Are any of the next of kin a joint owner or "payee on death" of any of the Deceased assets?	Yes/No
If "yes," specify what assets and the estimated value	\$
	\$
	\$
	\$

Why is a county burial needed? Why can't the family provide for the Deceased's final disposition/burial

DRAFT

Any information supplied on this application can be verified. False reporting of assets or financial responsibility can be prosecuted as fraud.

By signing below, I attest that, to the best of my knowledge all the above statements are true and correct.

I agree that the available assets determined by the County Agency which reduces the County's payment for funeral/burial costs will be paid promptly to the Funeral Home chosen. I agree that I will take personal responsibility for these costs ~~and understand that the County Agency may pursue collection of these amounts if not paid to the funeral home.~~

I understand and agree (please circle one): Yes No

Applicant's Initials: _____

First and Last Name _____

Signature _____ Date _____

Relationship to the Deceased _____

Contact Number: _____

County Use ONLY

Approved for County Burial Assistance: () Yes () No

\$ _____ is determined as the amount of obligation. The county payment will be \$ _____.

Approved by (supervisor) _____ Date _____

Revision: September 2011

Resolution # HS – 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

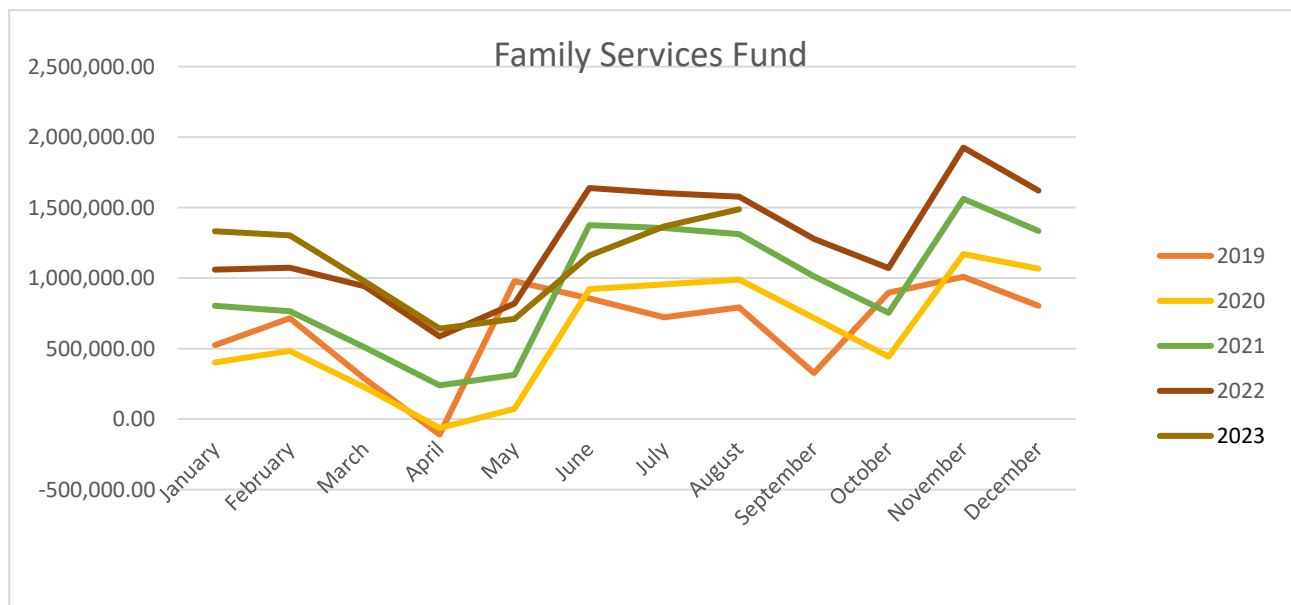
WHEREAS, from time to time it is expected that revision of these policies should be made to update them and make them reflect the times, and

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 Human 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.

	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	
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	8,979,866.51
Averages	650,069.41	615,355.12	944,696.15	1,266,798.81	1,122,483.31
6 month Avg.	758,505.15	890,527.11	1,222,003.56	1,512,972.55	1,057,323.40
Rolling 12 month Avg	650,069.41	615,355.12	944,696.15	1,266,798.81	1,239,683.92



Kanabec County Family Services - Board Financial Report				Through August 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	64.55%	486,419.08	53,804.48	53,379.65	82,336.98	54,893.92	50,144.12	81,537.68	53,684.61	56,637.64				
Rev	560,191.00	66.93%	374,916.29	9,831.56	61,657.74	9,831.56	9,959.72	61,851.38	9,959.72	144,466.90	67,357.71				
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				
Rev	21,600.00	9.88%	2,135.07	1,169.75	1,599.82	1,804.68	379.28	391.17	-3,906.42	374.79	322.00				
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	27.47%	6,867.75	1,336.50	0.00	0.00	3,731.25	0.00	1,800.00	0.00	0.00				
Rev			0.00												
Tax			0.00												
Child Support															
Exp	379,758.00	66.17%	251,271.02	27,408.09	27,284.54	39,140.48	28,895.78	26,018.48	43,796.11	29,501.66	29,225.88				
Rev	404,000.00	66.57%	268,948.51	16,364.47	64,184.46	16,245.33	18,174.26	61,667.24	16,973.69	1,540.13	73,798.93				
Tax															
MA Services															
Exp	483,900.00	55.23%	267,269.09	24,920.54	44,697.74	26,526.98	32,887.42	31,465.01	49,968.96	25,688.19	31,114.25				
Rev	452,000.00	47.96%	216,797.81	42,968.98	13,714.19	38,847.74	17,913.90	39,665.29	2,123.28	20,089.07	41,475.36				
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	34.12%	78,806.13	99.00	5,154.41	10,254.82	13,694.72	15,828.67	10,935.78	0.00	22,838.73				
Rev	230,776.00	43.69%	100,822.33	580.00	41,873.00	396.00	-26.17	62,055.40	-28,341.70	806.00	23,479.80				
Tax	204.64	101.30%	207.31	106.43					100.88						
State Shared Rev			8.07							8.07					
Fraud															
Exp	74,689.00	66.13%	49,391.67	5,646.39	5,662.23	5,759.23	6,011.48	5,646.41	8,942.52	5,822.08	5,901.33				
Rev	0.00		1,055.56	200.00	605.56	150.00	0.00	0.00	100.00	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				
Rev	8,839.00	165.06%	14,589.74	2,165.03	523.12	-114.13	163.12	23.12	613.12	10,103.24	1,113.12				
Tax															
Dev. Disability															
Exp	77,429.00	47.55%	36,819.63	4,411.87	5,845.33	4,620.24	5,123.88	4,474.08	4,757.76	4,414.80	3,171.67				
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				
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	81.62%	999,953.03	132,192.61	109,156.01	142,841.86	113,454.63	126,507.93	134,020.56	106,376.64	135,402.79				
Rev	797,301.00	80.94%	645,367.28	32,971.07	34,781.02	94,880.65	26,541.27	80,520.00	87,113.34	57,682.43	230,877.50				
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	43.29%	19,915.27	-17.19	2,460.62	8,840.08	2,747.21	0.00	4,678.78	1,020.00	185.77				
Rev	20,000.00	33.74%	6,748.23	583.88	1,915.57	1,449.48	0.00	1,931.31	229.95	0.00	638.04				
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	87.83%	492,392.77	59,596.08	57,996.44	68,037.79	42,849.03	60,045.98	66,121.84	63,055.67	74,689.94				
Rev	276,235.00	121.77%	336,379.59	14,355.49	55,512.00	16,604.05	15,368.29	98,527.24	8,027.70	91,087.16	36,897.66				
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	66.89%	930,224.40	100,568.86	94,259.80	101,854.12	98,074.90	111,084.24	184,768.19	119,044.43	120,569.86				
Rev	1,267,977.00	72.66%	921,260.79	49,067.73	131,825.55	59,573.60	60,200.71	124,119.15	58,257.56	291,186.49	147,030.00				
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	63.62%	61,142.61	7,188.53	7,370.08	7,156.32	7,156.31	7,279.74	10,304.99	7,259.48	7,427.16				
Rev	46,300.00	67.37%	31,194.10	1,095.72	8,009.23	1,095.72	1,109.30	8,459.33	1,109.30	1,134.12	9,181.38				
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	64.78%	171,081.34	19,869.02	20,070.97	20,176.38	22,698.46	20,153.58	27,967.14	20,186.63	19,959.16				
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				
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	65.07%	495,094.37	61,454.46	62,182.25	53,546.23	56,132.13	59,155.32	87,116.18	59,747.84	55,759.96				
Rev	136,263.00	68.60%	93,479.73	3,672.72	24,161.03	3,672.72	3,730.98	24,520.08	3,730.98	3,862.98	26,128.24				
Tax	437,921.47	51.40%	225,093.58	9,202.48					215,891.10						
State Shared Rev			17,641.18						371.33	17,269.85					
Agency Totals															
Exp	6,389,859.00	68.02%	4,346,648.16	498,479.24	495,520.07	571,091.51	488,351.12	517,803.56	716,716.49	495,802.03	562,884.14				0.00
Rev	4,343,497.00	71.11%	3,088,782.03	175,026.40	465,981.29	244,437.40	153,514.66	587,688.71	155,990.52	622,333.31	683,809.74				0.00
Tax	2,046,362.00	51.03%	1,044,312.93	35,476.02	0.00	0.00			1,008,836.91						0.00
State Shared Rev			81,071.56						371.33	80,700.23					0.00
Total Revenue	6,389,859.00	65.95%	4,214,166.52	210,502.42	465,981.29	244,437.40	153,514.66	587,688.71	1,165,198.76	703,033.54	683,809.74				0.00

Board Approval Report

SSIS pymt. batch #: 162246000

Paid Cnty Vendor				Total Payments	Total Amount
Braham School District #314, 000006008				1	100.22
Svc Description	Svc Code	Payments	Amount		
Transportation	116	1	100.22		
Card Services, 000011484				2	270.25
Svc Description	Svc Code	Payments	Amount		
Community Support Services	434	2	270.25		
Central Minnesota Jobs & Training, 000015800				2	13,738.99
Svc Description	Svc Code	Payments	Amount		
Statewide MFIP Employment Services	237	2	13,738.99		
Central Mn Mental Health Center, 000011298				3	3,600.00
Svc Description	Svc Code	Payments	Amount		
Detoxification	371	3	3,600.00		
Child's Play of St. Cloud, 000011370				1	3,000.00
Svc Description	Svc Code	Payments	Amount		
Other Child Care	214	1	3,000.00		
DHS, 000011849				4	8,270.89
Svc Description	Svc Code	Payments	Amount		
Behavioral Health Fund (BHF)	359	1	428.89		
Northstar Adoption Assistance	178	1	3,768.14		
Northstar Kinship Assistance	175	1	3,974.86		
Other Child Care	214	1	99.00		
DHS STATE OPERATED SERVICES, 000011816				7	13,262.80
Svc Description	Svc Code	Payments	Amount		
State-Operated Inpatient	472	7	13,262.80		
Dungarvin Minnesota, LLC, 000017781				2	939.51
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	2	939.51		
EAST CENTRAL REG. JUVENILE CTR., 000012085				2	17,995.00
Svc Description	Svc Code	Payments	Amount		
Correctional Facilities	185	2	17,995.00		
Family Pathways, 000012298				1	1,120.05
Svc Description	Svc Code	Payments	Amount		
Family-Based Counseling Services	162	1	1,120.05		
Ignaszewski/Karissa, 000012959				2	14,776.35
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	14,776.35		
Jessica Stokes Inc., 000016761				2	8,800.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	8,800.00		
Kanabec County AT ACH_VISA, 000001318				3	256.19
Svc Description	Svc Code	Payments	Amount		
Health-Related Services	118	1	58.99		
Licensing and Resource Development	198	1	46.89		
Social and Recreational	145	1	150.31		
Kanabec County Auditor-Treas, 000013260				1	72.12
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	72.12		

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Kanabec County Community Health, 000013263				1	9,603.53
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	9,603.53		
Nexus-Gerard Family Healing , LLC, 000012394				2	25,544.00
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	2	25,544.00		
Nexus-Mille Lacs Family Healing, 000014598				1	16,262.60
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	1	16,262.60		
Options Residential, 000015334				1	1,511.25
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	1	1,511.25		
PHASE, Inc., 000015579				4	2,646.00
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	2	1,782.00		
Transportation	516	2	864.00		
Prairie Lake Youth Programs, 000015767				2	10,873.97
Svc Description	Svc Code	Payments	Amount		
Correctional Facilities	185	1	10,850.00		
Health-Related Services	118	1	23.97		
Premier Biotech Labs, LLC, 000015779				3	667.42
Svc Description	Svc Code	Payments	Amount		
Health-Related Services	118	3	667.42		
Procentive.com LLC, 000010757				3	1,581.47
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	3	1,581.47		
Residential Services of NE MN Inc., 000016246				2	907.99
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	2	907.99		
Richardson MD/Paul T, 000016136				2	5,545.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	5,545.00		
Volunteers Of America of MN, 000017460				3	2,088.00
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	3	2,088.00		
Report Totals:				57	163,433.60

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

September 2023 BOARD REPORT			
Vendor Name	Amount		
Rhonda Bergstadt (employee mileage)	205.67		
Chelsey Bottelson (employee mileage)	240.25		
Christianson Froehling (2 GA burials)	\$ 2,699.00		
DHS	\$ 27,967.82		
DNA Diagnostic (child support blood tests)	\$ 60.50		
Jessica Gravich (employee mileage)	\$ 147.37		
Leah Hjort (employee mileage)	\$ 54.37		
Linda Hosley (employee mileage)	\$ 514.83		
Innovative Office Solutions (office supplies)	\$ 671.98		
Isanti Co Sheriff (child support paper work)	\$ 70.00		
ITsavvy, LLC	\$ 88.80		
Makala Johnson (employee mileage)	\$ 543.65		
Kanabec County Attorney	\$ 6,145.20		
Kanabec County Auditor/Treasurer	\$ 9,864.62		
Kanabec County Community Health	\$ 3,125.00		
Kanabec County Recorder's Office	\$ 39.00		
Kanabec County Sheriff	\$ 80.00		
Kanabec Publications (envelopes)	\$ 505.00		
Patricia Kruse (employee mileage)	\$ 29.48		
Ivy Kukuk (employee mileage)	\$ 840.37		
LesisNexis Risk Solutions FL, Inc.	\$ 240.00		
Kari Lindstrom (employee mileage)	\$ 1,381.80		
Danielle Linkert (employee mileage)	\$ 162.44		
Ashlee Lovaas (employee mileage)	\$ 286.24		
Madden Brother's Inc. (conference for 3 financial workers-lodging)	\$ 704.52		
Alissa McDermeit (employee mileage)	\$ 31.11		
MFIA (Fraud Member Conference)	\$ 150.00		
MFWCAA (3 financial staff conference)	\$ 1,035.00		
Kelly Mitchell (employee mileage)	\$ 335.36		
MN Secretary of State (2 notary renewals)	\$ 240.00		
The Inn on Lake Superior (conference for 4 social services staff)	\$ 2,470.40		
Treasure Island Resort and Casino (applicable amount owed for CS conference)	\$ 75.96		
VC3, Inc (Zix mail licenses)	\$ 264.00		
Eileen Wagner (employee mileage)	\$ 115.15		
TOTAL IFS DOLLARS	\$ 61,384.89	33	Total IFS Vendors
TOTAL SSIS DOLLARS	\$ 163,433.60	27	Total SSIS Vendors
Total	\$ 224,818.49		
Cost Effective Health Insuarncce & Medicare Part B Reimbursements	\$15,361.25	52	Ins. Reimb.Vendors
MA Medical Mileage	\$3,443.39	14	Med Mileage Vendors
Grand Total	\$ 243,623.13		
		126	Total Vendors

9:40am Appointment Item A

September 19, 2023

REQUEST FOR BOARD ACTION

a. Subject: Insurance Renewal- Health Plans	b. Origination: Insurance Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson & Kris McNally

e. Board action requested:

Approve the Health Insurance renewal.

f. Background:

The county received a 1.25% increase from Minnesota Healthcare Consortium for the 2024 health insurance renewal.

The insurance committee recommends continuing with MN Healthcare Consortium with the same Medica plans that are currently in place.

Attached is a resolution and a spreadsheet showing the breakdown for each plan.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	N/A
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Resolution #__ – 09/19/23

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

MN Healthcare Consortium

Kanabec County 2024 Insurance Rates Effective Jan 1, 2024

Medica Choice Passport Plan

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850 Deductible	\$749.30	\$749.30	\$0.00	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850/\$1,700 Deductible	\$2,000.18	\$1,335.50	\$664.68	\$106.00

Medica Choice Passport Plan

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000 Deductible	\$665.76	\$749.30	(\$83.54)	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000/\$4000 Deductible	\$1,777.20	\$1,335.50	\$441.70	\$106.00

Kanabec County 2024 Insurance Rates Effective Jan 1, 2024

Medica Elect Plan (must elect a primary healthcare system)

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850 Deductible/15%	\$655.64	\$699.30	(\$43.66)	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$850/\$1,700 Deductible	\$1,750.16	\$1,335.50	\$414.66	\$106.00

Medica Elect Plan (must elect a primary healthcare system)

Single Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000 Deductible/25%	\$582.54	\$699.30	(\$116.76)	\$106.00
Family Deductible Health Plan Options	Total Monthly Cost of Insurance	Amount the County Contributes	Total Employee Monthly Cost of Insurance	Employer VEBA Contribution
\$2000/\$4000 Deductible	\$1,555.06	\$1,335.50	\$219.56	\$106.00

Single \$850 plan: \$749.30 minus \$50 for the health reserves fund

Single \$2000 plan: \$749.30 minus \$50 for the health reserves fund

9:40am Appointment

Item B

September 19, 2023

REQUEST FOR BOARD ACTION

a. Subject: Insurance Renewal- Ancillary Plans	b. Origination: Insurance Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson & Kris McNally

e. Board action requested:

Approve the Insurance renewal resolutions: Consent Agenda on pages 2 & 3

- Life Insurance (resolution a)
- Long Term Disability Insurance (resolution b)
- Dental Insurance (resolution c)
- Short Term Disability Insurance (resolution d)
- Vision Insurance (resolution e)
- Hospital, accident, and critical illness insurance plans (resolution f)

f. Background:

The Insurance Committee discussed renewal rates for 2024 for the ancillary benefits. The only change they are recommending is to the dental insurance. The committee approved renewing contracts with each entity for the 2024 plan year. Ancillary benefits are 100% employee paid.

Changes:

- Life Insurance rates remained the same, recommend continuing with The Hartford
- Long Term Disability rates remained the same, recommend continuing with The Hartford
- 4-7% projected increase in dental insurance with the current provider, recommend switching to MetLife for a 15% decrease in premiums, a 2 year rate guarantee and an increase in the annual maximum benefit from \$1,000 to \$1,250.
- Short Term Disability rates remained the same, recommend continuing with Dearborn National
- Vision Insurance rates remained the same, recommend continuing with VSP
- Hospital, Accident, and Critical Illness rates remained the same, recommend continuing with Cigna

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

N/A

Approve a Consent Agenda including all of the following actions:

Resolution #__a – 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 #__b – 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 #__c – 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 #__d – 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 #__e – 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 #__f – 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.

9:40am Appointment

Item C

September 19, 2023

REQUEST FOR BOARD ACTION

a. Subject: Insurance Renewal- Local 363 Plan	b. Origination: Insurance Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kim Christenson & Kris McNally

e. Board action requested:

Local 363 Health Insurance renewal

No action, information only

f. Background:

The Local 363 received a 2.3% increase in their health insurance premiums.

The Local 363 union contract does state:

In 2024, the county contribution percentage for the group health insurance shall be determined by the County Board based on the recommendation by the Insurance Committee and shall match the percentage of that of the majority of the collective bargaining and non-union groups.

The Insurance Committee is recommending that the County Board contribute a 1.25% increase to the Local 363 insurance to match the percentage that was budgeted for the other bargaining groups and the non-union groups.

The current monthly contribution to the insurance \$1,110.68 per month. The rate for 2024 will be \$1,124.56 per month.

Supporting Documents: None ☒

Attached:

Date received in County Coordinators Office:

N/A

9:55am Appointment

September 19, 2023

REQUEST FOR BOARD ACTION

a. Subject: Consider entering into the Joint Powers Agreement (JPA) for the Implementation of the Snake River Comprehensive Watershed Management Plan	b. Origination: Snake River Watershed Plan Partnership
c. Estimated time: 10-15 minutes	d. Presenter(s): Commissioner Ripka and Commissioner Roeschlein

e. Board action requested:

Resolution # 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;

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

f. Background: This agreement has been reviewed by consulting attorney John Kolb.

Supporting Documents: None: **Attached:** ☒ **Final JPA Agreement**

Date received in County Coordinators Office: 9/6/23
--

**JOINT POWERS AGREEMENT FOR THE IMPLEMENTATION OF THE SNAKE
RIVER COMPREHENSIVE WATERSHED MANAGEMENT PLAN**

Pursuant to Minnesota Statutes, section 471.59, this Joint Powers Agreement (“Agreement”) is entered into by and among the political subdivisions and local governmental units of the State of Minnesota:

The Counties of Aitkin, Kanabec, Mille Lacs and Pine each by and through its respective Board of Commissioners, (collectively referred to as the “Counties”);

The Aitkin, Kanabec, Mille Lacs and Pine Soil and Water Conservation Districts, each by and through its respective Board of Supervisors (collectively referred to as the “SWCDs”); and

Together, the above identified Counties and SWCD’s collectively formed the Snake River Watershed Plan Partnership and, for purposes of this Agreement, said political subdivisions, local units of government and those added in accordance with the terms of this Agreement, are herein collectively referred to as “Parties” and individually as a “Party.”

Recitals

WHEREAS, pursuant to Minnesota Statutes, sections 103B.305, subdivision 5 and 103B.3363, each of the Parties to this Agreement is a local unit of government having the responsibility and authority to separately or cooperatively, by joint agreement pursuant to Minnesota Statutes, section 471.59, to prepare, develop, adopt, implement, and administer a comprehensive local water management plan, or a substitute thereof, and carry out implementation actions, programs, and projects toward achievement of goals and objectives of such plans; and

WHEREAS, pursuant to Minnesota Statutes, sections 103B.101 and 103B.801, the Minnesota Board of Water and Soil Resources (BWSR) is authorized, to coordinate the water and resource planning and implementation activities of counties, SWCDs and watershed management organizations and to administer and oversee the Minnesota Comprehensive Watershed Management Planning Program, known as the One Watershed, One Plan program; and

WHEREAS, each of the Parties exercises water management authority and responsibility within the Snake River Watershed Management Area, a geographical area consisting of those portions of Aitkin, Kanabec, Mille Lacs and Pine counties that drain into the Snake River watershed as depicted on Exhibit A, attached hereto and incorporated herein; and

WHEREAS, some of the Parties had previously entered into the Snake River Watershed Memorandum of Agreement (“MOA”) with the last date of signature being February 18, 2020, to develop the One Watershed, One Plan (“Plan”) for the Snake River Watershed. Under the terms of the MOA, the Plan will be completed, be submitted to the Minnesota Board of Water and Soil Resources (“BWSR”) for approval and will then be considered for adoption by the Parties to this Agreement. Those governmental entities that adopt the Plan shall be eligible to be a part of this Agreement.

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes, chapters 103B, 103C, and 103D, and with public drainage systems pursuant to Minnesota Statutes, chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities; and

WHEREAS, this Agreement and the Snake River Comprehensive Watershed Management Plan does not replace or supplant local land use, planning/zoning authority of the respective Parties and the Parties intend that this Agreement shall not be construed in that manner.

TERMS AND CONDITIONS

NOW THEREFORE, pursuant to Minnesota Statutes, section 471.59 and other relevant state law and in consideration of the mutual promise and benefits that the Parties shall derive herefrom, all Parties hereby agree:

1. Purpose and Establishment

- a) Purpose: This Agreement establishes the terms and conditions, governing structure, and processes by which the Parties will institute the implementation of the Plan. The Plan provides a framework for consistency and cooperation for entities that operate within the Snake River Watershed to allow for the implementation of projects within the watershed that provide the highest return on investment for addressing water quality/quantity issues within the watershed, and to allow the funding from the Minnesota Board of Water and Soil Resources (“BWSR”) to be passed through to the Parties for administration consistent with State statutes, policies, guidelines and the Plan. Consistent with its terms and conditions, this Agreement authorizes the Parties to cooperatively exercise their common and similar power of local water planning and management notwithstanding the territorial limits within which they may otherwise exercise separately and to take action that will promote the goals listed in Minnesota Statutes, section 103B.801 and fulfill responsibilities under Minnesota Statutes, chapter 103B.
- b) Established: This Agreement establishes a joint powers entity (hereinafter, the “Entity”). The name of the Entity is “Snake River Watershed Plan Partnership”.

- c) Recitals: All recitals set forth above are hereby incorporated into this Agreement.

2. Eligibility and Procedure to Become a Party

- a) Qualifying Party: An entity authorized to carry out water planning and resource management responsibilities within the Snake River Management Area is eligible to become a Party to this Agreement. To become a Party, the entity shall have first adopted the Plan.
- b) Initial Parties: A qualifying entity may be an Initial Party by qualifying under section 2(a), by adopting the Plan and by its governing board agreeing to become a Party and be bound by the terms of this Agreement within 240 days of State approval of the Plan. Such local unit of government shall also give notice of plan adoption in accordance with provisions of Minnesota Statutes, chapters 103B and 103D. Any qualifying entity that desires to become a Party after expiration of the 240-day period for joining as an Initial Party, will be eligible to become a Party as an additional party pursuant to Section 2.c., below.
- c) Adding Additional Parties: A qualifying entity or local unit of government that desires to become a Party to this Agreement at any time later than 240-days following State approval of the Plan, may become a Party upon the adoption of the Plan by the Party's governing board and by submitting to the Entity evidence its governing board agrees to the terms and conditions of this Agreement and to be bound by the same.

Upon receipt of such evidence, the Board shall issue a signature page to the local government unit and instructions to execute and return the same to the Entity along with the name and contact data of the representatives appointed by the local government unit to serve on the governing board. The Board shall approve any new additional Parties by a quorum majority vote.

3. Powers and Formation of the Governing Board

- a) Board: A governing board ("Board") shall be formed to oversee the implementation of the Plan. The Board shall consist of one voting member representative selected by each Party to the Agreement. Each member of the board shall have one vote. The Party shall determine its representative and an alternate to serve in the absence of the representative. Those representatives to the Board shall be selected from each Parties governing bodies. Members of the Board are neither deemed employees of the Board nor entitled to any compensation from the Entity.

- b) Board Term and Vacancy: The term of a Board representative shall be for a period of two years with the ability of the Party to appoint a representative to successive terms. If the Party fails to appoint a representative, the incumbent shall serve until such appointment occurs. If a representative resigns or is no longer able to serve, the alternate shall serve until a representative is appointed.
- c) Officers: The Board shall elect from its members a Chair and a Vice Chair at the first meeting of each new calendar year. The duties of the Chair include presiding at all meetings, acting as the administrative leader of the Entity, and carrying out such functions as the Board assigns to the Chair. The Vice Chair shall act as the Chair in the Chair's absence. The Board may elect or appoint such other officers as it deems necessary to conduct the affairs of the Entity.
- d) Open Meeting Law: The Board shall comply with the Minnesota Open Meeting law as set forth in Minnesota Statutes, chapter 13D.
- e) Operations: The Board shall meet twice a year or more often as deemed necessary by the Board. A quorum is a simple majority of the Board. The Board may act only if there is a quorum. For decisions made by the Board a majority vote is needed of a quorum of its members. Bylaws may be amended, with a vote of simple majority of a quorum of the Board representatives.
- f) Biennial Budget and Biennial Plan: The Board shall approve the biennial budget for the organization and the biennial implementation plan by majority vote of a quorum of the Board.
- g) Fiscal Agent: The Board, with a Party's consent, shall identify a Party to act as fiscal agent. The fiscal agent shall be responsible for: 1) retention of all data collected, created, received, maintained or disseminated for any purpose of the activities undertaken pursuant to this Agreement and retain the same for a minimum of six years after the termination of the Agreement or as required by any funding source, whichever is longer in duration; 2) to ensure a full accounting using generally accepted auditing practices of all financial obligations of the Entity; 3) to allow, as required by

Minnesota Statutes, section 16C.05, access and the right to examine, audit, excerpt or transcribe any documents pertinent to the accounting practices and procedures and fiscal transactions relating to this Agreement for the purposes of auditing by any Party, the State Auditor or others as the Board directs; 4) to provide to the Board reports on the fiscal transactions that have occurred for their approval; and 5) to ensure that any reporting requirement from funding sources is abided by.

- h) Committees: The Board may establish committees for the purposes of implementation of the Plan.

The Board may appoint liaisons or representatives to any committee as ex-officio attendees at the discretion of the Board to aid in communication between committees and the Board.

- i) The Board shall engage with the stakeholders / citizens within the watershed on the implementation of the Plan.
- j) **Powers**: The Board shall have the following powers:
 - i) The Board may apply for and accept gifts, grants or money, other personal property or assistance that is available through the United States government, the State of Minnesota or any person, association or agency in the furtherance of the goals and objectives of the Plan;
 - ii) The Board may make such agreements or contracts as necessary to implement the terms of the Plan including the contracting for a project coordinator, administrative, legal or expert services.
 - iii) The Board may contract with a Party to implement a Project set forth in the yearly Implementation plan;
 - iv) The Board shall procure insurance coverage and any necessary surety bonds for the Entity with such costs being paid for by the Entity;

- v) The Board shall direct development of a biennial budget and biennial project plan to be implemented and shall provide notice to all the Parties' governing boards of the proposed budget and biennial plan and seek feedback on the same;
- vi) The Board may adopt bylaws for the operation of the Entity so long as the bylaws are consistent with state law and this Agreement;
- vii) The Board shall pay for services performed consistent with the purpose of the Agreement and the Plan. The Board may develop a process to expedite the payment of invoices provided that all payments shall be subject to ratification by the Board at the next meeting. The Board shall account for disbursement of funds in a manner consistent with generally accepted accounting practices; and
- viii) The Board shall hold such incidental powers as are necessary to effectuate this Agreement.
- k) Reservation of Powers: Any powers not specifically enumerated shall be reserved to the Parties. Specifically, and without limitation, the following powers are reserved: the ability to hire staff; the ability to own real property; the ability to own personal property, unless such properties are purchased with grant monies or are a gift; the ability to levy; and the ability to incur debt or bond.
- l) Funding of Operations: The funding of the Entity and the implementation of the plan shall be limited to grant revenues, gifts, or monies from any person, entity, or association. The Board will vote on acceptance of all revenue sources. The Parties may be responsible for agreed upon financial contributions or in-kind services for funding of operation, as voted upon by the Board. In the event the grant revenues cease, the Parties will not be responsible for funding the Plan's implementation activities.

4. Term and Termination

- a) Effective Date: This Agreement is effective upon signature of all Initial Parties and will remain in effect unless terminated consistent with terms of this Agreement or as otherwise provided under the law.

- b) Termination: This Agreement terminates: 1) by motion or resolution adopted by the governing bodies of all then-existing Parties; 2) by resolution or motion by the Board upon ongoing failure to obtain adequate funding for Plan implementation; 3) by order of a Court of competent jurisdiction; The Parties acknowledge their respective and applicable obligations, if any, under Minnesota Statutes, section 471.59, subdivision 5 after the Agreement has been terminated or the purpose of the Agreement has been completed.
- c) Asset Disbursement: Upon termination, any assets remaining shall be disbursed as follows: 1) assets that have been purchased with pass through funding wherein the agreement requires tracing of the asset and specific disposal requirement shall be disposed of in accord with the funding agreement; 2) remaining assets shall be liquidated and any monies shall first be applied to any debt or obligation remaining; 3) after satisfaction of any debt or obligation there remains any assets, it shall be divided to the then remaining Parties to the Agreement at the time of termination.
- d) Withdrawal: A Party may withdraw from this Agreement by motion or resolution of its governing body of intent to withdraw. Any motion to withdraw shall be effective no sooner than 90 days from when the withdrawal notice is received by the Snake River Watershed Plan Partnership. The withdrawal shall not relieve any Party of an obligation in effect for the existing terms of a grant agreement nor shall it relieve the Snake River Watershed Plan Partnership of paying for any obligation assumed by the Party until such time as the withdrawal is effective. Notice shall be done by certified US Mail delivered to the fiscal agent and the current Board Chair.
- e) Duties on Withdrawal: Notwithstanding the Notice to Withdraw, the Party shall continue to discharge its responsibilities under the current BWSR grant. The withdrawing Party shall not be entitled, under this Agreement, to any disbursement of property or funds.

5. General Provisions

- a) Compliance with Laws/Standards: The Parties agree to abide by all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations.
- b) Timeliness: The Parties agree to perform obligations under this Agreement in a timely manner and inform each other about delays that may occur.

- c) Applicability: The Entity shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Entity shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes, chapter 466.
- d) Indemnification and Hold Harmless: The Entity shall fully defend, indemnify, and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Governing Board and/or employees and/or the agents of the Entity. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant on limitations on liability provided under Minnesota Statutes, section 466.04 or any other statutes regarding the limitation of liability for political subdivisions of the State of Minnesota.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes, section 471.59, subdivision 1a(a); provided further that for purposes of the statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

- e) Amendments: Any proposed amendments to this Agreement must be initiated by the Board and, if approved by a majority of the full Board, the Board must send the same to the Parties’ governing bodies for consideration. No amendment to this Agreement is effective until all Parties’ governing boards have approved the amendment.
- f) Dispute Resolution: If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and if the Parties to the dispute are unable to resolve the issue through good faith discussions, the Parties may agree to attempt to resolve the dispute by mediation within 30 days of notice of the dispute. If the Parties to the dispute agree to mediation, they shall work cooperatively to select a mediator, the cost of which shall be shared equally among the Parties to the dispute.

6. Miscellaneous

- a) Counterparts: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which

when taken together shall constitute one and the same Agreement. Any counterpart signature transmitted by facsimile or by sending a scanned copy by electronic mail or similar electronic transmission shall be deemed an original signature. This executed Agreement, including all counterparts, shall be filed with each Party to this Agreement with a notification of the Agreement's effective date.

- b) Savings Clause: In the event any provision of this Agreement is determined by a court of law to be null and void, the remaining provisions of this Agreement shall continue in full force and effect.

The remainder of this page left intentionally blank

Snake River Watershed – Joint Powers Agreement

County of Kanabec

Rick Mattson
Kanabec County Board Chair

Dated: _____

Approved as to form and execution:

Barbara McFadden
Kanabec County Attorney

Dated: _____

Snake River Watershed – Joint Powers Agreement

Kanabec SWCD

Dated: _____

Kanabec SWCD Chair

Approved as to form and execution:

Dated: _____

Deanna Pomije
Kanabec SWCD Manager

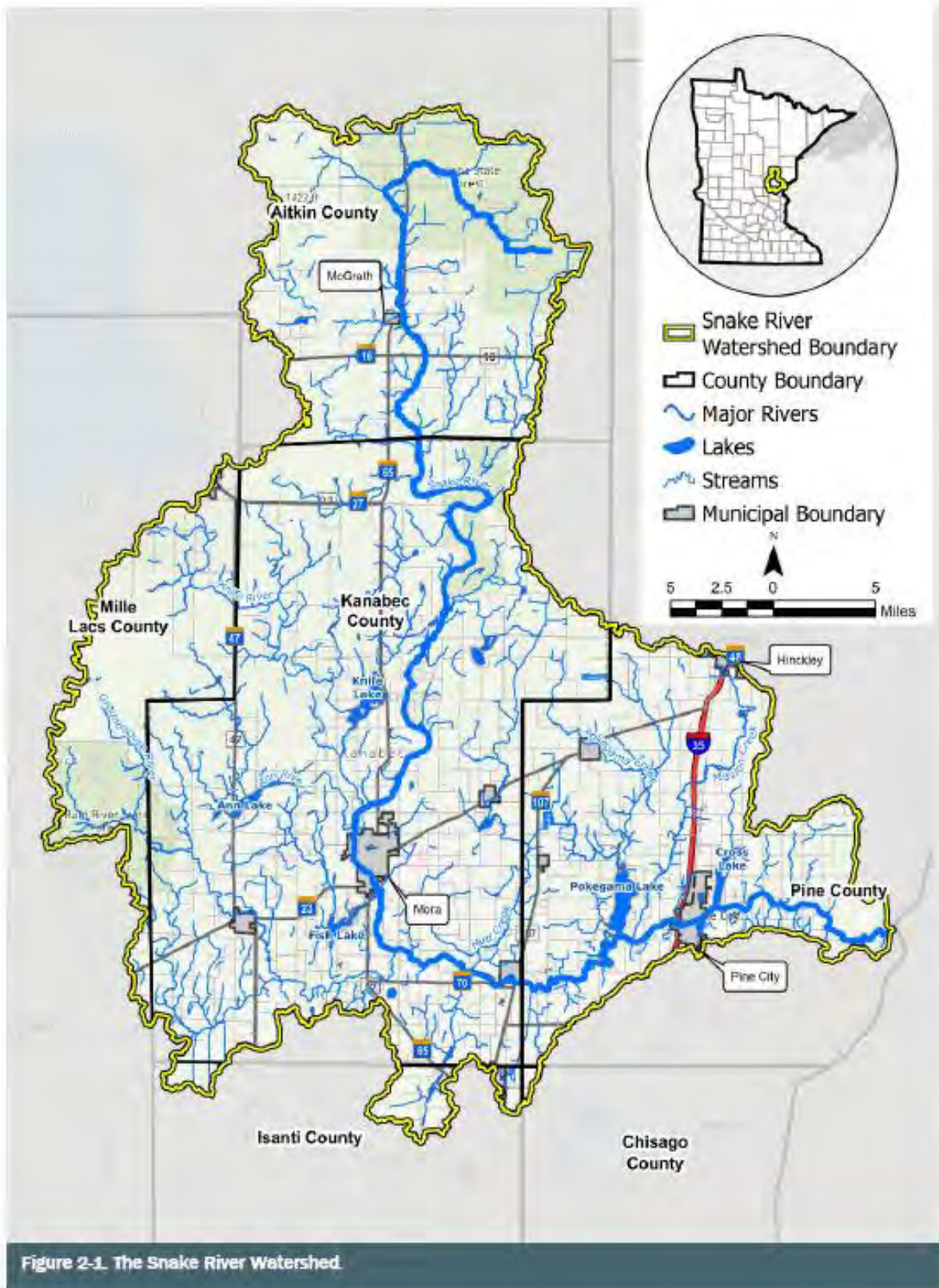


Exhibit A

September 19, 2023
10:15am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|--|--------------------------|
| 1. Final Payment KCP 22-07 Striping | Resolution #1 (09-19-23) |
| 2. Purchase Building Controls Components | Resolution #2 (09-19-23) |
| 3. Right-of-Way Acquisition Discussion | |
| 4. Construction Update | |
-

Resolution #1 (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.

Resolution #2 (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
Eric Hanson Consulting, LLC	\$91,444.70

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.

Contract Number: 2207
Final Pay Request Number: 2

Project Number	Project Description
KCP 22-07	2022 County Wide striping
Mora 2022 TM	City of Mora Traffic Markings

Contractor: Sir Lines-A-Lot, LLC 7175 Cahill Road Edina, MN 55439	Vendor Number: Up To Date: 03/16/2023
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$175,696.00	Original	\$175,696.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$175,696.00	Total	\$175,696.00

Work Certified To Date	
Base Bid Items	\$173,920.80
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$173,920.80

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
KCP 22-07	\$2,816.22	\$169,553.08	\$0.00	\$165,069.49	\$4,527.27	\$169,553.08
Mora 2022 TM	\$0.00	\$4,367.72	\$0.00	\$4,324.04		\$4,367.72

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$2,816.22	\$173,920.80	\$0.00	\$169,393.53	\$2,816.22	\$173,920.80
Percent: Retained: 0%			Percent Complete: 98.99 %		
Amount Paid this Final Pay Request: \$4,527.27					

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By
first_name last_name
County/City/Project Engineer
Obtained
Date

Approved By Sir Lines-A-Lot, LLC
first_name last_name
Contractor
Obtained
Date

Project No. : KCP 22-07
Final Pay Request No. : 2
Contract No.: 2207

Certificate of Final Contract Acceptance
Final Voucher Number: 2

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$173,920.80 and agrees to the amount of \$4,527.27 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Sir Lines-A-Lot, LLC By _____

And _____ And _____ State of ,

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in _____ County

Seal Expires _____ Signature _____

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Kanabec County Highway Department
903 Forest Avenue East, Mora, MN 55051
Contract No: 2207
Final Pay Request No. 2

**Kanabec County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 2207
Contractor: Sir Lines-A-Lot, LLC
Date Certified: 3/16/2023
Payment Number: 2

Whereas; Contract No. 2207 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of Kanabec County Highway Department and authorize final payment as specified herein.

State of

I, _____, agency_name within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20__

At _____,

Signed By _____

Kanabec County Highway Department

(SEAL)

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2022-08-25	\$171,104.58	\$1,711.05	\$169,393.53
2	2023-03-16	\$2,816.22	(\$1,711.05)	\$4,527.27

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City of Mora 2022	2022	\$4,367.72	\$0.00	\$4,324.04	\$43.68	\$4,367.72
Local 2022 Kanabec Funds	2022	\$169,553.08	\$0.00	\$165,069.49	\$4,483.59	\$169,553.08

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City of Mora 2022	CITY OF MORA	\$43.68	\$4,775.50	\$4,775.50	\$4,367.72
Local 2022 Kanabec Funds	KANABEC COUNTY GENERAL FUND	\$4,483.59	\$170,920.50	\$170,920.50	\$169,553.08

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
KCP 22-07	1	2022-08-25	\$166,736.86	\$1,667.37	\$165,069.49
KCP 22-07	2	2023-03-16	\$2,816.22	(\$1,667.37)	\$4,483.59
Mora 2022 TM	1	2022-08-25	\$4,367.72	\$43.68	\$4,324.04
Mora 2022 TM	2	2023-03-16	\$0.00	(\$43.68)	\$43.68

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
KCP 22-07	Local 2022 Kanabec Funds	\$169,553.08	\$0.00	\$165,069.49	\$4,483.59	\$169,553.08
Mora 2022 TM	City of Mora 2022	\$4,367.72	\$0.00	\$4,324.04	\$43.68	\$4,367.72

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
KCP 22-07	Local 2022 Kanabec Funds	\$4,483.59	\$170,920.50	\$170,920.50	\$169,553.08
Mora 2022 TM	City of Mora 2022	\$43.68	\$4,775.50	\$4,775.50	\$4,367.72

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
KCP 22-07	1	2021.501	MOBILIZATION	L.S.	\$1,000.00	1	0	\$0.00	1	\$1,000.00
KCP 22-07	2	2563.601	TRAFFIC CONTROL	L.S.	\$1,500.00	1	0	\$0.00	1	\$1,500.00
KCP 22-07	3	2582.502	4 ♦ SOLID LINE PAINT (WHITE)	LF	\$0.048	2226000	0	\$0.00	2208748	\$106,019.90
KCP 22-07	4	2582.502	4 ♦ SOLID LINE PAINT (YELLOW)	LF	\$0.055	949500	51204	\$2,816.22	948283	\$52,155.57
KCP 22-07	5	2582.502	4 ♦ BROKEN LINE PAINT (YELLOW)	LF	\$0.055	170000	0	\$0.00	161411	\$8,877.61
Mora 2022 TM	6	2021.501	MOBILIZATION	L.S.	\$660.00	1	0	\$0.00	1	\$660.00
Mora 2022 TM	7	2563.601	TRAFFIC CONTROL	L.S.	\$600.00	1	0	\$0.00	1	\$600.00
Mora 2022 TM	8	2582.502	4 ♦ SOLID LINE PAINT (WHITE)	L.F.	\$0.048	36000	0	\$0.00	30212	\$1,450.18
Mora 2022 TM	9	2582.502	4 ♦ SOLID LINE PAINT (YELLOW)	L.F.	\$0.055	28000	0	\$0.00	26137	\$1,437.54
Mora 2022 TM	10	2582.502	4 ♦ BROKEN LINE PAINT (YELLOW)	L.F.	\$0.055	4500	0	\$0.00	4000	\$220.00
Base Bid Totals:								\$2,816.22		\$173,920.80

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
KCP 22-07		\$2,816.22	\$169,553.08
Mora 2022 TM		\$0.00	\$4,367.72

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount
			6

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Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total				\$173,920.80		
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Quote



Building Controls Group

2300 Myrtle Ave. Suite 100
St. Paul, MN 55114
Phone: (651) 289-1310 | Fax: (651) 288-0835

Order #	Date
S63734	09/07/2023



Bill To:	Ship To:
David Mulvaney Kanabec county Courthouse 18 north vine st. Mora, MN 55051	David Mulvaney Kanabec county Courthouse 18 north vine st. Mora, MN 55051
Customer: Kanabec county Courthouse	Contact: David Mulvaney

Memos

Date	User	Memo
08/22/2023	john	dave.mulvaney@co.kanabec.mn.us
09/05/2023	john	Dave Mulvaney-320-679-6442 320-679-6448

Sales Rep	Payment Terms	FOB Point	Carrier	Ship Service	Date Scheduled
Cory	COD	Origin	UPS	Ground	08/22/2023

Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
1	Sale	EASYIO-FW-VAV	EIO EasyIO programmable FW-VAV controller, integrated actuator	\$346.88	75.0 ea	\$ 26,016.00
2	Sale	EASYIO-FS-32	EIO FS Server Class, 32 Points	\$1,102.33	22.0 ea	\$ 24,251.26
3	Sale	BA/QS-W-B	BAPI Stat Quantum Slim White Color 10K-2 Thermistor	\$16.07	80.0 ea	\$ 1,285.60
4	Shipping	Freight Estimate	Estimated Shipping Cost	\$75.00	1.0 ea	\$ 75.00

QUOTES GOOD FOR 14 DAYS.

BO: Yes / No Customer (print) _____
Phone _____
BCG Initials _____ Ship / Email / Will Call Date: _____

Subtotal:	\$51,627.86
Sales Tax:	\$0.00
Total:	\$51,627.86

Notice: Custom ordered parts are nonreturnable. Non-stock parts may be returnable but with a restock charge. Stock parts are returnable if in the complete, unaltered, original packaging. Back ordered parts are subject to a price change in the event the manufacturer changes pricing while the back order exists. Thank you for your business!

Pricing For Courthouse Controller Replacement

Eric Hanson <eric@gohanson.com>

Thu 7/6/2023 3:17 PM

To: Dave Mulvaney <Dave.Mulvaney@co.kanabec.mn.us>

📎 3 attachments (3 MB)

JC_EasyIO_FW_VAV_Info.pdf; BA10K-2-BQ-Z-CG.pdf; ATT00001.txt;

Dave,

~~EASYIO-FS-20 EIO FS Server Class, 20 Points~~
~~\$1326.34 each Controller only~~

EASYIO-FS-32 EIO FS Server Class, 32 Points **\$54,572.80**
\$1705.40 each Controller only

EASYIO-FW-VAV EIO programmable FW-VAV controller, integrated actuator *replaces the FW-08v
Bundle
\$491.62 each Controller only **\$36,871.50**

I also included a pdf with information for a basic T-stat for you to look at.

Regards,

\$91,444.70

Eric Hanson Consulting, LLC
612.440.6808

Sent from a mobile device

Acquisition Information for Property Owners

Kanabec County – SAP 033-611-023

Agency :

Kanabec County Public Works

Introduction

- ❖ A primary responsibility of the Kanabec County Highway Department is the administration, planning, construction, inspection, maintenance and repair of the Kanabec County roads.
- ❖ In carrying out this responsibility, the acquisition of privately owned real property is sometimes necessary. The purpose of this brochure is to inform those individuals whose land must be acquired of their rights under Minnesota law and to provide information about the acquisition process.
- ❖ Under Minnesota law, the County may acquire property by gift, direct purchase, or eminent domain proceedings.

Early Contact

- ❖ Before the County is in a position to acquire your property, a survey crew may request permission to enter your land to obtain information for the development of the proposed improvement.
- ❖ A representative from the County may contact you to learn the nature and interest of involved parties in the land.

Determination of Just Compensation

- ❖ An appraisal of your real property will be made before negotiations are started. (Real property is defined as the rights and interests possessed in land and generally whatever is erected, or growing upon, or affixed to, land.) An attempt to provide an opportunity to accompany the appraiser during the inspection will be provided to you or a representative you designate. This provides you with an opportunity to point out any unusual or hidden features your property may possess.

Determination of Just Compensation (cont.)

- ❖ In preparing the appraisal, the appraiser may not consider an increase or decrease in the value of your property, prior to the date of valuation, which results from the highway project or the likelihood that your property will be acquired for the project. However, any physical deterioration within your reasonable control will be considered in the valuation of your property.
- ❖ The appraisal is based primarily on studies of recent sales of property in the vicinity of your property.
- ❖ The County will review the completed appraisal Based on a review of the appraisal, the County will establish the amount it believes to be just compensation to be offered for the property being acquired.

Minimum Compensation

- ❖ In certain circumstances where a fee owner of property is required to relocate, the amount of damages payable, at a minimum, must be sufficient for the owner to purchase a comparable property in the community. In the event that the County determines that a property owner is eligible for consideration under this provision of Minnesota law, the County will complete a minimum compensation analysis. If that analysis shows an amount exceeding the fair market value appraisal of the property, the County will offer the owner the minimum compensation amount as part of its original purchase offer.

Direct Purchase

- ❖ The County will make a prompt offer to purchase the property for the full amount it has determined to be just compensation. A written statement will be provided to you, which will include the amount offered and an explanation of the basis for determining this amount. In cases where only a part of the property is to be acquired, the statement will separate the amount of compensation to be paid for the property being acquired and the amount (if any) for damages to the remainder. If the acquisition leaves you with an uneconomic remnant, the County will offer to purchase it.

Direct Purchase (cont.)

- ❖ The County will not take any action which would coerce you into accepting its offer. Prohibited actions include advancing the time of condemnation, deferring negotiations or condemnation, or postponing the deposit of funds in court for your use.
- ❖ You will have a reasonable length of time to consider the offer. To aid in your decision you may wish to secure your own appraisal. Minnesota law provides for reimbursement by the County in an amount not to exceed \$1,500.00 for the actual cost of an appraisal for single or two family residential properties as well as acquisition of property for less than \$10,000. Appraisals for other types of acquisitions may be reimbursed up to \$5,000. The County must have a written request for reimbursement including a paid receipt for the appraisal and a copy of the appraisal not later than five (5) days before a scheduled commissioners hearing. The appraisal must be completed by a Minnesota licensed real estate appraiser and meet the requirements of “The Uniform Standards of Appraisal Practice” (USPAP) in order to be considered by the County.

Direct Purchase (cont.)

- ❖ If you elect to accept the offer, you will be asked to sign a purchase agreement granting the County the right to purchase your property. The County will, at its own expense, furnish all documents necessary to complete the sale, make the necessary examination of title, and record the conveyance documents.
- ❖ After the documents have been recorded, payment will be processed. If the County purchases your entire property, any mortgage on the property will need to be paid first from the proceeds.
- ❖ If only a part of your property is to be acquired, the County may ask for a partial release of the mortgage and may list your mortgage company on the payment check. When your property is acquired you will be furnished a claim form in which you may request reimbursement for fees charged by your mortgagee for a partial release or prepayment penalty, if Stearns County requires such release.

Direct Purchase (cont.)

- ❖ If all or a major portion of your property is being acquired, it will be necessary that all current and delinquent real estate taxes, as well as all special assessments, be paid in full. If only a small portion of your property is being acquired, any delinquent taxes must be paid, although in some instances the County may be able to record the documents notwithstanding current real estate taxes due. The County can advise you on payment of taxes due.
- ❖ The County will make every reasonable effort to avoid litigation by acquiring your property through direct negotiation.

Relocation

- ❖ If you must move because your home is being acquired, or if you must relocate your business or farm operation because of the acquisition of your property, you will be given at least 90 days written advance notice of the date by which you are required to move. If you have to move from your home, a decent, safe and sanitary replacement dwelling must be identified by the County, which dwelling is available for you to purchase on a nondiscriminatory basis, prior to your displacement.
- ❖ You are not required to surrender possession of your property until:
 - 1. You have been paid the agreed purchase price; or
 - 2. A deposit has been made with the court, for your benefit; in an amount not less than the County approved appraisal, or the amount of the award of compensation in a condemnation proceeding. You can withdraw this deposit.

Relocation (cont.)

- ❖ Once the County has acquired your property, it may decide to rent it, subject to termination on short notice. The amount of rent charged you, or another tenant, will not exceed the fair rental value of the property to a short-term occupier.

Donations

- ❖ You may make a gift or donation of the property, or any part of it, or of any of the compensation paid for it, to the County.
- ❖ You have the right to receive just compensation for the acquisition of the property if it is desired. You are also entitled to have an appraisal made of the property along with an offer of just compensation.
- ❖ However, you may release the County from either or both of the obligations. It is your option.

Condemnation

- ❖ If an agreement cannot be reached on the purchase of your property the County may acquire your property by the exercise of the power of eminent domain. If a situation such as this does occur, the County will institute formal condemnation proceedings, at which time all parties with an interest in the property will be notified of the action.
- ❖ Typically, when the County does file eminent domain proceedings, they use a process referred to as a “quick take.” Under this process the County will provide you with certified mail notice indicating the date on which title and possession of the property will transfer to the County. That date must be at least 90 days after mailing of the notice by the County. In addition, the County will file a petition with the district court and schedule a hearing where the district court judge will review the County’s petition and determine whether the County’s proposed acquisition is necessary for a public use or purpose.

Condemnation (cont.)

- ❖ After finding that the County has a public use or purpose and that the property is necessary, the district court judge will appoint 3 disinterested people with knowledge of real estate valuation to serve as condemnation commissioners. These commissioners will view the property acquired by the County and hold a hearing. At the hearing held by the commissioners, the property owner and the County will each have an opportunity to present information to the commissioners regarding the amount of just compensation to which the property owner is entitled. An owner is entitled to the “fair market value” of their property if the entire property is acquired (or in some circumstances, the amount necessary to purchase a comparable property within the community). If only part of an owner’s property is acquired, the owner is entitled to the difference between the value of their entire property before the County’s acquisition and the fair market value of the remaining property after the County’s acquisition.

Condemnation (cont.)

- ❖ If, after the court appointed commissioners render a decision, either the county or the property owners are dissatisfied with that decision, either party can appeal the decision within a specified period of time. The appeal is to a jury.
- ❖ The process to determine damages may extend beyond the time when the County obtains title and possession of the property. The County must, however, prior to taking possession of the property, pay to the property owner (or deposit with the court on behalf of the owners) the amount of compensation determined by the County as just compensation. And if, after the commissioner or appeal process, additional amounts are awarded to the property owner, the County will pay those additional amounts with interest at the rate set by state statute.
- ❖ Although attorneys' fees and costs of litigation are generally not reimbursable by the County, in certain circumstances an owner can recover reasonable fees and costs. These circumstances include situations where the final judgment or award of damages exceeds 40% (20% in the discretion of the district court judge) of the

Condemnation (cont.)

County's last written offer prior to filing a condemnation petition. Additionally, reasonable costs, disbursements, and expenses, including reasonable attorney, appraisal, and engineering fees which you have actually incurred are reimbursable under the following conditions:

- 1. If the County starts a condemnation action, but the court decides that the County does not have authority to acquire your property by condemnation; or
- 2. If the County starts a condemnation action and abandons it; or
- 3. If you, as owner, successfully maintain an inverse condemnation proceeding. (Inverse condemnation is a legal process by which an owner brings suit against the County to prove that they have taken compensable property rights without payment of just compensation).

Condemnation (cont.)

- ❖ If the property owner has not previously been reimbursed for appraisal fees as previously described in this pamphlet, the commissioners may award appraisal fees subject to the same limits applicable for direct reimbursement by the County.

Buildings, Structures and Improvements – Single Ownership

- ❖ When the County obtains an interest in your land, it must acquire at least an equal interest in any buildings, structures or improvements located on the acquired land, if they are required to be removed or if the highway project will adversely affect them.

Tenant-Owned Buildings, Structures and Improvements

- ❖ The County is required to pay for property as if it were in a single ownership and the contributory value of a tenant's improvements will be paid. In other words, if you are a tenant who owns a building, structure or improvement on land required for public purposes, the offer made by the County to the landowner will include either the fair market value which your building, structure or improvement contributes to the real property or the fair market value of the building, structure or improvement for removal from the real property, whichever is greater. As a tenant owning any buildings, structures or improvements on real property you must reach agreement with the landowner as to your share of the settlement. If you have a written lease, that lease may provide whether or not compensation is paid to the landlord or the tenant.

Reimbursement of Incidental Expenses

- ❖ You are entitled to be reimbursed for fair and reasonable expenses you necessarily incurred for:
 - 1. Recording fees, transfer taxes, and similar expenses incidental to conveying your real property to the acquiring agency.
 - 2. Penalty costs for prepayment of any pre-existing, recorded mortgage, entered into in good faith, encumbering your property.
 - 3. The pro-rate portion of prepaid real property taxes that can be reimbursed in accordance with state law.

Summary and Conclusion

- ❖ What is stated here is brief and general. If you desire more information, you may request assistance from the County representative assigned to acquire your property.

Notes

[illegible]

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

September 5, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, September 5, 2023 pursuant to adjournment with the following Board Members present in person: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

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

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

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

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the corrected minutes of August 1, 2023 as presented.

Action #3 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the minutes of August 15, 2023 as presented.

Action #4 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor-Treasurer	12,201.14
Kanabec County AT ACH_VISA	1,012.36
Office of MN.IT Services	1,338.65
East Central Energy	1,359.84

Himile, Merlin	500.00
Minnesota Energy Resources Corp	67.26
Card Services (Coborn's)	92.07
Marco Inc	434.59
Minnesota Energy Resources Corp	6,703.56
Chamberlain Oil	546.54
Dwyer, Donn	500.00
City of Mora	289.06
Quadient Finance USA Inc	2,000.00
Terhaar, Cheryl	169.50
VC3, Inc.	6,540.00
Verizon Wireless Aircards	1,415.38
City of Mora	1,121.69
East Central Energy	85.09
Dearborn National Life Insurance Co	569.58
Health Partners	7,070.07
Life Insurance Company of North America	621.56
The Hartford Priority Accounts	6,771.27
VSP Insurance Co	580.66

23 Claims Totaling: \$ 51,989.87

9:02am – The Chairperson called for public comment three times. None responded.

9:04am – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Accurate Controls Inc	164.00
Ace Hardware	32.17
Ace Hardware	37.99
Ace Hardware	234.02
Adam's Pest Control, Inc.	250.00
Aitkin County Administrator	10,079.00
American Legion Post #201	115.46
Anne M. Carlson Law Office, PLLC	440.00
Aspen Mills	1,111.57

Aspen Mills	190.27
Aspen Mills	302.78
Auto Value	77.97
Auto Value	245.93
Bohnsack Law Office	90.25
Bowland, Jacob	137.55
Clifton Larson Allen LLP	17,705.10
Coborn's Grocery Store	105.00
Crider, Grant	219.00
Curtis, Michael	729.12
East Central Energy	86,000.00
EATI	3,076.17
EATI	5,963.40
EATI	3,613.78
Electric Motor Service, Inc	611.45
Glen's Tire	547.44
Government Management Group	3,750.00
Grand View Lodge	751.53
Granite City Jobbing Co	268.56
Granite City Jobbing Co	1,149.20
Granite Electronics	365.00
Granite Electronics	50,000.00
Granite Electronics	362.00
Hancock Surveying	200.00
Handyman's Inc	423.27
Handyman's Inc	1,005.19
Herschberger, Ervin & Anna	401.00
Hoefert, Robert	1,858.89
Hohn's Auto Body & Glass	12,948.95
Hohn's Auto Body & Glass	4,021.85
Hohn's Auto Body & Glass	1,129.00
Holiday Station Store	105.00
Horizon Towing	214.75
Imaging Spectrum, Inc.	69.06
IT SAVVY LLC	38.00
Journey, Ann Marie	300.00
Kanabec County Highway Department	167.65
Kanabec County Highway Department	346.88

Kanabec Publications	576.52
Kanabec SWCD	6,098.30
Koenings, Katie	186.29
Laacke & Joys Company LLC	1,919.00
Law Office of Richard Hodsdon	2,820.00
Lilyerd, Tom	7,784.54
MACATFO	50.00
MACATFO	50.00
Marco, Inc	477.00
Marotte, Amber	214.99
Mattson Electric	120.00
Mattson Electric	10,633.65
MCAA	500.00
Menards	50.61
Metropolitan Mechanical Contractors, Inc.	3,942.00
MN Alliance on Crime	160.00
MNCCC Lockbox	90.00
MNCVSO Assistants Association	197.00
MRA	185.00
MRA	2,081.25
NJC Promos	350.00
Northland Business Systems	5,278.79
ODP Business Solutions	99.25
ODP Business Solutions	148.31
ODP Business Solutions	106.94
ODP Business Solutions	241.55
ODP Business Solutions	33.98
ODP Business Solutions	14.99
O'Reilly Auto Parts	7.99
Oslin Lumber	242.61
PD's Embroidery	45.00
Premium Waters, Inc.	45.10
Prihoda, Christopher	323.00
Quill	165.13
Quill	43.77
Ratwik, Roszak & Maloney, PA	574.00
Reliance Telephone	500.00
RELX Inc. DBA LexisNexis	220.00

RJ Mechanical	465.64
Ruud, Sandy	184.00
Ruud, Sandy	220.74
Schmitt, Kelly	417.20
Scotts Lawn & Landscapes	235.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
State of Minnesota - BCA	25.00
Stellar Services	114.99
Stellar Services	356.65
Stellar Services	114.64
Summit Companies	306.50
Summit Companies	2,736.50
Summit Companies	299.50
Summit Companies	543.00
Summit Food Service Management	4,069.64
Summit Food Service Management	4,194.05
Summit Food Service Management	3,999.04
SwipeClock LLC	332.00
Talos Dynamics	1,642.85
Thomsen, Brandon	50.00
Van Alst, Lillian	1,637.61
VC3	4,800.00
VC3	2,362.50
Ziegler Inc.	6,616.98

113 Claims Totaling: \$ 294,530.79

Action #6 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following claims on Road & Bridge Funds:

<u>Vendor</u>	<u>Amount</u>
Ace	227.64
A&M Aggregate	753.17
Auto Value	2,927.42
Bjorklund Companies	331.00

CPF	809.40
Contech Engineered Solutions	49,267.90
DeJong, George	31.06
Federated Co-op	58.75
IT Savvy LLC	876.18
Kanabec County Highway Dept	124.90
Knife River Corp	249.87
Northern Safety	124.93
Nuss Truck	156.76
ODP Business Solutions	243.64
Olson Power	1,149.45
Sanitary Systems	170.00
Scott's Lawn & Landscapes	1,079.03
USIC Locating	250.00
Widseth Smith Nolting	8,588.62
Ziegler	384.99

20 Claims Totaling: \$ 67,804.71

Action #7 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #7 – 9/5/23

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	\$783.17
Quality Disposal	\$5,291.80
Arthur Township	\$500.00
Total	\$6,574.97

Action #8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the Board meeting at 9:13am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:13am on Tuesday, September 5, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

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

Community Health Director Kathy Burski gave the Director's Report.

Adult Health Supervisor Farrah Gajewski met with the Board to give a presentation regarding the Quality Assessment and Performance Improvement (QAPI) Program.

Action #CH10 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH10 – 9/5/23

BE IT RESOLVED the Kanabec County Community Health Board has reviewed, evaluated, and approved the Quality Assessment and Performance Improvement (QAPI) program for the Community Health agency.

Action #CH11 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #CH11 – 9/5/23

Lamar Advertising Contract resolution

WHEREAS, Kanabec County Community Health has funds available and a need to advertise for vaccinations (including COVID) due to a drop in vaccination rates and,

WHEREAS, Lamar is an advertising agency with local area billboards available for such a service and is willing and able to meet the needs of the agency and,

WHEREAS, Kanabec County Community Health wishes to enter into an advertising contract with Lamar to provide the needed advertising services.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Kanabec County Community Health Director to sign a service contract with Lamar for advertising vaccinations at a cost of no more than \$6,800 for a period of six months.

Action #CH12 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution, with changes to the Delegation Agreement as recommended by County Attorney Barbara McFadden, and upon approval of said changes by UCare:

Resolution CH12 – 9/5/23

UCare Delegation Agreement Resolution

WHEREAS, UCare desires to delegate care coordination services to Kanabec County Community Health, and

WHEREAS, the care coordination services are intended to be provided by a team member to foster communication among UCare members, providers, staff and other organizations, and

WHEREAS, Kanabec County Community Health desires to provide the delegated services in accordance with UCare policies and procedures and in compliance with applicable federal and state laws and regulations and National Committee for Quality Assurance accreditation standards, and

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director signing the Delegation Agreement including the Business Associate Agreement, Schedule G and Schedule M between UCare and Kanabec County for the time period January 1, 2023 until terminated by either party.

Action #CH13 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the payment of 88 claims totaling \$63,894.22 on Community Health Funds.

Action #CH14 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:39am and to meet again on Tuesday, October 24, 2023 at 9:20am.

The Board of Commissioners reconvened.

Attorney John Kolb met with the County Board via WebEx to discuss recommendations for the Snake River Watershed Partnership Joint Powers Agreement. Kanabec Soil and Water District Manager Deanna Pomije was also present. Information only, no action was taken.

Barbara Chaffee, Tricia Bigaouette, and Diana Ristamaki from Central Minnesota Jobs and Training (CMJTS) met with the County Board to give their annual update. CMJTS Employment Specialist Monica Moore presented the local success story of Andrea Meyer. Information only, no action was taken.

10:33am – The County Board took a five-minute break.

10:38am – The County Board reconvened.

Kanabec County Auditor/Treasurer Denise Snyder met with the County Board to give a department update. Information only, no action was taken.

Environmental Services GIS Technician Ryan Carda and 4-H Youth Extension Educator Nikki Priebe met with the Board to request approval of 2023 Household Hazardous Waste Day & County Clean-Up Day.

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

Resolution #15 – 9/5/23

WHEREAS the board has received a request for support of a Kanabec County Clean-Up Day and Household Hazardous Waste Collection to be held on Saturday, October 14, 2023, and

WHEREAS the Kanabec County Board of Commissioners and Environmental Services support such an event;

BE IT RESOLVED that the county will provide up to \$5,000, to be paid using SCORE/Surcharge funds to help fund the County Clean-up Day.

BE IT FURTHER RESOLVED that the county will provide up to \$9,000, to be paid using SCORE/Surcharge funds to help fund the Household Hazardous Waste Collection.

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

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

Resolution #16 – 9/5/23
Roof Repairs for Salt Shed and Garage

WHEREAS the roof on the storage garage and salt shed at the county pit are in need of repair, and

WHEREAS the following quotes were received for roofing work:

	Garage	Salt Shed	Total
DKN Construction	\$8,585	\$14,091	\$22,676
Miller Roofing	\$11,580	\$21,960	\$33,540

WHEREAS DKN Construction provided the low quote of \$22,676, and

THEREFORE BE IT RESOLVED to accept the quote of \$22,676 by DKN Construction for roof repairs of the garage and salt shed at the county pit.

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

Resolution #17 – 9/5/23
Legal Services for Right of Way Acquisition

WHEREAS project no SAP 033-605-023, CSAH 5 from TH 23 to CSAH 19 will include right of way acquisition for the entire length of the project, and

WHEREAS specialized legal services may be necessary for acquisitions that may require eminent domain, and

WHEREAS Rinke Noonan has provided a quote for said legal services on an hourly basis – ranging from \$125- \$495 per hour, and

WHEREAS said quote was presented before the Board, and

THEREFORE BE IT RESOLVED to accept the agreement by Rinkee Noonan for legal services for assistance with right of way acquisition for SAP 033-605-023.

Public Works Director Chad Gramentz gave construction updates regarding current road projects. Information only, no action was taken.

Public Works Director Chad Gramentz led a discussion regarding the process of addressing and a brief history of the current county addressing system. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding Local Affordable Housing Aid.

Action #18 – It was moved by Tom Roeschlein with subsequent Board consensus to table the discussion regarding Local Affordable Housing Aid to a future meeting.

Future Agenda Items: SCORE Funds long term sustainability, Local Affordable Housing Aid.

Action #19 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to close the meeting at 11:40am pursuant to the Open Meeting Law, MN Statute §13D.05 subd. 3(b) to discuss matters under Attorney Client Privilege. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally and County Attorney Barbara McFadden.

Action #20 – At 12:01pm Chair Mattson closed the Attorney Client Privileged closed session to enter into a closed session pursuant to MN Statute §13D.05 subd.3.c.3 to discuss matters related to a Possible Real Estate Transaction. Those present during the Possible Real Estate Transaction closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as Public Works Director Chad Gramentz (via phone) and County Coordinator & Personnel Director Kris McNally.

Action #21 – At 12:13pm Chair Mattson closed the Possible Real Estate Transaction closed session to enter into a closed session pursuant to MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the Labor Negotiation Strategy closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as Public Works Director Chad Gramentz (via phone) and County Coordinator & Personnel Director Kris McNally.

Action #22 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to end the Labor Negotiation Strategy closed session and resume the open meeting at 12:25pm.

Action #23 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 12:26pm to a budget work session at 1:00pm.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, September 5, 2023 at 1:00pm pursuant to recess with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland, and Peter Ripka.

Action #24 – The Chairperson adjourned the meeting at 3:20pm. The Board will meet again for a Budget Work Session on Tuesday, September 12, 2023 at 8:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, September 12, 2023 at 8:00am pursuant to recess with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland, and Peter Ripka.

Action #25 – The Chairperson adjourned the work session at 10:30. The Board will meet again in regular session on Tuesday, September 19, 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>
Card Services (Coborn's)	40.00	MESCH Program Supplies	Community Health
Card Services (Coborn's)	179.44	Wellness Supplies	Employee Wellness
City of Mora	22,607.42	Electric & Water Utilities	Various
Consolidated Communications	1,128.20	Monthly Service	Various
East Central Energy	179.34	Intersection Lighting	Highway
Kanabec County Auditor/Treasurer	11,577.56	Leased Vehicles	Various
Kwik Trip	16,179.50	County Fuel Cards	Various
Midcontinent Communications	450.19	Utilities	Various
Minnesota Department of Finance	5,724.50	8.23 State Fees & Surcharges	Recorder
Quality Disposal	1,003.55	Solid Waste Fees	Various
Smith, Craig	425.00	Driveway Permit Refund	Highway
Spire Credit Union	8,542.69	See Below	
Verizon Cell Phones	3,801.00	Monthly Service	Various
13 Claims Totaling: \$		<u>71,838.39</u>	
Spire Credit Union	43.30	UPS - Shipping	HR
	143.99	Cleverbridge - Nitro PDF	Auditor/Treasurer
	88.85	Amazon - Office Supplies	Auditor/Treasurer
	10.73	Amazon - Stamp	Auditor/Treasurer
	26.88	Amazon - Office Supplies	Auditor/Treasurer
	31.87	Amazon - SSD Harddrive	IS
	31.87	Amazon - SSD Harddrive	IS
	7.73	Amazon - Scissors	IS
	12.53	Amazon - Office Supplies	Attorney
	39.45	Amazon - Office Supplies	Attorney
	171.00	Batchgeo - Mapping Service	Assessor
	525.00	MAAO - Fall Conf Registration - JL	Assessor

487.50	MAAO - Fall Conf Registration - TV	Assessor
331.11	Holiday Inn - Conference, JB	Assessor
754.88	Holiday Inn - Conference, AM & KK	Assessor
220.74	Holiday Inn - Conference, TB	Assessor
14.99	Amazon - Speakers	Assessor
9.99	Amazon - Mouse	Assessor
44.34	GODADDY - Renewal	Transit
179.97	Amazon - Battery Power Supply	Transit
14.99	Amazon Prime Membership	Sheriff
13.84	Amazon - USBC Charging Cable	Sheriff
225.20	Chewy - Dog Food	Sheriff
23.60	RayAllen.com - K9 Handle Leather Tab	Sheriff
569.00	SP Top Notch K9 - E Collar Remote	Sheriff
136.69	SP Fusion Tactical - K9 Harness	Sheriff
480.00	MN Sheriff's Assn-Jail Admin Conf Registration-CB	Jail
600.61	Craguns Lodge - Jail Admin Conf Lodging - CB	Jail
25.00	POR Reg & Investigations	Jail
23.07	Amazon - Self-Inking Stamp	Jail
26.99	Amazon - Batteries	Jail
20.88	Amazon - Staff Supplies	Jail
19.72	UPS Shipping - EMPG	E911
1,460.00	Priority Dispatch Corp. - Training for New Dispatchers, EL, BD, CB, AW	E911
419.42	Thunderbird Lodge - EMPG Staff Dev. 8/8-8/9 - KS	E911
169.99	Amazon - Folding Wagon (fair)	Extension
0.99	Apple - Storage	Highway
72.51	Amazon - Supplies for Agency	Community Health
13.90	Amazon - USBC Charging Cable	Community Health
322.97	Hampton Inn & Suites -RPC Meeting	Community Health
181.71	Amazon - RPC Program Supplies	Community Health
25.60	Availity Subscription Fee	Community Health
87.64	Amazon - FHV Program Supplies	Community Health
48.54	Amazon - FHV Program Supplies	Community Health
22.40	Availity Subscription Fee	Community Health

	32.00	Availity Subscription Fee	Community Health
	9.21	Amazon - Pulse Ox Home Care Supplies	Community Health
	162.45	Walmart - Wellness Supplies	Employee Wellness
	131.29	Amazon - Wellness Supplies	Employee Wellness
	(24.19)	Walmart - Wellness Supplies Credit	Employee Wellness
	23.19	Amazon - Wellness Supplies	Employee Wellness
	26.76	Amazon - Wellness Supplies	Employee Wellness
52 Claims Totaling:	\$	<u>8,542.69</u>	

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 9/19/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	ITSavvy LLC	1,892.00	Computers (2) & RAM (2)
ASSESSOR	Marco	159.00	Printer Lease
ASSESSOR	MNCCC Lockbox	818.16	2023-24 Marshall/Swift CAMA
		2,869.16	
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	August Cleaning Services - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	August Cleaning Services - PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	August Cleaning Services - Jail
BUILDINGS MAINTENANCE	Grainger	112.10	Filters - PSB
BUILDINGS MAINTENANCE	Granite City Jobbing Co	1,001.18	Paper Towels, TP, Garbage Bags - PSB
BUILDINGS MAINTENANCE	Jamar Company	972.50	Investigated and Repaired Roof Leaks - PSB
BUILDINGS MAINTENANCE	Johnsons Hardware	47.96	Plumbing Supplies & Outlet Cover - PSB
BUILDINGS MAINTENANCE	MEI Total Elevator Solutions	1,217.52	Sep-Nov Quarterly Service - Courthouse
BUILDINGS MAINTENANCE	Mid-American Research Chemical	201.36	Bulldog Towels & Toilet Bowl Cleaner - Courthouse
		11,596.62	
COMMISSIONERS	Ripka, Peter	74.40	Mileage to August Board Meetings & Budget Work Sessions
		74.40	
COMPUTER EXPENSES	Young, Kathy	104.80	Mileage to MCIS Meeting in Carlton 9/6
		104.80	
COUNTY ATTORNEY	ODP Business Solutions LLC	116.36	Paper Clips, Highlighters, Staplers, File Folders, Labels
COUNTY ATTORNEY	RELX Inc DBA Lexis Nexis	220.00	August 2023 Charges

		336.36	
COUNTY COORDINATOR	SHI	158.76	Yearly WebEx Subscription
		158.76	
COUNTY CORONER	Ramsey County	1,703.00	Post Mortem Exam/Toxicology
COUNTY CORONER	Ramsey County	1,471.00	Post Mortem Exam/Toxicology
COUNTY CORONER	River Valley Forensic Services, P.A.	1,250.00	Monthly Contract, Post Mortem Exams (2)
		4,424.00	
COUNTY RECORDER	ODP Business Solutions LLC	52.76	Marriage License Paper, Tape, Storage
		52.76	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	150.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Johnson Brothers Law	660.00	Courty Appt Attorney Fees
		810.00	
ECONOMIC DEVELOPMENT	Hartshorn, Jim	87.77	Mileage to SBDC Event in Braham 9/6 & Initiative Foundation Mtg in Chisago City 9/11
ECONOMIC DEVELOPMENT	SHI	158.76	Yearly WebEx Subscription
		246.53	
ELECTIONS	Election Systems & Software Inc	2,126.00	ERM Software Update
		2,126.00	
ENVIRONMENTAL SERVICES	SHI	158.76	Yearly WebEx Subscription
		158.76	
FAMILY SERVICES	SHI	952.56	Yearly WebEx Subscriptions (6)
		952.56	
HIGHWAY	MN Counties Insurance Trust	174.00	2023 PC Addn Equip

HIGHWAY	MN Counties Insurance Trust	<u>(156.00)</u> 18.00	2023 PC Addn Equip Credit
HUMAN RESOURCES	American DataBank	9.40	Background Study for New Employee - LA
HUMAN RESOURCES	American DataBank	48.35	Background Study for New Employee - PT
HUMAN RESOURCES	Carney Forensics	2,702.99	I.T. Forensic Services
HUMAN RESOURCES	Kanabec Publications	254.55	HHA/Homemaker, Correctional Officer & Maintenance Tech Job Ads
HUMAN RESOURCES	WEX	<u>420.75</u> 3,436.04	Administrative Fees for August
INFORMATION SYSTEMS	Marco	<u>3,335.71</u> 3,335.71	Phone Lease
LAW LIBRARY	RELX Inc DBA Lexis Nexis	<u>231.75</u> 231.75	Law Library Invoice
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,487.00	August 2023 Contracted Beds at East Central Juvenile Center
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	82.50	Detention Electronic Bracelet - 8/1/23 - 8/5/23
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	248.00	REAM Grant - 8/1/23 - 8/31/23
PROBATION & JUVENILE PLACEMENT	RS EDEN	<u>373.53</u> 5,191.03	Urine Sample Sent to Lab & 50 Nine Panel Cups
PUBLIC HEALTH	SHI	<u>158.76</u> 158.76	Yearly WebEx Subscription
PUBLIC TRANSPORTATION	A and E Cleaning Services	690.00	Timber Trails Office Cleaning
PUBLIC TRANSPORTATION	C & D Auto	125.00	Bus Repairs
PUBLIC TRANSPORTATION	Curtis, Michael	306.65	Volunteer Mileage 8/28 - 9/10
PUBLIC TRANSPORTATION	Hoefert, Robert	960.89	Volunteer Mileage 8/28 - 9/10
PUBLIC TRANSPORTATION	Kanabec Publications	568.00	Advertising
PUBLIC TRANSPORTATION	North Central Bus & Equipment	210.69	Bus Parts
PUBLIC TRANSPORTATION	Premium Waters, Inc.	45.10	Bottled Water Supplies

PUBLIC TRANSPORTATION	Van Alst, Lillian	1,185.55	Volunteer Mileage 8/28 - 9/10
PUBLIC TRANSPORTATION	Vye	<u>420.00</u>	Annual Website Fee
		4,511.88	
SANITATION	East Central Solid Waste Commission	49.58	Kanabec County Highway Dept Mixed Solid Waste & Tires (2)
SANITATION	Kanabec Publications	<u>488.20</u>	Household Hazardous Waste Collection Ad
		537.78	
SHERIFF	Ace Hardware	1.60	Key for Squad
SHERIFF	AT&T Mobility	1,547.54	Monthly Services
SHERIFF	Axon Enterprise Inc.	495.00	Taser Instructor Course
SHERIFF	BlueStar Graphics	1,575.00	Squad Lettering x3
SHERIFF	Glen's Tire	764.12	Dismount/Mount, Inner Tie Rods, Tire Patch
SHERIFF	Gratitude Farms	500.00	Animal Control Services 8/1 - 8/31
SHERIFF	Hohn's Auto Body & Glass	114.60	Tow Bill for Squad
SHERIFF	LeadsOnline	2,613.00	Invest. System Service Package 10/15/23 - 10/14/24
SHERIFF	O'Reilly Auto Parts	43.46	Capsule & 2pk Keyless for Squads
SHERIFF	O'Reilly Auto Parts	178.02	Battery & Core Charge for Squad
SHERIFF	Tinker & Larson Inc	<u>3,423.57</u>	Squad Oil Changes (6), Brakes (2), Replace Light
		11,255.91	
SHERIFF - 911 EMERGENCY	Motorola Solutions	<u>2,115.00</u>	Vesta Services
		2,115.00	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	19,890.93	Oct. '23 On-Site Medical, Mental Health & TPA Pool Management
SHERIFF - JAIL/DISPATCH	Garcia, Brenda	122.88	Mileage Reimbursement for POR Training in Hermantown 9/7
SHERIFF - JAIL/DISPATCH	Grainite Electronics	378.00	Plantronics Headsets (3)
SHERIFF - JAIL/DISPATCH	Marco	273.00	Jail Admin Printer Lease
SHERIFF - JAIL/DISPATCH	Minnesota Monitoring, Inc.	150.00	Jail Electronic Bracelet 8/8/23 - 8/22/23
SHERIFF - JAIL/DISPATCH	Stellar Services	180.05	Canteen 8/28/23
SHERIFF - JAIL/DISPATCH	Stellar Services	167.71	Canteen 9/5/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,074.98	Inmate Meals 9/2 - 9/8

SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>1,144.57</u>	Inmate Meals 8/26 - 9/1
		26,382.12	
STATE FISCAL RECOVERY ARP	VC3	3,631.25	365 Migration
UNALLOCATED	Kanabec Publications	<u>290.16</u>	County Board Minutes 7/5 & 7/18
		3,921.41	
76 Claims Totaling:		<u>\$ 85,006.10</u>	

Agenda Item #4
Regular Bills - Road & Bridge
Bills to be approved: 9/19/23

Vendor	Amount	Purpose
A & E Cleaning Services	1,380.00	Office cleaning
Ace	59.97	Shop supplies
Aramark	557.95	Coveralls and janitor supplies
Beaudry Oil	23,879.80	Diesel
Bjorklund Companies LLC	222.72	Gravel
Crawford's Equipment	52,569.24	Bobcat purchase
Diesel Laptops	2,095.00	Computer software
Federated Co-ops	123.82	Repair parts
Gopher State One-Call	29.70	Locates
Granite City Jobbing	231.16	Janitor supplies
Kanabec County Highway Dept	85.05	Petty cash, postage
Knife River	675,969.65	Contract SAP 033-608-015 CSAH 8
Kroll, Bryan	289.99	Uniform allowance
Kwik Trip	32.91	Fuel and car wash
Marco	352.17	Printer fee
MEI	611.74	Elevator service
MN Fall Expo	390.00	Fall expo
Morton Salt	18,758.33	Road salt
North Central International	314.67	Repair parts
Northern States Supply	222.15	Shop supplies
ODP	450.19	Office supplies
Power Plan	241.73	Repair parts
Premier Asphalt	12,376.00	Patching
Sanitary Systems	170.00	Restroom rental
Summit	2,383.75	Fire alarm inspection
USIC Locating	210.00	Locates
Vault Health	61.16	DOT drug screening
White Cap	290.61	Maintenance supplies
Wiacom	675.30	GPS
Ziegler	141.71	Repair parts
30 Claims Totaling:	<u><u>795,176.47</u></u>	

Agenda Item #5

September 19, 2023

REQUEST FOR BOARD ACTION

a. Subject: Consider Becoming a Sponsor for a Motorcycle Trail Grants and Aid Program	b. Origination: Norsemen Motorcycle Club & the DNR
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Consider approval for Kanabec County to become a sponsor for a grants and aid program that would allow for the maintenance of a motorcycle trail system in the Snake River State Forest.

f. Background:

The Norsemen Motorcycle Club, with members in Kanabec County, approached the DNR about a grants and aid program to maintain a motorcycle trail system in the Snake River State Forest (SRSF). There is currently an unmaintained trail system within the SRSF of which this club would maintain 10-25 miles.

The County's responsibility would be as a sponsor to maintain the funds, receive invoices from the club and process payments- similar to the duties currently performed for the snowmobile grant and aid program partnership with the E.C. Riders Snowmobile Club and the DNR.

If the County is willing to become the sponsor for this grants and aid program, the Norsemen Motorcycle Club will submit a formal application, and upon approval, the system would begin in 2024.

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

The Auditor Treasurer has no issue with becoming the sponsor for this grants and aid program.

If Board consensus is affirmative, staff will bring a resolution to a future meeting.



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,



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 #6

September 19, 2023

REQUEST FOR BOARD ACTION

a. Subject: Certify the FY2024 Preliminary Budget and Maximum Tax Levy	b. Origination: Board of Commissioners
c. Estimated time: 10-15 mins	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss and resolve to adopt the Preliminary 2024 Budget and Maximum Tax Levy.

f. Background:

Supporting Documents: None Attached: ☒

Date Received in County Coordinator's Office:	
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Coordinators Comments:

Resolution # ____ – 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
<i>j.</i> TOTAL PRELIMINARY PAYABLE Y2024 LEVY (total=g +h)		\$14,277,264

BE IT FURTHER RESOLVED that the budget reflects revenue of \$ 1,493,342 in County Program Aid.

Rickey Mattson, Board Chair

Kris McNally, Clerk

Agenda Item #7

September 19, 2023

REQUEST FOR BOARD ACTION

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

e. Board action requested:

Approve the following resolution:

Resolution # -9/19/23

WHEREAS Kanabec County leases vehicles from Enterprise Fleet Services for numerous department 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 with Enterprise Fleet Services provided said leases are included in their respective approved budgets.

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:

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 _____	_____	Title _____ or
Print Name	Signature	
Name _____	_____	Title _____ or
Print Name	Signature	
Name _____	_____	Title _____ or
Print Name	Signature	
Name _____	_____	Title _____
Print Name	Signature	

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) _____