



Kanabec County Board of Commissioners

Regular Meeting Agenda

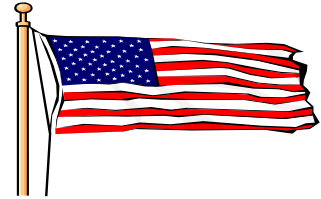
February 20, 2024 9:00AM

- 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: 2498 811 3467



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m7044638cc8b28dd55af200e9244b7ffe>

Meeting number: 2498 811 3467

Password: bdZJJmDw687 (23955639 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.

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*

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

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

9:02am **Public Comment** Telephone call-in number for public access: 1-408-418-9388
Access Code: 2498 811 3467

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

9:40am Denise Snyder, Auditor/Treasurer – Proposed AlanDale Motorcycle Trail through Off-Highway Vehicle Grant-in-Aid Program

9:50am Chad Gramentz, Public Works

10:30am Environmental Services Supervisor- Discuss Snake River Watershed Partnership Plan Successful Implementation Criteria

10:50am Nikki Priebe, Extension
a. Request for assistance at Kanabec County Fair
b. Department update

Other business to be conducted as time is available:

1. Minutes - February 6, 2024
2. Corrected Minutes- January 16, 2024
3. Paid bills
4. Regular bills- Revenue Fund
5. Regular bills- Road & Bridge Fund
6. Committee appointments (continued)
7. Consider a revision to the original Resolution to Withdraw Membership from SCHA (#19-12/19/23)
8. Consider a Resolution in Opposition to North Star Act (SF2724, HF2860)
9. Request to re-allocate committed ARPA funds
10. Commissioner reports
11. Upcoming department head meeting
12. Future agenda items
13. Discuss any other matters that may come before the County Board
14. 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 February 20, 2024 9:20 a.m.

- 1. Agenda Approval** **Pg. 1-2**
- 2. Director's Report** **Pg. 3**
 - Staffing – OSS closing 2/20/24, open Social Worker position unfilled
 - Administrative Assistant
 - Action requested
 - See attached resolution **Pg. 4**
 - Children's Mental Health Social Worker
 - Action requested
 - See attached resolution **Pg. 5**
 - Community Support Social Worker
 - Action requested
 - See attached resolution **Pg. 6**
 - Ongoing Number of Children in Placement
- 3. Clay County Caseworks Hosting Contract Letter of Discontinuation**
 - Action Requested
 - See attached Contract, letter of Discontinuation & resolution **Pg. 7-27**
- 4. Revised KCFS Agreement with Pine County for Psych Services**
 - Action request
 - See attached Agreement and resolution **Pg. 28-34**
- 5. Foster Children Transportation Agreement w/ Local Schools**
 - Action requested
 - See attached Agreement and resolution **Pg. 35-47**
- 6. 4th Quarter 2023 report** **Pg. 48-65**
 - See attached report
- 7. Family Service Fund Report** **Pg. 66**
 - See attached report
- 8. Financial Report** **Pg. 67-68**
 - See attached report

9. Abstract Approval

-See attached abstract and board vendor paid list

Pg. 69-72

10. Other Business

11. Adjourn

Family Service Director's Report

February 2024

Staffing

We have an open Office Support Specialist position that closes on February 20. There are 14 applicants at this time. We will be interviewing for this position the week of February 26. We have an open Social Worker position and have not found qualified candidates to fill.

Administrative Assistant

After 16.5 years of service Renee Peterson is retiring. This position is funded by both Community Health and Family Services. It is of benefit to both agencies and serves a vital role in coordination and support of the operation of our agencies. Kathy Burski and I both recommend filling the position at this point to allow some cross-over training with the retiring staff. The effective date of her retirement is 3rd of May 2024

- Action requested.
- See attached resolution

Children's Mental Health Social Worker

Currently we have a Community Support Tech (CST) position in this area. She is providing Targeted Case Management services under an exemption from 1998. We will be unable to find a replacement staff that meets this exemption. Children's Mental Health is a growing and challenging area that is directly related to services for high needs children who are at risk of placement. We need to change this position from a Community Support Tech to a Social Worker position to meet DHS requirements and allow billing for our services. The current staff is a level 12 step B rate of pay is \$28.44 per hour and we are asking to change this position to a Social Worker with a rate of pay at Level 14 Step A at \$30.48 an hour. The staff's last day of work is May 1, 2024.

- Action requested.
- See attached resolution
-

Community Support Social Worker

We have a resignation that was effective 2/12/2024. A Social Worker in this area is essential and will continue to be a critical position to meet our needs. I would request refilling this position as the needs in this area are high and this is the best option for the agency.

- Action requested.
- See attached resolution

Ongoing Update on Number of Children in Placement

Last month we had 21 children in our care in out of home placements. We have 21 children in care this month compared to 22 last year for the same month.

Resolution #FS – 2/20/24

Health & Human Services Administrative Assistant Replacement Resolution

WHEREAS the Health & Human Services long term Administrative Assistant has given notice that she will be retiring on May 3, 2024, and

WHEREAS this position is budgeted and essential to the director's in both agencies, and

THEREFORE the Family Services Director is requesting to replace the Health & Human Services Administrative Assistant.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Service Director and Community Health Director assisted by the HR Director to hire a full time Administrative Assistant at Grade 9 Step A which is \$21.93 per hour and to backfill any position that could become vacant due to a promotion or lateral move.

Resolution #FS – 2/20/24

Family Services Community Support Tech to Social Worker Resolution

WHEREAS the Children's Services 24-year veteran Community Support Tech (CST) has given notice that she will be retiring the first week in May, and

WHEREAS the position of Children's Services CST was given an exception from DHS to bill for Targeted Case Management (TCM) in years past, and

WHEREAS finding a person to meet this exception would be difficult and would potentially not meet DHS's requirements for billing for our TCM services, and

WHEREAS the Family Services Director is requesting to replace the CST with a social worker to continue performing and billing for the TCM duties she has been providing.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Service Director assisted by the HR Director to hire a full time social worker to replace the Children's Services CST who is retiring at level 12 step B rate of pay of \$28.44 with a Social Worker Grade 14 Step A which is \$30.48 per hour and to backfill any position that could become vacant due to a promotion or lateral move.

Resolution #FS – 2/20/24

Family Services Community Supports Social Worker Resolution

WHEREAS a Social Worker in the Community Supports adult area has given notice of their resignation effective 2/12/2024, and

WHEREAS the adult area has another vacancy and a staff person out on leave at this time leaving the adult area down three staff, and

WHEREAS the Family Services Director is requesting to replace this social worker.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Service Director assisted by the HR Director to hire a full time social worker at Grade 14 Step A which is \$30.48 per hour and to backfill any position that could become vacant due to a promotion or lateral move.

Hosting Agreement between Clay County and Kanabec County

This agreement is entered into by and between the County of Clay, a Political Subdivision existing under the laws of the State of Minnesota, acting through its Technology Services Division, 807 11th St N. Moorhead, MN 56560, hereinafter referred to as the "Host", and Kanabec County, through its Family Services Division, 905 Forest Avenue, Suite 150, Mora, MN 55051; hereinafter referred to as "County".

WITNESSETH:

WHEREAS, counties benefit through collaboration by reducing duplication of like administrative activities without negatively affecting service capacity, by adding value through sharing the specialized knowledge and experience of staff with the result of increased aggregate service capacity, and by utilizing the evolution of technology to effectively work across distances and jurisdictions, and

WHEREAS, increased efficiencies and streamlining across county lines benefits taxpayers in cost savings, and

WHEREAS, the County has implemented an electronic document management system, Caseworks, through Next Chapter Technology (NCT), within their Health and Human Services Department, consisting of document scanning, electronic document management, electronic forms, and activity management, with one standard for workflow and business process across the counties, ensuring a negotiation of shared resources, authority, and accountability for human services programs; and

WHEREAS, the County desires to "upgrade and migrate" to the current Caseworks platform; and

WHEREAS, the County desires application hosting services for the current Caseworks platform; and

WHEREAS, Clay County currently provides a technological "host environment" for several Minnesota counties, with a centrally located hosting infrastructure in Moorhead; and

WHEREAS, a means for financing both the anticipated startup costs and anticipated annual hosting costs has been identified in the proposed terms and conditions set forth in this Agreement.

WHEREAS, all previous hosting agreements between Host and County are hereby rendered null and void upon signed copy of this agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises between the parties set forth herein, it is hereby agreed that:

I. DEFINITIONS

Annual maintenance costs - annual costs necessary for maintenance of the Software.

Activity Management - a client flow and schedule management tool that improves the assignment, coordination, and communication of scheduled and non-scheduled appointments.

Business Managers - Financial Assistance supervisors and managers.

Business Process - the collection of related, structured activities and tasks that result in determination of eligibility for Social Services public assistance programs.

Caseworks or Caseworks Editions - Editions or program specific applications of Caseworks, typically tied to a State System of Record. The following are the current Caseworks Editions and their systems of record:

- Financial Services Edition - MAXIS
- Child Support Edition - PRISM
- Workforce Center Edition
- METS/MNsure Edition - Curam
- Social Services Edition - SSIS
- Accounting Editions - IFS & SSIS, General Accounting

Electronic Document Management System (EDMS) - utilization of electronic systems and methods to store and route case information rather than traditional paper files.

Go Live - the first productive use of the Software on Host Environment, by the County, after completion of Software installation, testing and training.

Host- Clay County.

Host Environment - production and test servers on which applications, databases, and documents reside and connectivity to those servers.

User - Each actual seat or users who access the system.

Product Updates and Upgrade - those improvements and/or modifications to the software that the Vendor generally makes available as part of an annual software support agreement.

New Product Modules - any product releases, including added functionality or major enhancement of the software, which the Vendor markets and licenses for additional fees separately from updates and upgrades. The term includes new modules and applications marketed by Vendor that pertain to the electronic document management system.

Project Sponsors - Human Services Directors from County.

Project Manager - Individual assigned to manage project resources, budget, and communications during the implementation phases of each Caseworks Edition implementation or upgrade.

Software - Caseworks and related software provided by Next Chapter Technology, Inc.

Startup costs - funds used to set up and implement Caseworks Editions and their scanning, document management, electronic forms, and activity management processes on the Host Environment.

Statement of Work (SOW) - a signed document between the Host and the County.

Workflow - a sequence of operations declared as work of a person, a group of persons, or an organization of staff.

II. DESIGNATED REPRESENTATIVES

The following representatives will administer this Agreement for and on behalf of the parties:

Representatives of County:

Technical Representative:

Lisa Blowers, Director
Kanabec County I.S.
317 Maple Ave. East
Mora, MN 55051
320-679-6496

Business Representative:

Chuck Hurd, Director, Kanabec County
Family Services
905 Forest Ave. E., Suite 150
Mora, MN 55051
320-679-6350

Representatives of Host:

Technical Representative

Rory Schmitz, Clay County
Technology Services Director
807 11th Street North
Moorhead, MN 56560

Business Representative

Rhonda Porter, Clay County
Director of Social Services
715 11th Street North, Suite 502
Moorhead, MN 56560

To assist the parties in the day-to-day performance of this Agreement and to develop service, ensure compliance, and provide ongoing consultation, liaisons shall be designated by Host and County. The parties shall keep each other continually informed, in writing, of any change in the designated liaison.

III. **THIRD-PARTY VENDORS**

The parties agree that provision of Software and Start-Up/Upgrade services under this agreement shall be limited to approved third-party vendors as follows:

A. Software: Caseworks Editions and Print2CaseWorks

Next Chapter Technology, Inc. 7700 Equitable Drive, Suite 200, Eden Prairie, MN 55344. The Designated Representative of the Vendor is Cathy Wassenaar, Chief Executive Officer

B. Services: Start-Up/Upgrade Project Management

Next Chapter Technology, Inc. 7700 Equitable Drive, Suite 200, Eden Prairie, MN 55344. The Designated Representative of the Vendor is Cathy Wassenaar, Chief Executive Officer

IV. **NOTICES**

All notices and demands pursuant to this Agreement shall be directed in writing to the Host and County.

V. **COST ALLOCATIONS**

In entering into this Agreement, the Host and County agree to purchase and maintain Software licenses, support, maintenance, and training as follows:

A. Initial Costs

- 1) **License** - Host and County must obtain and maintain, at their own cost, a limited, non-exclusive, perpetual license to the Software and interfaces, including all future revisions, Product Upgrades and Product Updates. Any additional software licenses needed by County for its end use of the Software are the financial responsibility of the County. Invoices for the licenses purchased, as well as the associated ongoing maintenance, are billed directly to the County by the Vendor. Upon request of Host, County must provide proof of Microsoft licensing compliance. Failure to provide proof of a current license within ninety (90) days of request will result in a disconnection of services.
- 2) **Annual Software Support** - Host and County must obtain and continue, at their own cost, Software maintenance services from NCT in order to comply with the License requirements above.

B. Start-up Costs:

- 1) County will be charged by Host for a one-time "Start-up" fee which will cover the labor necessary to register County on the Host Environment. The County's cost for the one-time set up fee is as follows:
 - Financial Services Edition – \$2000
 - Child Support Edition - \$2000
 - METS/MNSure Edition - \$0
 - Workforce Center Edition – N/A
 - Social Services Edition – N/A
 - Accounting Edition – N/A
 - General Accounting Edition - \$0
 - Future Editions - to be mutually agreed upon by Host and County
- 2) There shall be no net increase in costs to Host. Host will be responsible for costs to establish and maintain the Hosting Environment prior to full implementation in the County.
- 3) All training related to use of the Software on the Host Environment is considered end user training and is the sole responsibility and cost of County.

C. Ongoing Costs:

- 1) Host will charge County an annual "Host EDMS Support Fee" ("Host Fee") as follows:
 - Financial Services - \$2000
 - Child Support - \$2000
 - METS/MNSure Edition - \$0
 - Workforce Center Edition – N/A
 - Social Services Edition – N/A
 - Accounting Edition – N/A
 - General Accounting Edition – N/A
 - Future Editions - to be mutually agreed upon by the Host and County
- 2) The Host Fee is in place to cover infrastructure upgrades, costs associated with support of the infrastructure, and replacement of hardware.
- 3) Ongoing costs do not include costs incurred by County to meet its individual needs, such as consulting, implementation, customization, education and training-related services, service to other products; maintenance of software that has been modified or repaired by someone other than third-party vendors set out in Section III; and modification or repair of damage to hardware or software located in County facilities caused by failure to continually provide a suitable operating environment (regardless of cause) or by using the software for other than the purposes for which licensed. Such costs shall be paid directly by County.

Host will prepare annual invoices for Host Fees. County shall remit payment to Host for

invoices within thirty (30) days unless other arrangements are agreed upon by the Host and County.

D. Database and Server Costs

- 1) The server and database licenses have been purchased by Host with software assurance so as to keep both the server operating system and the database software up to date and supported. Costs for licenses and maintenance are included in the fee defined in C1 above.
- 2) The production server hardware has been purchased and will be maintained by Host.
- 3) The backup server hardware has been purchased and will be maintained by Host.
- 4) Host will be responsible for initial load and ongoing maintenance and support of all its local server hardware and server operating and database management software.
- 5) County service requests to NCT shall pass through the Host's Help Desk as identified by Host.

VI. SCOPE OF SERVICES PROVIDED BY HOST

- A Host will provide the production and test environments for the electronic document management system software. During the term of this Agreement, Host will provide the services described herein so as to maintain the services as identified in the following sections, in good, working order, so that the services shall function properly.
- B. Host will ensure sufficient server and storage space will be reserved for use to support County expected application response times for the business unit(s) in the Host hosting environment, including network devices, virtualization technologies, and backups. Host will ensure the memory, processing power, space and disk speeds are of sufficient performance to ensure all seasonal demands and reporting processing effort are responsive and can be completed during working hours and within expected durations.
- C. Host will provide and maintain the operating systems necessary to support effective operation of the hardware and installed software.
- D. Host will provide hardware support services necessary for the operability of all hardware located in the hosted facility.
- E. Backups, Disaster Recovery, and High Availability and Restoration Services. Host agrees to implement and maintain standard processes and procedures to ensure the County's data is highly available and the environments are secure and can be restored. Host agrees to maintain daily differential backups and weekly full backups of all hosted environments. Backup data shall be subject to all terms and conditions as set forth in the terms and conditions of this

agreement.

Host agrees to provide restorative services following any incident, outage or disaster, foreseen or unforeseen, when requested by County. Restored data and environments must be to the most recent date possible. In no circumstances, unless mutually agreed upon by Host and County, can the restored data exceed more than twenty-four (24) hours from the date of the incident. Unless mutually agreed upon by Host and County, restoration services must be accomplished within 4 hours. If Host fails to meet data restoration requirements resulting in more than twenty-four (24) hours loss of data, County may terminate the Agreement and Attachments for cause/breach as set forth in the terms and conditions of this agreement.

- F. User Authentication. Host agrees to set up security sufficient for County Users to access the hosted services related to the County's Caseworks installation at the Host's site. NCT will administer the County security within its hosted instance of Caseworks. County is responsible for management of its user accounts and credentials.
- G. Security Practices.
 - 1) Hosted Environment: Host agrees to implement commercially reasonable measures to protect the security of the Host Environment and to prohibit unauthorized access to the Host Environment. Under no circumstances will County data, in any format, be hosted or transferred outside of the continental United States.
 - 2) Data Center: The following physical security controls apply to County data residing in the Host's data center:
 - a. Servers and devices dedicated to County's use will be located in an access-controlled data center; and
 - b. Host will secure access to data center and limit access to the data center to authorized individuals; and
 - c. Upon termination of this Agreement as set forth in Section XI, Host will wipe data from hard drives and storage devices if equipment is being repurposed or decommissioned by Host.
 - 3) Data Encryption at Rest: County data stored on servers shall be encrypted with Federal Information Processing Standards (FIPS)-validated or National Security Agency (NSA)-approved encryption during storage, regardless of location, except when no approved encryption technology solution is available that addresses the specific technology.

VII. COUNTY COMPLIANCE

Without limiting the foregoing, County agrees that neither it nor its employees, agents, contractors, or representatives shall attempt, in any way, to circumvent or otherwise interfere with any security precautions, procedural controls, acceptable use policy, change management or other Host policies relating to the Host service offering. Any such actions may cause a disruption in service. County will be responsible and indemnify Host for any damage or service interruptions caused by County or its employees in violation of these

provisions, including, without limitation, any damage to any Host provided equipment or colocation infrastructure. County will pay Host, at the current published rates, for reasonable remedial services resulting from the County's actions.

VIII. CHANGE MANAGEMENT

Host will provide the County with reasonable notice before performing scheduled maintenance and as much notice as possible when performing emergency change controls. Host will use commercially reasonable efforts to minimize the impact of any change control and, when possible, schedule the change control to eliminate or minimize impact to the County's service. However, Host reserves the right to proceed with any change control if it is determined by Host in its sole discretion that a change control is necessary to maintain the overall integrity of the services if the County has received proper notifications of the impending change.

IX. FILES NOT NECESSARY FOR UPGRADES AND "GO LIVE"

Back file conversion is not in the scope of this project, unless specifically identified, and therefore not considered. However, the preparation of the manual case file and the scanning of the manual case files into the Electronic Data Management System (referred to as the File Prep Process and the File Scan Process) is the responsibility of the County.

X. DURATION

The term of the Agreement shall be in effect from date signed by all parties until December 31st, 2024, or an earlier mutually agreed termination date. This Agreement may be supplemented, amended or revised only in writing by agreement of all parties. The term of this Agreement may be terminated by either party by delivered written Notice of Termination as defined below.

XI. NOTICE OF TERMINATION

Written notice of termination shall be made by certified mail or personal delivery directed to each party specified in the Notice section of this Agreement. Notices are deemed effective upon delivery to the Host and County's authorized representative. Written notice is required ninety (90) days prior to renewal to be effective for the following year. If this Agreement is terminated as set forth above, Host will return all County data to County within sixty (60) days of termination date.

XII. EFFECT OF TERMINATION

Termination of this Agreement shall not discharge any liability, responsibility, or right of any party which arises from the performance or failure to adequately perform the terms of this Agreement prior to the effective date of termination, nor shall termination discharge any obligation which by its nature would survive after the date of termination. Early termination prior to the termination terms herein will not absolve any parties from the funding obligations set forth in this Agreement.

XIII. ASSIGNMENT

No party may assign this Agreement without the prior written consent of the other party, and such consent shall not be unreasonably withheld.

XIV. NEUTRAL CONSTRUCTION

The parties to this Agreement agree that this Agreement was negotiated fairly between them at arm's length and that the final terms of this Agreement are the product of the parties' negotiations. Each party warrants and represents that it has sought and has received legal counsel of its own choosing with regard to the contents of this Agreement and the rights and obligations affected hereby. The parties agree that this Agreement shall be deemed to have been jointly and equally drafted by them and that the provisions of this Agreement therefore should not be construed against a party or parties on the grounds that the party or parties drafted or was more responsible for drafting the provision.

XV. DATA PRACTICES

Pursuant to Minnesota Statutes Chapter 13 (the Minnesota Government Data Practices Act, or MGDPA), Host and County agree that they will continue to be responsible authorities for data created by their agency. Nothing in this Agreement shall result in any change in responsibilities for data practices requests, data access procedures, and compliance responsibilities of the individual agencies. Host and County agree that the originator of the data continues to own the data and responsibilities attendant to creation and maintenance of such data. All requests for data under the MGDPA will be forwarded to the agency that created the data.

Attached hereto and marked as **Exhibit A** is the Business Associate requirements under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which is hereby incorporated by reference in its entirety. County and Host have read and understand its contents and agree to comply therewith.

XVI. SUBCONTRACTORS

Host may use subcontractors to perform work. Host will use appropriate screening and background checks to assure compliance with this Agreement as well as data privacy practices. Any subcontractor of Host used to perform any portion of this Agreement shall report to and bill Host directly. Host shall be solely responsible for the breach, performance, or nonperformance of any subcontractor.

XVII. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

XVIII. ENTIRE AGREEMENT AND REMEDY

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties, and there have been no promises, representations, agreements, warranties, or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing executed by the parties to this Agreement and by no other means. Each party waives its future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

XIX. MINNESOTA LAW

This Agreement shall be governed by the laws of the State of Minnesota. Any litigation regarding this Agreement or its contents shall be filed in the County of Clay, if in state court, or in the federal district court nearest to Clay County, if in federal court. Prior to commencing any litigation regarding this Agreement, the parties shall participate in mediation, with the parties equally responsible for the cost of the mediator. The parties shall mutually agree upon a mediator.

XX. WAIVER

Waiver of either party of any right or remedy pursuant to this Agreement will not be deemed a waiver of any other or subsequent right or remedy pursuant to this Agreement.

XXI. AUTHORITY

All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles, and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with.

XXII. INDEMNIFICATION, HOLD HARMLESS, AND WAIVER

By County.

Subject to exceptions and limitations provided by law, including but not limited to those contained in Minnesota Statutes, Chapter 466, County agrees to indemnify and hold harmless Host from and against all claims of whatever nature, whether suit is initiated or not, arising or resulting from any act, omission or negligence of County, its officers, employees and agents and to indemnify and hold harmless Host, whether suit is initiated or not, against all costs, expenses and liabilities, including reasonable attorney's fees, incurred in connection with any such claim or proceeding, and the defense thereof. In case of any action or proceeding brought against Host by reason of any such claim, upon notice from Host, County shall defend such action or proceeding at County's cost and expense.

By Host.

Subject to exceptions and limitations provided by law, including but not limited to those contained in Minnesota Statutes, Chapter 466, Host agrees to indemnify and hold harmless County from and against all claims of whatever nature, whether suit is initiated or not, arising or resulting from any act, omission or negligence of Host, its officers, employees and agents and to indemnify and hold harmless County against all costs, expenses and liabilities, including reasonable attorney's fees, incurred in connection with any such claim or proceeding arising or resulting from the negligence of Host, its officers, employees and agents. In case of any action or proceeding brought against County arising or resulting from the negligence of Host, its officers, employees, and agents, upon notice from County, Host shall defend such action or proceeding at Host's cost and expense.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

COUNTY OF KANABEC

By: _____ County Coordinator	By: _____ Director, Social Services	By: _____ County Attorney
Date:	Date:	Date:

HOST COUNTY OF CLAY

By: David Ebinger _____ Board Chair	By: Rory Schmitz _____ Director, Technology Services	By: Brian J. Melton _____ County Attorney
Date:	Date:	Date:

BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT (the “Agreement”) is made and entered into by and between Kanabec County (“Covered Entity”) and Clay County Technology Services (“Business Associate”) as of (“Effective Date”). The business relationship between Business Associate and Covered Entity may involve the use and disclosure of health information that is protected by federal law as defined below (“Protected Health Information”). Therefore, to the extent that such Protected Health Information is shared between the parties, this Agreement shall apply and shall set forth the party’s obligations with respect to such Protected Health Information. The provisions of this Agreement shall become binding on the parties beginning on the date on which Protected Health Information is first shared between the parties and shall terminate in accordance with the terms of this Business Associate Agreement.

1. Definitions

- a) Breach. “Breach” shall mean the unauthorized acquisition, access, use, or disclosure of Protected Health Information which compromises the security or privacy of such Protected Health Information such that the unauthorized acquisition, access, use, or disclosure poses a significant risk of financial, reputational, or other harm to the Individual (as defined below). A “Breach” shall not include the following:
 - i) any unintentional acquisition, access, or use of Protected Health Information by an employee or person acting under the authority of Covered Entity or Business Associate, as long as such acquisition, access, or use was made in good faith and within the scope of such employee’s or person’s authority with Covered Entity or Business Associate, provided that such information is not further used or disclosed in an unauthorized manner;
 - ii) an inadvertent disclosure by a person who is otherwise authorized to access Protected Health Information at Covered Entity or Business Associate to another similarly situated person at the same Covered Entity or Business Associate, provided that any such information received as a result of such disclosure is not further used or disclosed in an unauthorized manner; or
 - iii) a disclosure of Protected Health Information where Covered Entity or Business Associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
- b) Electronic Health Record. “Electronic Health Record” shall mean an electronic record of health-related information on an Individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.
- c) Electronic Protected Health Information. “Electronic Protected Health Information” shall have the same meaning as the term “electronic protected health information” at 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- d) Health Plan. “Health Plan” or “Plan” shall have the same meaning as the term “Health Plan” at 45 C.F.R. § 160.103.
- e) HIPAA. “HIPAA” shall mean the Health Insurance Portability and Accountability Act of 1996, as amended, and the implementation regulations thereunder, including without limitation the HITECH Standards (as defined below), the January 25, 2013 final rule issued by the Secretary (the “Final Rule”), and all future regulations promulgated thereunder.

- f) HIPAA Rules. “HIPAA Rules” means the Privacy Rule (as defined below) and the Security Rule (as defined below).
- g) HITECH Standards. “HITECH Standards” means Subtitle D of the Health Information Technology for Economic and Clinical Health Act (“HITECH”), found at Title XIII of the American Recovery and Reinvestment Act of 2009, and any regulations promulgated thereunder, including all amendments to the HIPAA Rules, including the Final Rule.
- h) Individual. “Individual” shall have the same meaning as the term “individual” at 45 C.F.R. § 160.103, and any amendments thereto, and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).
- i) Privacy Rule. “Privacy Rule” means the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Part 160 and 164.
- j) Protected Health Information. “Protected Health Information” shall have the same meaning as the term “protected health information” at 45 C.F.R. § 160.103, and any amendments thereto, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- k) Required By Law. “Required By Law” shall have the same meaning as the term “required by law” at 45 C.F.R. § 164.103.
- l) Secretary. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- m) Security Incident. “Security Incident” shall have the same meaning as the term “security incident” at 45 C.F.R. § 164.304.
- n) Security Rule. “Security Rule” shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Parts 160, 162, and 164.
- o) Unsecured Protected Health Information. “Unsecured Protected Health Information” means Protected Health Information that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified by the Secretary.
- p) Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Privacy Rule, the Security Rule, the HITECH Standards, the Final Rule, or any future regulations promulgated or guidance issued by the Secretary thereunder.

2. Relationship of Parties

In the performance of the work, duties and obligations described in this Agreement or under any other agreement between the parties, the parties acknowledge and agree that each party is at all times acting and performing as an independent contractor and at no time shall the relationship between the parties be construed as a partnership, joint venture, employment, principal/agent relationship, or master/servant relationship.

3. Ownership of Protected Health Information

Business Associate acknowledges that all right, title and interest in and to any Protected Health Information furnished to Business Associate vests solely and exclusively with Covered Entity or the Individual to whom such Protected Health Information relates.

4. Obligations and Activities of Business Associate

- a) Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this Agreement, any underlying agreement between the parties, or as Required By Law.
- b) Business Associate will make reasonable efforts to limit requests for and the use and disclosure of Protected Health Information to the minimum necessary, and as applicable, in accordance with the regulations and guidance issued by the Secretary on what constitutes the minimum necessary for Business Associate to perform its obligations to Covered Entity under this Agreement, any underlying agreement, or as Required By Law.
- c) Business Associate agrees to use appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as provided for by this Agreement.
- d) Business Associate agrees to implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of Electronic Protected Health Information that it creates, receives, maintains or transmits on behalf of Covered Entity.
- e) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- f) Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Agreement of which it becomes aware. To the extent that Business Associate creates, receives, maintains or transmits Electronic Protected Health Information, Business Associate agrees to report as soon as practicable to Covered Entity any Security Incident, as determined by Business Associate, involving Protected Health Information of which Business Associate becomes aware. At the request of Covered Entity, Business Associate shall identify the date of the Security Incident, the scope of the Security Incident, Business Associate's response to the Security Incident and the identification of the party responsible for causing the Security Incident, if known. The parties agree that this section satisfies any reporting required by Business Associate of attempted but Unsuccessful Security Incidents (as defined below) for which the parties agree no additional reporting shall be required. "Unsuccessful Security Incidents" include but are not limited to activity such as "pings" and other broadcast attacks on Business Associate's firewall, port scans, unsuccessful log-on attempts, denials of service and any other attempts to penetrate such computer networks or systems that do not result in unauthorized access, use or disclosure of Electronic Protected Health Information.
- g) Following Business Associate's discovery of a use or disclosure of Unsecured Protected Health Information that is not provided for by this Agreement, Business Associate shall notify Covered Entity of the Breach without unreasonable delay, and in no event later than ten (10) calendar days after Business Associate, or any of its employees or agents, discovered the Breach.
- h) Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, agrees to substantially the same or greater restrictions and conditions on the creation, use or disclosure of Protected Health Information that apply through this Agreement to Business Associate with respect to such information by entering into a business associate agreement.
- i) Business Associate agrees to provide access, at the request of Covered Entity, and in a time and manner mutually acceptable to Business Associate and Covered Entity, to Protected Health Information in a Designated Record Set to Covered Entity, or, as directed by Covered Entity, to an Individual, in order to meet the requirements under 45 C.F.R. § 164.524.

- j) Business Associate agrees to make any amendment(s) to Protected Health Information in its possession contained in a Designated Record Set that Covered Entity directs or agrees to pursuant to 45 C.F.R. § 164.526 at the request of Covered Entity or an Individual, and in a time and manner mutually acceptable to Business Associate and Covered Entity.
- k) Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.
- l) Within ten (10) business days (or such other date that Business Associate and Covered Entity may reasonably agree upon) of receiving written notice from Covered Entity that Covered Entity has received a request for an accounting of disclosures of Protected Health Information, Business Associate agrees to provide to Covered Entity information collected to permit Covered Entity to make the accounting required in accordance with 45 C.F.R. § 164.528.
- m) Business Associate agrees to honor any restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information, upon written notice by Covered Entity to Business Associate. Specifically, upon written notice from Covered Entity that an Individual has made a request to restrict the disclosure of the Individual's Protected Health Information, Business Associate must comply with the requested restriction if, except as otherwise required by law, the disclosure is to a Health Plan for purposes of carrying out payment or health care operations and the Protected Health Information pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full.
- n) Business Associate agrees to make its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity, available to the Secretary for purposes of determining Covered Entity's compliance with the Privacy Rule.
- o) If Business Associate uses or maintains Protected Health Information in an Electronic Health Record, Business Associate must provide access to such information in an electronic format if so requested by an Individual. Any fee that Business Associate may charge for such electronic copy shall not be greater than Business Associate's labor costs in responding to the request.
- p) Business Associate shall not engage in any marketing activities or communications with any Individual unless such marketing activities or communications are allowed by the terms of this Agreement or a separate underlying agreement between the parties, and are made in accordance with the HITECH Standards, the Final Rule, or any future regulations promulgated thereunder. Notwithstanding the foregoing, any payment for marketing activities shall be made in accordance with the HITECH Standards, the Final Rule, or any future regulations promulgated thereunder.
- q) If Business Associate knows of, or becomes aware of, a pattern of activity or practice of Covered Entity that constitutes a material breach or violation of Covered Entity's obligations under this Agreement, Business Associate shall take reasonable steps to cure the breach or end the violation, as applicable, and if such steps are unsuccessful shall terminate this Agreement.

- r) Business Associate shall abide by the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. Subpart C, specifically the Administrative Safeguards at 45 C.F.R. § 164.308, the Physical Safeguards at 45 C.F.R. § 164.310, the Technical Safeguards at 45 C.F.R. § 164.312, and the policies and procedures and documentation requirements at 45 C.F.R. § 164.316, in the same manner such provisions apply to Covered Entity.
- s) Business Associate shall not receive remuneration, directly or indirectly, in exchange for any Protected Health Information, unless so allowed by the terms of this Agreement or a separate underlying agreement between the parties and in accordance with the HITECH Standards, the Final Rule, and any future regulations promulgated thereunder.
- t) To the extent the Business Associate is to carry out one or more of Covered Entity's obligations under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligations.

5. General Use and Disclosure Provisions

Except as otherwise limited in this Agreement:

- a) Business Associate reserves the right to use Protected Health Information for the proper management and administration of Business Associate, to carry out the legal responsibilities of Business Associate, and to provide data aggregation services to Covered Entity.
- b) Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity.
- c) Business Associate may disclose Protected Health Information in its possession for the proper management and administration of Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances from the third party to whom the information is disclosed that such Protected Health Information will be held confidentially and used or further disclosed only as Required By Law or for the purpose for which it was disclosed to the third party, and the third party notifies Business Associate of any instances of which it is aware in which the confidentiality of the Protected Health Information has been breached.

6. Obligations of Covered Entity

- a) Covered Entity shall notify Business Associate of any limitation(s) in its notice of privacy practices in accordance with 45 C.F.R. § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
- b) Covered Entity shall notify Business Associate, in writing and in a timely manner, of any change in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such change may affect Business Associate's permitted or required use or disclosure of Protected Health Information.
- c) Covered Entity shall notify Business Associate, in writing and in a timely manner, of any restriction to the use and/or disclosure of Protected Health Information, which Covered Entity has agreed to in accordance with 45 C.F.R. § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

- d) Covered Entity shall notify Business Associate if it has entered into “Business Associate Agreements” with any third parties (e.g., case managers, brokers or third-party administrators) to which Covered Entity directs and authorizes Business Associate to disclose Protected Health Information

7. Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule or the Security Rule if done by Covered Entity.

8. Term and Termination

- a) Term. The term of this Agreement shall commence on the Effective Date which shall be no later than the earliest applicable compliance date, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is not feasible to return or destroy the Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b) Termination for Cause. Upon Covered Entity’s knowledge of a material breach by Business Associate, Covered Entity shall either:
 - i) Provide an opportunity for Business Associate to cure the breach of this BAA or end the violation and terminate this Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
 - ii) Immediately terminate this Agreement if Business Associate has breached a material term of this Agreement and cure is not possible.
- c) Effect of Termination.
 - i) Except as provided in paragraph (ii) of this Section, upon termination of this Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall not retain copies of the Protected Health Information.
 - ii) In the event that Business Associate determines that returning or destroying the Protected Health Information is not feasible, or if Protected Health Information is retained by Business Associate for purposes described in Section 5 above, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction not feasible or necessary for purposes of Section 5 above. Upon determination that return or destruction of Protected Health Information is not feasible or necessary for purposes of Section 5 above, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction not feasible, for so long as Business Associate maintains such Protected Health Information.

9. Miscellaneous

- a) Regulatory References. A reference in this Agreement to a section in the Privacy Rule or the Security Rule means the section as in effect or as amended and for which compliance is required.
- b) Amendment. The parties acknowledge that the foregoing provisions are designed to comply with the mandates of HIPAA. No change, amendment, or modification of this Agreement shall be valid unless set forth in writing and agreed to by both parties. Notwithstanding the foregoing, the parties acknowledge that state and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. The parties specifically agree to take such action as may be necessary from time to time for the parties to comply with the requirements of HIPAA.
- c) Interpretation. Any ambiguity in this Agreement shall be resolved to permit Covered Entity and Business Associate to comply with HIPAA.

COVERED ENTITY:

By: _____

Title: _____

Date: _____

BUSINESS ASSOCIATE:

By: _____

Title: _____

Date: _____

COVERED ENTITY:

By: _____

Title: _____

Date: _____

COVERED ENTITY:

By: _____

As to Form and Execution

Title: _____

Date: _____

Resolution # FS 2/20/24

Clay County Document Management Hosting Agreement resolution

WHEREAS, Kanabec County Family Services has a need for an electronic document management system to insure the capability of sharing resources, authority and accountability for human services programs, and

WHEREAS, Clay County has been providing the technological “Host Environment” with a centrally located server in Moorhead, MN, and

WHEREAS, Next Chapter Technology, Inc. will continue to provide the software, software maintenance and professional services needed for the system.

THEREFORE BE IT RESOLVED Kanabec County Family Services Board approves the Family Services Director entering into an Agreement with Clay County, through its Human Services Division for technically hosting an electronic document management system for the period February 20, 2024 through December 31, 2024.

Rory Schmitz, Director

Technology Services

P (218) 299-7289



January 29, 2024

Chuck Hurd
Kanabec County Family Services
905 Forest Avenue, Suite 150
Mora, MN 55051

RE: CaseWorks Hosting

Dear Chuck,

As you're aware, in late October 2023, our hosting environment for CaseWorks was impacted by a cyber incident in which threat actors obtained personal information related to clients we serve, in many of the counties we support. Since 2012, Clay County was designated as the hosting site in a collaborative effort to reduce costs for counties across the state. While we've successfully met that goal over the years, the recent cyber incident has prompted careful consideration as to the additional risks associated with hosting data for other agencies.

On January 23rd, 2024, the Clay County Board voted in favor of discontinuing hosting services for the CaseWorks EDMS solution effective end of business day on December 31st, 2024. We anticipate this notice will give your agency adequate time to plan and budget for these service changes going forward. The official Notice of Termination will be delivered via Certified Mail per the hosting agreement with Clay County.

To help with this transition, Clay County has been coordinating planning efforts with Next Chapter Technology, Inc. to assist in migration of your data to their new platform rollout this Summer. Next Chapter has offered two options for their new platform, self-hosted and Microsoft Azure Cloud hosted. Next Chapter will provide full support with either option. They have indicated the hosting fees for the cloud offering will be the same as you are paying now, plus 20 percent to offset additional costs associated with Microsoft Azure. For more information and to discuss plans, please reach out to Cathy Wassenaar at cathy.wassenaar@nctinc.com or at 612-998-9926.

Additional questions or concerns can be directed to Rory Schmitz by e-mailing him at rory.schmitz@claycountymn.gov or by phone at 218-299-7289.

2024 AGREEMENT BETWEEN
PINE COUNTY HEALTH AND HUMAN SERVICES
AND
KANABEC COUNTY HEALTH AND HUMAN SERVICES

This Agreement is made by and between Pine County Health and Human Services, 635 Northridge Dr. NW, Suite 220, Pine City, MN 55063 ("Pine County") and Kanabec County Family Services, 905 Forest Avenue E., Suite 150, Mora, MN 55051 ("Kanabec County").

WHEREAS, Minnesota Statutes sections 245.461 through 245.486 and sections 245.487 to 245.4889 establish the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children's Mental Health Act, respectively;

WHEREAS, Pine County wishes to secure the provision of Psychiatric Services, including mental health medication management; and

WHEREAS, pursuant to Minnesota Statutes Chapter 402, Pine County wishes to purchase such services from Kanabec County.

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, Pine County and Kanabec County agree as follows:

SECTION 1: OBLIGATIONS OF KANABEC COUNTY

- 1.1 Provision of Services: Kanabec County shall provide uninsured and underinsured residents of Pine County with Psychiatric Services. A client's eligibility to receive such services will be mutually agreed upon by Pine County and Kanabec County prior to providing such services; services shall not be provided to clients who are not determined to be eligible. Fees may be determined on a sliding scale for clients without third-party insurance. Clients may also be eligible for the sliding scale when health plans including Medical Assistance, Medicare, Minnesota Care, PMAP, or third-party payers have denied payments or reached limits.
- 1.2 Standard of Performance: Kanabec County shall provide services in conformance with applicable laws and regulations, including, but not limited to the accepted standards of professional practice (e.g. professional standards set forth in the MHCP Provider Manual and Minnesota Department of Human Services rules).
- 1.3 Program Licensure: Kanabec County and personnel providing services shall maintain the appropriate licensure for delivering Psychiatric Services and shall provide proof of such licensure if requested by Pine County.

Commented [RF1]: Is there a way to define this further?

- 1.4 Kanabec County shall maintain general and professional liability insurance in amounts mutually acceptable to the Authorized Representatives. Kanabec County shall provide evidence of such coverage to Pine County upon request and shall notify Pine County of any proposed changes or cancellations in such coverage.
- 1.5 Access to Records: Consistent with federal and state requirements, Kanabec County shall, upon the request of Pine County or any other appropriate government agency, provide access to books and records related to the provision of services under this Agreement for at least ten (10) years after the services have been rendered. This obligation survives the termination of this Agreement.
- 1.6 Audits: Kanabec County shall cooperate with audits as requested by Pine County or any other appropriate government agency.

SECTION 2: OBLIGATIONS OF PINE COUNTY

- 2.1 Payment for Services: Payment will be based on services provided, not to exceed the payment rate indicated in Appendix A.
- 2.2 Invoices: Invoices shall detail services provided. Upon receipt of the invoice, Pine County will make payment to Kanabec County within 35 days of receipt per Minnesota Statutes section 471.425 subd. 2(a).

SECTION 3: AUTHORIZED REPRESENTATIVES

- 3.1 Pine County's Authorized Representative: Rebecca Foss, Pine County Health and Human Services Director, 635 Northridge Dr. NW, Suite 220, Pine City, MN 55063.
- 3.2 Kanabec County's Authorized Representative: Chuck Hurd, Kanabec County Family Services Director, 905 Forest Avenue East, Suite 150, Mora, MN 55051.

SECTION 4: TERMINATION

- 4.1 Termination with Cause: Either party may terminate this Agreement for material breach by written notice to the breaching party's Authorized Representative, provided that such breach remains uncured for a period of thirty (30) days after receipt of written notice.
- 4.2 Termination Due to Change in Funding: In the event funding from the state or federal sources is less than expected, decreased, terminated, or not continued at a sufficient level to allow purchase of services, Pine County reserves the right to give a thirty (30) day notice of termination of this Agreement.
- 4.3 Termination Without Cause: Either party may terminate this Agreement without cause upon ninety (90) days written notice to the other party's Authorized Representative.

4.4 Obligations Upon Termination: Pine County is only responsible for the cost of services provided under this Agreement up to the termination date. Pine County is not responsible for paying for services not provided for before or after termination.

SECTION 5: DATA PRIVACY

5.1 All data collected, received, maintained, created, shared between the parties, or disseminated, or used for any purpose in the course of either party's performance of this Agreement shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, hereafter referred to as "the Act", and any other Minnesota Statute and Minnesota Rules implementing the Act now in force or hereafter adopted, and, applicable federal laws and regulations on data privacy, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. 104-191. The parties agree to strictly abide by the Act, other applicable Statutes, Rules, regulations, and policies governing data practices as they are now and as they may be amended.

5.2 This section survives termination of this Agreement.

SECTION 6: INDEMNIFICATION

6.1 Kanabec County shall indemnify, defend, and hold harmless Pine County, its officers, employees, assigns, and agents from and against any and all costs, liabilities, losses, and expenses (including, but not limited to, reasonable attorney's fees) resulting from any claim, suit, action, or proceeding against Pine County resulting from a breach by Kanabec County of this Agreement; the provision of services by Kanabec County under this Agreement, including claims relating to patient care plans, protocols or standards; or violations by Kanabec County of any applicable federal, state, or local laws or regulations and any applicable terms and conditions of any contract between Kanabec County and agencies of the State of Minnesota and/or the United States of America.

6.2 Pine County shall indemnify, defend, and hold harmless Kanabec County, its officers, employees, assigns, and agents from and against any and all costs, liabilities, losses , and expenses (including, but not limited to, reasonable attorney's fees) resulting from any claim, suit, action, or proceeding against Kanabec County resulting from a breach by Pine County of this Agreement; or violations by Pine County of any applicable federal, state, or local laws or regulations and any applicable terms and conditions of any contract between Pine County and agencies of the State of Minnesota and/or the United States of America.

6.3 Each party's indemnification obligations will be subject to (i) receiving prompt written notice of the existence of any potential claim, suit, or action; (ii) the indemnifying party's option to control the defense of any claim, suit, or action; (iii) permitting the indemnified

party to participate in the defense of any claim, suit, or action; and (iv) receiving the full cooperation of the indemnified party in the defense of any claim.

SECTION 7: MISCELLANEOUS

- 7.1 Governing Law: This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota.
- 7.2 Assignment and Subcontracting: Neither party shall assign, transfer, or delegate its responsibilities or amounts owed to any third party without the prior written consent of the other party. Kanabec County shall not subcontract any portion of its obligations without the prior written consent of Pine County.
- 7.3 Amendments: This Agreement may not be amended or modified except by writing and approved by both parties.
- 7.4 Entire Agreement. This Agreement, including the exhibits, constitutes the entire understanding between the parties as to the Agreement's subject matter, and supersedes all prior discussions, agreements, and understandings between the parties as to the subject matter herein.
- 7.5 Independent Contractor: Kanabec County and Pine County are independent contractors of each other. Nothing in this Agreement shall create or be deemed to create an employment, partnership, or joint venture relationship between the parties. Any employees or officials of each party will remain the employees or officials of that party.
- 7.6 Severability: The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of the Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.
- 7.7 Survival: Any section of this Agreement that by its terms contemplates or requires continuing effect following termination of this Agreement shall survive such termination.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED

COUNTY OF KANABEC

COUNTY OF PINE

Kanabec County Chairperson

Pine County Chairperson

Dated: _____

Dated: _____

Director, Kanabec HHS

Pine County Administrator

APPROVED AS TO FORM AND EXECUTION:

Dated: _____

Pine County Attorney

Appendix A: Services Description and Payment Rate per Service:

Psychiatry Services (Mental Health Medication Management) reimbursed

Pine County will pay for (7) seven hours of this service per month to Kanabec County at a rate of \$130.56 per hour. Kanabec County will bill quarterly for these services. Kanabec County will bill all available pay sources for service provided under this agreement and reduce the amount of the payment due from Pine County by 90 percent of the revenues collected in the quarter for the contracted (7) seven hours of service per month. Kanabec County will retain 10 percent of revenues from reimbursement collected during the quarter for the (7) seven hours of services for Pine County per month. A settle up will be done each quarter by a reduction in the full amount billed to Pine County for services provided under this Agreement delivered in the previous quarter by subtracting 90 per cent of revenues under this Agreement collected in that quarter from the total due.

Mental Health Medication Management

Medication Management is a service to determine a recipient's needs for a prescribed drug, or to evaluate the effectiveness of the prescribed drug as noted in the recipient's written individual treatment plan (ITP).

Medication Monitoring is a brief, face-to-face service to monitor a recipient's drug dosage or prescription.

Resolution # FS – 2/20/2024
Pine County Psychiatric Services Resolution

WHEREAS, Minn. Stat. §§235.461 through 235.486 and Minn. Stat. §§235.487 through 235.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children’s Mental Health Act, respectively; and

WHEREAS, on December 21, 2023 this Board approved an Agreement with Pine County Health & Human Services for Psychiatric Services, and

WHEREAS, upon receipt of the partially signed Agreement Pine County has chosen to revise said Agreement.

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the revised Psychiatric Services Agreement with Pine County Health & Human Services which commenced on January 1, 2024 through December 31, 2024.

MEMORANDUM OF UNDERSTANDING

Between

Braham Public Schools - District# 314

And

Kanabec County, dba Kanabec County Family Services

Transportation Procedures Agreement

To ensure the educational stability of Foster Care Youth:

Every Student Succeeds Act (ESSA) requirements

This memorandum of Understanding (MOU) addresses transportation related provisions. Additional policies may be added to address the unique needs of each collaboration between the Local Education Agency (LEA) Child Welfare Agency (CWA) in order to ensure the educational stability of foster care youth. Note: this MOU is not a local transportation plan. It is an agreement between the LEA and CWA to collaboratively design a local transportation plan.

Purpose:

The purpose of this agreement is to establish transportation procedures between **Braham Public Schools** (LEA) and **Kanabec County dba Kanabec County Family Services** (CWA) to ensure the provision of transportation for foster care youth enrolled in a LEA (Pre-K -12) when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been fully explored and deemed unavailable.

Joint Responsibilities:

- The LEA and CWA agree to collaborate to update or establish formal mechanisms to ensure that the LEA is promptly notified when a child enters foster care or changes foster care placements.
- The LEA and CWA agree to collaborate to jointly design a comprehensive transportation plan to ensure that transportation for children in foster care is provided, arranged, and funded.
- Both parties agree that under no circumstances shall a transportation dispute between parties delay or interrupt the provision of transportation for a child to the school of origin.
- Both parties agree to communicate regularly and share leadership responsibilities at the local level to ensure that available resources for transportation are utilized in the most effective manner, without duplication.
- Both parties agree that transportation must be provided in a "cost effective" manner so low-cost /no-cost options should be explored. (e.g. pre-existing bus stops or public

transportation, foster parents provide transportation, transportation by other programs if child is eligible).

- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.
- Both parties understand that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome on one agency.

Respective responsibility under this agreement include:

Braham Public Schools- District 314 (LEA)

- Establish a Foster Care Point of Contact (POC) given the importance of transportation to ensure educational stability requirements. Defined by the Every Student Succeeds Act - - (ESSA).
- Share the Foster Care POC's contact information with state and local education and child welfare agencies.
- Understands that even if an LEA does not transport other students, it must ensure that transportation is provided to children in foster care, adhering to the collaboratively designed transportation plan.
- Acknowledges that Title I is an allowable funding source for additional transportation costs although funds reserved for comparable services for homeless children and youth may not be used for transportation.
- Informs the CWA whether Title I funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin.
- Agrees, if applicable, to support additional transportation costs for eligible foster care youth utilizing funds made available within Title I.
- Understands that if there are additional costs providing transportation for children in foster care to remain in his or her school of origin, the LEA (school of origin) will provide such transportation if (1) the county children and youth agency agrees to reimburse the LEA for the cost of transportation; (2) the LEA agrees to pay for the additional costs; or (3) the LEA and county children and youth agency agree to share the costs.
- Agrees that a child must remain in his or her school of origin while any disputes are being resolved;
- To provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

Kanabec County Family Services Agency (Child Welfare Agency (CWA)

- Identifies all children in foster care enrolled in the LEA in order for the LEA and CWA to fulfill the jointly agreed upon transportation responsibilities.
- Informs LEA of children in foster care who may be in need of transportation to maintain enrollment in their school of origin.
- Agrees to immediately inform the school of origin of children in foster care who experience a change of foster care placement.

- Agrees, if applicable, to support transportation costs for eligible foster care youth utilizing funds made available within the county's child welfare budget under Section 475(4)(A) of Title IV-E of the Social Security Act.
- Informs the LEA/school of origin whether Title IV-E funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin. Agrees to assist the LEA/school of origin in exploring the full range of options for providing and funding transportation to maintain a child in his or her school of origin, consistent with the child's educational stability plan.

Updates and Revisions:

Updates and revisions to this MOU should be made as needed. Any updates or revisions to the MOU must be submitted to the Minnesota Department of Education. Best Practice recommends that an updated MOU be submitted every three years, as contractual updates follow this timeline.

Braham Public Schools - District #314 (LEA) and **Kanabec County Family Services (CWA)** agree to update or revise this Memorandum of Understanding (MOU) as needed or every three years to coincide with the contractual timelines.

This agreement will be reviewed and approved by representatives of both agencies;

Kanabec County Family Services
905 Forest Avenue E., Suite 150
Mora, MN 55051

Printed Name: Chuck Hurd, Director, Kanabec County Family Services

Signed:_____ **Date:**_____
(CWA)

Braham Public Schools# 314 531
Elmhurst Avenue S. Braham, MN
55006

Printed Name: Ken Gagner, Superintendent, Braham Public Schools (LEA)

Signed:_____ **Date:**_____
(LBA)

PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH IN FOSTER CARE PLACEMENT

This Agreement is entered into by and between Mora Public School District (hereinafter referred to as the District) and Kanabec County, dba Kanabec County Family Services.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and Kanabec County agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. **TERM:**

The term of this Agreement shall be in effect until terminated by either party in writing.

2. **EDUCATIONAL PLACEMENT DECISIONS:**

Kanabec County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. Kanabec County and/or representative of the school in which the child is currently enrolled will work with the Kanabec County foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If Kanabec County is considering moving a child to a new educational placement, Kanabec County will have a phone consultation with the district contact prior to gathering input about the best interests of the child in relation to their school placement. Kanabec County and the District Foster Care Point of Contact for Mora Public Schools responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. Kanabec County shall take into consideration this information and other best interest factors found in paragraph three in making educational decisions. The District Foster Care Point of Contact and/or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. Kanabec County will identify a point of contact from the agency to work directly with the District Foster Care Point of Contact to ensure a smooth transition.

3. **BEST INTEREST FACTORS:**

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the student's foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remaining in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit-loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the Kanabec County case file and student's cumulative record.

4. **SERVICES**

Transportation Services will be provided by the District in the following manner:

a. **Students who are able to be transported to school on an existing route:**

When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.

- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with Kanabec County to determine the best possible means of transportation. The District and Kanabec County will share the transportation costs identified in Section Sa.
- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Kanabec County to determine the best possible means of transportation and discuss transportation within a reasonable distance (40 mile radius from the Mora Public Schools Bus Garage). The District and Kanabec County will share the transportation costs identified in Section Sa.
- e. Students placed in foster care within the District and attending a non-Mora Public Schools school: The District will bear no financial responsibility for this student. Kanabec County and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and Kanabec County agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and Kanabec County agree to each assume payment of 50% of the costs.
- b. Kanabec County will identify a point of contact from the agency to work directly with the District Foster Care Point of Contact to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the Kanabec County point of contact in order to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, Kanabec County will be responsible for transportation of the student placed in foster care.
- d. The District will submit itemized invoices to the Kanabec County contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- e. In situations where transportation is being funded by Kanabec County, the Kanabec County point of contact will notify the District Foster Care Point of Contact when foster care placements end.

6. **DISPUTE RESOLUTION:**

It is the responsibility of Kanabec County and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

Kanabec County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision will be reviewed by the District and the Director of Kanabec County Family Services. Input will be reviewed from all parties and a decision by the Director will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Conflict Resolution Decision Making Team meeting.
3. Kanabec County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and Kanabec County.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. **PROVIDERS NOT AN EMPLOYEE:**

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of Kanabec County. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of Kanabec County employees except as otherwise stated herein.

8. **INDEMNIFICATION:**

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or

volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

This contract is in effect from **July 1, 2024** or when fully executed, and shall remain in effect until **June 30, 2027**. Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice by certified delivery to the other party on or before the actual termination date.

10. STANDARDS:

The District and Kanabec County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or Kanabec County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

COUNTY OF KANABEC

STATE OF MINNESOTA

Kanabec County Family Services

Mora Public Schools

BY: _____
F.S. Director

BY _____
Superintendent

DATE: _____

DATE: _____

ATTESTED TO:

County Coordinator

Finance Director

DATE: _____

DATE: _____

APPROVED AS TO LEGALITY

Kanabec County Attorney

DATE: _____

MEMORANDUM OF UNDERSTANDING

Between

Ogilvie Public Schools - District #333

and

Kanabec County Family Service Agency

Transportation Procedures Agreement

*To ensure the educational stability of Foster Care Youth:
Every Student Succeeds Act (ESSA) requirements*

This Memorandum of Understanding (MOU) addresses transportation related provisions. Additional policies may be added to address the unique needs of each collaboration between the Local Education Agency (LEA)/Child Welfare Agency (CWA) in order to ensure the educational stability of foster care youth. Note: this MOU is not a focal transportation plan. It is an agreement between the LEA and CWA to collaboratively design a local transportation plan.

Purpose:

The purpose of this agreement is to establish transportation procedures between **Ogilvie Public Schools** (LEA) and **Kanabec County Family Service Agency** (CWA) to ensure the provision of transportation for foster care youth enrolled in an LEA (Pre-K-12) when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been, fully explored and deemed unavailable.

Joint Responsibilities:

- The LEA and CWA agree to collaborate to update or establish formal mechanisms to ensure that the LEA is promptly notified when a child enters foster care or changes foster care placements.
- The LEA and CWA agree to collaborate to jointly design a comprehensive transportation plan to ensure that transportation for children in foster care is provided, arranged, and funded.
- Both parties agree that under no circumstances shall a transportation dispute between party's delay or interrupt the provision of transportation for a child to his school of origin.
- Both parties agree to communicate regularly and share leadership responsibilities at the local level to ensure that available resources for transportation are utilized in the most effective manner, without duplication.
- Both parties agree that transportation must be provided in a "cost effective" manner so low to no-cost options should be explored. (e.g. pre-existing bus stops or public transportation, foster parents provide transportation, transportation by other programs if child is eligible)
- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.
- Both parties understand that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome on one agency.

Respective responsibilities under this agreement include:

Ogilvie Public Schools - District #333 School District

- Establish a Foster Care Point of Contact (POC) given the importance of transportation to ensure educational stability requirements defined by the Every Student Succeeds Act (ESSA).
- Share the Foster Care POC's contact Information with state and local education and child welfare agencies.
- Understands that even if an LEA does not transport other students, it must ensure that transportation is provided to children in foster care, adhering to the collaboratively designed transportation plan.
- Acknowledges that Title I is an allowable funding source for additional transportation costs, although funds reserved for comparable services for homeless children and youth may not be used for transportation.
- Informs the CWA whether Title I funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin.
- Agrees, if applicable, to support additional transportation costs for eligible foster care youth utilizing funds made available within Title I.
- Understands that if there are additional costs providing transportation children in foster care remain in his or her school of origin, the LEA (school of origin) will provide such transportation if (1) the county children and youth agency agrees to reimburse the LEA for the cost of transportation; (2) the LEA agrees to pay for the additional costs; or (3) the LEA and county children and youth agency agree to share the costs.
- Agrees that a child must remain in his or her school of origin while any disputes are being resolved. Agrees to provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

Kanabec County Family Service Agency (Child Welfare Agency (CWA))

- Identifies all children in foster care enrolled in the LEA in order for the LEA and CWA to fulfill the jointly agreed upon transportation responsibilities.
- Informs LEA of children in foster care who may be in need of transportation to maintain enrollment in their school of origin.
- Agrees to immediately inform the school of origin of children in foster care who experience a change of foster care placement.
- Agrees, if applicable, to support transportation costs for eligible foster care youth utilizing funds made available within the county's child welfare budget under Section 475(4)(A) of Title IV-E of the Social Security Act.
- Informs the LEA/school of origin whether Title IV-E funds are available to support additional transportation costs for children in foster care in school to maintain enrollment in their school of origin. Agrees to assist the LEA/school of origin in exploring the full range of options for providing and funding transportation to maintain a child in his or her school of origin, consistent with the child's educational stability plan.

Updates and Revisions:

Updates and revisions to this MOU should be made as needed. Any updates or revisions to the MOU must be submitted to the Minnesota Department of Education. Best practice recommends that an updated MOU be submitted every three years, as contractual updates follow this timeline.

Ogilvie Public Schools-District #333 (LEA) and **Kanabec County Family Service Agency(CWA)** agree to update or revise this Memorandum of Understanding (MOU) as needed or every three years to coincide with the contractual timelines.

This agreement will be reviewed and approved by representatives of both agencies:

Kanabec County Family Service Agency
905 Forest Avenue
East, suite 150
Mora, MN 55051

Printed Name: Chuck Hurd, Director, Kanabec County Family Services

Signature: _____ Date: _____
(CWA)

Ogilvie Public Schools,
District #333 333 School
Drive
Ogilvie, MN 56358

Printed Name: Kathy J. Belsheim, Superintendent of Ogilvie Public Schools

Signature: _____ Date: _____
(LEA)

Resolution # FS 2/20/24

Agreement for Foster Children and Youth Transportation resolution

WHEREAS, it is directed by the State of Minnesota that Local Education Agencies and Child Welfare agencies will collaborate in order to establish transportation procedures for foster care youth to ensure their educational stability, and

WHEREAS, Mora, Braham and Ogilvie Public Schools and Kanabec County Family Services agree to collaborate to design a comprehensive transportation plan to ensure that transportation for children in foster care is arranged, provided and funded when a best interest determination indicates that the student should remain in the school of origin, and

WHEREAS, Kanabec County Family Services and Braham, Mora and Ogilvie Public Schools agree that transportation must be provided in a “cost effective” manner and that all federal, state and local funding sources should be maximized to ensure transportation costs are not unduly burdensome to one agency.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director signing Agreements with Braham, Mora and Ogilvie Public Schools for a Transportation Procedures Agreement to provide transportation for foster care youth to ensure their educational stability, effective upon the date of execution. These agreements shall be reviewed every three years by mutual agreement

Kanabec County Family Services

4th Quarter 2023 Report

FINANCIAL ASSISTANCE

Preparer: Tim Dahlberg

A. Major Highlights

- We were able to fill our open Eligibility Worker position internally. Piper Sauter has been promoted from working at our front desk to this position. She has previous experience working as an Eligibility Worker and she's excited to get back into it.

B. Challenges/Concerns

- Program policies continue to be in flux from the state. We continue to do our best at handling these changes.
- The end of the year is a peak time in certain aspects of our work. We have cost of living adjustments that take place at this time as well as an influx of METS (healthcare) related work as certain programs renew at the start of the year. The team has worked hard to handle this peak in work while also being there for our newest worker and helping with training and answering questions. It has been challenging, especially with the advent of the public health emergency unwinding policies, but it has been great seeing the team rise to the occasion.
- We're anticipating an increase in phone calls related to the healthcare renewal process. We're getting closer to the time when extension periods would be ending for those who did not complete the renewal process.

C. Looking Ahead

- Piper will be completing various trainings through DHS to become fully operational.

Program Totals as of 12/31/23		
Program	Active Cases	# of Persons Active
MN Family Investment Program (MFIP)	59	155
Diversionsary Work Program (DWP)	4	14
General Assistance	87	88
MN Supplemental Assistance (MSA)	88	91
Housing Supports (Formerly GRH)	76	76
Food Support (SNAP)	833	1426
Medical Assistance and/or Medicare Savings Programs (MAXIS)	897	928
Medical Assistance (METS) *as of 1/3/2024	1816	3620
MinnesotaCare (County Serviced) * as of 10/5/23	108	145

Kanabec County Family Services

4th Quarter 2023 Report

CHILD SUPPORT

Preparer: Tammy Owens and Tim Dahlberg

A. Major Highlights

- We had our annual training in October and two members of the unit attended. They attended various training sessions related to: Collaborating with Tribal Child Support, SAVES Grant update, Parentage Adjudication in the IV-D World, Do's and Don'ts for Defaults, Utilizing the Child Support Portal and the annual legislative, CLV and case law updates. This information was then shared with the rest of our team.
- We have been able to see interfaces of up-to-date information coming over to our system from the MNsure System (healthcare). This has allowed us to make needed changes to our cases. For example, adjusting household composition when parents are living together again, etc.

B. Challenges/Concerns

- Policy surrounding Medical Assistance with the end of the public health emergency (PHE) continues to be in a sort of flux. We're likely to still see some challenges with cases affected by this as we work through the unwinding of the PHE policies.
- We continue to see an increase of requests for possible modification to the enforcing court order. This is likely due, in part, to rising costs of living.

C. Looking Ahead

- We have an upcoming retirement coming for our Support Enforcement Aide. She'll have been with Kanabec County for 22 years! This retirement is expected to happen in June. We're anticipating that a request to replace this position will go to Board within the next few months.

CHILD SUPPORT ENFORCEMENT STATISTICS					
AREA	QUARTER ENDING				Year to Date
	3/31/2023	6/30/2023	9/30/2023	12/31/2023	
Caseload By Type					
Non-Public Assistance	179	178	185	170	
Arrears Only	202	207	199	188	
Public Assistance	309	299	279	291	
Foster Care	2	2	1	0	
Spousal Maintenance Only	5	4	4	4	
Total	697	690	668		

Kanabec County Family Services 4th Quarter 2023 Report

Collections Report					
Total Collected	\$497,618.09	\$551,364.76	\$500,050.76	\$462,498.37	\$2,011,531.98
PA Collections					
Current	\$212,939.96	\$216,585.89	\$194,842.89	\$198,400.05	\$822,768.79
Arrears	\$33,781.45	\$52,328.21	\$31,680.07	\$32,003.42	\$149,793.15
Spousal Maintenance					\$0.00
Total	\$246,721.41	\$268,914.10	\$226,522.96	\$230,403.47	\$972,561.94
NPA Collections					
Current	\$176,407.12	\$181,716.85	\$183,580.86	\$168,977.97	\$710,682.80
Arrears	\$69,439.56	\$96,570.81	\$86,328.94	\$59,906.92	\$312,246.23
Spousal Maintenance	\$5,050.00	\$4,163.00	\$3,618.00	\$3,210.01	\$16,041.01
Total	\$250,896.68	\$282,450.66	\$273,527.80	\$23,094.90	\$1,038,970.04
Current Support due	\$529,733.99	\$542,436.55	\$508,022.38	\$503,552.89	\$2,083,745.81
Current Distributed	\$394,512.08	\$402,435.74	\$382,285.25	\$370,588.03	\$1,549,821.10
% of Distribution of Current	74.47%	74.19%	75.25%	73.59%	74.38%
Cases with Arrears due	392	394	385	372	
Cases with Arrears Distributed	174	185	170	159	
% of Cases w/Arrears Payment	44.39%	46.95%	44.16%	42.74%	

ACCOUNTING UNIT

Reporter: Jessica Gravich

A. Major Highlights

- All quarterly reports were completed by the due dates.
- The 2023 Family Services Budget ended within expectations.
- Implemented the paperless process for voucher processing.

B. Challenges and Concerns

- We are keeping an eye on our fund balance. It is currently below the previous year.

Kanabec County Family Services 4th Quarter 2023 Report

- I am working with Welia to remove their bank account from our TIN.
- Federal and State reimbursement percentages are continuing to change due to COVID increases expiring.

C. Looking Ahead

- Beginning to work on the annual audit.

D. Fiscal Fraud/Collections

- For this quarter the following amounts were collected:

Type	Amount	County Portion	Number of Cases
Fraud	\$0	\$0	17
Estate (MA)	\$56,535	\$14,134	23
Estate (GA)	\$0	\$0	2

ADMINISTRATIVE STATISTICS

AREA	1/1/2023 to 3/31/2023	4/1/2023 to 6/30/2023	7/1/2023 to 9/30/2023	10/1/2023 to 12/31/2023	Year to Date Data	2023 Approved Budget
Revenues - Income Maintenance						
State Sources	59,982	35,805	217,751	71,899	385,437	189,311
Federal Sources	257,467	233,976	278,210	232,420	1,002,073	1,051,043
Other Sources	2,778	7,997	(29,142)	61,318	42,952	179,850
Fund Balance-Planned Use	-	-	-	-	-	100,000
Total	320,227	277,778	466,820	365,636	1,430,462	1,520,204

Expenditures - Income Maintenance

Kanabec County Family Services 4th Quarter 2023 Report

Public Aid	88,032	110,372	81,385	80,760	360,548	486,600
Personnel Services	316,391	392,217	341,344	400,749	1,450,700	1,431,120
Services & Charges	83,927	33,409	34,148	41,049	192,533	205,471
Direct Materials	2,494	968	1,751	6,484	11,697	17,450
Other Expenses	6	7	-	-	14	510
Total	490,850	536,972	458,628	529,042	2,015,492	2,141,151

Revenues - Social Services

State Sources	130,593	165,305	650,376	160,910	1,107,185	953,394
Federal Sources	278,885	257,419	254,516	252,911	1,043,731	1,166,899
Fees for Services	61,447	65,606	61,746	54,383	243,182	183,000
Other Sources	94,293	129,426	151,695	190,490	565,903	420,000
Fund Balance-Planned Use	-	-	-	-	100,000	100,000
Total	565,218	617,756	1,118,333	658,694	3,060,001	2,823,293

Expenditures - Social Services

Public Aid	462,426	466,837	524,803	522,053	1,976,119	1,580,689
Personnel Services	545,500	658,969	589,135	696,620	2,490,223	2,420,890
Services & Charges	63,225	52,477	52,411	60,448	228,561	225,239
Direct Materials	3,081	5,574	1,769	5,830	16,254	21,200
Other Expenses	9	11	-	-	20	690
Total	1,074,241	1,183,868	1,168,118	1,284,951	4,711,177	4,248,708

Revenues - IM & SS

State Sources	190,575	201,110	868,128	232,809	1,492,622	1,142,705
Federal Sources	536,352	491,394	532,726	485,331	2,045,803	2,217,942
Fees for Services	61,447	65,606	61,746	54,383	243,182	183,000
Other Sources	97,071	137,423	122,553	251,808	608,855	599,850

Kanabec County Family Services 4th Quarter 2023 Report

Fund Balance-Planned Use	-	-	-	-	-	200,000
Total	885,445	895,534	1,585,153	1,024,331	4,390,463	4,343,497
Expenditures - IM & SS						
Public Aid	550,458	577,209	606,188	602,813	2,336,667	2,067,289
Personnel Services	861,890	1,051,186	930,479	1,097,369	3,940,924	3,852,010
Services & Charges	147,152	85,885	86,559	101,498	421,094	430,710
Direct Materials	5,575	6,543	3,520	5,830	27,951	38,650
Other Expenses	15	18	-	-	33	1,200
Total	1,565,091	1,720,840	1,626,745	1,807,509	6,726,669	6,389,859

CHILD PROTECTION

A. Major Highlights:

- There continues to be grant based funding for clients that have used opiates or have a history of using opiates.
- Toys for Tots was completed and successful. The program served many children in Kanabec County.

B. Trainings:

- Staff has participated in the following trainings:
- One worker began CORE training, which is the foundations training for Child Protection Services. Once she completes this, all Children's Services staff will be fully trained.
- DHS is requiring that all child welfare staff complete a new training called Motivational Interviewing. Motivational Interviewing is a practice tool that promotes behavior change through deep listening, reflection, and principles rooted in empathy and supporting self efficacy. This training will begin in the near future.

C. Challenges/Concerns:

- Affordable housing that is available in Kanabec County is limited and hard to find for many families.
- Truancy appears to be trending higher than years past.

Kanabec County Family Services

4th Quarter 2023 Report

- The need for workers to transport families has increased due to the location of families and lack of available transportation resources.
- There is an increase in child welfare intakes.

D. Looking Ahead:

- The addition of Microsoft Teams has been beneficial in virtual meetings with outside agencies.
- A social worker will have medical leave in Children Services within the next couple of months and will create a need for temporary coverage

Child Foster Care Licensing/Family Connections/Permanency

Reporter: Allissa M.

A. Major Highlights:

- Had several inquiries for licensing and completed two orientations, of those one resulted in an application.
- Participation in Kinship/Relative Search Collaboration meeting every other month
- CFC Reform Community of Practice and Licensing Guidelines monthly
- DHS Foster Care Licensing meeting monthly
- Regional Foster Care meeting quarterly.
- Foster Care recruitment activity- offering orientations privately at the time of inquiry instead of making wait for bi-monthly scheduled time.

B. Trainings:

- Building Positive Partnerships with Foster Parents
- St. Louis County Health and Human Services Conference
- Think Twice, Live Once, Supporting Foster, Adoptive, and Kinship Youth Through Emotional Intelligence
- The Ties that Bind
- The Trauma and Sleep Connection
- The Importance of ICWA, Framing the Issue: A medical view of prenatal substance exposure, withdrawal, and healing for infants
- The Wonder of Life Story
- Mental Health Crisis Planning for Families
- Center for Advanced Studies in Child Welfare Permanency and Child Welfare Fall Conference

C. Challenges/Concerns:

Kanabec County Family Services

4th Quarter 2023 Report

- How to recruit and prepare providers to provide care in a home setting to children/youth who have very high needs/challenges.
- New child foster care licensing guidelines were released in 12/2023. This is great to have more clarity/guidance from DHS but will require many processes to be updated to meet updated guidelines.

D. Looking Ahead:

- Several children should achieve permanency over the next period.
- Priority of increasing engagement and support with current foster families.
- Working to develop a foster family recruitment plan.
- Working to get in person training opportunities brought to Kanabec County Foster Providers. Hoping for first opportunity in May 2024.

Child Foster Care	
Last Quarter's No. of	13
Providers	
New Licenses	0
Relicensing's	0
Off Year Visits	0
Change of Premise	0
Pending Applications	4
Correction Orders	2
Negative Actions	0
Extensions	0
Investigations	1
Closed Licenses	2
Orientation provided for	4
(number of persons)	
Total Number of	11
Providers in Kanabec	
County	

Kanabec County Family Services

4th Quarter 2023 Report

CHILDREN'S MENTAL HEALTH

A. Major Highlights:

- We have had several medical necessity recommendations for placement this quarter.
- Both staff have a large amount of travel time to see clients in placement across the state.
- One client recently discharged from placement and is doing very well in their home setting.

B. Trainings:

- Both staff attended the St. Louis County conference in Duluth in October.

C. Challenges/Concerns:

- We have not been able to access any in home services due to long wait lists.
- Figuring out the Families First Federal requirements and procedures has been a challenge.

D. Looking Ahead:

- One staff will be retiring next year which will bring up challenges for coverage of caseloads.
- One client will be discharged to her grandparents' home soon, she is doing very well in placement.

<u>Children's Services Statistics</u>	October 2023- December 2023	January 2023-March 2023	April 2023-June 2023	July 2023- September 2023
Child Protection (CP)/Child Welfare (CW)				
CP/CW intakes				
○ Opened for assessment	22	26		19
○ Screened out (CP only)	63	55		40
• Assessments & investigations	21	34		26
• Case management	29	41		30
• Open CHIPS court files (per child)	19	19		22
• Open Adoption Cases	2	2		1

Kanabec County Family Services

4th Quarter 2023 Report

• Completed Adoptions	0	3		0
Parent Support Outreach Program (PSOP)				
• PSOP intakes	8	5		4
• Opened for case management	5	0		1
Children's Mental Health (CMH)				
CMH intakes				
○ Opened for case management	0	7		0
○ Screened out	0	0		0
• Case management (per child)	37	54		39
❖ Out of Home Placements				
• Children's services placements (includes CMH)	26	32		30
• Trial home visits	0	2		1
• Pre-adoptive/Pre-kinship home	12	7		14
• Extended foster care (Age 18-21)	1	0		1
• Probation placements	0	1		0

Kanabec County Family Services

4th Quarter 2023 Report

AGING SERVICES CARE COORDINATION

Reporter: Aliina Olson and Krista Eye

A. Major Highlights:

- Completing initial assessments and reassessments with clients in their homes and getting to see them in person.
- Connecting members with the resources they need when they are at the most critical point in their lives.

B. Training Attended:

- MMIS yearly training
- BluePlus annual Care Coordination training,
- Continued refresher training for MNChoices new roll out and MNChoices assessor training hours.

C. Challenges and Concerns:

- Among members continued concerns include isolation of older adults.
- Challenges as care coordinators include limited resources being in a rural area.
- Another challenge as care coordinators is balancing heavy caseloads that are continually growing while still devoting time to each client as they need.
- Along with new tasks assigned to Care Coordinators regards MA renewals starting again due to COVID emergency orders ending, which include a discussion of options for our aging population.
- Continuing to learn the workflow of a new health plan.

D. Trends:

- Continued growth of this caseload and clients turning 65 in our county.
- We have seen our aging population's health decline significantly in the past quarter (more hospitalizations and complex care needs).

E. Looking Ahead:

- Implementing the new MNChoices model for our assessments and reassessments.
- Continue to navigate through Blue Plus and SCHA with different guidelines and tasks for each plan.

Kanabec County Family Services

4th Quarter 2023 Report

COMMUNITY SUPPORT PROGRAM

Reporter: Rhonda Bergstadt

A. Major Highlights

- Support groups and Holiday celebrations have been well attended. Holiday celebrations continue to welcome all.

B. Training Attended

- I continue to complete research and training as needed to offer the best and most effective treatment to those I serve.
- This worker completed DBT Skills Training and is including this information in teaching mental health skills in groups as well as individual meetings.

C. Challenges and Concerns

- With the end of the national health emergency some funding sources have changed for PCA and homemaker services. This required switching of programs and additional paperwork for all participants.

D. Looking Ahead

- Kanabec County Local Advisory Council on Mental Health (LAC) continues to look for activities that they can advocate for mental health awareness. They are planning on contacting the sheriff's office to ask about national night out and if they would be allowed to set up an informational station at that activity.

E. Trends

- A large number of clients are currently using YouTube and other apps to complete mindfulness exercises. This has increased the convenience of this skill to be used when staff or others are not available to assist with anxiety attacks. Mindfulness skills can be incorporated into daily living to decrease anxiety and improve functioning.

MNCHOICES ASSESSMENT

Reporter: Ashlee, Leah, Danielle

A. Major Highlights:

- MnChoices Revision – we have started/ completed reassessments using MNChoices Revision. There are some technical issues being reported to DHS

Kanabec County Family Services

4th Quarter 2023 Report

- Regional 7E Meeting in Isanti County
- Parents, stepparents, and legal guardians of minors, as well as spouses are no longer allowed as paid caregivers for personal care assistance (PCA) services as of November 11, 2023.

B. Training Attended:

- Revised MnC application launch (Trainlink)
- Convene Trainings

C. Challenges and Concerns:

- Continued waiting list for new MnChoices – approximately 2 month wait for a new assessment to be completed at this time
- MnChoices Revision – needing extra time to complete assessments as we are learning the application

D. Trends:

- Medical Assistance renewals
- SMRT (State Medical Review Team) referrals – DHS is taking longer to process
- Consumer Support Grant requests mid-year for people previously receiving PCA

E. Looking Ahead:

- Completing more MnChoices reassessments in MnChoices revision
- Assessor Meetings within the region to create support through the learning challenges of MnChoices Revision

ADULT MENTAL HEALTH

Reporters: Kurt Seidel

A. Major Highlights:

- None this quarter.

B. Training Attended:

- No conferences were attended during the fourth quarter by AMH staff. Miscellaneous individual training courses were attended, mostly virtual.

C. Challenges and Concerns:

- Housing options continue to be the biggest roadblock for persons struggling with mental health issues. Virtually all subsidized apartments have long wait lists.

D. Trends:

Kanabec County Family Services

4th Quarter 2023 Report

- It was an active time for persons requiring the protection of civil commitment. There is continued assessment and accessing of the CADI Waiver by SPMI clients who are requiring residential placement with 24/7 staffing due to complex behaviors.

E. Looking Ahead:

- The AMH team is looking forward to the selection of a new Social Worker/Case Manager.

Disability Services Case Management

DD, CADI, CAC, BI Waivers and Rule 185 Case Management

Reporter: Kurt Seidel, Kelly Mitchell, Chelsey Bottelson, Eileen Wagner

A. Major Highlights

- MNChoices Revision roll out started.

B. Training Attended:

- Staff have attended various online and in-person trainings.

C. Challenges and Concerns:

- Increase in children with high behavioral needs. Lack of services available.
- Continued lack of staffing in PCA, in-home and residential settings.
- More children attending early intensive developmental and behavioral intervention service. These services are far away, closest being St. Cloud. Transportation is an issue for these children.
- Continued lack of child residential settings in the state.
- Transportation continues to be a challenge for the individuals in our area. This is a big barrier for our individuals who are seeking employment.
- Continues to be long wait lists for day programs. Staffing continues to be an issue for this service.

D. Trends:

- Increase in CDCS exception requests based on behavioral or other needs.
- Rental costs continue to rise, making income-based housing necessary with a majority of our population who are looking for an apartment or house to rent.
- Continued Increase in Environmental Accessibility Adaptation referrals.
- Seeing an increase for exception rates services such as residential and in-home supports due to higher needs clients.

E. Looking Ahead:

- Staff are starting to work in MNChoices Revision

Kanabec County Family Services 4th Quarter 2023 Report

- Clients having issues with health care renewals and completion.

Adult Protection

Reporter: Kurt Seidel & Aliina Olson

A. Major Highlights:

- 28 individual intakes during the quarter. Nine were open for assessment or screened in for investigation. Allegation types included:
 - Emotional abuse – 1
 - Physical Abuse – 1
 - Sexual Abuse – 1
 - Financial Exploitation – 5
 - Caregiver Neglect – 0
 - Self Neglect - 3

B. Training Attended:

- Region 7 Adult Protection Partnership Meeting (Quarterly).

C. Challenges and Concerns:

- Continued high level financial exploitation and theft cases, some with large financial loss.

D. Trends:

- Case frequency is quite unpredictable.

E. Looking Ahead:

- Continue to maintain relationships with other local service providers for assessment and referral.

KANABEC COUNTY FAMILY SERVICES - LICENSING

Reporters: Tonya Burk, Danielle Linkert, Ashlee Lovaas

A. Major Highlights

	Family Child Care (FCC)	Adult Foster Care (AFC and CRS)
Last Quarters No. of Providers		
New Licenses	1	-
Relicensings	4	2

Kanabec County Family Services 4th Quarter 2023 Report

Off Year Visits	1	
Change of Premise	1	-
Pending Applications	-	-
Correction Orders	-	1
Negative Actions	-	-
Extensions	-	-
Investigations	1	1
Closed Licenses	-	1
Orientation provided for (number of persons)	2	1
Total Number of Providers in Kanabec County	25	7 – AFC 13 - CRS

B. Training Attended

- Monthly Licensor Call in Webex (FCC)
- Monthly ELICI Trainings
- Monthly Foster Care Webinars (when available)
- St. Louis County Conference

C. Challenges and Concerns

- Child Care Systems Transformation Project training for Licensors and Providers.
- Over a year waiting list for new applicants for 245D Home and Community Based Services with DHS.

D. Looking Ahead

- Adult Foster Care (AFC) and Community Residential Services (CRS) webinar sessions start with DHS 2nd Thursday of each month in 2024.
- Child Care Systems Transformation Project, rolls out April 2024

E. Trends

- Licensor meetings/consults scheduled monthly.

Program Area – Community Support Services	01/01/2023 To 03/31/2023	04/01/2023 To 06/30/2023	07/01/2023 To 09/30/2023	10/01/2023 To 12/31/2023	Year To Date Data
702 Social Services					
MNChoices					
# New Assessments	20	9	25	20	74
# Reassessments	87	70	73	91	321

Kanabec County Family Services

4th Quarter 2023 Report

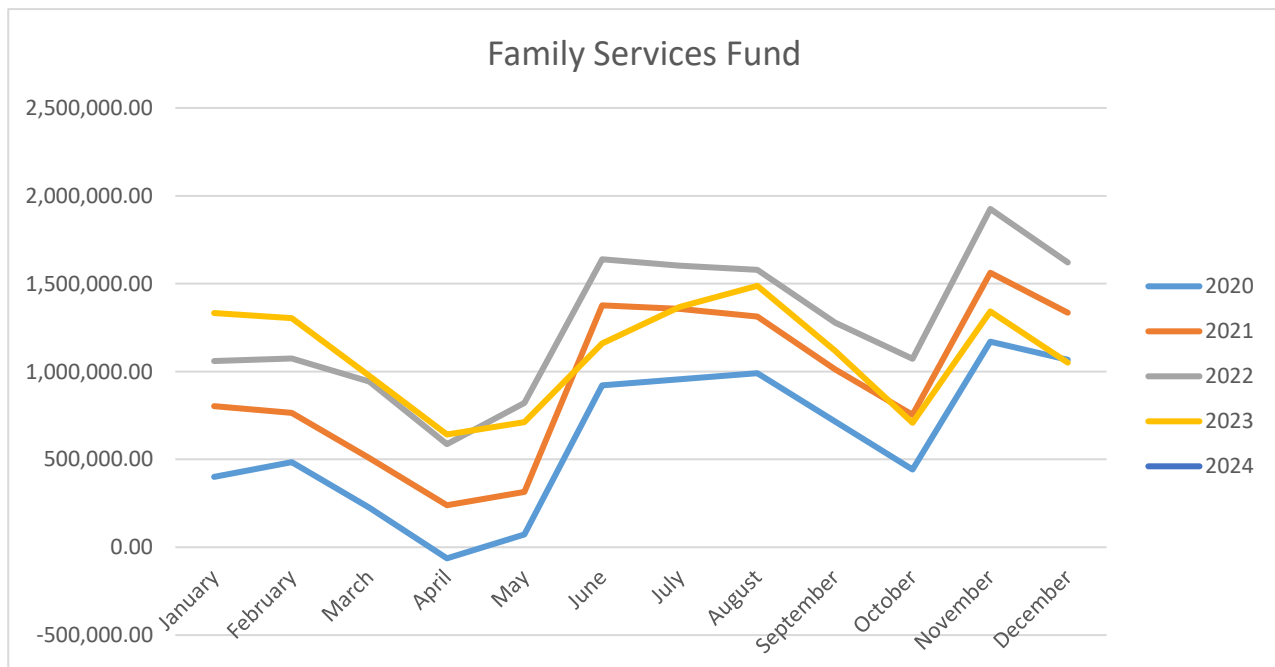
SCHA Community Well – New Enrollees					
# New Enrollees	19	13	14	14	60
Total Members Served	192	194	199	195	259
CADI, CAC, BI Waiver					
# clients on waiver	130	142	143	140	
# adults	100	117	115	114	
# children	30	23	28	26	
# clients in residential setting	31	39	32	21	
# receiving employment services	24	20	20	15	
Additional Services					
# receiving Relocation Service Coordination	0	0	0	0	
# receiving Consumer Support Grant	3	3	3	4	
710 Licensing					
Family Child Care					
# homes active	25	24	24	25	
# newly licensed	0	0	0	1	
# relicensed	1	1	3	4	
Adult Foster Care/Comm Resid Setting					
# homes active	21	21	21	20	
# newly licensed	1	0	0	0	
# relicensed	3	1	4	2	
730 Chemical Dependency					
# Detox paid	12	1	4	3	20

Program Area – Community Support Services	01/01/2023 To 03/31/2023	04/01/2023 To 06/30/2023	07/01/2023 To 09/30/2023	10/01/2023 To 12/31/2023	Year To Date Data
740 Mental Health – Adults					
Residential					
# persons in CBHHS	0	1	1	0	
# inpatient setting	5	4	3	4	
# IRTS setting	2	1	1	2	
# in residential setting	7	0	4	4	
Community Supports					
# CSP clients	18	20	19	19	

Kanabec County Family Services 4th Quarter 2023 Report

Case Management					
# Rule 79 clients	32	31	32	28	
# general case management clients	5	3	2	2	
# Rule 79 assessments	9	3	4	1	
Court					
# pre-petition screenings	3	6	4	3	16
# judicial hearings	7	5	2	13	27
750 Developmental Disabilities					
# DD clients – adult	68	65	66	63	
# DD clients – child	35	34	35	35	
# clients on waiver	85	85	85	86	
# SILS clients	5	5	4	4	
# clients in residential setting	26	27	29	27	
# clients in ICF-DD	1	1	1	0	
# clients in nursing home	2	2	2	1	
# receiving employment support	28	30	28	31	
# receiving Family Support Grant	0	2	0	0	
760 Adult Services					
# Adult Protection reports	50	31	21	28	130
# Adult Protection cases	6	2	4	9	21
# Court Visitor cases	0	1	3	0	4
Overall Number of Workgroups	511	481	499	481	490

	2020	2021	2022	2023	2024
January	401,131.39	802,602.99	1,060,669.83	1,332,846.30	799,813.22
February	483,781.08	764,375.81	1,074,400.99	1,303,079.82	
March	225,078.17	507,711.89	942,838.71	976,432.91	
April	-63,141.11	239,129.82	586,755.76	641,596.45	
May	73,382.15	313,993.85	820,322.23	711,400.40	
June	920,867.09	1,376,518.14	1,638,762.92	1,159,594.67	
July	955,700.06	1,355,779.92	1,603,064.80	1,366,971.18	
August	990,235.56	1,312,346.82	1,578,429.94	1,487,944.78	
September	716,408.79	1,012,985.41	1,277,604.14	1,118,266.82	
October	443,084.51	753,774.16	1,072,396.60	707,480.12	
November	1,170,024.75	1,562,104.61	1,925,516.68	1,342,363.76	
December	1,067,709.00	1,335,030.43	1,620,823.12	1,051,493.18	
Totals	7,384,261.44	11,336,353.85	15,201,585.72	13,199,470.39	799,813.22
Averages	615,355.12	944,696.15	1,266,798.81	1,099,955.87	799,813.22
6 month Avg.	890,527.11	1,222,003.56	1,512,972.55	1,179,086.64	1,084,560.31
Rolling 12 month Avg	615,355.12	944,696.15	1,266,798.81	1,099,955.87	1,055,536.44



Kanabec County Family Services - Board Financial Report								Through January 2024							
	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	860,797.00	7.36%	63,394.74	63,394.74											
Rev	400,920.00	2.81%	11,279.78	11,279.78											
Tax	453,352.92	4.73%	21,423.86	21,423.86											
State Shared Rev			0.00												
Recoveries															
Exp	12,200.00	0.00%	0.00	0.00											
Rev	16,400.00	2.26%	371.32	371.32											
Tax	24,645.34	5.22%	1,287.58	1,287.58											
State Shared Rev			0.00												
Burials															
Exp	25,000.00	8.00%	2,000.00	2,000.00											
Rev			0.00												
Tax			0.00												
Child Support															
Exp	385,670.00	7.47%	28,822.41	28,822.41											
Rev	404,000.00	4.23%	17,088.66	17,088.66											
Tax															
MA Services															
Exp	483,900.00	5.75%	27,843.91	27,843.91											
Rev	476,000.00	9.68%	46,057.98	46,057.98											
Tax	7,787.93	23.57%	1,835.99	1,835.99											
State Shared Rev			0.00												
Child Care															
Exp	230,950.00	0.04%	99.00	99.00											
Rev	232,699.00	0.16%	363.50	363.50											
Tax			11.92	11.92											
State Shared Rev			0.00												
Fraud															
Exp	81,122.00	7.58%	6,145.03	6,145.03											
Rev	2,500.00		0.00	0.00											
Tax	77,506.63	5.54%	4,291.93	4,291.93											
State Shared Rev			0.00												
Adult Services															
Exp	5,500.00	0.00%	0.00	0.00											
Rev	13,385.00	7.63%	1,021.41	1,021.41											
Tax															
Dev. Disability															
Exp	71,500.00	4.10%	2,930.40	2,930.40											
Rev	52,847.00	0.00%	0.00	0.00											
Tax	18,388.38	6.35%	1,168.36	1,168.36											
State Shared Rev			0.00												

Mental Health															
Exp	1,300,634.00	11.00%	143,087.20	143,087.20											
Rev	873,649.00	3.43%	29,947.54	29,947.54											
Tax	420,927.56	5.83%	24,559.35	24,559.35											
State Shared Rev			0.00												
Chemical Dependency															
Exp	41,000.00	7.91%	3,242.91	3,242.91											
Rev	16,600.00	34.77%	5,771.29	5,771.29											
Tax	24,053.85	6.20%	1,490.25	1,490.25											
State Shared Rev			0.00												
Child Services															
Exp	570,701.00	10.53%	60,067.76	60,067.76											
Rev	337,220.00	2.70%	9,093.51	9,093.51											
Tax	230,168.71	7.09%	16,321.24	16,321.24											
State Shared Rev			0.00												
Social Services															
Exp	1,604,407.00	7.97%	127,802.86	127,802.86											
Rev	1,447,543.00	4.07%	58,963.13	58,963.13											
Tax	154,638.64	4.55%	7,033.99	7,033.99											
State Shared Rev			0.00												
Income Main. Admin															
Exp	101,623.00	8.12%	8,255.67	8,255.67											
Rev	44,700.00	2.51%	1,121.67	1,121.67											
Tax	56,115.45	5.10%	2,861.28	2,861.28											
State Shared Rev			0.00												
Social Services Admin.															
Exp	271,214.00	7.16%	19,416.92	19,416.92											
Rev	65,000.00	0.00%	0.00	0.00											
Tax	203,288.53	5.62%	11,421.29	11,421.29											
State Shared Rev			0.00												
FS Admin															
Exp	708,374.00	8.88%	62,909.65	62,909.65											
Rev	136,075.00	2.79%	3,798.55	3,798.55											
Tax	564,180.06	4.52%	25,513.12	25,513.12											
State Shared Rev			0.00												
Agency Totals															
Exp	6,754,592.00	8.23%	556,018.46	556,018.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rev	4,519,538.00	4.09%	184,878.34	184,878.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax	2,235,054.00	5.33%	119,220.16	119,220.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Shared Rev			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	6,754,592.00	4.50%	304,098.50	304,098.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Board Approval Report

SSIS pymt. batch #: 177576000

Paid Cnty Vendor				Total Payments	Total Amount
AB Properties LLC, 000010195				1	1,369.96
Svc Description	Svc Code	Payments	Amount		
Housing Services	144	1	1,369.96		
Braham Meadows, 000010903				1	100.00
Svc Description	Svc Code	Payments	Amount		
Parent Support Outreach Services	167	1	100.00		
Card Services, 000011484				1	126.32
Svc Description	Svc Code	Payments	Amount		
Community Support Services	434	1	126.32		
Central Minnesota Jobs & Training, 000015800				1	7,708.53
Svc Description	Svc Code	Payments	Amount		
Statewide MFIP Employment Services	237	1	7,708.53		
DHS, 000011849				1	93.00
Svc Description	Svc Code	Payments	Amount		
Other Child Care	214	1	93.00		
DHS STATE OPERATED SERVICES, 000011816				12	21,340.40
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	6	10,670.20		
State-Operated Inpatient	472	6	10,670.20		
Dungarvin Minnesota, LLC, 000017781				2	1,765.14
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	2	1,765.14		
East Central Energy, 000012080				1	250.00
Svc Description	Svc Code	Payments	Amount		
Parent Support Outreach Services	167	1	250.00		
Ignaszewski/Karissa, 000012959				2	11,904.20
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	11,904.20		
Jessica Stokes Inc., 000016761				2	10,797.50
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	10,797.50		
Kanabec County AT ACH_VISA, 000001318				7	2,414.13
Svc Description	Svc Code	Payments	Amount		
Housing Services	144	2	339.24		
Transportation	116	5	2,074.89		
Kanabec County Auditor-Treas, 000013260				1	72.42
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	72.42		
Kanabec County Community Health, 000013263				1	10,158.66
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	1	10,158.66		
Kanabec County Recorder's Office, 000013295				3	78.00
Svc Description	Svc Code	Payments	Amount		
Court-Related Services and Activities	119	1	26.00		
Parent Support Outreach Services	167	2	52.00		
Nexus-Gerard Family Healing , LLC, 000012394				1	14,687.80
Svc Description	Svc Code	Payments	Amount		

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Children's Residential Treatment	483	1	14,687.80		
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		
NORTHWOOD CHILDREN'S HOME, 000015202				1	12,569.88
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	1	12,569.88		
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				2	1,375.92
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	926.64		
Transportation	516	1	449.28		
Prairie Lake Youth Programs, 000015767				5	29,053.07
Svc Description	Svc Code	Payments	Amount		
Adolescent Life Skills Training	146	1	100.00		
Correctional Facilities	185	3	28,880.00		
Health-Related Services	118	1	73.07		
Premier Biotech Labs, LLC, 000015779				1	496.65
Svc Description	Svc Code	Payments	Amount		
Health-Related Services	118	1	496.65		
Procentive.com LLC, 000010757				3	2,923.98
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	3	2,923.98		
Residential Services of NE MN Inc., 000016246				2	1,665.57
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	882.57		
Semi-Independent Living Services (SILS)	534	1	783.00		
Richardson MD/Paul T, 000016136				2	4,445.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	4,445.00		
Timber Trails Public Transit, 000017159				1	30.00
Svc Description	Svc Code	Payments	Amount		
Transportation	116	1	30.00		
Volunteers Of America of MN, 000017460				4	2,703.00
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,703.00		
Wurzl/Rob, 000017706				1	544.66
Svc Description	Svc Code	Payments	Amount		
Housing Services	144	1	544.66		

Board Approval Report

Paid Cnty Vendor	Total Payments	Total Amount
Report Totals:	61	156,447.64

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
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9:40am Appointment

February 20, 2025

REQUEST FOR BOARD ACTION

a. Subject: Proposed AlanDale Motorcycle Trail through Off-Highway Vehicle Grant-in-Aid Program	b. Origination: Norsemen Motorcycle Club & Minnesota DNR
c. Estimated time: 10 minutes	d. Presenter(s): Denise Snyder, Auditor/Treasurer

e. Board action requested: Consider approval of the attached resolution.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Resolution # __ – 2/20/2024

RESOLUTION AUTHORIZING SPONSORSHIP OF THE ALANDALE TRAIL PROJECT, AN OFF HIGHWAY MOTORCYCLE TRAIL SYSTEM FOR PUBLIC RIDING, OPERATED BY THE NORSEMEN MOTORCYCLE CLUB

WHEREAS, the State of Minnesota has made funding available through the Minnesota Trails Assistance Program for the purpose of constructing and maintaining Off Highway Vehicle trails for Off Highway Motorcycles (OHM) and All-Terrain Vehicles (ATVs), and

WHEREAS, the County of Kanabec desires to make available to its citizens and visitors, such an area for the aforementioned purposes, in harmony and keeping with its comprehensive plan,

THEREFORE, BE IT RESOLVED that Kanabec County act as the legal sponsor for an application for the funding to the State of Minnesota Department of Natural Resources for acquisition, construction, and maintenance of an OHM and ATV riding area, open to the public, and managed by the Norsemen Motorcycle Club, for a period of up to five (5) years; and

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

BE FURTHER RESOLVED that the County Auditor-Treasurer is authorized to sign such an agreement with the Minnesota Department of Natural Resources and would be named the fiscal agent for this project; and

BE IT FINALLY RESOLVED THAT, notwithstanding the financial assistance provided for in the state contract, Kanabec County shall not be liable for any or such costs as are incurred by the Norsemen Motorcycle Club, should state funds become depleted.

ADOPTED BY the Kanabec County Board of Commissioners this 20th day of February, 2024.

Off-Highway Vehicle Grant-in-Aid Program

Worksheet 2

TMO Development

This worksheet should be used to assist trail administrators, managers, and volunteers in developing Trail Management Objectives (TMOs) for their trail. This worksheet must be submitted alongside Form 2 - New Project Application and is referenced in several other applications, where submission of TMOs is optional but encouraged. This worksheet will display and function best when downloaded and filled out using Adobe Acrobat Reader. The latest version can be downloaded from [Adobe's website](http://adobe.com).

1. What are Trail Management Objectives?

TMOs are documentation of the club and sponsor's large-scale and long-term vision and intentions for the trail throughout its life, from conception to completion and further. TMOs assist with communication, management, maintenance, improvement, fiscal accountability, and resource management. Additionally, TMOs provide a standard for the trail's development and maintenance, so all parties participating in those activities have clear direction and are in agreement about unified goals for the trail. TMOs are not static; they are meant to be a living document as the trail, its users, and the parties responsible for its maintenance change. As factors change, the TMOs should reflect that. Having all of this information documented in one place allows the club, sponsor, and DNR to ensure trails are being developed and maintained in an efficient manner and are proceeding toward a common goal. TMOs don't necessarily reflect the actual conditions on the ground, but rather, the what the trail would be in an ideal world where resources and time are always available to manage and maintain the trail. The implementation of TMOs should be as close to the documented goals as clubs and sponsors can achieve.

Please keep in mind that your trail may have different TMOs for different seasons of riding, as they have different needs and will be maintained in a different way. The majority of this document is intended for development of summer TMOs. Please jump to Section 3 to develop winter TMOs for your trail. If your trail will not be open in the winter, you do not need to complete Section 3.

2. Develop Summer TMOs

<p>What motorized classes will the trail be open to?</p> <p><input type="checkbox"/> ATV Class 1 <input type="checkbox"/> ATV Class 2 <input type="checkbox"/> OHM <input type="checkbox"/> ORV</p>
<p>How developed will this trail be? Refer to Section 4 for assistance.</p> <p><input type="checkbox"/> Least Developed <input type="checkbox"/> Moderately Developed <input type="checkbox"/> Most Developed</p>
<p>How difficult will this trail be? Refer to Section 4 for assistance. Check all that apply.</p> <p>Keep in mind that all users will experience trails in a manner different from one another. Skill level and geography are both large factors in how difficult a trail feels. Try to be as objective as possible when classifying the difficulty of your trail.</p> <p><input type="checkbox"/> Easiest <input type="checkbox"/> More Difficult <input type="checkbox"/> Most Difficult</p>

What does it have that other trails don't have? What features do you envision?

Who is the targeted user? Examples: families, long-distance travelers, or technical riders.

How much annual maintenance do you anticipate? Who do you anticipate will do this work?

Is the trail in an area that has its own management considerations? Examples: state forests, national lands, or trails shared with non-motorized uses.

Are there areas on the trail that may require special attention? Examples: wetland crossings, areas prone to erosion, or areas that will need more frequent or intense maintenance.

Are there other issues or considerations for this trail? Examples: users may be prone to travel off-trail or use trails that are inappropriate for their OHV class, land use or permission issues with local landowners, or enforcement challenges.

3. Develop Winter TMOs

If your trail will not be open year-round, you do not need to complete this section.

Will the trail be open year-round? If so, how will the management vary between seasons? Will the purpose, targeted users, motorized classes or management considerations for this trail change in winter?

How will this trail be maintained in the winter? Grooming, plowing, none, etc.

4. Resources

[Trail Fundamentals and Trail Management Objectives Web Page – United States Forest Service](#)
[Trail Fundamental and Trail Management Objectives 2016 Publication – United States Forest Service](#)
[Trail Difficulty Ratings \(Page 10\) – United States Forest Service](#)
[Trail Construction and Maintenance Notebook – United States Forest Service](#)
[Trails Management Handbook – United States Forest Service](#)
[Great Trails Field Guide – National Off-Highway Vehicle Conservation Council](#)
[Great Trails Guidebook – National Off-Highway Vehicle Conservation Council](#)
[Trail Planning, Design, and Development Guidelines – Minnesota DNR](#)
[Trail Management Guidance – Minnesota DNR \(found in Appendix 3 of OHV GIA Program Manual\)](#)

Off-Highway Vehicle Grant-in-Aid Program

Form 4

Step 0 Funding Application

This application should be used to obtain funding necessary to establish new trails not yet enrolled in the Grant-in-Aid (GIA) system. Specifically, this grant can fund expenses associated with (1) the administration expense category, such as necessary paperwork and permits, attendance of meetings, and labor to complete those tasks, and (2) the acquisition & development expense category, such as leases and acquisition fees.

Step 0 funding applications can be submitted to your local Area Supervisor at any time. Funding granted for a given project is subject to the discretion of DNR Staff and requests may not be funded in full. This application does not guarantee how much funding a project will receive, nor does it guarantee how quickly or how far the project will progress through the 7-Step Process, if at all. If funding is granted, the project still must submit a New Project Application (Form 2) and complete the 7-step review process before it can be established and construction can begin.

Please fill out this application in full. Boxes outlined in red are required. Boxes outlined in green are dropdown menus with pre-set options. Boxes outlined in blue will be automatically calculated and filled. Please enter all dates in MM/DD/YYYY format. This form will display and function best when downloaded and filled out using Adobe Acrobat Reader. The latest version can be downloaded from [Adobe's website](#).

1. Club Information

Please attach Worksheet 3 – Trail Contact Information to this application.

Club
Does the club have any trails currently enrolled in the GIA program? Yes No
Person submitting application
Authorized signature of submitter
Date

2. Sponsor Information

Has the club secured a local government unit as a sponsor? Yes No

If so, fill out below. If not, describe how you plan to secure sponsorship.

Local government unit as sponsor
Representative Name
Address

Describe your plan to obtain a sponsor if the project does not yet have one.

--

3. Trail Information

Trail or Trail System Name
Length in miles
Will this trail connect to an existing GIA trail? Yes No
If yes, what trail?

Proposed Uses: If your trail will be multi-use, please include the miles open to each class.	Miles:
Primary Use:	
Secondary Use:	
Secondary Use:	
Secondary Use:	

4. Trail Location

Where will the trail be located? List all cities/counties/townships the proposed trail will cross. Range section, coordinates, or other identifying information is helpful. Please be as specific as possible.

--

5. Project Description

Describe your project. What is the long-term vision for the trail? Will it connect to other trails? What kind of facilities will the trail have? Will it be open year-round or will it open and close seasonally? How will it impact local natural resources? What are the trail management objectives (TMOs)?

Attach Worksheet 2 – TMO Development to this application if your trail does not have established TMOs.

This information will be used to inform DNR staff about your overall vision and will assist in soliciting public comments.

6. Projected Costs

Below are the categories that are eligible for funding in this Step 0 Funding Application. These categories will be reimbursed at a rate of 65%. Fill in the approximate cost of expenses, prior to any reimbursements or matching funds. Calculations will be performed automatically by the form.

1. **ADMINISTRATION** (includes equipment, labor, materials, and mileage for preparation of paperwork, bookkeeping, travel to and from project area, soliciting bids for contracting or rental equipment)
2. **ACQUISITION** (includes equipment, labor, materials, and mileage for trail alignment work, checking land ownership records, contacting landowners, leases or fee acquisitions)

Amount requested
Description

Total amount requested
Total grant request (65% of above)

7. Project Communications

Has the club and/or sponsor received any landowner permissions? If so, please describe the discussion.

Yes No (explain how you plan to secure permissions below)

--

Has your organization been in communication with statewide user groups?

Amateur Riders Motorcycle Association Yes No

All Terrain Vehicle Association of Minnesota Yes No

Minnesota 4 Wheel Drive Association Yes No

If so, please describe the discussion.

--

If not, the primary contacts for each statewide organization can be found in the GIA Program Manual. Please contact these organizations as soon as possible.

7. Supplemental Information

Please send the following with your application:

- Demonstration of proposed route (preferably in SHP or KMZ format)
- Resolution from local government unit supporting sponsorship
- Worksheet 2 - Trail Management Objectives
- Worksheet 3 - Trail Contact Information

8. Sponsor Review and Approval – FOR SPONSOR USE ONLY

Does the club have a resolution from your agency? Yes No
Has the club communicated with you about landowner permissions? Yes No
Do you know of any permits needed? If so, check all that apply: State lands access MnDOT Local road authority Wetlands Public waters Storm water pollution prevention permit Other (specify)
Name
Title
Phone Number
Email address
Authorized signature
Date

10. DNR Review and Approval – FOR DNR STAFF USE ONLY

Staff Note: this form utilizes digital signatures which eliminates the need to print off this form, sign it, and scan it back in order to obtain secure signatures. For security purposes, this form cannot be changed in some ways once signatures are present, or all signatures will be erased. This form cannot be edited in the following ways:

- Extract, insert, or delete pages using organize pages tool
- Combine files

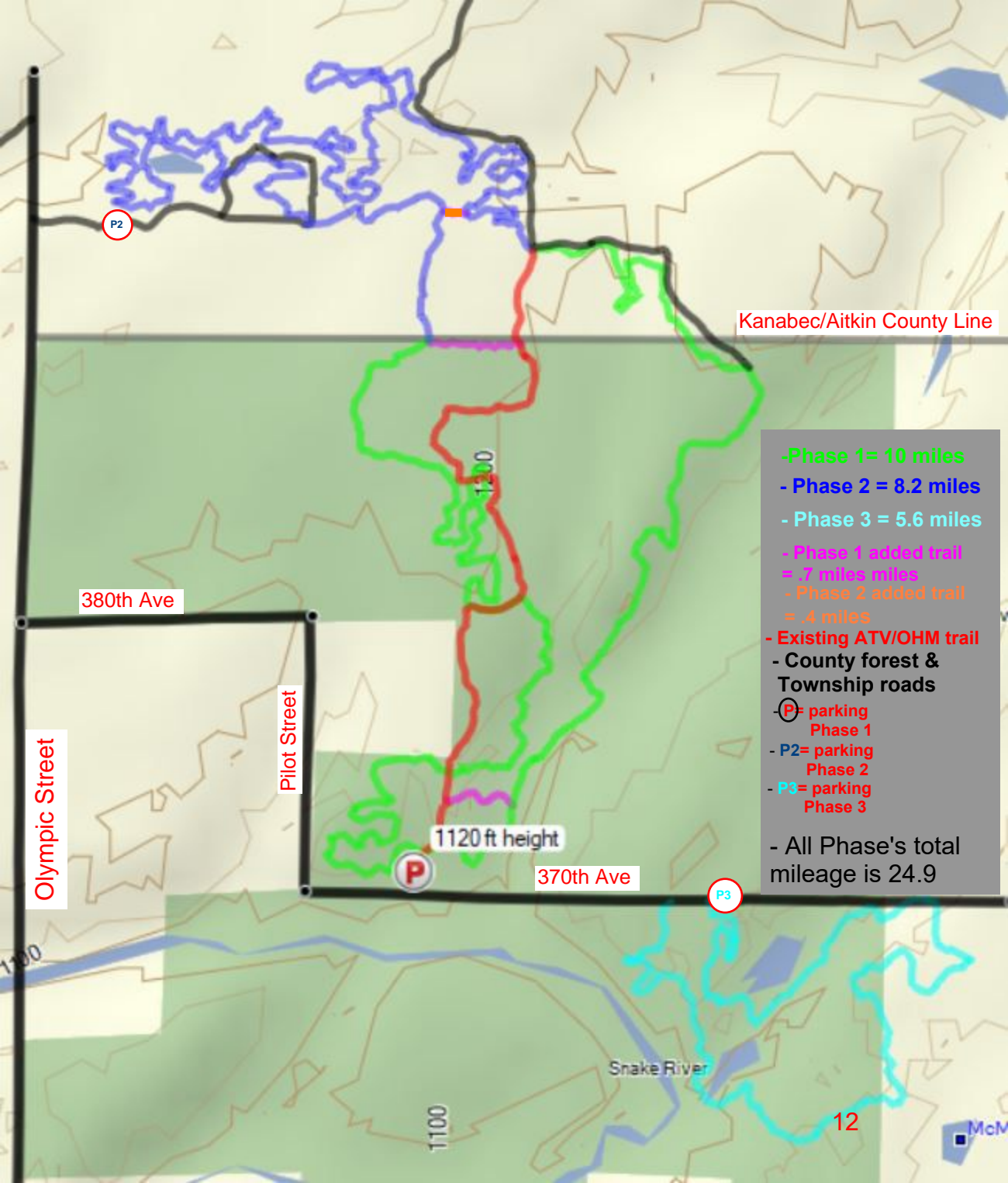
However, the form can be changed in the following ways:

- Errors can be corrected using the fill and sign tool
- This file can be copied and pasted in file explorer and remain unchanged
- This form can be printed to PDF if specific pages need to be saved outside of the original file

Area Supervisor
Signature
Date

PAT Regional Manager
Signature
Date

Central Office
Findings of grant review
Approval? Yes No
Approved grant amount
Signature
Date



Kanabec/Aitkin County Line

- Phase 1= 10 miles
- Phase 2 = 8.2 miles
- Phase 3 = 5.6 miles

- Phase 1 added trail = 7 miles miles
- Phase 2 added trail = .4 miles

- Existing ATV/OHM trail
- County forest & Township roads

- P= parking Phase 1
- P2= parking Phase 2
- P3= parking Phase 3

- All Phase's total mileage is 24.9

380th Ave

Pilot Street

Olympic Street

1120 ft height

370th Ave

Snake River

12

McM

This map displays the Snake River Wildlife Management Area, highlighting various wetland types and proposed trails. The map includes the following features:

- Wetland Types:**
 - 1** Freshwater Forested/Shrub Wetland (indicated by a red outline)
 - 2** Seasonally Flooded Basin (indicated by a green outline)
 - 3** Seasonally Flooded Basin (indicated by a blue outline)
- Trails:** A network of trails is shown, including a main trail running north-south and several connecting paths. Trail segments are marked with black circles and lines.
- Geographic Labels:**
 - Snake Creek River
 - Snake River Wildlife Management Area
 - Bean Dam State Wildlife Management Area
 - Watercraft Campsite
 - 1120 ft height
 - 2732 37
- Infrastructure:**
 - Olympic St
 - Pilot St and 380th Ave
 - 370th Ave and Pilot St
 - 380th Ave

-Trail overlay on wetlands Image

- 1 Freshwater
Forested/Shrub
Wetland
- 2 Seasonally Flooded
Basin
- 3 Seasonally Flooded
Basin

- # -Trail overlay on wetlands Image
- 1 Freshwater
Forested/Shrub
Wetland
 - 2 Seasonally Flooded
Basin
 - 3 Seasonally Flooded
Basin

Olympic St

Pilot St and 380th Ave

Snake Creek River

1120 ft height

370th Ave and Pilot St

2732

Watercraft Campsite

Bean Dam State Wildlife Management Area

Snake River Wildlife Management Area

1

2

3

Olympic St

Pilot St and 380th Ave

Snake Creek River

1120 ft height

370th Ave and Pilot St

2732 37

Watercraft Campsite

Bean Dam State Wildlife Management Area

Snake River Wildlife Management Area

1

2

3

13

Bean Dam State Wildlife Management Area

Snake River Wildlife Management Area

3

13

Snake River Wildlife Management Area

Bean Dam State Wildlife Management Area

3

13

February 20, 2024
9:50am Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

- | | |
|---|---------------------------|
| 1. Mussel survey Agreement for Bridge 33507 | Resolution #1 (2-20-24) |
| 2. Carpet bids for Courthouse second floor | Resolution #2 (2-20-24) |
| 3. Equipment Purchases | Resolution #3-5 (2-20-24) |
| 4. Sign Inventory | Resolution #6 (2-20-24) |
| 5. Purchase Drone | Resolution #7 (2-20-24) |
| 6. Right of Way Offer | Resolution #8 (2-20-24) |
| 7. 5 year plan, Advertise for Bids | Resolution #9 (2-20-24) |
-

Resolution #1 (2-20-24)
Mussel survey agreement for Bridge # 33507 on CSAH 6

WHEREAS: the MnDNR is requiring that a mussel survey be conducted for Bridge 33507, and

WHEREAS: three price quotes were received as follows:

Daguna Consulting	\$26,515.00
Edge Aquatic Service LLC	\$1,000.00
Endangered Resource Services	\$3,333.00

WHEREAS: the Public Works Director has evaluated the proposals for, service availability, experience, schedule and cost, and

WHEREAS Endangered Resource Services can best accommodate the required schedule, and

THEREFORE BE IT RESOLVED; to accept the quote from Endangered Resource Services for \$3,333.00 as the best value in services.

Resolution #2 (2-20-24)
Carpet bids for Courthouse Second Floor

WHEREAS the following quotes were provided for carpet replacement in the 2nd floor of the Courthouse:

DKN Construction	\$95,000.00
Multiple Concepts Interiors	\$99,475.00
Sam Schusted, LLC	\$118,000.00

WHEREAS said quotes were presented before the board, and

THEREFORE BE IT RESOLVED to accept the quote of \$95,000.00 by DKN Construction for carpet replacement in the courthouse.

Resolution #3 (2-20-24)
Purchase Tractor

WHEREAS the following quotes were provided by Kubota and Trueman Welters for highway maintenance tractors:

Tractor (2024 Kubota M5-091HDC12-1 4WD w/Loader)	\$88,636.53
Trade-In (unit no. 1503 Kubota L6060-20)	-\$25,000.00
Trade-In (unit no. 1502 Kubota L6060-20)	<u>-\$25,000.00</u>
Kubota	Total: \$38,636.53
Tractor (2024 Case IH Farmall 90C 4WD w/Loader)	\$78,151.00
Trade-In (unit no. 1503 Kubota L6060-20)	-\$12,000.00
Trade-In (unit no. 1502 Kubota L6060-20)	<u>-\$12,000.00</u>
Trueman Welters	Total: \$54,151.00

WHEREAS said quotes are based on State Contract pricing and were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$47,086.53 by Kubota for a 2024 Kubota M5-091HDC12-1 4WD w/Loader, trade-in of units 1503 and 1502, and approve the purchase thereof.

Resolution #4 (2-20-24)
Purchase Lawn Tractor

WHEREAS the following quotes were provided by Midwest Machinery for highway maintenance lawn tractor:

Lawn Tractor (2024 John Deere X730)	\$13,391.30
Trade-In (unit no. 448 John Deere X724)	<u>-\$1,000.00</u>
Total:	\$12,391.30

WHEREAS said quotes are based on State Contract pricing and were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$12,391.30 by Midwest Machinery for a 2024 John Deere X730, trade in of unit no 448, and approve the purchase thereof.

Resolution #5 (2-20-24)
Purchase Brush Cutter

WHEREAS the following quotes were provided by Schulte and Trueman Welters for highway maintenance brush cutter:

Schulte: FX-107 Rotary Cutter	\$12,384.96
Trueman Welters: BH417 Rotary Cutter 7'	\$10,949.00

WHEREAS said quotes are based on State Contract pricing and were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$10,949.00 by Trueman Welters BH417 Rotary Cutter 7' and approve the purchase thereof.

Resolution #6 (2-20-24)
Sign Inventory Quotes

WHEREAS the following quotes were received for signs and supplies inventory:

Newman Signs	\$23,155.44
MR Sign	\$23,710.17
Sign Solutions	\$28,614.38

BE IT RESOLVED to accept the low quote of \$23,155.44 submitted by Newman Signs.

Resolution #7 (2-20-24)
Purchase Drone

WHEREAS the 2024 Public Works budget includes the purchase of a drone for inspections and surveys, and

WHEREAS the following quote was received for a Skydio 2+ drone:

Skydio	\$1,873.00
--------	------------

THEREFORE BE IT RESOLVED to accept the quote of \$1,873.00 submitted by Skydio for a Skydio 2+ drone.

Resolution #8 (2-20-24)
SAP 033-603-026 Right-of-Way
Determination of Just Compensation

WHEREAS Kanabec County wishes to proceed with the project development of improvements to CSAH 5 from TH 23 to CSAH 19 as identified in the five-year plan, and

WHEREAS the planned improvements require acquisition of additional right-of-way, and

WHEREAS a qualified and licensed appraiser has completed appraisal work on the subject property and the appraisal is included herein, and

THEREFORE BE IT RESOLVED the Kanabec County Board determines the appraised value as presented is just compensation, and

BE IT FURTHER RESOLVED to authorize the Public Works Director to initiate property acquisition based on the appraised value.

Resolution #9 (2-20-24)
Advertise for Bids
2024 Construction Projects

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
5	Reconstruction	2.5 mi.	TH 23	CSAH 19
86	Reclamation	1.0 mi.	CSAH 5	E. Co. Line
71	Resurfacing	4.3 mi.	CR 70	CSAH 11
6	Bridge Replacement	0.2 mi.	Ann River	

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.



Matthew S. Berg, Research Biologist

saintcroixdfly@gmail.com

572 N. Day Road

St. Croix Falls, WI 54024

715-338-7502 (cell)



*Specializing in Aquatic Plant, Mussel, Dragonfly and Bird Surveys
Habitat Assessment and Endangered Species Mitigation*

This document is to serve as an itemized contract proposal between Kanabec County (KC) and Endangered Resource Services, LLC (ERS). At the request of Jay Munson – Kanabec County Engineer, we propose to complete a Level 1 Unionid Mussel Survey as outlined by the Minnesota Department of Natural Resources' standard protocol for mussel surveys and required per the MnDNR review (MCE-2023-00867) of the bridge project (SP 033-606-024 Replace Bridge No 33507) at T39N R24W Sections 6/7 on HWY 6 approximately 0.6m east of the Jct. of Co. Rd. 59 (Garden St.). Using SCUBA/Snorkel, we will conduct three timed searches of not less than 2-person hour each within the approximately 2,625 square meter designated project areas – one survey will be above the bridge (75m X 10m), and the second and third will occur downstream from the bridge (125m X 15m). Because the river is narrow, each survey area will extend across the entirety of the river. Within the survey areas, all suitable habitat types will be searched to increase the chances that all mussel species present will be sampled. A photograph of each study site will also be taken and appear in the final report.

All site data will be entered on the MnDNR's standard datasheets on site immediately following each survey. Data will include maximum depth, bottom substrate, riparian areas, all species found alive, the total number of individuals of each species, the minimum and maximum length of all adult mussels (>5yrs old) found for each species, and the minimum and maximum length of any juveniles (0-5yrs old) found for each species. Species represented by only empty valves will also be recorded, and a shell condition will be assigned to estimate how recently the individual was alive. A minimum of one voucher will be collected for each species present unless no dead individual is found in which case a photograph of the best quality live individual available will suffice for documentation. In addition to voucher shells, all species will be photographed, and each individual of any state or federally listed species will also be photographed. All listed individuals will be Floy tagged to establish individual identity at the site and immediately translocated upstream of the project area to a suitable relocation habitat area where they will be hand placed in the substrate and their location recorded by GPS. These verifying photographs of each species will also appear in the final report. If the mussel community is found to be significant or a listed species is present (specifically the Creek Heelsplitter (*Lasmigona compressa*) – a state special concern species or the Mucket (*Actinonaias ligamentina*) and Flutedshell (*Lasmigona costata*) – state threatened species that are historically known from the Ann River), a Level II mussel survey or a translocation **may be required**. If we find these species or a significant community at this location, we will immediately notify KC so they can communicate with MnDNR about what further action may be required at this location. **This contract does NOT cover such a survey/translocation – if additional surveys are needed, they may be renewed at the same daily rate for as many days as necessary.**

Following the surveys, all data will be entered into standardized worksheets/MnDNR's mussel database. Cumulative data from the site will also be summarized in an Excel worksheet and standard statistical analysis will be performed. Site maps and individual species density and distribution maps will also be generated using ArcGIS. Both the data and maps will appear in the final report. A preliminary draft of this report will be delivered to KC for review **within two weeks of the completion of the field portion of this contract.**

Work will not commence until water temperatures at the location are greater than 21°C AND discharge at the Snake River USGS station ([Snake River - Pine City](#)) shows a gauge height that is <4ft (500 cfs) ensuring reasonably safe diving conditions/an end to spring floods. Historical records indicate river conditions in this drainage change rapidly, but it's expected that these prerequisite survey conditions will be met multiple times in early June. KC will be notified at least three days in advance of the survey so they may have a representative on site if supervision is desired/required.

Details of the contract are as follows:

A. Three surveyors (two divers/snorkelers and a safety person/data recorder) @ \$100/person/hr X 8hrs	\$2,400
B. Mileage to site - \$0.67 X 124 total miles	\$ 83
C. Tank fills/equipment prep/mobilization	\$ 400
D. Report to MNDNR detailing survey/data entry analysis/ photo documentation of all species present/voucher preparation of shells. @ \$30/hr X 15	\$ 450
<hr/>	
Total Cost for Surveys, Analysis and Reports	\$3,333

Standard Terms and Conditions:

No payment is required upfront, and no payment shall be made until acceptance of the survey by MnDNR and KC. Payment in full is expected approximately 30 days following the delivery of the final report by ERS, and the satisfied acceptance of said report by KC/MnDNR. It is understood by both parties that the acceptance of the final report by KC/MnDNR may take time due to unavoidable 3rd party time constraints tied to availability of reviewing board members, etc. Both parties further understand that a good faith effort will be made to bring the contract to completion as soon as possible. If payment will be later than 30 days past delivery/acceptance of the final report due to unexpected 3rd party constraints, it is requested that KC notify ERS.

These data remain the intellectual property of ERS, and they may not be sold to or published by anyone other than KC/MnDNR as it relates to this project without the expressed written consent of ERS.

Signature below indicates that both parties understand the services to be rendered at the costs outlined and agree to all provisions as stated. No change to this contract shall be made without written approval and acceptance by all parties.



2/12/24

Matthew S. Berg
Endangered Resource Services, LLC

Date:

Kanabec County

Date:

PROPOSAL AND ESTIMATE

Mussel Survey/Preliminary Relocation in the Ann River for the CSAH 6 Bridge Replacement in Kanabec County, Minnesota (SP 033-606-024, Bridge No 33507)

by



Dagona Consulting, LLC
617 20th Street NE
Rochester, MN 55906

for

Kanabec County Public Works Department
903 Forest Avenue East
Mora, MN 55051

February 7th
2024



SCOPE OF WORK

Kanabec County, Minnesota, intends to replace the existing CSAH 6 Bridge west of Mora (SP 033-606-024, Bridge No 33507). This project will disturb riverbed habitats of the Ann River. The Ann River is a small tributary in the St. Croix River Basin. Several state-listed species have been documented in the Ann River. The approximate center of the proposed project will be 45.889344, -93.374673 (WGS84). Based on plans provided by the county engineer, the approximate extent of direct disturbance will be limited to an area that is less than 2,000 square meters (m²).

The Minnesota Department of Natural Resources (DNR) is requiring a mussel survey of the site as a prerequisite for issuance of a permit. A survey is needed to determine the presence or absence of protected species and to determine if any mitigation actions, such as relocations, are needed. The extent of the mussel survey should include all areas of the riverbed that will be directly impacted by excavation, pile driving, placing of fill or riprap, driving of equipment, or dewatering. No federally endangered species are expected.

We, Daguna Consulting, LLC, will conduct surveys according to the “Minnesota Freshwater Survey and Relocation Protocol”. At a minimum, that protocol will require at least one “Level I” survey for each 2,000 m² of riverbed that would be directly or indirectly disturbed. Based on the limited extent of this project, we suggest conducting at least 3 “Level I” surveys; one downstream of the bridge, one under the bridge and one upstream of the bridge. All mussel species native to the state will be targeted. If during “Level I” surveys, we encounter more than 1 mussel per minute or a listed species, a “Level II” survey will be required. We will initiate “Level II” sampling if warranted. If federally listed species are detected at any time during the survey, the U. S. Fish and Wildlife Service (USFWS) will be immediately notified. Protocols are detailed below. Pending DNR approval, mussels collected during surveys may be relocated.

Depending on findings, surveys can serve as a preliminary mussel relocation. If the DNR approves the relocation of mussels collected during surveys, additional searches will be needed to identify relocation recipient sites, as outlined in the “Minnesota Freshwater Survey and Relocation Protocol”. This search will be covered as part of the Level I survey.

The DNR and USFWS will determine the need for additional relocations or other mitigation actions based on survey results. Relocations can cover the entire project area or be limited to specific footprints. As such, relocations may require an additional 1 to 5 days in the field and require the development of a specific relocation plan.

Level I Survey Protocol: The mussel assemblage in the defined area will be surveyed by biologists to qualitatively assess species composition, abundance, and the possible presence of protected species. Depending on water depth, biologists/divers will conduct visual and tactile searches of the riverbed using SSA, SCUBA, mask and snorkel, or by



wading with a view scope. All habitats in the survey area will be surveyed unless deemed “unsuitable” for mussels based on the site visit. The “unsuitability” of any habitat for mussels will be fully documented in the report. Sufficient effort will be expended to inspect all suitable habitat so that we can state with reasonable confidence that endangered and/or threatened species do or do not occur in the river reach sampled. We anticipate conducting no fewer than 3 timed searches in the survey area, each lasting no fewer than 20 minutes. We will also search the bank for mussel shells and animal middens so that we can develop a complete list of species possibly present at the site.

Surveys will only be conducted when water levels are suitable to locate live individuals with ease and are safe for biologists. We typically operate at water levels around or below median flow according to local USGS gages. All mussels encountered will be collected and identified at the surface. Specimens of endangered or threatened mussel species will be marked, and returned to the substrate by hand, placed on their side, and allowed to burrow on their own. Other species may be returned to the substrate from the water surface. Shell material may be retained. Survey efforts will be measured in person-hours of effort. We will photograph representatives of all species observed. Geographical Information System (GIS) programs will be used to geo-reference the boundaries of the survey, location of protected species, and location of other pertinent features.

If federally listed mussels are observed, we will immediately contact the U.S. Fish and Wildlife Service (USFWS). We will maintain correspondence with the DNR prior to and following the survey to ensure our efforts are in accordance with DNR requirements.

If during Level I surveys, we encounter either state-listed mussels or any native mussels at a rate greater than 1 mussel per minute, or both, we will immediately initiate Level II survey protocol.

Level II Survey Protocol: In smaller streams, Level II samples will be randomly distributed, with sampling continuing until an acceptable level of precision is achieved; typically, a Coefficient of Variation (CV) ≤ 0.30 . Each sample unit will be a metal framed 0.25 m² quadrat. In each quadrat, all mussels and substrate will be removed to a depth of 10-15cm, placed into a mesh bag, and brought to the surface for processing. All mussels collected will be identified to species, measured for length in millimeters, and aged by counting annual growth arrest lines. At least one photograph will be taken of an example of each species found during the survey. Once processed, all live mussels will be held in submerged mesh bags until they can be returned to the site. Specimens of endangered or threatened mussel species will be marked and returned to the substrate by hand, placed on their side, and allowed to burrow on their own. Other species may be returned to the substrate from the water surface. The location of quadrats and survey boundaries will be recorded.

If federally listed mussels are observed, we will immediately contact the USFWS. We will maintain correspondence with the DNR prior to and following the survey to ensure our efforts are in accordance with DNR requirements.



SCHEDULE

We will not conduct surveys or relocations when water temperatures are below 40°F and air below 32°F (these are requirements of our permits). We reserve the right to postpone efforts if weather or flow conditions are unsuitable for sampling or unsafe for biologists. With signed acceptance of this proposal and permission to proceed, we will schedule and coordinate work as soon as possible. This includes a review of survey plans with DNR and USFWS. We anticipate the Level I survey will require a single deployment to the site lasting no more than 1 day. If Level II survey is required, it may require an additional day of sampling.

The schedule of additional tasks will be determined based on findings and project timelines. Relocations typically occur within 2 months of construction.

Based on river levels, temperatures, and mussel behavior, we suggest May 1st, 2024, as the earliest survey date. We anticipate completing surveys before June 30th, 2024.

Additional relocations, if warranted, should be scheduled no more than 2 months prior to instream work.

DELIVERABLES

Preliminary findings will be submitted to the DNR and client by email within 2 days following completion of surveys, so that consultation can proceed.

We will prepare a final report detailing survey methods, summarizing results, and identifying the location, if any, of endangered or threatened species on a detailed map. All items listed in the “Minnesota Freshwater Survey and Relocation Protocol” will be covered in the report. We will include representative photographs of each species detected.

QUALIFICATIONS

All work will be conducted under Minnesota DNR Special Permit No. 32812, which covers sampling for all native mussel species in the state. Work will also be covered by United States Fish and Wildlife Service Recovery Permit ES59798B-2, which covers all federally listed mussels in Minnesota. Brett Ostby, Senior Biologist and Co-owner of Daguna Consulting, LLC will be the project lead. He is listed as an approved surveyor for freshwater mussels by the DNR. He earned a Masters’ Degree in Fisheries and Wildlife Sciences from Virginia Tech (Blacksburg, VA) in 2005 and has 20 years of experience conducting freshwater mussel surveys and leading research projects. His work has been funded by various governmental and non-governmental agencies across the United States. Information on Daguna Consulting projects and detailed resumes can be view at www.daguna.com.

Recent projects in the area:



1. Relocation of the Mussel Assemblage in the South Fork Zumbro River at the Elton Hills Bridge in Rochester, Minnesota (Project for Rochester Public Works Department, 2019-2020)
2. Mussel Survey and Relocation in the St. Croix River for City of Stillwater (Project for AMI Consulting Engineers, May-September 2020)
3. Mussel Survey/Relocation at the Proposed Old Dairy Plant Site Redevelopment on the Banks of the Otter Tail River Reservoir in Fergus Falls, Minnesota (Project for Bran Intertec, October 2020)
4. Mussel Surveys and Relocations in the Cedar River at the Third Street Bridge, Waverly, Iowa (Project for City of Waverly, IA, October 2021)
5. Mussel Survey and Relocation in the Minnesota River at the CSAH 8/CSAH 3 Bridge Connecting Brown and Renville Counties (Project for Brown County Engineer, July 2021-August 2022)
6. Mussel Relocation in the St. Croix River at Wisconsin STH 77/Minnesota 48 Bridge near Danbury, WI (in partnership with GEI Consultants for Wisconsin DOT, June 2022)
7. Mussel Survey and Relocation in the Mississippi River for a City-Owned Boat Launch Dock and Fishing Dock in Prescott, Wisconsin (Daguna Consulting, September-October 2022)
8. Mussel Survey/Relocation of Raccoon River for a Pedestrian Bridge at Raccoon River Park in West Des Moines, Iowa, IDOT Project No. EDP-8260(653) - -7y-77 (Project for Herberger Construction Company, Inc., May-August 2023)
9. Relocation of Federally Endangered Mussels in the Wisconsin River for the I-39-90-94 Bridge Replacement (in partnership with GEI Consultants for Wisconsin DOT, May 2023 to present)
10. Mussel Survey of the Otter Tail River at the CSAH 45 Bridge in Otter Tail County, Minnesota (Project for J Otter Tail County Highway Department, June 2023)
11. Mussel Survey and Biological Assessment for Afton Marina and Yacht Club Dredging Project (August 2023 to present)

LITERATURE CITED

Minnesota Department of Natural Resources. 2013. Minnesota Freshwater Survey and Relocation Protocol. St. Paul. MN. 6 pp.

FEE AND BASIS OF PAYMENT

- 1) Level I survey, including report **\$4,990.00**
- 2) Level II survey, including report **\$2,025.00**



There may be an additional insurance cost of \$2,000.00 for this project to cover Worker's Compensation in Minnesota. This will be a one-time charge for any work in 2024 and may be waived based on the contract. Additional relocation efforts will be billed at a rate of \$3,500.00 per field day with each mobilization from Rochester, MN, billed at \$2,000.00. A more extensive relocation effort, requiring a separate mobilization from Rochester, MN, and 5 days of relocation efforts, may be as great as an additional \$17,500.00.

The combined survey, relocation, and additional insurance costs will not exceed \$26,515.00 unless approved by the client.

Project billing for relocation efforts will be based on daily rates.

Separate invoices may be submitted for each mobilization.

We request payments be remitted to:

Daguna Consulting, LLC
7509 Pin Oak Circle
Bristol, VA 24202

Estimates were made using the following assumptions:

1. Access to public and private property, if necessary, will be arranged by the client.
2. The work site will be readily accessible for biologists and their gear.
3. Construction activities will be limited so that biologists are not endangered during surveys.
4. There is no more than 1 deployment to the site for both Level I and Level II surveys.
5. The DNR/USFWS approves survey and relocation plans.

Acceptance of proposal/estimate and permission to proceed:

Signature

Date

Name (printed) and title

STATE OF MINNESOTA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF ECOLOGICAL AND WATER RESOURCES
500 LAFAYETTE ROAD, BOX 25
ST. PAUL, MN 55155

SPECIAL PERMIT NO. 32812

(Taking and possession of mussels, including endangered or threatened species)

April 1, 2022

TO WHOM IT MAY CONCERN:

Under the authority of Minnesota Statutes, Section 84.0895 and Section 97A.401, and Minnesota Rules, Parts 6212.1800-2100, permission is hereby granted to:

**Brett J. K. Ostby
Daguna Consulting, LLC
617 20th Street NE
Rochester, MN 55906**

to take, possess, and transport state-listed and unlisted native mussel species, subject to the following conditions:

1. This permit authorizes the possession of mussels, including endangered or threatened species, for the purpose of conducting Level 1 Surveys, Level 2 Surveys, and Relocations as described in the April 2013 *Minnesota Freshwater Mussel Survey and Relocation Protocol* ("the Protocol") and as required under the Minnesota DNR's environmental review process. Before initiating any site-specific surveys, the Permittee will provide a survey plan via email with "Mussel Survey Protocol" in the subject line and request approval from Reports.NHIS@state.mn.us. Before initiating any relocations, the Permittee will request approval for that project from the Minnesota Endangered Species Consultant (Bridget Henning-Randa, Division of Ecological Resources; bridget.henning-randa@dnr.state.mn.us). Work on any specific project will not proceed until such approvals have been received. Any departure from the conditions of this permit or the Protocol must be approved before the departure is implemented.
2. A federal permit is required for any collection or handling of federally listed species.
3. Assistants may carry out activities allowed by this permit under the direct on-site supervision of the Permittee. The Permittee must possess a countersigned copy of this permit while conducting permitted activities.
4. Voucher specimens may be collected for purposes of verifying identification, or where no recent records for the species are known from within 5 stream miles of the survey area. Up to 2 sets of dead valves may be collected as vouchers; for species where dead shells are not found, one representative live specimen may be collected as a voucher for each species for which 10 or more live individuals are found, excluding federally-listed species. All voucher specimens must be: preserved; labeled with data on species, location, and date of collection; and transferred to Bernard Sietman, MNDNR, Lake City, within 3 months of collection.
5. An unlimited number of dead shells of state endangered, threatened, special concern, or non-listed mussels may be salvaged, as well as any specimens found freshly dead or moribund.
6. Any incidental injuries and/or mortalities of state endangered and threatened species must be explained in writing to the Minnesota Endangered Species Consultant within 5 calendar days. Permitted activities may not resume until approved by the Minnesota Endangered Species Consultant.
7. Take precautions to prevent the spread of aquatic invasive species (AIS). Before starting work in any Minnesota water under this permit, you should decontaminate all equipment that has previously been

MNDNR Special Permit No. 32812

Permittee: Ostby

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used in any other waters (see “Aquatic Invasive Species Prevention for Permittees,” which is attached to and made a part of this permit, for detailed instructions). Review the list of known AIS-infested waters at www.dnr.state.mn.us/invasives/ais/infested.html. If you will be working in infested waters under this permit, you must take additional steps to prevent the spread of AIS, as detailed in the attachment.

8. It is the Permittee’s responsibility to acquire any additional permits that may be required. The Permittee is responsible for securing landowner or land manager permission if needed to access collection sites.
9. The Minnesota DNR’s Area Fisheries Supervisor <https://www.dnr.state.mn.us/areas/fisheries/index.html> and District Enforcement Manager with responsibility for the specific project area must be notified prior to the initiation of fieldwork. Contact information may be obtained from the DNR website at <http://www.dnr.state.mn.us>.
10. A report must be submitted to the Endangered Species Consultant (bridget.henning-randa@state.mn.us) and reports.nhis@state.mn.us, by January 31 following each year this permit is effective, describing the results of work on any specific project authorized under this permit in the previous year. The report shall include a completed electronic spreadsheet (see the “Rare Mussel and Fish Observations” file available under “Submitting Data” at <http://www.dnr.state.mn.us/eco/nhnrp/nhis.html>) that contains information on any endangered, threatened or special concern species encountered. The data template shall include completion of at least the fields labeled as “required” as well as at least one set of precise locational coordinates (UTM, Lat/Long, GIS Shapefile). Additional fields in the data template will be completed to the degree practical. The report shall also include any descriptive data about the habitat (e.g. substrate, depth, current) that are recorded.

This permit is effective immediately, and through December 31, 2026, but may be revoked at any time. Failure to submit reports or deliver specimens as required may be grounds for denial of future permit requests.



Digitally signed by Jan Shaw
Wolff
Date: 2022.04.21 11:50:47 -05'00'

Jan Shaw Wolff
EMP Section Manager, Division of Ecological and Water Resources

Date

I hereby certify that I have read and understand the provision of this permit and understand that this permit is not valid unless it is signed by me.

Brett Ostby, Permittee

Date

- C: Nathan Kestner, Regional Manager, Div. Ecological and Water Resources
Darrell Schindler, Acting Regional Manager, Div. Ecological and Water Resources
Dan Lais, Regional Manager, Div. Ecological and Water Resources
Korey Woodley, Regional Manager, Div. Ecological and Water Resources
Pat Znajda, Regional Manager, Div. Enforcement
Shelly Patten, Regional Manager, Div. Enforcement
Jason Peterson, Regional Manager, Div. Enforcement
Cory Palmer, Regional Manager, Div. Enforcement
Brian Nerbonne, Regional Fisheries Manager, Div. Fish and Wildlife

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Permittee: Ostby

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Henry Drewes, Regional Fisheries Manager, Div. Fish and Wildlife
Chris Kavanaugh, Regional Fisheries Manager, Div. Fish and Wildlife
Jack Lauer, Regional Fisheries Manager, Div. Fish and Wildlife
Mike Davis, Malacologist, Div. Ecological and Water Resources
Bernard Sietman, Malacologist, Div. Ecological and Water Resources
Colleen Telander, Div. Fish and Wildlife



NATIVE ENDANGERED & THREATENED SP.

RECOVERY

Permit Number: ES59798B

Version Number: 2

Effective: 2022-03-29 **Expires:** 2027-03-31

Issuing Office:

Department of the Interior
U.S. FISH AND WILDLIFE SERVICE

ES Atlanta Permit Office
1875 Century Boulevard
Atlanta, Georgia 30345
permitsR4ES@fws.gov

**Robert
Tawes**

FWS T&E Chief

Digitally signed by

Robert Tawes

2022-03-31 08:43:20

Permittee:

DAGUNA CONSULTING, LLC
617 20TH STREET, NE
ROCHESTER, MN 55906
US

PRINCIPAL OFFICER: BRAVEN B. BEATY,
SENIOR BIOLOGIST

Authority: Statutes and Regulations: 16 U.S.C. 1539 (a), 16 U.S.C. 1533 (d) 50 CFR 17.22, 50 CFR 17.32, 50 CFR 13

Location where authorized activity may be conducted:

Illinois, Iowa, Minnesota, Tennessee, Virginia, and Wisconsin.

Reporting requirements:

Annual Reports are due by January 31 following each year that this permit is in effect.

Authorizations and Conditions:

A. General conditions set out in Subpart B of 50 CFR 13, and specific conditions contained in Federal regulations cited above, are hereby made a part of this permit. All activities authorized herein must be carried out in accordance with and for the purposes described in the application submitted. Continued



NATIVE ENDANGERED & THREATENED SP.

RECOVERY

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validity, or renewal of this permit is subject to complete and timely compliance with all applicable conditions, including the filing of all required information and reports.

B. The validity of this permit is also conditioned upon strict observance of all applicable foreign, state, local tribal, or other federal law.

C. The following individuals are authorized to conduct activities as authorized by this permit: Braven Beaty and Brett Ostby.

Trained assistants not named on this permit may work on permitted activities under the direct and on-site supervision of the individuals named above. However, trained assistants may not work independently at a site. All site investigators who will handle mussels shall be trained in their identification and handling techniques, advised on the laws and restrictions related to listed species, and apprised of permit conditions. The permittee shall be present at all site investigations. The number of site investigators at any site shall be of an appropriate, manageable, size so that the permittee shall observe actions and prevent or limit harm to listed species and their habitats.

D. Acceptance of this permit serves as evidence that the permittee understands and agrees to abide by the terms of this permit and all sections of title 50 Code of Federal Regulations, Parts 13 and 17, pertinent to issued permits. Section 11 of the Endangered Species Act of 1973, as amended, provides for civil and criminal penalties for failure to comply with the permit conditions. In addition, the permittee shall have all other applicable Federal, Tribal, State, and/or local government permits prior to the commencement of activities authorized in this permit.

E. The permitted activities described herein require prior, site-specific approval from the U.S. Fish and Wildlife Service (USFWS) Field Supervisor in the State(s) where the project will occur. Permittee shall notify the USFWS Field Supervisor for the State in which activities are proposed to occur at least 15 days prior to conducting any activities (<https://www.fws.gov/?type=%5B%22Conservation%20Office%22%5D>). Your request for this site-specific approval must be in writing and must indicate:

1. The purpose and a description of the activities proposed (e.g., surveys, radio telemetry studies, etc.).
2. Location of proposed activities, including project site (legal description and lat/long), county, and state.



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3. Dates when the project is proposed to take place.

4. You may proceed with activities only upon receipt of written concurrence from the applicable USFWS Field Supervisor. *Your concurrence letter/email must be carried with this permit to authorize site-specific activities.*

This permit is not valid without applicable concurrence letter(s)/email(s) for activities and any required State permits.

F. Permittee is authorized to take (capture, handle, identify, measure, age by examining shell growth rings, sex, photograph, apply PIT tags or Hallprint plastic shell tags, mark, release, and salvage relic shells) the following federally listed mussel species: Alabama lampmussel (*Lampsilis virescens*), Appalachian elktoe (*Alasmidonta raveneliana*), Appalachian monkeyface (*Quadrula sparsa*), birdwing pearlymussel (*Conradilla caelata*), clubshell (*Pleurobema clava*), cracking pearlymussel (*Hemistena lata*), Cumberland bean pearlymussel (*Villosa trabalis*), Cumberland elktoe (*Alasmidonta atropurpurea*), Cumberland monkeyface (*Quadrula intermedia*), Cumberlandian combshell (*Epioblasma brevidens*), dromedary pearlymussel (*Dromus dromus*), fanshell (*Cyprogenia stegaria*), dwarf wedgemussel (*Alasmidonta heterodon*), fat pocketbook (*Potamilus capax*), fine-rayed pigtoe (*Fusconaia cuneolus*), fluted kidneyshell (*Ptychobranchus subtentum*), green-blossom pearlymussel (*Epioblasma torulosa gubernaculum*), Higgins eye (*Lampsilis higginsii*), James spinymussel (*Pleurobema collina*), little-wing pearlymussel (*Pegias fabula*), oyster mussel (*Epioblasma capsaeformis*), pale lilliput (*Toxolasma cylindrellus*), pink mucket pearlymussel (*Lampsilis abrupta*), purple bean (*Villosa perpurpurea*), rough pigtoe (*Pleurobema plenum*), rough rabbitsfoot (*Quadrula cylindrica strigillata*), scaleshell (*Leptodea leptodon*), sheepnose (*Plethobasus cyphus*), shiny pigtoe (*Fusconia cor*), slabside pearlymussel (*Lexingtonia dolabelloides*), snuffbox (*Epioblasma triquetra*), spectaclecase (*Cumberlandia monodonta*), tan riffleshell (*Epioblasma walkeri*), tubercled-blossom pearlymussel (*Epioblasma torulosa torulosa*), turgid-blossom pearlymussel (*Epioblasma turgidula*), winged mapleleaf (*Quadrula fragosa*), yellow-blossom pearlymussel (*Epioblasma florentina*), and yellow lance (*Elliptio lanceolata*) while conducting presence and possible absence studies, as specified in permittee's January 30, 2020, and October 29, 2020, applications and as conditioned below:

1. Permittee may survey for mussels by hand collecting via wading, snorkeling, or scuba diving. Under certain circumstances, brailing (raking) may be used to collect specimens. In these instances, the methods of collection, handling, and release must be pre-approved by the USFWS affected Field Office(s) (<https://www.fws.gov/?type=%5B%22Conservation%20Office%22%5D>).



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The affected Field Office(s) will coordinate with the appropriate Species Recovery Lead (<https://www.fws.gov/media/recovery-leads-southeast>) when considering the use of brailing (raking).

2. Permittee may temporarily hold specimens in mesh bags, either suspended in the water or held in a container containing river water, while awaiting identification and data collection. Specimens may be held for up to 3 hours provided that they are held in the water in bags that allow free movement of water the mussels were taken from or held in buckets of water that is changed every hour (every half-hour when air temperatures are at or above 80° F) and replaced with water freshly taken from where the mussels were collected. Specimens must be returned to the locality from which they were taken. No live specimens may be removed from the site. Live specimens that cannot be identified at the site must be photographed for identification purposes and immediately returned to the substrate.

3. Collection of mussels must be done only when the air temperature is above 32° F and the water temperature is above 40° F. Specimens shall be returned to the point of capture and hand-placed into the substrate. The substrate shall be loosened in a circular area with a diameter about 1.5 - 2 times the length of the mussel. Mussels shall be placed at least halfway or entirely into the substrate near the center of the loosened area, ensuring that the anterior of the shell is exposed to water with the siphon end up and pointing upstream.

4. All live mussels shall be measured (length and height) and, if possible, sexed and aged. No intrusive activities are permitted. Random samples will be taken and sample locations will be determined using a stratified, random design. Data collected will include descriptions of external morphometry and reproductive status.

5. Relic shells may be collected and retained for reference and voucher purposes. Each individual shall be labeled with collection information including species, location, date, and habitat / substrate characteristics of collection locality. Any specimens collected in excess of those needed for reference and voucher by the permittee shall be provided to a public museum, university collection, or similar public facility that is accessible to interested researchers.



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6. Live mussels of sufficient size may be PIT-tagged, tagged with Hallprint™ plastic shell tags, or marked (etched) prior to returning to the substrate. Any tagged or marked mussels must be photographed with the tag/mark clearly visible. Photos of tagged/ marked mussels must be included in or attached to annual reports.

7. No live specimens may be removed from the survey sites, except for specimens encountered in circumstances which would reasonably be expected to result in stranding due to low or receding water, in which case such specimens must be moved to suitable habitat that is not in danger of low or receding water within the same water body as close as possible to the collection site.

G. No injury or mortality is expected to occur to federally listed species covered under this permit. In the event that any accidental injury or mortality occurs, all activities must cease and the injury or mortality reported immediately (not to exceed 1 business day) to the appropriate USFWS species recovery lead (<https://www.fws.gov/media/recovery-leads-southeast>) and Southeast Region Recovery Permit Coordinator at the address and telephone number noted in Condition M., below. Based upon consultation between these offices, a decision will be made as to whether any of the authorized activities can continue. Decisions will also be made concerning the disposition of any dead or injured specimens. The permittee shall provide a written statement to the USFWS species recovery lead(s) and Southeast Region Recovery Permit Coordinator, which documents the cause of the injury/mortality, and identifies the remedial measures employed by the permittee to eliminate future mortality/injury events. The final decision on remedial measures and disposition of specimens rests with the USFWS.

H. Permittee must carry a copy of this permit at all times when conducting the authorized activities.

I. This permit is non-transferable.

J. Issuance of this permit does not constitute permission to conduct these activities on national wildlife refuges or any other public or private lands; such permission must be obtained separately from the appropriate landowner or land manager before beginning these authorized activities. This permit, neither directly nor by implication, grants the right of trespass.



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RECOVERY

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K. Upon locating a dead, injured, or sick federally listed species, under circumstances not addressed in this authorization, initial notification must be made immediately to the USFWS Field Office in the State in which the specimen is found (<https://www.fws.gov/?type=%5B%22Conservation%20Office%22%5D>).

Notification should also be made by the next work day to the USFWS' Southeast Region Recovery Permit Coordinator identified in Condition M., below. Those offices will confer with the USFWS' Division of Law Enforcement as appropriate and determine next steps. Care should be taken in handling sick, injured, or dead specimens to ensure effective treatment or to preserve biological materials for later analysis. In conjunction with the care of sick or injured endangered or threatened species, and the preservation of biological materials from a dead animal, the finder should take responsible steps to ensure that the site is not unnecessarily disturbed.

L. Reports are due by January 31 following each year that this permit is in effect and must be submitted to the office identified in Condition M, as well as to the USFWS Field Offices in the States where activities occurred (<https://www.fws.gov/?type=%5B%22Conservation%20Office%22%5D>), and to the appropriate species recovery leads (<https://www.fws.gov/media/recovery-leads-southeast>). When possible, electronic copies shall be submitted in lieu of hard copies in MS Word, Portable Document Format, Rich Text Format, or other file format that is compatible with the receiving office. At a minimum, the report shall include:

1. The name(s) and organization affiliation of all members of the survey crew.
2. The project for which the survey was conducted and the target species.
3. The date of the survey.
4. Locations of the survey sites. Locations shall be noted using figures, maps, and by referencing a common coordinate system (e.g., latitude longitude, universal transverse mercator system, etc.).
5. Survey methods used and a map showing the survey location, with state and county designations, along with a description of the area sampled, noting biotic and abiotic features that might influence sample composition, and including the length of each survey reach and the latitude/longitude of the start and end location of each stream reach.
6. The results of the sampling, with discussions and interpretations of the data in context to recovery of the species.
7. A description of any mortality, injuries, deformities, or other abnormalities observed and disposition of specimens.



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8. Water quality data, including velocity, visibility, temperature, DO, pH, turbidity, and conductivity.
9. A narrative describing stream substrate, riparian vegetation, instream vegetation, and other notable site characteristics
10. A list of mussels collected in each sample reach, the number collected per species in each sample reach, a summary of tagged individuals with accompanying photographs, and whether each collected mussel was released live, injured, or killed.
11. Copies of all published data and reports.
12. Copies of all site-specific authorization letters/emails required under Condition E.

IF NO ACTIVITIES OCCURRED OVER THE COURSE OF THE YEAR, INDICATION OF SUCH SHALL BE SUBMITTED AS AN ANNUAL REPORT.

M. For purposes of monitoring compliance and administration of the terms and conditions of this permit, the contact office of the U.S. Fish and Wildlife Service is:

M.1.

U.S. Fish and Wildlife Service (Region 4)

Attn: Permit Coordinator

1875 Century Boulevard

Atlanta, Georgia 30345-3301

Telephone: 404/679-7101

Facsimile: 404/679-7081

Permitsr4es@fws.gov

In addition, copies of annual reports must be submitted to the Regional Offices listed below:

M.2.

U.S. Fish and Wildlife Service (Region 3)

Attn: Permit Coordinator

Division of Endangered Species

1 Federal Drive

Fort Snelling, Minnesota 55111-4056



NATIVE ENDANGERED & THREATENED SP.

RECOVERY

Permit Number: ES59798B

Version Number: 2

Effective: 2022-03-29 **Expires:** 2027-03-31

Telephone: 612/725-3536

Facsimile: 612/725-3526

permitsR3ES@fws.gov

M.3.

Regional Recovery Permits Coordinator

U.S. Fish and Wildlife Service – Northeast Region (Region 5)

Endangered Species Division

300 Westgate Center Drive

Hadley, Massachusetts 01035-9589

(703/358-2402; fax 413/253-8482)

permitsR5ES@fws.gov

END

Kanabec County Native Mussel Survey/Potential Relocation Proposal

Andrew Edgcumbe

Edge Aquatic Services LLC

2/6/2024

1. An overview of your background and experience doing these types of surveys
 - a. Currently I work as a lead water resources technician with the Carver County Water Management Organization performing water quality, fish, vegetation, macroinvertebrate, and native mussel monitoring on county lakes and streams
 - b. I began a native mussel monitoring program in 2020 for the CCWMO to survey county streams that have never been surveyed before. To date ~50 surveys have been performed within the county and have been submitted to the MNDNR to their statewide database. I became a state certified native mussel surveyor in 2021
 - c. Lastly, I was an intern for the MNDNR native mussel statewide survey in 2010 and 2014 honing my identification and survey skills. As a part of the job, I assisted with 3 bridge project/relocation efforts
2. A time frame for conducting the survey and associated reports
 - a. If snowfall and spring rain hold off and river levels remain low, late May to early June could be the best-case scenario. If snow levels increase and spring rain bounce the river, the survey time frame would be pushed back until water levels are safe to snorkel or SCUBA
3. An estimated cost break down. If there are different scenarios for pricing based on the findings of your surveys please provide general costs for those scenarios.
 - a. I would charge \$50/hour for travel; I live in Le Sueur, MN which is 2 hours one way ~\$200
 - b. I would charge \$100/hour for survey, mussel processing (sorting to species and age ranges, enumerating each species, and measuring), relocating mussels (if necessary), and report writing
 - i. Survey time estimates: 2-3 hours depending on stream reach and number of mussels
 - ii. Mussel processing: 0.5-1 hours depending on number of mussels
 - iii. Mussel relocation: 1-1.5 hours depending on number of mussels
 - iv. Report writing: 1 hour

Cost range: \$650-850; however could exceed with unforeseen time additions, cost of survey not to exceed \$1000.

4. An email from Molly Barrett has indicated that a permit to handle live mussels is required prior to the survey work.
 - a. I have a permit with Carver County, so I don't see an issue getting a permit for this project. If I am hired, I will obtain the proper permits for the project

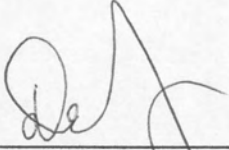
Signature Page

NAME OF BIDDER: DKN Construction

OFFICIAL BUSINESS ADDRESS | 2332 Hwy 65
Mora MN 55051

TOTAL SUM OF BID * \$95,000

*All bids must be accompanied by a detailed schedule of values that includes all materials and labor included in the total lump sum bid.

SIGNATURE in ink by: 

Printed or typed name: Dan Nowling

TITLE (or position): Owner

This Proposal dated the 29th day of January, 2024

Signature Page

NAME OF BIDDER: Multiple Concepts Interiors, DBA MCI Inc.

OFFICIAL BUSINESS ADDRESS

26 First Avenue North

Waite Park, MN 56387

TOTAL SUM OF BID *

\$ 99,475

*All bids must be accompanied by a detailed schedule of values that includes all materials and labor included in the total lump sum bid.

SIGNATURE in ink by:

Shawn Fiedler

Printed or typed name:

Shawn Fiedler

TITLE (or position):

Commercial Sales / Project Management

This Proposal dated the

12th

day of

February

, 2024



MCI



PROPOSAL

MULTIPLE CONCEPTS INTERIORS

26 First Avenue North - Waite Park, MN 56387

Ph: (320) 253-5078 Fx: (320) 253-9458

Date: February 12, 2024

Quote #: *

Prepared By: SHAWN FIEDLER

Email: SFIEDLER@MCICARPETONE.COM

Mobile #: 320-248-1301

Proposal Submitted To: KANABEC COUNTY		Fax, Phone, Email or Contact: DAVE MULVANEY
Street Address:		Name of Project: COURTHOUSE 2ND FLOOR CARPET REPLACEMENT
City, State, Zip Code:		Project Location: MORA, MN
Architect/Drawing Developer:	Date of Drawings:	Addendums:

Notes:

-Bid is per plans provided/site walk done on 2-9-24.

-Timeframe of work is mixed between day/night hours as needed to complete project.

-Bid is to complete full demo/removal, and replacement of carpet and vinyl base finishes as indicated on floorplan attached in the RFP page. 8. Phasing to be worked out with Dave to allow time for everyone to move personal items / small items from areas where getting flooring replacements. Furniture moving/lifting in our bid. Packing up of small non-furniture items to be done by Kanabec County. Bid includes disposal of material off site. MCI Has been selling and installing commercial floor coverings since 1976, and is an employee owned company. We are situated in Waite Park, MN and have around 65 employees. Demo and install of carpet figured with Small, Minority, Women owned business.

-Supply and install, EF Contract - TLNE - LNE56 - 24" x 24" Carpet Tile, Includes 5% material overage

-Supply and install, Vinyl Base - 4" Vinyl - 63 Burnt Umber

-Demo 12,825 SF of carpet and adhesive and dispose of in dumpsters provided by MCI.

-Move Furniture as required to complete carpet demo/install.

\$99,475.00**Material: \$59,576.00 Labor: \$39,899.00****Note:**

Minor floor prep as anticipated is included, any major floor prep that is out of the ordinary or hidden would be additional and negotiated before work to commence. Pricing is not figuring a floor grind after carpet removal. We don't anticipate an adhesive floor grind being needed as Dave said it was not needed on other floors on last phase of carpet replacement.

PROPOSAL NOTES: EXCLUDES TAX*Typical floor prep is included in this proposal. Materials and labor for the amount of:*

N/A

Grinding, self-leveling, bead blasting or glue removal is not included unless noted above. Additional labor will be billed at \$81.25 per hour plus the cost of any materials required. Includes final broom cleaning. Prior trades are responsible to clean any residue from floors left by their scope of work, otherwise charges will apply to clean. Proposal does not include removal of existing flooring or adhesives. Dumpsters not included. Post floor protection is not included. Initial moisture testing is included performed by 3rd party. Additional testing due to high moisture or special request will be billed at \$80.00 per test and \$.65 per mile from Richfield, MN.

PAYMENT TERMS: Net 30 days of invoice date using cash, check, or credit card. Any collection fees or attorneys fees incurred by MCI will be the responsibility of the buyer. A monthly service charge will be added at the rate of 1.5% per month (18% annum). We reserve the right to perfect mechanics lien rights when applicable.

All materials are guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

This proposal may be withdrawn by MCI if not accepted within 60 days of proposal date above. This proposal is contingent upon final acceptance of contract language.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date of Acceptance: _____

Kanabec County Courthouse 2nd Floor Carpet Replacement

Submitted by: MCI Carpet One, bda MCI Inc.

26 First Ave. North

Waite Park, MN 56387

Shawn Fiedler

320-248-1301 (cell)

sfiedler@mcicarpetone.com

Schedule of Values:

Carpet/Prep (Material): \$57,088.00

Carpet Install (Labor): \$15,240.00

Vinyl Base (Material): \$2,488.00

Vinyl Base Install (Labor): \$4,001.00

Demo/Furniture Moving/Dumpster (Labor): \$20,658

Materials: \$59,576.00

Labor: \$39,899.00

Total Bid: \$99,475.00

Signature Page

NAME OF BIDDER: Sam Schusted, LLC

OFFICIAL BUSINESS ADDRESS

1032 Regent St.
Braham, MN 55006

TOTAL SUM OF BID * \$ 118,000

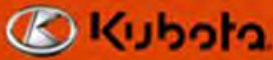
*All bids must be accompanied by a detailed schedule of values that includes all materials and labor included in the total lump sum bid.

SIGNATURE in ink by: Sam Schusted

Printed or typed name: Sam Schusted

TITLE (or position): Owner

This Proposal dated the 24th day of January, 2024



Quote Page 1 of
Quote Number: 621422
Effective Date: 01/22/2024
Valid Through: 01/31/2024

Ship To

Kubota Dealer

Bill To

KANABEC COUNTY HWY DEPT
Nate Westling
18 VINE STREET N
MORA, MN 55051-1357
Work: 3206796300
Mobile: (320) 515-0010
Nate.Westling@co.kanabec.mn.us

Olson Power and Equipment, Mark Nilson
Inc. Phone: (651) 674-4494
38560 14th Ave Email:
North Branch, MN 55056 mnilson@olsonpower.com

KANABEC COUNTY HWY DEPT
Nate Westling
18 VINE STREET N
MORA, MN
Work: 3206796300
Mobile: (320) 515-0010
Nate.Westling@co.kanabec.mn.us

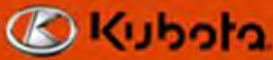
M5-091HDC12-1 - 4WD TRACTOR W/12-SPEED, HYDRAULIC SHUTTLE & CAB



Description	Manufacturer	Model #	Qty	MSRP	Price Each	Total
M5-091HDC12-1 - 4WD TRACTOR W/12-SPEED, HYDRAULIC SHUTTLE & CAB	Kubota	M5-091HDC12-1	1	\$68,638.00	\$67,000.00	\$67,000.00
DUAL SPEED PTO KIT (540/1000) PNF	Kubota	M7623A	1	\$1,470.00	\$1,450.00	\$1,450.00
REAR AXLE SPACER KIT	Kubota	M7647	1	\$1,559.00	\$1,550.00	\$1,550.00
FRONT LOADER /M5-091/M5-111 TRACTORS PNF	Kubota	LA1854	1	\$7,384.00	\$7,250.00	\$7,250.00
STANDARD VALVE KIT FOR CAB PNF	Kubota	M6902	1	\$1,270.00	\$1,250.00	\$1,250.00
84" 2 LEVER QUICK COUPLER BUCKET	Kubota	M1816	1	\$1,108.00	\$1,100.00	\$1,100.00
REAR WHEEL WEIGHT		M8126A	3	\$561.00	\$550.00	\$1,650.00
BOLT KIT/WGHT TO WGHT MTG OF M8126A		M8127B	2	\$32.00	\$30.00	\$60.00
BOLT KIT /LM8124 & M8126A WHL WHGTS		LM8125A	1	\$85.00	\$85.00	\$85.00
PLASTIC REAR FENDER EXTENSION - M5 CAB	Kubota	M9207	1	\$415.00	\$415.00	\$415.00
INSTRUCTOR SEAT KIT/M5 CAB TRA PNF	Kubota	M9129	1	\$706.00	\$700.00	\$700.00
INSIDE MIRROR KIT FOR M5 CAB TRACTOR PNF	Kubota	M9128	1	\$55.00	\$55.00	\$55.00
F-TIRE 320/85R24 R1W GDYR OPTRAC		AMR8557A	2	\$976.00	\$950.00	\$1,900.00
R-TIRE 460/85R3 R1W GDYR OPTRAC CAST		AMR8514B	2	\$2,514.00	\$2,450.00	\$4,900.00
RCF2772 SMOOTH TOP CUTTER	LAND PRIDE	RCF2772	1	\$8,450.00	\$8,450.00	\$8,450.00

Kubota Disclaimer

Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions apply. See dealer or go to KubotaUSA.com for more information.



Quote Page 2 of
Quote Number: 621422
Effective Date: 01/22/2024
Valid Through: 01/31/2024

Cash Details

Equipment Total	\$97,815.00
M5-2YR Orange Protection Program	\$2,500.00
LA1854-2YR Orange Protection Program	\$500.00
block heater	\$250.00
radio AM-FM-BT	\$350.00
delivery fee	\$400.00
Cash Incentives	(\$4,728.47)
Trade In - I6060	(\$25,000.00)
Trade In - I6060	(\$25,000.00)
Cash Sale Price	\$47,086.53

Kubota Disclaimer

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M Series

M5-091HDC12-1

4WD, HYDRAULIC SHUTTLE TRANSMISSION & ROPS

*** EQUIPMENT IN STANDARD MACHINE & SPECIFICATIONS ***

DIESEL ENGINE

Kubota V3800 Direct Injection
3.8L (230 cu. In.) 4 Cyl
EPA Tier 4 Final Compliant
Common Rail Electronic Fuel Injection
Electronic Engine Management
Turbocharged
w/Wastegate and Intercooled
Fuel Tank Capacity: 27.7 Gal
60 Amp Alternator ROPS
80 Amp Alternator Cab
12V 900 CCA Battery
SAE Gross HP: 92.5
Engine Net HP: 85.5
Max . PTO HP: 76
Cab @ 2600 Engine RPM
ROPS @ 2400 Engine RPM

EXHAUST EMISSION CONTROL TYPE

DPF System (Diesel Particulate Filter)
SCR System

HYDRAULICS / HITCH / DRAWBAR

Open Center Gear Pump
Max. Flow @ Rated Engine Speed: ROPS: 2400 rpm
Cab: 2600 rpm
Power Steering: 5.4 gpm
Impl. Flow ROPS: 15.9 gpm
Impl. Flow Cab: 17.0 gpm
Total Flow - ROPS: 21.3 gpm
Total Flow - Cab: 23.1 gpm

REMOTE VALVES

(1) SCD (Self Canceling Detent)
(1) FD (Float Detent) on -1 models (2 Total standard)

3 POINT HITCH & DRAWBAR

Cat II 3-point Hitch
8 Speed Models
@ Lift Points: 7055 lbs
(ASAE) @ 24" Behind: 5181 lbs
12/24 Speed Models
@ Lift Points: 8600 lbs
(ASAE) @ 24" Behind: 7275 lbs
2 External Lift Cylinders
Telescoping Lower Links
Stabilizers
Swinging Drawbar - Straight

POWER TAKE OFF (540)

Live-Independent Hyd. PTO
SAE 1 3/8" Six Spline
540 rpm @ 2205 Eng. rpm
540 rpm @ 2035 Eng. rpm 12/24 speed
540E* @ 1519 Eng. rpm
* if equipped 12/24 Standard

LIGHTING

TRANSMISSION

8F/8R Two Range, 4-Speed
12F/12R Two Range, 6-Speed
540/540E
24F/24R Two Range, 6-Speed Hi/Lo
540/540E
24 speed on M5-111 only
Auto 4WD Function
Electro-Hydraulic Shuttle Shift
Clutch - Multi Plate Wet
Planetary Final Drives
Hydraulic Wet Disc Brakes

FRONT AXLE

Hydrostatic Power Steering
2WD: Tubular Steel Beam Telescoping
4WD: Cast Iron, Bevel Gear 55 deg
Planetary Final Drives
Adj. (Rim) Tread Spacing

FLUID CAPACITY

Fuel Tank Capacity: 27.7 gal
DEF Tank Capacity: 3.2 gal
Cooling System: 11 qts
Crankcase: 11.3 qts
Hydraulics/Trans: 15.85 gal

INSTRUMENTS

LCD readout for MPH and PTO rpm
RPM Memory
Tachometer/Hour meter
Oil Pressure
Fuel Gauge
Coolant Temperature
Gear Speed Digital Light Indicator
Digital Light Indicator F/R Direction

ULTRA GRAND CAB II

4-post, ROPS Certified
RH & LH Doors
Tinted Glass Doors and Windows
In-roof window
Tilt Steering Wheel
Dual Level Air Conditioning & Heater
Front and Wiper/Washer
Front Sun Visor
Retractable Seat belt
LH & RH Side Mirrors
Radio Ready Cab
Steps, Left and Right Side
Interior Dome Light
12V – 30-Amp 2 Wire Coupler
12V – 3 Pin 30-Amp Coupler
12V - Outlet
Cup Holder
Instructor Seat Ready
Horn

2 Headlights - Tail lights
4 Hazard Flasher Lights w/ Turn Signals
2 Grille Mounted Worklights
2 Front Cab Halogen Worklights
2 Rear Halogen Worklights

SAFETY EQUIPMENT
Flip-Up PTO Shield
Electric Key Shut Off
Parking Brake
Turn Signals
SMV Sign
7-Pin Electrical Trailer Connector



1600 Hwy 55E Buffalo MN, 55313
Phone: (763) 682-2200
Fax: (763) 682-6141
Cell: (763) 286-3658
Email seth@welters.net

Today's Date: 07/12/2023

Contract Release : T-628(5)
Contract Number : 224606
Vendor Number: 193702

Sales Contact
Seth Strehler

Quote Expires
State Contract
2/29/2024

Quote For: Kanabec County Highway Dept
2024 Case IH Farmall 90C

Part #	Qty.	Description	Price
	1	Farmall 90C	\$87,758.00
X99811X	1	-CIH PKG STANDARD	(\$4,917.00)
744588	1	Deluxe Cab	\$ -
332850	1	Delux Fabric Seat w/Air Susp	\$ -
759176	1	Hand Brake	\$ -
759059	1	40KPH - REAL ALL TYR	\$ 323.00
330276	1	12x12 Power Shuttle	\$ -
332035	1	3-pt External Control (Mech)	\$ 320.00
390831	1	Draft Control Top-Link Sensing	
762166	1	2MMV w/ Joystick New	\$ 1,825.00
743594	1	540/1000 RPM PTO	\$ 690.00
744581	1	4WD+EH Engage+Limited Slip+HD	\$ 341.00
8235404	1	12.4R24 R1W	\$ 1,767.00
333411	1	Heavy Duty Rear Axle	\$ 816.00
8357404	1	18.4R30 R1W	\$ 4,279.00
743599	1	Rear Fenders (30-34)	\$ -
744674	1	Dynamic Front Fenders	\$ 879.00
336744	1	HD Self Leveling Ldr +SSQA	\$ 10,006.00
336750	1	84" Bucket	\$ 1,158.00
391192	1	120 AMP_Alternator	\$ -
390215	1	Less Front Carrier and Weights	\$ -
334992	1	STD+30Ah+HORN+ACS	\$ -
330470	1	4 x 110 lb Rear Wheel Weights	\$ 785.00
763066	1	USA ENGLISH FUELCOOL	\$ -
Sub Total			\$106,030.00
Contract Discounts 30%			\$ (31,809.00)
Kubota trade with loader			(\$12,000.00)
Kubota trade with loader			(\$12,000.00)
Tractor total			\$ 50,221.00
Sales Tax			ST3 Form
LED Strobe Kit with Install			1 NON CONTRACT SHOP DIA KIT \$1,000.00
			Inbound Freight \$2,930.00
Grand Total			\$ 54,151.00

Sign Here To Approve

PO Number

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- ☐ 2000 John Deere Run
Cary, NC 27513
- ☐ Signature on all LOIs and POs with a signature line
- ☐ Contract name or number; or JD Quote ID
- ☐ Sold to street address
- ☐ Ship to street address (no PO box)
- ☐ Bill to contact name and phone number
- ☐ Bill to address
- ☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- ☐ Membership number if required by the contract

For any questions, please contact:**Funk Mitchell**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371

Tel: 763-389-3453

Fax: 763-389-4753

Email: mfunk@mmcjd.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

Quote Id: 30338613

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

Prepared For:

TRANSPORTATION MINNESOTA DEPARTMENT KANABEC COUNTY HIGHWAY DEPT



**MIDWEST
MACHINERY CO**

Proposal For:

Delivering Dealer:

Funk Mitchell

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371

sales@mmcjd.com

Quote Prepared By:

Funk Mitchell
mfunk@mmcjd.com

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

Quote Summary

Prepared For:

TRANSPORTATION MINNESOTA DEPARTMENT
KANABEC COUNTY HIGHWAY DEPT
903 FOREST AVE E
MORA, MN 55051
Business: 320-679-6300

Delivering Dealer:

Midwest Machinery Co.
Funk Mitchell
3708 Baptist Church Road
Princeton, MN 55371
Phone: 763-389-3453
mfunk@mmcjd.com

Quote ID: 30338613
Created On: 07 February 2024
Last Modified On: 07 February 2024
Expiration Date: 23 February 2024

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE X730 Signature Series Tractor without mower deck Contract: MN Turf Maint Equip 224321 (PG 0B CG 22) Price Effective Date: November 4, 2022	\$ 12,539.00	\$ 10,954.43 X	1 =	\$ 10,954.43
JOHN DEERE 54-in. Shaft Drive High Capacity Mower Deck (54 HC) Contract: MN Turf Maint Equip 224321 (PG 0B CG 22) Price Effective Date: November 4, 2022	\$ 2,459.00	\$ 2,040.97 X	1 =	\$ 2,040.97
54-in. High Capacity MulchControl attachment Contract: MN Turf Maint Equip 224321 (PG 0B CG 22) Price Effective Date: November 4, 2022	\$ 395.90	\$ 395.90 X	1 =	\$ 395.90
Equipment Total				\$ 13,391.30

Trade In Summary	Qty	Each	Extended
2006 JOHN DEERE X724 - M0X724A010777	1	\$ 1,000.00	\$ 1,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 1,000.00
Trade In Total			\$ 1,000.00

Salesperson : X _____

Accepted By : X _____ **38**

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 13,391.30
Trade In	\$ (1,000.00)
SubTotal	\$ 12,391.30
Est. Service Agreement Tax	\$ 0.00
Total	\$ 12,391.30
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 12,391.30

Salesperson : X _____

Accepted By : X _____ **39**

Selling Equipment

Quote Id: 30338613 **Customer Name:** TRANSPORTATION MINNESOTA DEPARTMENT

KANABEC COUNTY HIGHWAY DEPT

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcjd.com

JOHN DEERE X730 Signature Series Tractor without mower deck

Contract: MN Turf Maint Equip 224321 (PG 0B CG 22)

Suggested List *

Price Effective Date: November 4, 2022

\$ 12,539.00

Selling Price *

\$ 10,954.43

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
5812M	X730 Signature Series Tractor without mower deck	1	\$ 12,189.00	13.00	\$ 1,584.57	\$ 10,604.43	\$ 10,604.43
Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	13.00	\$ 0.00	\$ 0.00	\$ 0.00
	Standard Options Total		\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
	Value Added Services Total		\$ 0.00			\$ 0.00	\$ 0.00
Other Charges							
	Freight	1	\$ 350.00			\$ 350.00	\$ 350.00
			\$ 350.00			\$ 350.00	\$ 350.00
	Suggested Price						\$ 10,954.43
Total Selling Price			\$ 12,539.00		\$ 1,584.57	\$ 10,954.43	\$ 10,954.43

JOHN DEERE 54-in. Shaft Drive High Capacity Mower Deck (54 HC)

Hours:

Suggested List *

Stock Number:

\$ 2,459.00

Contract: MN Turf Maint Equip 224321 (PG 0B CG 22)

Selling Price *

Price Effective Date: November 4, 2022

\$ 2,040.97

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
907BM	54-in. Shaft Drive High Capacity Mower Deck (54 HC)	1	\$ 2,200.00	17.00	\$ 374.00	\$ 1,826.00	\$ 1,826.00

Selling Equipment

Quote Id: 30338613 **Customer Name:** TRANSPORTATION MINNESOTA DEPARTMENT

KANABEC COUNTY HIGHWAY DEPT

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Midwest Machinery Co.
3708 Baptist Church Road
Princeton, MN 55371
763-389-3453
sales@mmcj.com

Standard Options - Per Unit							
001A	United States and Canada	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3426	Auto Connect	1	\$ 259.00	17.00	\$ 44.03	\$ 214.97	\$ 214.97
Standard Options Total			\$ 259.00		\$ 44.03	\$ 214.97	\$ 214.97
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 2,459.00		\$ 418.03	\$ 2,040.97	\$ 2,040.97

54-in. High Capacity MulchControl attachment

Equipment Notes:

Hours:

Stock Number:

Contract: MN Turf Maint Equip 224321 (PG 0B CG 22)

Price Effective Date: November 4, 2022

Suggested List *

\$ 395.90

Selling Price *

\$ 395.90

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
BM2630 0	54-in. High Capacity MulchControl attachment	1	\$ 395.90	0.00	\$ 0.00	\$ 395.90	\$ 395.90
Total Selling Price			\$ 395.90		\$ 0.00	\$ 395.90	\$ 395.90

Trade-in

Quote Id: 30338613**Customer Name:** TRANSPORTATION MINNESOTA DEPARTMENT
KANABEC COUNTY HIGHWAY DEPT**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

2006 JOHN DEERE X724 SN# M0X724A010777	
Machine Details	
Description	Net Trade Value
2006 JOHN DEERE X724	\$ 1,000.00
SN# M0X724A010777	
Your Trade In Description	
Additional Options	
Hour Meter Reading	1585
Total	\$ 1,000.00



1600 Hwy 55E Buffalo MN, 55313
Phone: (763) 682-2200
Fax: (763) 682-6141
Cell: (763) 286-3658
Email seth@welters.net

Todays Date: 07/12/2023

Contract Release : T-632(5)

Contract Number : 227407

Vendor Number: 193702

Sales Contact
Seth Strehler

Quote Expires
State Contract
3/31/2024

Quote For: Kanabec County Highway Dept
Bush Hog BH417

Part #	Qty.	Description	Price
BH417-1R	1	BH417 Rotary Cutter, 7'	\$ 12,012.00
64830	1	Hydraulic Cylinder Bundle	\$ 531.00
50080844	1	Front Double Row Chains	\$ 625.00
50080841	1	Rear Double Row Chains	\$ 802.00

4" Cut Capacity

Sub Total	\$ 13,970.00
Contract Discounts 30%	\$ (4,191.00)
Sales Tax	ST3 Form
Total	\$ 9,779.00
Inbound Freight	\$ 850.00
Dealer Setup PDI	\$ 320.00
Grand Total	<u>\$ 10,949.00</u>

Sign Here To Approve

PO Number


FX-107 ROTARY CUTTER
Bill To:
Ship To:
Trueman Welters
1600 Highway 55 East
Buffalo, MN 55313
763-682-2200
Seth Cell 763-286-3658
Trueman Welters
1600 Highwya 55 East
Buffalo, MN 55313
763-682-2200
Quote for Kanabec County

Federal ID#:		Federal ID#:	
REQUESTED SHIP DATE:		SHIP VIA:	
DEALER / CUSTOMER PO#:		REP INFO:	
PMT TERMS:	days or when sold	SELECT INV LOC	
SCHULTE SALESMAN:		INV LOC:	

DATE: Jul 12, 2023 **SHIPPING TERMS:** **DISCOUNT** 25% **Input 2nd Level Disc**

QTY	PART #	Wt/Lbs	DESCRIPTION	USA LIST	QUOTE/NET
1	C107-100		FX-107 Base Unit	7,483.00	5,612.25
3 Point Option					
1	C107-300		3PT Mount Option (Choose tires from below, if this choosen skip Trailing Hitch Option)	4,442.00	3,331.50
Trailing Hitch Option					
	C107-195		Trailing Hitch	6,541.00	
			Plus One From Below		
	CS01-106WG		Open Clevis (Minimum Requirement) or	210.00	
	C000-360WG		Adjustable Clevis or	370.00	
	C000-300WG		Precision Hitch or	592.00	
	C502-113WG		Solid Tongue	265.00	
Blade Options					
1	C107-250		Blade Pan (Must pick)	1,121.00	840.75
Tire Options (CHOOSE 2 TIRES PER UNIT)					
	210-003WG		Solid Laminated Tire, 6 x 9 x 20	277.00	
	210-540WG		Tire 24x8-14 20 Ply Rated Severe Duty	460.00	
2	210-540FWG		Tire 24x8-14 20 Ply Rated Severe Duty Foam Filled	743.00	1,114.50
	210-175WG		Forklift New, 6.5 x 10 - 12 ply rated on 2 pcs 5 bolt rim	407.00	
	210-175FWG		Foam Filled Forklift Tire 6.5 x 10 - 12 ply on 2 pce 5 bolt rim	713.00 #	

Weight Total / LBS:	Total Extended List / Dealer Net	14,532.00	\$10,899.00
* I acknowledge that I have ordered the equipment described on this quote, and agree to the terms and conditions listed above.	Program Discount / Net of All Discounts		\$10,899.00
	Steel Surcharge	3.00%	\$435.96
	Complete Setup	200.00	\$200.00
	Freight (Approximate)	850.00	\$850.00
	Total Quote List Price / Invoice	15,582.00	\$12,384.96

Customer Signature

Print Name

Date

rev: mm 6/26/2023

* Schulte Industries Ltd. reserves the right to adjust prices and/or surcharges at any time
 * Prices subject to any applicable taxes
 * Prices and surcharges are those in effect at time of shipment
 * Freight amount is an estimate only; Actual freight charges will be determined at time of shipping
 * Quotes are valid for 30 days only, unless otherwise specified.



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

****Given the current market conditions, after one week, this quote is subject to change at any time at the discretion of Newman Traffic Signs.****

Quote #: TRFQTE071449

Quote Date: 1/12/2024

Customer Number: KAN-03-003

Ship Via: DELIVERY

Sales Rep: Jon Johnson

FOB: DESTINATION

Payment Terms: Net 30

Bill To:

KANABEC COUNTY HWY DEPT
903 FOREST AVE E
MORA MN, 55051

Ship To:

KANABEC COUNTY HWY DEPT
903 FOREST AVE E
MORA MN, 55051

Header Note: THANK YOU NATE !!!! JAMI FOR JOHN

SEQ	Item Number/Cost Code/Description/Note	Quantity	Unit Price	Extended Price
1	T-W3-136/3E3A-3 36X36 .100 1 POST STD PUNCH/RADIUS HIP B/R/Y/W STOP AHEAD SYM	10.00	45.91	459.10
2	T-M1-1418/2I7A 18X18 .080 1 POST STD PUNCH/RADIUS DG3 B/W __ COUNTY	60.00	18.78	1,126.80
3	T-M6-421/2M7A 21X15 .080 1 POST STD PUNCH/RADIUS DG3 B/W ARROW- DOUBLE	20.00	18.35	367.00
4	T-M6-121/2M7A 21X15 .080 1 POST STD PUNCH/RADIUS DG3 B/W ARROW	20.00	18.35	367.00
5	T-W1-818/2K7Y 18X24 .080 1 POST STD PUNCH/RADIUS DG3 B/FLY CHEVRON ARROW	40.00	23.35	934.00
6	T-W13-118/2I7Y 18X18 .080 1 POST STD PUNCH/RADIUS DG3 B/FLY __ MPH	20.00	18.85	377.00

1/30/2024 1:53:06 PM



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Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
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MORA MN, 55051

Header Note: THANK YOU NATE !!!! JAMI FOR JOHN

7	T-W14-348/3T7Y 48X36 .100 2 POST STD PUNCH/RADIUS DG3 B/FLY NO PASSING ZONE	20.00	45.78	915.60
8	T-SB024008D 2Y7E 24X8-0.080-NO PUNCH/STD RADIUS-DF-DG3-GREEN SHEETED BLANK	120.00	17.25	2,070.00
9	T-SB036008/2Y7E 36X8-0.080-NO PUNCH/STD RADIUS-SF-DG3-GREEN SHEETED BLANK	20.00	15.52	310.40
10	T-SB030008/2Y7E 30X8-0.080-NO PUNCH/STD RADIUS-SF-DG3-GREEN SHEETED BLANK	120.00	12.91	1,549.20
11	T-UCH-G-10-2.5# U-CHANNEL POST 10 FT 2.5# GALV.	50.00	29.84	1,492.00
12	T-UCH-G-8-2.5# U-CHANNEL POST 8 FT GALV.	100.00	23.87	2,387.00
13	T-UCH-G-8-3# U-CHANNEL POST 8 FT-3# GALV.	150.00	28.74	4,311.00

1/30/2024 1:53:06 PM



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KANABEC COUNTY HWY DEPT
903 FOREST AVE E
MORA MN, 55051

Ship To:

KANABEC COUNTY HWY DEPT
903 FOREST AVE E
MORA MN, 55051

Header Note: THANK YOU NATE !!!! JAMI FOR JOHN

14	T-UCH-G-7-1.12# U-CHANNEL POST 7 FT-1.12# GALV.	100.00	9.77	977.00
15	T-UCH-G-6-3# U-CHANNEL POST 6 FT GALV.	100.00	21.56	2,156.00
16	T-CNS-28-CLR-VSB CONES 28IN ORANGE W/COLLAR (2 REFLEXITE COLLARS)	25.00	16.32	408.00
17	T-FLS-SOLAR FLASHERS SOLAR FOR TYPE A YELLOW	20.00	29.42	588.40
18	SPECIALTRAFFIC T-DP048024/3M3A 48X24 .080g SF - 1 POST STD PUNCH/RADIUS-HIP-DP-W/G- W/BORDER SEE ATT (1EA) BRUNSWICK T.H. NO. 65 --->	1.00	65.36	65.36
19	T-TLS-1.5IN X 10FT 14GA TELESPAR 1.5 IN X 10'-14 GA	25.00	35.17	879.25
20	T-SODP003002/~~1B DP003002/~~1B 3X2 DATE DECALS EG YELLOW DIG PRINT	500.00	0.61	305.00

1/30/2024 1:53:06 PM



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Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
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Quote #: TRFQTE071449

Quote Date: 1/12/2024

Customer Number: KAN-03-003

Ship Via: DELIVERY

Sales Rep: Jon Johnson

FOB: DESTINATION

Payment Terms: Net 30

Bill To:

KANABEC COUNTY HWY DEPT
903 FOREST AVE E
MORA MN, 55051

Ship To:

KANABEC COUNTY HWY DEPT
903 FOREST AVE E
MORA MN, 55051

Header Note: THANK YOU NATE !!!! JAMI FOR JOHN

21	T-LTRC-PLC06/~~7A 6" C SERIES DG3 PS WHITE LOWERCASE LETTERS 1PKG OF 25 EA LOWERCASE a-z	26.00	23.14	601.64
22	T-LTRC-P04/~~7A 4" C SERIES DG3 PS WHITE UPPERCASE LETTERS 2 PKGS OF 25 EC A, H, S, T	8.00	16.24	129.92
23	T-LTRC-PLC04/~~7A 4" C SERIES DG3 PS WHITE LOWERCASE LETTERS 1 PKG OF 25 EA e, t, v	3.00	17.99	53.97
24	T-LTRC-P04/~~7A 4" C SERIES DG3 PS WHITE UPPERCASE LETTERS 2 PKS OF 25 EA NUMBERS 0-9	20.00	16.24	324.80

Subtotal: 23,155.44

Tax: 0.00

Total: \$23,155.44

Total subject to any applicable tax and freight charges. Additional freight charges for residential delivery, inside delivery, liftgate delivery, limited access delivery, or other charges incurred will be invoiced to the customer.

1/30/2024 1:53:06 PM



M-R Sign Co., Inc.

1706 1st Avenue North
Fergus Falls, MN 56537
Phone: (218) 736-5681
Fax: (218) 736-4070

QUOTATION

Quote No: 13778

Date: 02/07/24

Quote: KANABEC COUNTY HIGHWAY DEPT
903 EAST FOREST AVENUE
MORA, MN 55051

Attention: Nate Westling

Phone No: 320-679-6300

Fax No: 320-679-6304

Quoted By: TYLER

Quantity	Stock Code	Description	Each	Line Total
500	800-KANABEC-CO	FO3"X2"RECEGYFACDECAL WARNING-DATING DECALS	0.390	195.00
		**ENGINEER GRADE YELLOW		
		**WITH BLACK COPY STARTING		
		**WITH 24 FOR YEAR		
40	900-686722	SS18"X24"RECDGS080W1-8 CHEVRON ALIGNMENT	21.430	857.20
10	900-691898	SS36"X36"SYMDGS100W3-1 STOP AHEAD - SYMBOL	75.430	754.30
20	900-992037	SS18"X18"SQRDGS080W13-1 ADVISORY SPEED __ MPH (4081)	17.320	346.40
		**20 EA. LEAVE NUMBERS BLANK		
20	900-691713	SS36"X48"PENDGS100W14-3 NO PASSING ZONE	56.140	1122.80
60	900-999695	SS18"X18"SQRDGS080M1-X4 IND COUNTY ROUTE MRK ____	20.090	1205.40
		**KANABEC COUNTY		
		**60 EA. LEAVE NUMBERS BLANK		
20	900-688379	SS21"X15"RECDGW080M6-1 DIR ARROW - SINGLE (BLK/WHT)	16.760	335.20
20	900-688443	SS21"X15"RECDGW080M6-4 DIR ARROW DOUBLE (BLK/WHT)	16.760	335.20
1	900-691930	SS48"X24"RECDGG100DEST WHITE COPY/BRDR ON GREEN DG-	83.800	83.80
		**DIAMOND GRADE GREEN		
		**BACKGROUND WITH WHITE		
		**COPY AND BORDER		
		**1 EA.		
		**BRUNSWICK (UP ARROW)		
		**T.H. NO. 65 ->		
		SEE ATTACHED PICTURE		
120	500-04399	SNSCB24"X08.00"080SFDGGRD SNS-SF-DG-GRN -24"X08.00"X080	12.150	1458.00
		**DIAMOND GRADE GREEN COVERED BLANK		
120	500-04400	SNSCB30"X08.00"080SFDGGRD SNS-SF-DG-GRN -30"X08.00"X080	13.920	1670.40
		**DIAMOND GRADE GREEN COVERED BLANK		
20	500-04401	SNSCB36"X08.00"080SFDGGRD SNS-SF-DG-GRN -36"X08.00"X080	15.750	315.00
		**DIAMOND GRADE GREEN COVERED BLANK		
		*		
50	GV10-2501	GAL POST 10'X 2.50#/FT 3/8" 1" GALV U CHANNEL POST	30.26347	1513.17
100	GV08-2501	GAL POST 8'X 2.50#/FT 3/8" 1" GALV U CHANNEL POST	24.21078	2421.08
150	GV08-3001	GAL POST 8'X 3.00#/FT 3/8" 1" GALV U CHANNEL POST	29.05293	4357.94
100	GV07-1121	GAL POST 7'X 1.12#/FT 3/8" 1" GALV U CHANNEL POST	9.49062	949.06
100	GV06-3001	GAL POST 6'X 3.00#/FT 3/8" 1 GALV U CHANNEL POST	21.7897	2178.97
		*		
25	043-10'X1.50-12	120"X1.50"X1.50"X12-GAUGE GALVANIZED SQUARE TUBE POST	29.680	742.00
		*12 gauge is all we carry for this size		
25	042-2825CC	28" TRIMLINE CONE 10# W/CC 28" CONE W/ 2 CONE COLLARS	23.250	581.25
20	048-E2600-SOLAR	EMPCO-LITE #2006 PLUS..LED SOLAR ASSISTED..YELLOW..D-CELI	34.000	680.00
		*		
26	325-0011510	L6"C4090PSDG3W--25/PKG DIE-CUT 6"C DG3 WHITE #4090	38.000	988.00
		**1 EA. A-Z		
31	325-004499	L4"C4090PSDG3WHT--25/PKG DIE-CUT 4"C DG3 WHITE #4090	20.000	620.00
		**UPPER CASE LETTERS		



M-R Sign Co., Inc.

1706 1st Avenue North
Fergus Falls, MN 56537
Phone: (218) 736-5681
Fax: (218) 736-4070

QUOTATION

Quote No: 13778

Date: 02/07/24

Quote: KANABEC COUNTY HIGHWAY DEPT
903 EAST FOREST AVENUE
MORA, MN 55051

Attention: _____

Phone No: 320-679-6300

Fax No: 320-679-6304

Quoted By: TYLER

Quantity	Stock Code	Description	Each	Line Total
		2 EA. A **2 EA. H **2 EA. S **2 EA. T **lower case letters **1 EA. e **1 EA. t **1 EA. v **NUMBERS **2 EA. 0-9 * * * * * *** FOB FERGUS FALLS *****		

Thanks,
Tyler

Line Total	23710.17
Sales Tax	0.00
Freight	0.00
Quote Total	23710.17



QUOTE

2501 8th Ave NW, West Fargo, ND 58078 * PO Box 1408, Fargo, ND 58107-1408
844-303-3531 * Office: 701-237-1255 * Fax: 701-293-7811
Email: sales@signsolutionsusa.com * Website: https://signsolutionsusa.com

QUOTE # 14743

QUOTE DATE 01/19/2024

Bill to:

Kanabec County Highway
903 Forest AVE E
Mora, MN 55051



Ship to:

Attn: Nate
Kanabec County Highway
903 Forest AVE E
Mora, MN 55051

320.679.6300

FOB Terms: FOB Destination - Prepay & Add

MNDOT Contract #	Customer PO #	Requested By	Awarded Date	Exp. Ship Date	Salesperson	SS Contract #	Terms
228223		Nate			Brandon Geffre		Due Upon Receipt

Line	Material	Description	Weight	Quantity	Unit Price	Amount
1	89452W3X	DG3 FLUOR .080 36" X 36" Simple W3-X Ahead Sign - W3-1 // STOP AHEAD // Blk,Red,White/Yellow // DG3-FLUOR FL Yellow 4081 // State	120.80	10.00 EA	\$101.44000	\$1,014.40
2	94128	DG3 .080 18" X 18" Sign Digital - M1-X4 // Black/White, VARIOUS // DG3 White 4090 // State	178.80	60.00 EA	\$19.08000	\$1,144.80
3	81136	DG3 .080 21" X 15" Standard Sign - M6-4 // Arrow Rt&Lt // Black/White // DG3 White 4090 // State	55.60	20.00 EA	\$17.41000	\$348.20
4	81136	DG3 .080 21" X 15" Standard Sign - M6-1 // Arrow Rt or Lt // Black/White // DG3 White 4090 // State	55.60	20.00 EA	\$17.41000	\$348.20
5	US08DFY1824W1-8	DG3 FLUOR .080 18" X 24" Standard Sign (Chevron) - W1-8 // Chevron // Black/Yellow // DG3-FLUOR FL Yellow 4081 // Federal	152.40	40.00 EA	\$23.88000	\$955.20
6	80828	DG3 FLUOR .080 18" X 18" Standard Sign - W13-1P // ____ MPH // Black/Yellow // DG3-FLUOR FL Yellow 4081 // State	57.20	20.00 EA	\$17.91000	\$358.20
7	807645	DG3 Fluor .100 48" X 36" No Passing Zone Standard Sign - W14-3 // No Passing Zone // Black/Yellow // DG3-FLUOR FL Yellow 4081 // State	178.80	20.00 EA	\$55.20000	\$1,104.00
8	83622	.080 DG3 Sheeted Blank - 120 ea 24" x 8" // 911 Cherry Mate	203.20	160.00 SF	\$9.61000	\$1,537.60
9	83622	.080 DG3 Sheeted Blank - 20 ea 36" x 8" // 911 Cherry Mate	50.80	40.00 SF	\$9.61000	\$384.40
10	83622	.080 DG3 Sheeted Blank - 120 ea 30" x 8" // 911 Cherry Mate	254.00	200.00 SF	\$9.61000	\$1,922.00
11	10821	10ft 2.5# Galvanized U-Channel	1,337.50	50.00 EA	\$33.52635	\$1,676.32
12	10825	8ft 2.5# Galvanized U-Channel	2,140.00	100.00 EA	\$26.82108	\$2,682.11
13	10835	8ft 3# Galvanized U-Channel	3,852.00	150.00 EA	\$31.67424	\$4,751.14
14	10700	7ft 1.12# Galvanized U-Channel	839.00	100.00 EA	\$11.09614	\$1,109.61
15	10845	6ft 3# Galvanized U-Channel	1,926.00	100.00 EA	\$23.75568	\$2,375.57
16	15015	1-1/2" 14ga Allied / Telespar - 25ea 1-1/2" x 10'	397.50	250.00 LF	\$3.06003	\$765.01
17	45714	28" 10# Cone w/6" & 4" Reflective Collar	250.00	25.00 EA	\$21.06000	\$526.50
18	99	All Solar Type A Flasher Amber	0.00	20.00 EA	\$62.36100	\$1,247.22
19	RS93067	Std Sign-NR /sq ft Digital RS - 500 ea 2" x 3" Black/Yellow // Non-Reflective	1.67	20.83 SF	\$12.70135	\$264.61
20	94062	DG3 .100 48" X 24" Sign Digital - White/Green "Brunswick ^, T.H. NO. 65 ->" // DG3 White 4090 // State	12.89	1.00 EA	\$68.89000	\$68.89
21	40092	6" DG3 Letter or Number 3M GS - a-z (lower case), 25 ea per letter // DG3 White 4090	19.50	650.00 EA	\$2.08000	\$1,352.00
22	40090	4" DG3 Letter or Number 3M GS	2.00	200.00 EA	\$0.92000	\$184.00

Continued on next page

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Line	Material	Description	Weight	Quantity	Unit Price	Amount
- A,H,S,T (UPPER CASE), 50 ea per letter // DG3 White 4090						
23	40090	4" DG3 Letter or Number 3M GS	0.75	75.00 EA	\$0.92000	\$69.00
- e,t,v (lower case), 25 ea per letter // DG3 White 4090						
24	40090	4" DG3 Letter or Number 3M GS	5.00	500.00 EA	\$0.92000	\$460.00
- 0-9, 50 ea per number // DG3 White 4090						

Total Weight	12,091.01	Sales Tax	\$1,965.40
		Total Quote	\$28,614.38

Notes:

No Tax Total \$26,648.98

Sign Solutions USA reserves the right to punch holes in custom signs as best fit, in its sole discretion, to prevent interfering with the legend unless otherwise noted on this Quote. Sign Solutions USA will punch all MUTCD signs to federal punching standards unless otherwise specified on this Quote.
Freight Guidelines for enclosed truck, van or anything else that is not a flat bed:
Bundles - One to a max of 4 bundles (25 ea.) no more than 14ft in length, or a max of 4500lbs total weight. Any shipments exceeding these guidelines must ship on flat bed.
Pallets - Any number of pallets in a enclosed trailer if total quantity falls within size and weight of carrier's guidelines.

Material only sale. All orders and sales are final. Unless otherwise specified above, payment due upon receipt. For special order items, unless otherwise specified above, payment due prior to ordering. Unless otherwise specified above, all material FOB the Sign Solutions USA West Fargo, North Dakota office. This Quote is valid for 15 days unless otherwise specified above. In the event of any conflict between the terms of this Quote, Sign Solutions USA Order Confirmation, and any Purchase Order or other agreement with the Purchaser, the terms of this Quote and the Sign Solutions USA Order Confirmation will govern. This Quote is made effective as of the date issued, sets forth the goods, supplies or materials to be provided by Sign Solutions USA and is further subject to the terms and conditions detailed at <https://signsolutionsusa.com/terms-conditions/quotes-invoices-material-sales/> , which are incorporated herein by reference.



Skydio, Inc.
114 Hazel Avenue, Redwood City, CA 94061
855.463.5902
www.skydio.com

Quote Details	
Prepared For	Kanabec County Public Works
Date	2/14/2024
Expires	3/14/2024
Prepared By	Rachael Foster
Email	rachael.foster@skydio.com
Phone	412-818-5455
Quote #	Kanabec-20240214

FOR PRICING / BUDGETARY PURPOSES ONLY

Kanabec County Public Works

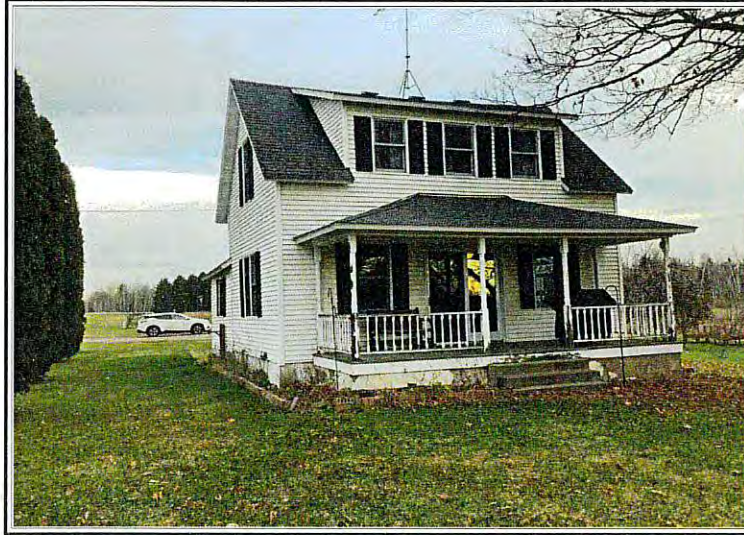
Product		Product Code	Quantity	List Price	Discount	Net Price	Subtotal
Hardware/ Bundles	Skydio 2+ Starter Kit	SKY350NA	1	\$1,099.00		\$1,099.00	\$1,099.00
	Skydio 2+ Battery	SKYB350NA		\$115.00		\$115.00	
	Skydio 2/2+ Controller	SKYJS300NA		\$179.00		\$179.00	
Software	Skydio Autonomy Enterprise for S2+ (1-year term)	SKYSAESW100	1	\$749.00		\$749.00	\$749.00
Training & Services							
Hardware/Bundles Subtotal							\$1,099.00
Software Subtotal							\$749.00
Training & Services Subtotal							\$0.00
Estimated Shipping Total							\$25.00
Grand Total							\$1,873.00

Product Name	Product Description
Skydio 2+ Starter Kit	Kit includes one (1) Skydio 2+ vehicle (includes Skydio Autonomy Core software), one (1) battery, one (1) wall adapter, one (1) USB type C cable, one (1) microfiber cloth, one (1) hard shell case, two (2) additional propellers
Skydio 2+ Battery	One (1) Battery for Skydio 2+
Skydio 2/2+ Controller	One (1) Skydio 2 joystick controller including both USB type C to type C and USB type C to Lightning cables.
Skydio Autonomy Enterprise for S2+ (1-year term)	Skydio Autonomy Enterprise for S2+ includes (a) advanced autonomy functionality, (b) software maintenance and customer support (1-year term), (c) Includes optional access to Skydio Cloud Basic (1-year term).

Skydio Terms & Conditions

Skydio's sale of the products and services in this quote will be subject to Skydio's standard terms and conditions, which can be found at <https://www.skydio.com/legal>, and transacted on an Order Form to be provided by Skydio. This quote is for Customer's budgetary purposes only. Skydio will not accept a purchase order that purports to accept this quote or offer to purchase the products and services below without a signed Skydio Order Form.

APPRAISAL REPORT
OF



2376 Quarter St
Brook Park, MN 55007

PREPARED FOR

Michael and Naomi Schultz
2376 Quarter St
Brook Park, MN 55007

AS OF

11/14/2023

PREPARED BY

Circle Six Appraisal Service
PO Box 78
Zimmerman, MN 55398

LETTER OF ENGAGEMENTDate: November 2023To: Michael and Naomi SchultzFrom: Heather QuinnThe lender/client is requesting you perform an appraisal on: 2376 Quarter St, Brook Park, MN 55007

Scope of work to be performed: The scope of work for this appraisal was an interior and exterior inspection of the subject property. Appraiser uses aerial photos and maps from county assessors office as appraiser did not walk entire property, and uses these maps and county records for determining the topography and utility of the subject property. Research for comparable sales included a twenty-five mile radius of the subject property. Data was obtained from owners, the tax assessor and recorder of deed records. These sources are considered reliable and verified when necessary. Data obtained from the Multiple Listing Service is presumed correct and accurate with respect to contract and closing dates and verified with public records when possible. Multiple Listing Service manner of counting bedrooms, baths, and other pertinent data is amended to conform to assignment guidelines.

A physical inspection of the interior and exterior was conducted to take an inventory of general construction, mechanical components, amenities, updating, modernization, upgrades and overall condition. The inspection is not done to the same extent as would be normally performed by building inspectors, environmental assessors and pest inspectors. Please be aware that I did not inspect unfinished attic areas nor any foundation crawl space, if such areas required access through scuttle doors or were otherwise not readily accessible. My inspection was limited to areas which would be considered part of the gross building area (GBA). Any undisclosed problem associated with such an inspection is considered a condition of the appraisal. The appraiser may modify the value after disclosure.

*I have performed no other services, as an appraiser or in any other capacity, regarding the property subject of this report within the three-year period immediately preceding acceptance of this assignment.

The appraisal is subject to the extraordinary assumption that the well and septic are compliant and would pass county requirements and that there are no defects with the homes plumbing and electrical systems. Home is assumed to be in average condition with no major issues.

Digital Photos:

This report contains digital photos. Some comparable photos may have been copied from the MLS with expressed consent. The comparables used have been viewed at a minimum from the street, and when possible, for expediency and/or to more accurately reflect the condition of the comparable at the time of the sale, MLS photos are used.

Intended Use: The intended use is to evaluate the property that is the subject of this appraisal for Michael and Naomi Schultz to help determine the market value. Kanabec County is widening Quarter Street and the house is close enough to the road that it will need to be removed. It is the appraiser's understanding that the county will be having an appraisal done and has asked the Schultzs to also have an appraisal done. Michael has sent me the following information from the county: "The appraisal must be done by a MN licensed real estate appraiser and meet the requirements of "The Uniform Standards of Appraisal Practice" (USPAP) in order to be considered by the County." Heather Quinn is a Certified General Real Property Appraiser in Minnesota and the appraisal does conform to USPAP. Appraiser determines fair market value, as there has been no clarification if a different approach should be taken. This is the most probable price that a property should sell for in a competitive and open market under all conditions requisite to a fair sale.

Intended User: The intended users of this report are the clients, Michael and Naomi Schultz, and they will share it with Kanabec County.

I have read the requirements as they pertain to performing this appraisal and agree to perform the appraisal within the guidelines outlined.

Appraisal Firm: Circle Six Appraisal ServiceBy: 

Heather Quinn

Residential Appraisal Report

SUBJECT	The purpose of this appraisal report is to provide the client with an accurate, and adequately supported, opinion of the market value of the subject property.											
	Property Address 2376 Quarter St				City Brook Park		State MN		Zip Code 55007			
	Owner Michael and Naomi Schultz		Intended User Michael J and Naomi J Schultz		County Kanabec							
	Legal Description Pt W1/2 of NE1/4 S1450' of W216' 26-40-23											
	Assessor's Parcel # 15-01340-10				Tax Year 2023		R.E. Taxes \$ 2,140.00					
	Neighborhood Name Whited Township				Map Reference 26-40-23		Census Tract 4801.00					
	Occupant <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant <input type="checkbox"/>		Special Assessments \$ 15		PUD HOA \$ n/a		per year <input type="checkbox"/> per month <input type="checkbox"/>					
	Property Rights Appraised <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe)											
	Intended Use Determine fair market value for the subject property											
	Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007											
CONTRACT	Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
	Report data source(s) used, offerings price(s), and date(s). NorthStar MLS and homeowner.											
	I <input type="checkbox"/> did <input type="checkbox"/> did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed. Not a purchase.											
	Contract Price \$ Date of Contract Is the property seller the owner of public record? <input type="checkbox"/> Yes <input type="checkbox"/> No Data Source(s)											
	Is there any financial assistance (loan charges, sale concessions, gift or downpayment assistance, etc.) to be paid by any party on behalf of the purchaser? <input type="checkbox"/> Yes <input type="checkbox"/> No											
	If Yes, report the total dollar amount and describe the items to be paid.											
NEIGHBORHOOD	Note: Race and the racial composition of the neighborhood are not appraisal factors.											
	Neighborhood Characteristics				One-Unit Housing Trends				One-Unit Housing		Present Land Use %	
	Location Urban <input type="checkbox"/> Suburban <input checked="" type="checkbox"/> Rural <input type="checkbox"/>		Property Values		Increasing <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Declining <input type="checkbox"/>		PRICE AGE		One-Unit 60 %			
	Built-Up Over 75% <input checked="" type="checkbox"/> 25-75% <input type="checkbox"/> Under 25% <input type="checkbox"/>		Demand/Supply		Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply <input type="checkbox"/>		\$(000) (yrs)		2-4 Unit %			
	Growth Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow <input type="checkbox"/>		Marketing Time		Under 3mths <input checked="" type="checkbox"/> 3-6 mths <input type="checkbox"/> Over 6mths <input type="checkbox"/>		50 Low 28		Multi-Family %			
	Neighborhood Boundaries Neighborhood boundaries are Aitkin County line to the north, 135 to the east,				535 High 123		Commercial %					
	Hwy 70 to the south and Hwy 47 to the west.				270 Pred. 44		Other Vacant 40 %					
	Neighborhood Description Subject property is located northeast of Mora, MN in a quiet rural area. Mora, Hinckley, Pine City, Cambridge, and the Twin Cities area offer employment opportunities with commute being typical. The employment market is stable at time of inspection. Schools, health care, and other necessities are in relative proximity for this market.											
	Demand for this area is average. Market appeal is good as the home has been nicely updated and maintained. There are no adverse factors affecting neighborhood marketability.											
	SITE	Market Conditions (including support for the above conclusions) Market conditions in subject's area are average. Competitive properties are available but not in over-supply. Property values remain stable, even after a 19 month period of interest rate increases. Estimated marketing time on properly-priced homes is under 3 months. Typical financing is FHA, VA, and conventional with few seller concessions.										
Dimensions 216 x 1450		Area 7.20 ac		Shape Rectangular		View N;Pastoral;						
Specific Zoning Classification 201 Residential Homestead				Zoning Description Residential single family								
Zoning Compliance <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Legal Nonconforming (Grandfathered Use) <input type="checkbox"/> No Zoning <input type="checkbox"/> Illegal (describe)				Is the highest and best use of subject property as improved (or as proposed per plans and specifications) the present use? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe.								
Utilities Public Other (describe)				Public Other (describe)		Off-site Improvements--Type		Public Private				
Electricity <input checked="" type="checkbox"/> <input type="checkbox"/>		Water <input type="checkbox"/> <input checked="" type="checkbox"/> Individual Well		Street Asphalt		<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>				
Gas <input checked="" type="checkbox"/> <input type="checkbox"/> Propane		Sanitary Sewer <input type="checkbox"/> <input checked="" type="checkbox"/> Septic System		Alley		<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>				
FEMA Special Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No FEMA Flood Zone D				FEMA Map # 2702140200A		FEMA Map Date 11/01/1978						
Are the utilities and/or off-site improvements typical for the market area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe.												
Are there any adverse site conditions or external factors (easements, encroachments, environmental conditions, land uses, etc.)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe.												
IMPROVEMENTS	Standard street and utility easements apply. Private well and septic are typical to the area and do not adversely affect value. Appraiser does not know if well and septic are compliant or would pass compliance tests, but values property with the extraordinary assumption that they are compliant											
	General Description		Foundation		Exterior Description materials/condition		Interior materials/condition					
	Units <input checked="" type="checkbox"/> One <input type="checkbox"/> One with Accessory Unit <input type="checkbox"/>		Concrete Slab <input type="checkbox"/> Crawl Space <input type="checkbox"/>		Foundation Walls Poured Concrete-Blk/Average		Floors Carpet/Vinyl/Lamnt/Average					
	# of Stories 1.5		<input checked="" type="checkbox"/> Full Basement <input type="checkbox"/> Partial Basement		Exterior Walls Vinyl Siding/Average		Walls Drywall/Average					
	Type <input checked="" type="checkbox"/> Det. <input type="checkbox"/> Att. <input type="checkbox"/> S-Det/End Unit		Basement Area 857 sq. ft.		Roof Surface Asphalt Shingles/Average		Trim/Finish Wood/Average					
	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Under Const.		Basement Finish 0 %		Gutters & Downspouts None		Bath Floor Vinyl/Average					
	Design (Style) DT 1.5; Cape Cod		<input checked="" type="checkbox"/> Outside Entry/Exit <input type="checkbox"/> Sump Pump		Window Type Double Hung/Average		Bath Wainscot Fiberglass/Average					
	Year Built 1900		Evidence of <input type="checkbox"/> Infestation None Vis		Storm Sash/Insulated Vinyl/Average		Car Storage <input type="checkbox"/> None					
	Effective Age (Yrs) 20		<input type="checkbox"/> Dampness <input type="checkbox"/> Settlement		Screens Nylon/Average		<input checked="" type="checkbox"/> Driveway # of Cars 4					
	Attic <input type="checkbox"/> None		Heating <input checked="" type="checkbox"/> FWA <input type="checkbox"/> HWB <input type="checkbox"/> Radiant		Amenities <input type="checkbox"/> Woodstove(s) # 0		Driveway Surface Gravel					
<input type="checkbox"/> Drop Stair <input type="checkbox"/> Stairs		<input checked="" type="checkbox"/> Other EBB <input type="checkbox"/> Fuel propane, elec		Fireplace(s) # 0		<input type="checkbox"/> Fence None		<input type="checkbox"/> Garage # of Cars 0				
<input type="checkbox"/> Floor <input checked="" type="checkbox"/> Scuttle		Cooling <input checked="" type="checkbox"/> Central Air Conditioning		<input checked="" type="checkbox"/> Patio/Deck small <input type="checkbox"/> Porch covered, open		Carport # of Cars 0						
<input type="checkbox"/> Finished <input type="checkbox"/> Heated		<input type="checkbox"/> Individual <input type="checkbox"/> Other		<input type="checkbox"/> Pool None <input checked="" type="checkbox"/> Other Storage shed		<input type="checkbox"/> Att. <input type="checkbox"/> Det. <input type="checkbox"/> Built-in						
Appliances <input checked="" type="checkbox"/> Refrigerator <input checked="" type="checkbox"/> Range/Oven <input checked="" type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Microwave <input checked="" type="checkbox"/> Washer/Dryer <input checked="" type="checkbox"/> Other (describe) hood												
Finished area above grade contains: 6 Rooms 3 Bedrooms 1.0 Bath(s) 1419 Square Feet of Gross Living Area Above Grade												
Additional features (special energy efficient items, etc.) Water heater, High efficiency furnace and central air are updated.												
Describe the condition of the property (including needed repairs, deterioration, renovations, remodeling, etc.). C4: No updates in the prior 15 years. Subject property was completely remodeled in the early 2000s, and has vinyl siding, newer roof, updated windows, bathroom and kitchen were updated at that time, and home has updated drywall and flooring at that time as well. Subject has three bedrooms on the second floor, and the main floor has eat in kitchen, as well as dining/living room with built in entertainment center, a large full bathroom and an entry. There is a small deck at the main entrance, and a covered open porch on the south side of the home. There is a storage shed that is roughly 26 x 14 with a 3 x 10 addition and there is a small storage shed 10 x 8, considered personal property. Subject has high efficiency forced air furnace with electric baseboard heat as supplemental heat, and central air.												
Are there any physical deficiencies or adverse conditions that affect the livability, soundness, or structural integrity of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe												
The subject does not show any structural concerns, no sagging or cracking, and overall structural integrity appears sound.												
Does the property generally conform to the neighborhood (functional utility, style, condition, use, construction, etc.)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe												

Residential Appraisal Report

There are 18 comparable properties currently offered for sale in the subject neighborhood ranging in price from \$ 100,000 to \$ 350,000	
There are 60 comparable sales in the subject neighborhood within the past twelve months ranging in sale price from \$ 100,000 to \$ 340,000	
FEATURE	SUBJECT
Address	2376 Quarter St Brook Park, MN 55007
Proximity to Subject	2.68 miles N
Sale Price	\$ 272,000
Sale Price/Gross Liv. Area	\$ 0.00 sq. ft.
Data Source(s)	Inspected
Verification Source(s)	County Records
VALUE ADJUSTMENTS	DESCRIPTION
Sale or Financing	ArmLth
Concessions	Conv;0
Date of Sale/Time	n/a
Location	N;Res;
Leasehold/Fee Simple	Fee Simple
Site	7.20 ac
View	N;Pastoral;
Design (Style)	DT1.5;Cape Cod
Quality of Construction	Q4
Actual Age	123/20Eff
Condition	C4
Above Grade	Total Bdrms Baths
Room Count	6 3 1.0
Gross Living Area	1419 sq. ft.
Basement & Finished	857sf0sfin
Rooms Below Grade	0-0-0
Functional Utility	Average
Heating/Cooling	FWA/Central
Energy Efficient Items	Normal to age
Garage/Carport	4dw
Porch/Patio/Deck	Deck, Porch
Fireplaces	None
Outbuildings	26x14 Shed
Net Adjustment (Total)	\$ -39,985
Adjusted Sale Price of Comparables	\$ 232,015
I <input checked="" type="checkbox"/> did not research the sale or transfer history of the subject property and comparable sales. If not, explain	
My research <input checked="" type="checkbox"/> did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.	
Data source(s) Mille Lacs County Records	
My research <input checked="" type="checkbox"/> did not reveal any prior sales or transfers of the comparable sales for the year prior to the date of sale of the comparable sale.	
Data source(s) County Records	
Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).	
ITEM	SUBJECT
Date of Prior Sale/Transfer	
Price of Prior Sale/Transfer	
Data Source(s)	County records
Effective Date of Data Source(s)	11/21/2023
Analysis of prior sale or transfer history of the subject property and comparable sales No sale, option or listing of subject in the last 3 years and the comparables within 1 year preceding appraisal, other than those reported above.	
Summary of Sales Comparison Approach Please see comment section of page 3 of URAR.	
Indicated Value by Sales Comparison Approach \$ 240,000	
Indicated Value by: Sales Comparison Approach \$ 240,000 Cost Approach (if developed) \$ 50,000 Income Approach (if developed) \$ 0	
The sales comparison approach is the best indication of value and is given the most weight. The cost approach is not developed as the age of the home make this approach unreliable. The income approach is not developed as the highest and best use for the subject is not income property.	
This appraisal is made <input checked="" type="checkbox"/> "as is," <input type="checkbox"/> subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed, <input type="checkbox"/> subject to the following repairs or alterations on the basis of a hypothetical condition that the repairs or alterations have been completed, or <input type="checkbox"/> subject to the following required inspection based on the extraordinary assumption that the condition or deficiency does not require alteration or repair: Subject was appraised in "as is" condition. All comps were arms length transactions and were exposed to the market.	
Based on a complete visual inspection of the interior and exterior areas of the subject property, defined scope of work, statement of assumptions and limiting conditions, and appraiser's certification, my (our) opinion of the market value, as defined, of the real property that is the subject of this report is \$ 240,000, as of 11/14/2023	

Residential Appraisal Report

ADDITIONAL COMMENTS

COST APPROACH

INCOME

PUD INFORMATION

COST APPROACH TO VALUE (if applicable)

Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value) Site value is arrived at by reviewing closed sales of similar sized parcels within relative proximity to the subject property.

ESTIMATED <input type="checkbox"/>	REPRODUCTION OR <input checked="" type="checkbox"/>	REPLACEMENT COST NEW	OPINION OF SITE VALUE	= \$	50,000
Source of cost data	Marshall & Swift Residential Cost Guide	Dwelling	1419 Sq. Ft. @ \$	= \$	
Quality rating from cost service	Average	Effective date of cost data	06/01/2023	Basement	857 Sq. Ft. @ \$ = \$ 0
Comments on Cost Approach (gross living area calculations, depreciation, etc.)			Garage/Carport	960 Sq. Ft. @ \$	= \$ 0
Site estimates are taken from closed sales of competing properties in the same market.			Total Estimate of Cost-new	= \$	0
The cost approach is not developed due to the age of the home and outbuildings, which is a standard departure.			Less Physical	29 Functional 0 External 0	
			Depreciation	0 0 0	= \$ (0)
			Depreciated Cost of Improvements	= \$	0
			"As-is" Value of Site Improvements	= \$	
Estimated Remaining Economic Life (HUD and VA only)			50 Years	Indicated Value By Cost Approach	= \$ 50,000

INCOME APPROACH TO VALUE (if applicable)

Estimated Monthly Market Rent \$ X Gross Multiplier = \$ 0 Indicated Value by Income Approach
 Summary of Income Approach (including support for market rent and GRM)

PROJECT INFORMATION FOR PUDs (if applicable)

Is the developer/builder in control of the Homeowner's Association (HOA)? ☐ Yes ☐ No Unit type(s) ☐ Detached ☐ Attached
 Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.
 Legal Name of Project
 Total number of phases Total number of units Total number of units sold
 Total number of units rented Total number of units for sale Data source(s)
 Was the project created by the conversion of existing building(s) into a PUD? ☐ Yes ☐ No If Yes, date of conversion.
 Does the project contain any multi-dwelling units? ☐ Yes ☐ No Data source.
 Are the units, common elements, and recreation facilities complete? ☐ Yes ☐ No If No, describe the status of completion.
 Are the common elements leased to or by the Homeowner's Association? ☐ Yes ☐ No If Yes, describe the rental terms and options.
 Describe common elements and recreational facilities.

File No. 20872
Case No.

Property Address	2376 Quarter St						
City	Brook Park	County	Kanabec	State	MN	Zip Code	55007
Client	Michael and Naomi Schultz			Address 2376 Quarter St, Brook Park, MN 55007			

SALES COMPARISON ANALYSIS

This appraisal report is subject to the scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. The Appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) research, verify, and analyze data from reliable public and/or private sources, and (2) report his or her analysis, opinions, and conclusions in this appraisal report.

DEFINITION OF MARKET VALUE: The definition of market value is the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. The appraiser may have provided a sketch in this appraisal report to show the approximate dimensions of the improvements. The sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
5. The appraiser has noted in this appraisal report any adverse conditions (such as needed repairs, deterioration, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.
6. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that the completion, repairs, or alterations of the subject property will be performed in a professional manner.

APPRAISER'S CERTIFICATION: I certify that, to the best of my knowledge and belief:

1. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
2. I ☐ have ☒ have no present or prospective interest in the property that is the subject of this report and ☐ have ☒ have no personal interest with respect to the parties involved.
3. I ☐ have performed ☒ have not performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of this client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinions, and conclusions, were developed, and this report has been prepared, in conformity, with the *Uniform Standards of Professional Appraisal Practice*
8. I ☒ have ☐ have not made a personal inspection of the property that is the subject of this report.
9. Unless otherwise noted, no one has provided significant real property appraisal assistance to the person signing this certification.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.
4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature Heather Quinn
 Name Heather Quinn
 Company Name Circle Six Appraisal Service
 Company Address PO Box 78
Zimmerman, MN 55398
 Telephone Number 320-630-6930
 Email Address circle6@frontiernet.net
 Date of Signature and Report 11/28/2023
 Effective Date of Appraisal 11/14/2023
 State Certification # 20075251
 or State License # _____
 or Other (describe) _____ State # _____
 State MN
 Expiration Date of Certification or License 08/31/2025

ADDRESS OF PROPERTY APPRAISED

2376 Quarter St
Brook Park, MN 55007

APPRAISED VALUE OF SUBJECT PROPERTY \$ 240,000

CLIENT

Contact _____
 Client Name Michael and Naomi Schultz
 Client Address 2376 Quarter St
Brook Park, MN 55007
 Email Address _____

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature _____
 Name _____
 Company Name _____
 Company Address _____
 Telephone Number _____
 Email Address _____
 Date of Signature _____
 State Certification # _____
 or State License # _____
 State _____
 Expiration Date of Certification or License _____

SUBJECT PROPERTY

- ☐ Did not inspect subject property
☐ Did inspect exterior of subject property from street
 Date of Inspection _____
☐ Did inspect interior and exterior of subject property
 Date of Inspection _____

COMPARABLE SALES

- ☐ Did not inspect exterior of comparable sales from street
☐ Did inspect exterior of comparable sales from street
 Date of Inspection _____

Circle Six Appraisal Service
COMMENT ADDENDUM

File No. 20872

Case No.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007

The appraiser has researched a 25 mile radius of the subject for comparable sales of similar age, condition, and size homes. Appraiser did find 8 sales to consider, and develops the six best available. The comparables developed are all similar condition homes with similar tracts of land in the same or competing real estate markets. Comps are all within 7.5 miles of subject, which is an acceptable distance for comparables when considering this rural market. Finding properties that have similar updated farmhouses or older homes can be difficult to locate as there are few to choose from.

Appraiser did not make any time adjustments on any of the sales, even though three of the sales are over 6 month old sales. In reviewing median sale price averages for similar homes in the Mora, Brook Park and Grasston areas, as well as Kanabec county overall, median sale prices have been a bit up and down, with the Mora market having dropped 3.9% in the previous 12 months, the Brook Park market having risen 9.2% in the previous 12 months, the Grasston market having dropped 1.7% in the previous 12 months, and the Kanabec County market having decreased 2.1% over the previous 12 months. The volatility of the current market, where rising interest rates are slowing marketing times, but the shortage of homes and land still drives the price to remain consistent, making it difficult to determine if the market will continue to increase or if there will be any drop in value. The Mora, Brook Park and Grasston markets are very rural with limited sales and activity, and the fluctuations that are occurring on the graph are likely due to such limited data to consider. The Mora, Grasston and Kanabec County graphs are more gradual, with only a slight decrease over the previous 12 months, which is much more consistent with overall data for the state of Minnesota. The appraiser feels the stability of the Kanabec County market, where median sale prices have only slightly decreased, makes it unnecessary and unwise to make any type of time adjustment.

All comps are within 7.5 miles of the subject and are all in the same real estate market where the average buyer would consider the subject and all comparable sales competing properties. They are in rural settings with either pastoral or wooded surroundings and views or a combination of the two. No location or view adjustment are necessary due to the similarities of all.

Age adjustment is only necessary on comp 3, as subject and all comps appear to have been updated within a similar time frame and with similar quality and condition of finishes. Comp 3 has newer siding, roof and windows, and interior was more recently remodeled than subject, however, adjustment is minor, as the remodel was not completely finished with extensive missing trim and base, some missing outlet plates, some missing ceiling tiles, paint splatter on kitchen cabinets, and one garage door that is old and not operational, so appraiser feels that adjustment for more modern finishes is tempered with the perceived deferred maintenance or necessary repairs.

No site size adjustment if comparable is within 1 acre of the subject and no square footage adjustment if comparable is within 100 square feet of the subject as the average buyer would not make a value distinction between such small differences. Also square footage of basements is not valued, as subject and all comps have basements. There is only an adjustment for finished basement square footage, at \$20/square foot, except for comp 5, which has no basement, in which case a \$10,000 adjustment is made to reflect the value of having basement for storage and shelter from tornadoes.

Comp 1 is a similar older farmhouse with similar updating to subject. Comp 1 is slightly larger lot size, has no central air, has a single detached garage and has two older sheds. Comp 1 has similar design, condition, room count, square footage, full basement with no finish, and is within 2.75 miles of the subject. Comp 1 is also a three month old sale, so a recent transaction. Comp 1 is given the most weight as it is most similar overall.

Comp 2 is just north of the subject on the same road. Comp 2 is a bit smaller site size, a rambler with similar effective age due to similar updates, similar condition with similar room count. Comp 2 is adjusted for site size, inferior square footage, superior basement finish as it had a rec room and a 1/2 bath, for its built in one car garage, slight difference for its large deck versus subject's covered porch and small deck, for having a fireplace and for having an older small barn with shed addition.

Comp 3 is a similar cap cod design with very similar acreage. Comp 3 was recently updated and has an effective age adjustment, see above comments. Comp 3 is also adjusted for inferior bedroom count above grade, inferior square footage, superior basement finish, double car garage, adjustment for having a large deck versus subject's covered porch and small deck, and for no outbuildings.

Comp 4 is a three level home with superior square footage and superior bathroom above grade count, with other adjustments including basement finish, two car attached garage and 30x40 pole shed. Comp 4 has almost exact same site size and is similar effective age and is most recent sale.

Comp 5 is a rambler that is in fairly close proximity to the subject. Comp 5 has a site adjustment for inferior size, superior bathroom count above grade, lack of basement, superior garage, patio that is slightly inferior to subject's porch and deck, and for having a fireplace. Comp 5 is only 22 years old, but is mostly original and reflects the same effective age as the subject. Comp 5 is similar in above grade square footage and outbuildings.

Circle Six Appraisal Service
COMMENT ADDENDUM

File No. 20872
Case No.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007

Comp 6 is a rambler on the edge of town of Mora. Comp 6 has much smaller lot size, but is similar in updates as it was likely updated in the early 2000s with similar finishes to subject. Comp 6 also is adjusted for superior bathroom count above grade, inferior square footage, for having basement finish in electrical and drywall, but no floor coverings, superior garage, inferior deck, and for having a pole shed.

Comps 1 & 5 are given the most weight as comp 1 is most similar in overall appeal, with comp 5 having most similar outbuilding to subject with similar square footage. Comps 2 & 3 are given some weight as Comp 3 is similar design also and has similar site size, with comp 2 being closest in proximity to subject with similar outbuildings.

Comp 4, having a unique three level design, which appears to be a split entry home with an addition, is given the least weight as the design has, in the appraiser's opinion, a less functional flow. Comp 6 is also not given much weight as it is on the edge of town and has a much smaller lot.

Final Reconciliation of Value:

The sales comparison approach is the only real consideration of value, as the cost approach is unreliable with homes older than 30 years, and the income approach doesn't apply, as the highest and best use for the subject is not income producing, and there is very little data available for rentals in rural markets, on acreage.

The opinion of the appraiser is that the real range of value for the subject is \$232,500 to \$245,000, based on the four comparables that were given the most weight. The owners will be settling this with the county and buying in a market that has higher interest rates, and still very low listed inventory. It is my opinion that the higher range of value, at \$240,000, is reasonable because there is still strong competition for homes that have no needed updates or repairs, like the subject.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park

County

Kanabec

State MN

Zip Code

55007

Lender/Client Michael and Naomi Schultz

Address 2376 Quarter St, Brook Park, MN 55007

Sales Comparison Adjustment Support

Summary Information

Property Address 2376 Quarter St, Brook Park, MN 55007

Effective Date 11/21/2023

Datasets Analyzed 3

Analysis Date 11/21/2023

Properties per Dataset 8 - 56 - 19

The following transactional items were accounted for in the order shown prior to calculating any property feature adjustments below and only as necessary for transaction adjustments: Property Rights, Financing, Distressed Sales, Seller Concessions, Market Conditions.

Lot Size

\$0.10 / SqFt

Calculated Results for the Adjustment Methods

Low: \$0.00 High: \$0.18

Name of the Adjustment Methods Calculated Above:
7 different types of Simple Regression, Sensitivity Analysis

GLA

\$45 / SqFt

Calculated Results for the Adjustment Methods

Low: \$8 High: \$83

Name of the Adjustment Methods Calculated Above:
7 different types of Simple Regression, Sensitivity Analysis

Full Bath

\$7,500

Calculated Results for the Adjustment Methods

Low: \$1,924 High: \$24,319

Name of the Adjustment Methods Calculated Above:
Depreciated Cost, 7 different types of Simple Regression

Garage Spaces

\$7,500

Calculated Results for the Adjustment Methods

Low: \$0 High: \$14,640

Name of the Adjustment Methods Calculated Above:
Depreciated Cost, Average Grouped Data, 7 different types of Simple Regression, Sensitivity Analysis

Fireplace Count

\$5,000

Calculated Results for the Adjustment Methods

Low: \$258 High: \$8,646

Name of the Adjustment Methods Calculated Above:
Depreciated Cost, Least Absolute Deviation Regression, Modified Quantile Regression, Ordinary Least Squares Regression, Robust Least Squares Regression

Year Built

\$500

Calculated Results for the Adjustment Methods

Low: \$43 High: \$1,123

Name of the Adjustment Methods Calculated Above:
Average Grouped Data, Least Absolute Deviation Regression, Least Median of Squares Regression, Modified Quantile Regression, Ordinary Least Squares Regression, Robust Least Squares Regression, Theil-Sen Regression

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007

Basement Fin. Size

\$20

Calculated Results for the Adjustment Methods

Low: \$1 High: \$53

Name of the Adjustment Methods Calculated Above:
7 different types of Simple Regression, Sensitivity Analysis

Exterior Features: Pole Building

\$20,000

Calculated Results for the Adjustment Methods

Low: \$3,619 High: \$29,587

Name of the Adjustment Methods Calculated Above:
Grouped Data (Median and Average), 6 different types of Simple Regression, Sensitivity Analysis

Bedroom

\$2,500

Calculated Results for the Adjustment Methods

Low: \$0 High: \$5,040

Name of the Adjustment Methods Calculated Above:
Average Grouped Data, 7 different types of Simple Regression

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park

County

Kanabec

State MN

Zip Code

55007

Lender/Client Michael and Naomi Schultz

Address 2376 Quarter St, Brook Park, MN 55007

Sales Comparison Adjustment Comments

The following transactional items were accounted for in the order shown prior to calculating any property feature adjustment results and only as necessary for transaction adjustments: Property Rights, Financing Terms, Distressed Sales, Seller Concessions, and Market Conditions. The appraiser can and often does reserve the right to correct adjustments to what is considered typical to rural markets, as the rural markets often do not have enough data to quantify adequate adjustments.

Lot Size

The Lot Size adjustment was developed at \$0.10 per square foot. To arrive at this adjustment, 14 different adjustment methods were utilized and many of those were calculated on three sets of data. That resulted in a total of 44 different analyses being performed. Of those analyses, a total of 23 were given weight and consideration. The results (based on those 23 methods) provide an adjustment range from \$0.00 to \$0.18. Average Grouped Data, seven different types of simple regression, and Sensitivity Analysis were the adjustment methods used to develop this adjustment. Because the subject property is in a more rural location, the appraiser can opt to make no adjustment for small variations in lot sizes when in town, as the average buyer does not make a value distinction between small variations in lot sizes. Also, when acreage is involved, appraiser typically adjusts on a per acre basis, but because of the format of the adjustment software, states it in per square foot values rather than per acre values.

GLA

The GLA adjustment was developed at \$45 per square foot. The results (based on all adjustment methods that were calculated and considered relevant) provide an adjustment range from \$8 to \$83. Grouped Data (Median and Average), seven different types of simple regression, and Sensitivity Analysis were the adjustment methods used to develop this adjustment.

Full Bath

The Full Bath adjustment was developed at \$7,500. To arrive at this adjustment, 17 different adjustment methods were utilized and many of those were calculated on five sets of data. That resulted in a total of 51 different analyses being performed. Of those analyses, a total of 16 were given weight and consideration. Depreciated Cost in addition to seven different types of simple regression were the adjustment methods used to develop this adjustment.

Garage Spaces

The Garage Space adjustment was developed at \$7,500. To arrive at this adjustment, 17 different adjustment methods were utilized and many of those were calculated on five sets of data. That resulted in a total of 51 different analyses being performed. Of those analyses, a total of 24 were given weight and consideration. The results (based on those 24 methods) provide an adjustment range from \$0 to \$14,600. Depreciated Cost, Average Grouped Data, seven different types of simple regression, and Sensitivity Analysis were the adjustment methods used to develop this adjustment.

Fireplace Count

The Fireplace # adjustment was developed at \$5,000. The results (based on all adjustment methods that were calculated and considered relevant) provide an adjustment range from \$258 to \$8,600. Depreciated Cost in addition to five different types of simple regression were the adjustment methods used to develop this adjustment. Because of limited data, appraiser must consider several factors beyond the data included here, which can include data from areas farther than the 20 mile radius considered here. There is also peer and market driven data that considers not only what the average buyer in these rural markets would pay for certain features, but also what is considered typical for adjustments for certain features by appraisers.

Year Built

The Age adjustment was developed at \$500. The results (based on all adjustment methods that were calculated and considered relevant) provide an adjustment range from \$43 to \$1,900. Grouped Data (Median and Average) in addition to seven different types of simple regression were the adjustment methods used to develop this adjustment. Age adjustments are made on the effective age of all comps and subject, as older homes are not often original and have had several updates, both interior and exterior updates of varying levels of condition.

Basement Fin. Size

The Basement Finished Area adjustment was developed at \$20. The results (based on all adjustment methods that were calculated and considered relevant) provide an adjustment range from \$1 to \$53. Seven different types of simple regression in addition to Sensitivity Analysis were the adjustment methods used to develop this adjustment.

Exterior Features: Pole Building

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007

The Pole Building adjustment was developed at \$20,000. The results (based on all adjustment methods that were calculated and considered relevant) provide an adjustment range from \$3,600 to \$29,600. Grouped Data (Median and Average), seven different types of simple regression, and Sensitivity Analysis were the adjustment methods used to develop this adjustment. Because of limited data, appraiser must consider several factors beyond the data included here, which can include data from areas farther than the 20 mile radius considered here. There is also peer and market driven data that considers not only what the average buyer in these rural markets would pay for certain features, but also what is considered typical for adjustments for certain features by appraisers. Values given to pole sheds can and often do vary based on age, condition, level of finish, square footage, etc.

Bedroom

The Bedroom adjustment was developed at \$2,500. The results (based on all adjustment methods that were calculated and considered relevant) provide an adjustment range from \$0 to \$5,000. Average Grouped Data in addition to seven different types of simple regression were the adjustment methods used to develop this adjustment.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park

County

Kanabec

State MN

Zip Code

55007

Lender/Client Michael and Naomi Schultz

Address 2376 Quarter St, Brook Park, MN 55007

Heather Quinn

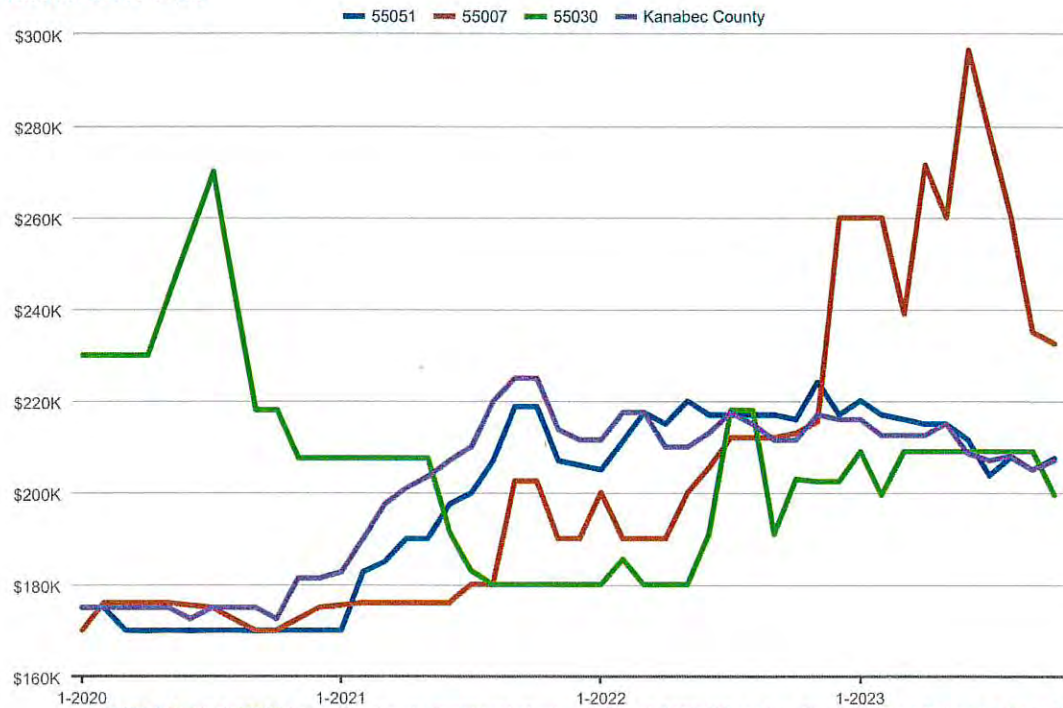
Circle Six Appraisal Service

Office: 320-630-6930

circle6@frontiernet.net



Median Sales Price



55051 & 55007 & 55030 & Kanabec County: Traditional, Previously Owned, \$159,000 or More, Single-Family, 1,500 sq ft or Less, Non-Waterfront

Each data point is 12 months of activity. Data is from November 28, 2023.

All data from NorthstarMLS. Data deemed reliable but not guaranteed. InfoSparks © 2023 ShowingTime.

ENVIRONMENTAL ADDENDUM

Case No.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007

APPARENT* HAZARDOUS SUBSTANCES AND/OR DETRIMENTAL ENVIRONMENTAL CONDITIONS

* APPARENT is defined as that which is visible, obvious, evident or manifest to the appraiser.

This universal Environmental Addendum is for use with any real estate appraisal. Only the statements which have been checked by the appraiser apply to the property being appraised.

This addendum reports the results of the appraiser's routine inspection of and inquiries about the subject property and its surrounding area. It also states what assumptions were made about the existence (or nonexistence) of any hazardous substances and/or detrimental environmental conditions. THE APPRAISER IS NOT AN ENVIRONMENTAL INSPECTOR and therefore might be unaware of existing hazardous substances and/or detrimental environmental conditions which may have a negative effect on the safety and value of the property. It is possible that tests and inspections made by a qualified environmental inspector would reveal the existence of hazardous materials and/or detrimental environmental conditions on or around the property that would negatively affect its safety and value.

DRINKING WATER

- ☐ Drinking Water is supplied to the subject from a municipal water supply which is considered safe. However the only way to be absolutely certain that the water meets published standards is to have it tested at all discharge points.
- ☒ Drinking Water is supplied by a well or other non-municipal source. It is recommended that tests be made to be certain that the property is supplied with adequate pure water.
- ☒ Lead can get into drinking water from its source, the pipes, at all discharge points, plumbing fixtures and/or appliances. The only way to be certain that water does not contain an unacceptable lead level is to have it tested at all discharge points.
- ☒ The value estimated in this appraisal is based on the assumption that there is an adequate supply of safe, lead-free Drinking Water.

Comments

SANITARY WASTE DISPOSAL

- ☐ Sanitary Waste is removed from the property by a municipal sewer system.
- ☒ Sanitary Waste is disposed of by a septic system or other sanitary on-site waste disposal system. The only way to determine that the disposal system is adequate and in good working condition is to have it inspected by a qualified inspector.
- ☒ The value estimated in this appraisal is based on the assumption that the Sanitary Waste is disposed of by a municipal sewer or an adequate properly permitted alternate treatment system in good condition.

Comments

SOIL CONTAMINANTS

- ☒ There are no apparent signs of Soil Contaminants on or near the subject property (except as reported in Comments below). It is possible that research, inspection and testing by a qualified environmental inspector would reveal existing and/or potential hazardous substances and/or detrimental environmental conditions on or around the property that would negatively affect its safety and value.
- ☒ The value estimated in this appraisal is based on the assumption that the subject property is free of Soil Contaminants.

Comments

ASBESTOS

- ☒ All or part of the improvements were constructed before 1979 when Asbestos was a common building material. The only way to be certain that the property is free of friable and non-friable Asbestos is to have it inspected and tested by a qualified asbestos inspector.
- ☐ The improvements were constructed after 1979. No apparent friable Asbestos was observed (except as reported in Comments below).
- ☒ The value estimated in this appraisal is based on the assumption that there is no uncontained friable Asbestos or other hazardous Asbestos material on the property.

Comments

PCBs (POLYCHLORINATED BIPHENYLS)

- ☒ There were no apparent leaking fluorescent light ballasts, capacitors or transformers anywhere on or nearby the property (except as reported in Comments below).
- ☒ There was no apparent visible or documented evidence known to the appraiser of soil or groundwater contamination from PCBs anywhere on the property (except as reported in Comments below).
- ☒ The value estimated in this appraisal is based on the assumption that there are no uncontained PCBs on or nearby the property.

Comments

RADON

- ☒ The appraiser is not aware of any Radon tests made on the subject property within the past 12 months (except as reported in Comments below).
- ☒ The appraiser is not aware of any indication that the local water supplies have been found to have elevated levels of Radon or Radium.
- ☒ The appraiser is not aware of any nearby properties (except as reported in Comments below) that were or currently are used for uranium, thorium or radium extraction or phosphate processing.
- ☒ The value estimated in this appraisal is based on the assumption that the Radon level is at or below EPA recommended levels

Comments

USTs (UNDERGROUND STORAGE TANKS)

- ☒ There is no apparent visible or documented evidence known to the appraiser of any USTs on the property nor any know historical use of the property that would likely have had USTs.
- ☒ There are no apparent petroleum storage and/or delivery facilities (including gasoline stations or chemical manufacturing plants) located on adjacent properties (except as reported in Comments below).
- ☐ There are apparent signs of USTs existing now or in the past on the subject property. It is recommended that an inspection by a qualified UST inspector be obtained to determine the location of any USTs together with their condition an proper registration if they are active, and if they are inactive, to determine whether they were deactivated in accordance with sound industry practices.
- ☒ The value estimated in this appraisal is based on the assumption that any functioning USTs are not leaking and are properly registered and that any abandoned USTs are free from contamination and were properly drained, filled and sealed.

Comments _____

NEARBY HAZARDOUS WASTE SITES

- ☒ There are no apparent Hazardous Waste Sites on the subject property or nearby the subject property (except as reported in Comments below). Hazardous Waste Site search by a trained environmental engineer may determine that there is one or more Hazardous Waste Sites on or in the area of the subject property.
- ☒ The value estimated in this appraisal is based on the assumption there are no Hazardous Waste Sites on or nearby the subject property that negatively affect the value or safety of the property.

Comments _____

UREA FORMALDEHYDE (UFFI) INSULATION

- ☒ All or part of the improvements were constructed before 1982 when UREA foam insulation was a common building material. The only way to be certain that the property is free of UREA formaldehyde is to have it inspected by a qualified UREA formaldehyde inspector.
- ☐ The improvements were constructed after 1982. No apparent UREA formaldehyde materials were observed (except as reported in Comments below).
- ☒ The value estimated in this appraisal is based on the assumption there is no significant UFFI insulation or other UREA formaldehyde material on the property.

Comments _____

LEAD PAINT

- ☒ All or part of the improvements were constructed before 1980 when Lead Paint was a common building material. There is no apparent visible or known documented evidence of peeling or flaking Lead Paint on the floors, walls or ceilings (except as reported in Comments below). The only way to be certain that the property is free of surface or subsurface Lead Paint is to have it inspected by a qualified inspector.
- ☐ The improvements were constructed after 1980. No apparent Lead Paint was observed (except as reported in Comments below).
- ☒ The value estimated in this appraisal is based on the assumption that there is no flaking or peeling Lead Paint on the property.

Comments _____

AIR POLLUTION

- ☒ There are no apparent signs of Air Pollution at the time of the inspection nor were any reported (except as reported in Comments below). The only way to be certain that the air is free of pollution is to have it tested.
- ☒ The value estimated in this appraisal is based on the assumption that the property is free of Air Pollution.

Comments _____

WETLANDS/FLOOD PLAINS

- ☒ The site does not contain any apparent Wetlands/Flood Plains (except as reported in Comments below). The only way to be certain that the site is free of Wetlands/Flood Plains is to have it inspected by a qualified environmental professional.
- ☒ The value estimated in this appraisal is based on the assumption that there are no Wetlands/Flood Plains on the property (except as report in Comments below).

Comments _____

MISCELLANEOUS ENVIRONMENTAL HAZARDS

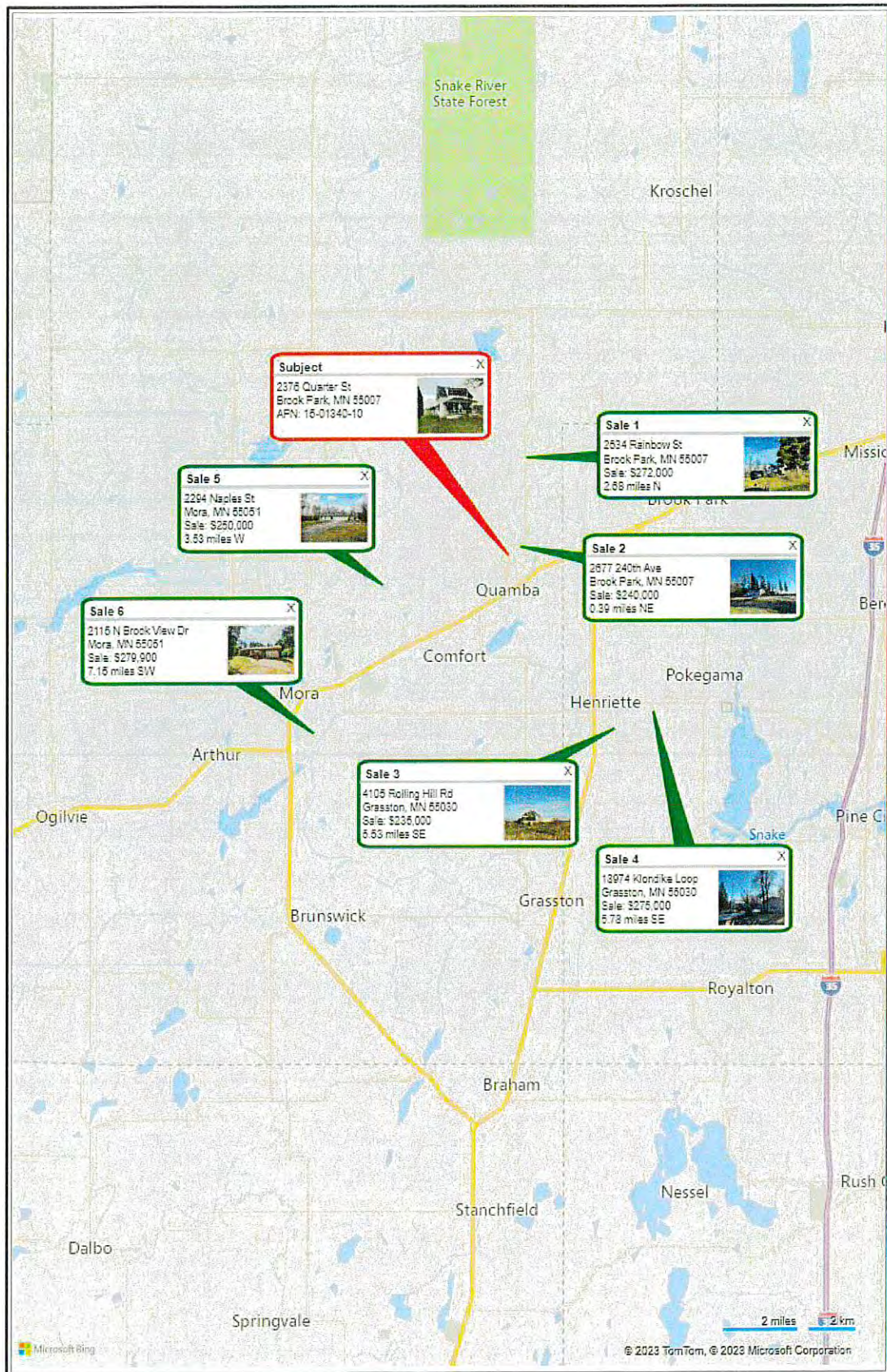
- ☒ There are no other apparent miscellaneous hazardous substances and/or detrimental environmental conditions on or in the area of the site except as indicated below.
- ☐ Excess Noise _____
- ☐ Radiation/Electromagnetic Radiation _____
- ☐ Light Pollution _____
- ☐ Waste Heat _____
- ☐ Acid Mine Drainage _____
- ☐ Agricultural Pollution _____
- ☐ Geological Hazards _____
- ☐ Nearby Hazardous Property _____
- ☐ Infectious Medical Wastes _____
- ☐ Pesticides _____
- ☐ Others (Chemical Storage/Storage Drums, Pipelines, etc.) _____
- ☒ The value estimated in this appraisal is based on the assumption that there are no Miscellaneous environmental Hazards (except those reported above) that would negatively affect the value of the property.

When any of the environmental assumptions made in this addendum are not correct, the estimate value in this appraisal may not be valid.

Circle Six Appraisal Service
LOCATION MAP ADDENDUM

File No. 20872
Case No.

Borrower	Michael and Naomi Schultz						
Property Address	2376 Quarter St						
City	Brook Park	County	Kanabec	State	MN	Zip Code	55007
Lender/Client	Michael and Naomi Schultz			Address	2376 Quarter St, Brook Park, MN 55007		



Circle Six Appraisal Service
FLOOD MAP ADDENDUM

File No. 20872
Case No.

Borrower Michael and Naomi Schultz					
Property Address 2376 Quarter St					
City Brook Park	County Kanabec	State MN	Zip Code 55007		
Lender/Client Michael and Naomi Schultz		Address 2376 Quarter St, Brook Park, MN 55007			



Flood Map Legends

- Flood Zones**
- Areas inundated by 100-year flooding
 - Areas inundated by 500-year flooding
 - Areas of undetermined but possible flood hazards
 - Floodway areas with velocity hazard
 - Floodway areas
 - COBRA zone

Flood Zone Determination

In Special Flood Hazard Area (Flood Zone): Out
Within 250 ft. of multiple flood zones? Not within 250 feet
Community: 270214
Community Name: KANABEC COUNTY
Map Number: 2702140200A
Zone: D Panel: 27065C 0200A Panel Date: 11/01/1978
FIPS Code: 27065 Census Tract: 4801.00

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Circle Six Appraisal Service
AERIAL MAP ADDENDUM

File No. 20872
Case No.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

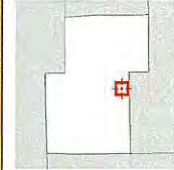
City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007










 **Beacon**TM Kanabec County, MN



Overview



Legend

-  Parcels
-  Townships
- Roads**
 -  MN Highway
 -  County Highway/Road
 -  Township Road
 -  Municipal Road
 -  State Forest Road
 -  Roads
 -  Other

Parcel ID	15-01340-10	Alternate ID	n/a	Owner Address	SCHULTZ, MICHAEL J & NAOMI J
Sec/Twp/Rng	26-40-23	Class	201-Residential 1 unit		2376 QUARTER ST
Property Address	2376 QUARTER ST	Acreage	7.2		BROOK PARK MN 55007
	BROOK PARK				

District 15 WHITED TOWNSHIP
Brief Tax Description PT W1/2 OF NE1/4 S 1450' OF W 216'

(Note: Not to be used on legal documents)

Date created: 11/21/2023

Last Data Uploaded: 11/21/2023 7:25:12 AM

Developed by  **Schneider**
GEOSPATIAL

Circle Six Appraisal Service
SKETCH ADDENDUM

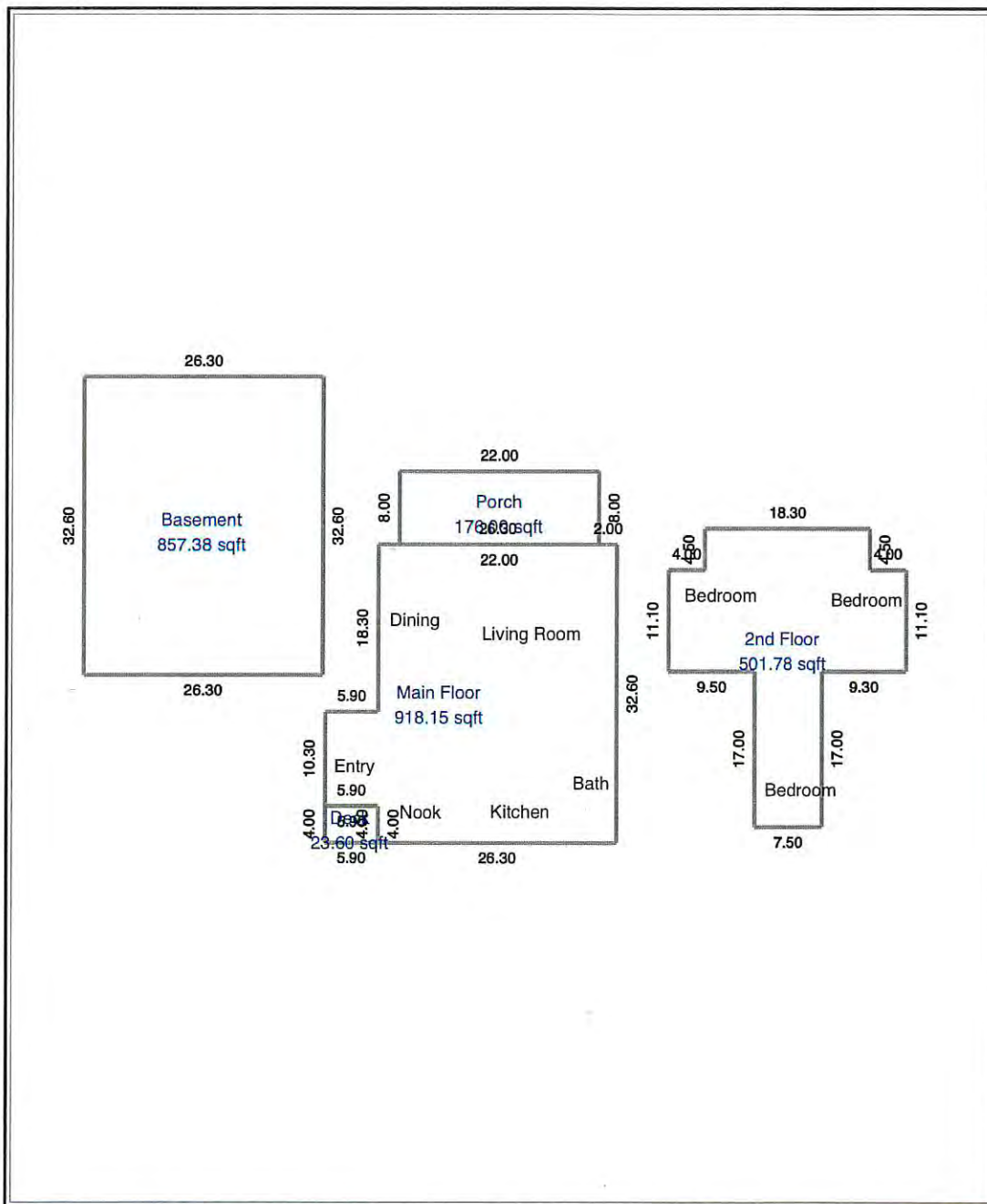
File No. 20872
Case No.

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



Note: The areas on the sketch were mathematically calculated by the mobile inspection app, Inspect-a-Lot, using the standard polygon area formula. To ensure the values have not been altered, they are imported directly from the inspection app and displayed in "read-only" fields that cannot be edited or altered.

Gross Living Area		Non Gross Living Area	
	Sq Ft.		Sq Ft.
Main Floor	918	Porch	176
2nd Floor	501	Deck	23
		Basement	857
		Deck	348
Total Living Area			
	1419		

Circle Six Appraisal Service
SUBJECT PHOTO ADDENDUM

File No. 20872
Case No.

Borrower	Michael and Naomi Schultz						
Property Address	2376 Quarter St						
City	Brook Park	County	Kanabec	State	MN	Zip Code	55007
Lender/Client	Michael and Naomi Schultz		Address	2376 Quarter St, Brook Park, MN 55007			



**FRONT OF
SUBJECT PROPERTY**
2376 Quarter St
Brook Park, MN 55007



**REAR OF
SUBJECT PROPERTY**



STREET SCENE

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



Subject Address



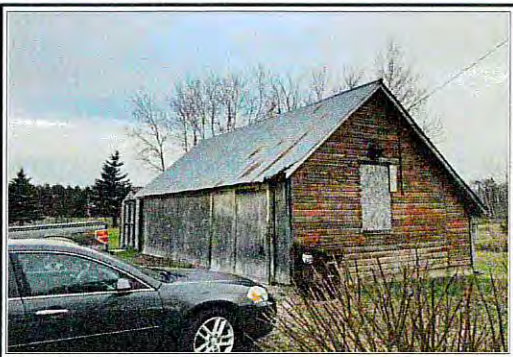
Propane tank



Well head



Alternative rear view



26.5 x 14.4 + 3 x 10.4 shed



Entry

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



Dining



Bathroom #1



Bathroom #1



Kitchen



Kitchen, desk area



Kitchen

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



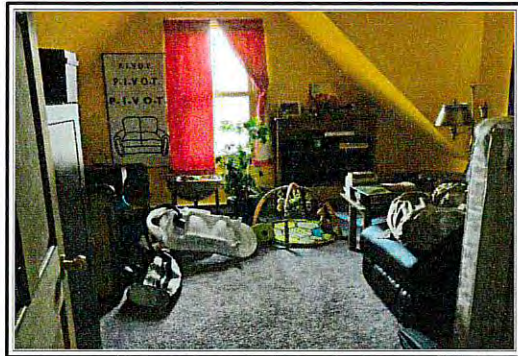
Breakfast nook in kitchen



Living Room



Living Room



Bedroom #1



Bedroom #2



Bedroom #3

Borrower Michael and Naomi Schultz

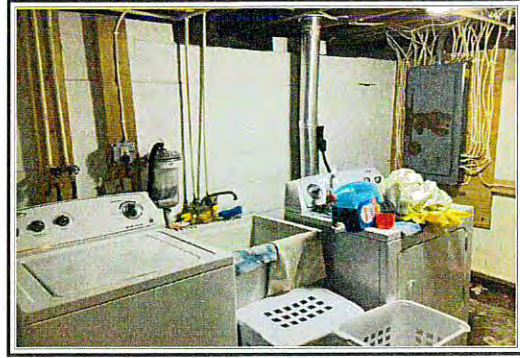
Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



Newer furnace



Laundry, electric panel



Newer water heater



Shed interior



Shed interior

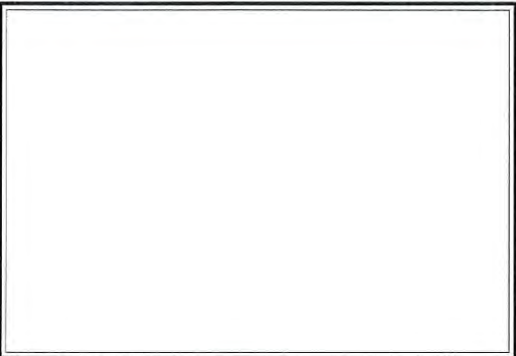
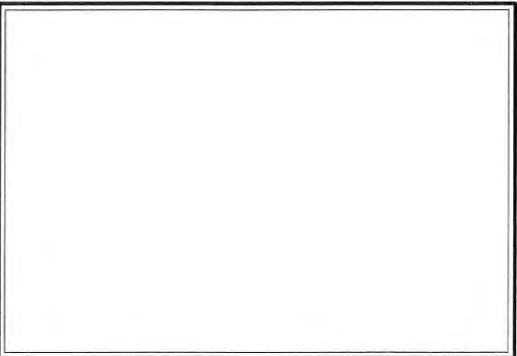
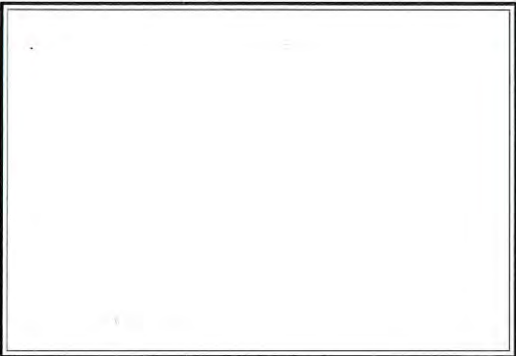
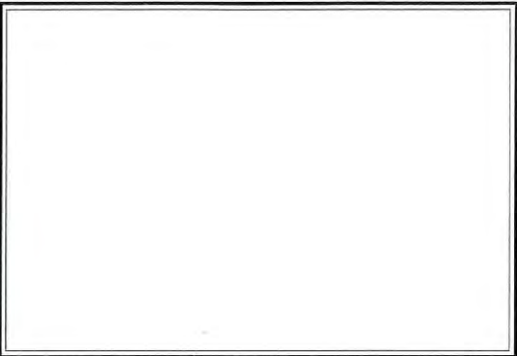
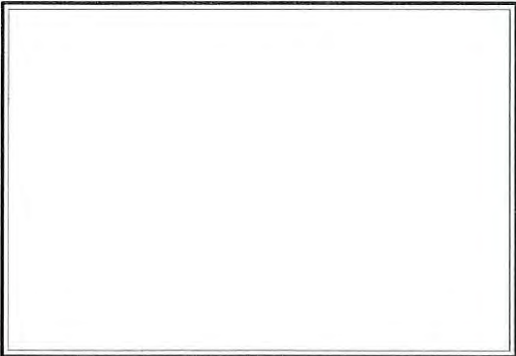


View of property from road

Borrower Michael and Naomi Schultz					
Property Address 2376 Quarter St					
City Brook Park	County	Kanabec	State	MN	Zip Code 55007
Lender/Client Michael and Naomi Schultz		Address 2376 Quarter St, Brook Park, MN 55007			



House in proximity to road



Circle Six Appraisal Service
COMPARABLES 1-2-3

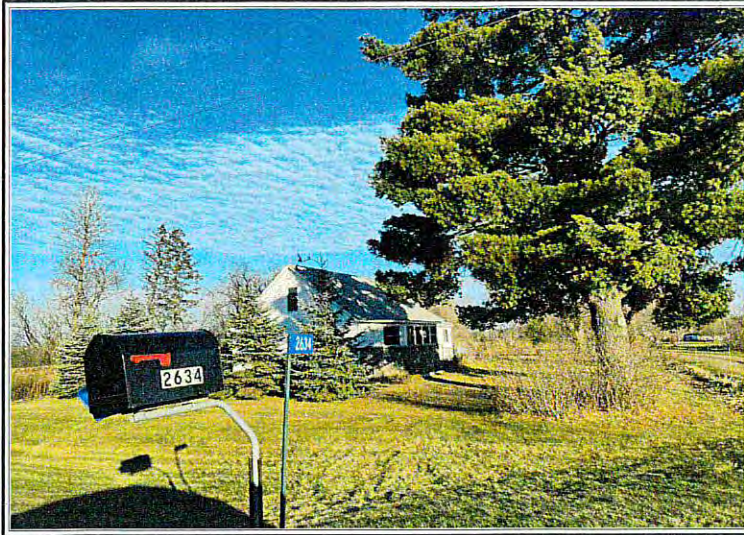
File No. 20872
Case No.

Borrower Michael and Naomi Schultz

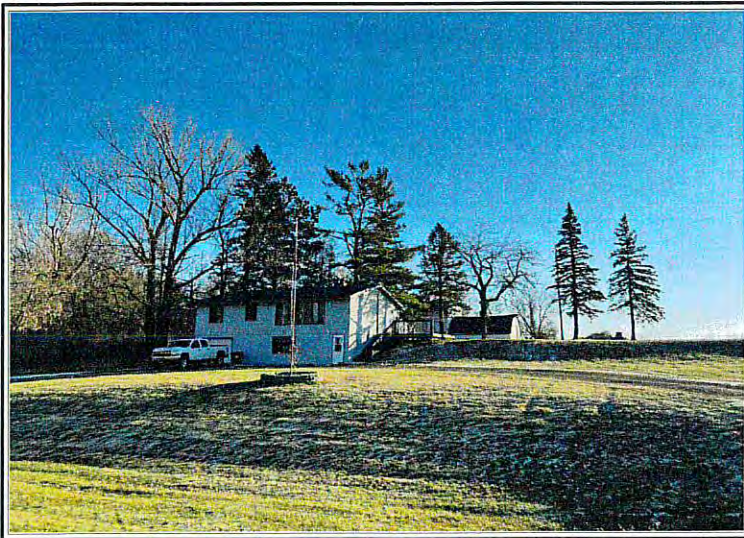
Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



COMPARABLE SALE # 1
2634 Rainbow St
Brook Park, MN 55007



COMPARABLE SALE # 2
2677 240th Ave
Brook Park, MN 55007



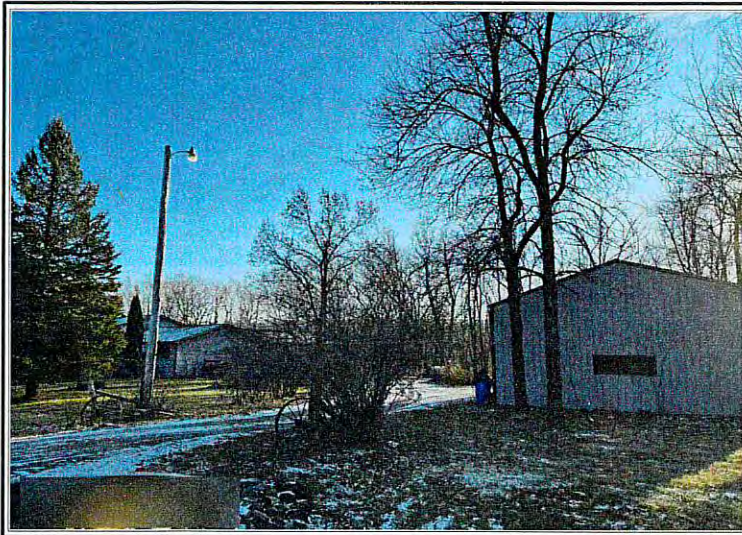
COMPARABLE SALE # 3
4105 Rolling Hill Rd
Grasston, MN 55030

Borrower Michael and Naomi Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007

Lender/Client Michael and Naomi Schultz Address 2376 Quarter St, Brook Park, MN 55007



COMPARABLE SALE # 4
18974 Klondike Loop
Grasston, MN 55030



COMPARABLE SALE # 5
2294 Naples St
Mora, MN 55051



COMPARABLE SALE # 6
2115 N Brook View Dr
Mora, MN 55051

STATE OF MINNESOTA



HEATHER J QUINN
PO BOX 78
ZIMMERMAN, MN 55398

Department of Commerce

The Undersigned COMMISSIONER OF COMMERCE for the State of Minnesota hereby certifies that
Heather J Quinn

PO BOX 78
ZIMMERMAN, MN 55398

has complied with the laws of the State of Minnesota and is hereby licensed to transact the business of

Resident Appraiser : Certified General

License Number: 20075251

unless this authority is suspended, revoked, or otherwise legally terminated. This license shall be in effect until August 31, 2025.

IN TESTIMONY WHEREOF, I have hereunto set my hand this August 14, 2023.

A handwritten signature in cursive script, appearing to read "Grace Arnold".

COMMISSIONER OF COMMERCE

Minnesota Department of Commerce

Licensing Division
85 7th Place East, Suite 500
St. Paul, MN 55101-3165
Telephone: (651) 539-1599
Email: licensing.commerce@state.mn.us
Website: commerce.state.mn.us

Notes:

- **Individual Licensees Only - Continuing Education:** 15 hours is required in the first renewal period, which includes a 7 hour USPAP course. 30 hours is required for each subsequent renewal period, which includes a 7 hour USPAP course.
- **Appraisers:** You must hold a licensed Residential, Certified Residential, or Certified General qualification in order to perform appraisals for federally-related transactions. Trainees do not qualify. For further details, please visit our website at commerce.state.mn.us.

Heather Quinn

Circle Six Appraisal

Certified General Real Property Appraiser #20075251

PO Box 78 Zimmerman, Minnesota 55398

Phone 320.630-6930 ~ Circle6@frontiernet.net

QUALIFICATIONS

Heather Quinn and the team at Circle Six Appraisal strive to give their clients the best possible service with honest, accurate appraising in a timely manner.

My education and experience allow me to provide professional, quality service for all my clients.

I believe that experience is critical to being a knowledgeable and credible appraiser. I feel my 27+ years experience have allowed me to learn and grow and I enjoy the challenge that every new project presents me.

EDUCATION

Business Management at Rasmussen Business College, Sept 1995
 Appraisal 101-105 at ProSource, April 1996
 Appraisal 201-203 at ProSource, February 1999
 FHA training through Appraisal Institute October 1999, FHA approved
 Completed course for the American Society of Agricultural Appraisers and am certified to appraise Livestock and Farm Equipment
 When Good Houses Go Bad – understanding and evaluating sick house syndrome, June 2002
 How to Evaluate and Recognize the Ugly House and When Good Appraisers Go Bad June 2002
 Basic Income Capitalization through the Appraisal Institute April 2004
 National USPAP 2004 course at ProSource, May 2004
 The New 1004 Form, ProSource June 2005
 Tell it Like it is, Dynamic Direct Training, June 2007
 Understanding Manufactured, Modular and Log Properties, Dynamic Direct Training, June 2007
 National USPAP Update for 2006, B & B Professionals, July 2007
 Appraiser Liability: Are You Exposed?, Kaplan Professional Schools, August 2007
 National USPAP 2008 course B & B Professionals, April 2008
 Declining Markets, B & B Professionals, July 2008
 The Cost Approach and depreciation, B & B Professionals, July 2008
 Environmental Concerns: Water/Wilting and Mold Remediation, B & B April 09
 2009 Department of Commerce Update, B & B Professionals April 2009
 National USPAP 2010 course B & B Professionals, April 2010
 Reviewing Residential Appraisal Reports, June 2011
 Foreclosures and Short Sales, July 2011
 Uniform Appraisal Dataset, July 2011
 ERC Form, July 2011
 National USPAP 2012, April 2012
 Residential Reporting: Hitting all the bases, July 2012
 MN Dept. of Commerce Update, April 2013
 Loss Prevention for Appraisers, April 2013
 National USPAP 2014-2015, April 2014
 Consumer Protection Spring 2015, April 2015
 Market Analysis Using MLS & Excel April 2015
 Introduction to Commercial Appraising, July 2015
 National USPAP 2016-2017, April 2016
 The Professional Appraiser 2016, April 2016
 Minnesota Economy, Forecasts and Risks April 2015, April 2016, April 2017
 Current Issues in Appraising April 2015, April 2016, April 2017
 Applications and Case Studies for Supervisor and Trainee Appraisers May 2017
 Minnesota Supervisor/Trainee Course May 2017
 Hot Topics and Myths in Appraiser Liability April 2017
 Liability Issues for Appraiser's performing Litigation and other Non-Lending work April 2017
 AFB: It's Advisories April 2017
 From Originating to Closing April 2017
 National USPAP 2018-2019, April 2018
 Better Safe than Sorry September 2019
 National USPAP 2020-2021 May 2020
 Better Safe than Sorry May 2020
 FHA & VA Today April 2021
 Can We Talk: Communication between RE Professionals April 2021
 Residential Appraisal Reports May 2021
 Data Collection and Verification June 2021
 USPAP Update Course January 2022
 Valuation Bias and Fair Housing March 2022
 How Big is that House August 2022
 FHA and VA today April 2023
 Factory Built Housing May 2023
 An Appraisal VS a Reconsideration of Value May 2023
 Appraising Limited Market Properties August 2023

EMPLOYMENT

1995 – Present Circle Six Appraisal

Completed work on over 12,000 appraisals including residential, agricultural, and commercial appraising over the course of 27+ years.

License

State of Minnesota Department of Commerce – Heather Quinn MN State License #20075251 FHA approved

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF LIMITING CONDITIONS

CONTINGENT AND LIMITING CONDITIONS: The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazard wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgage or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.

APPRAISAL COMPLIANCE

File No. 20872

Case No.

Owner <u>Michael and Naomi Schultz</u>			
Address <u>2376 Quarter St</u>		Unit No. _____	
City <u>Brook Park</u>	County <u>Kanabec</u>	State <u>MN</u>	Zip Code <u>55007</u>
Client <u>Michael and Naomi Schultz</u>			

APPRAISAL AND REPORT IDENTIFICATION

This Appraisal Report is one of the following types:

- ☒ Appraisal Report This report was prepared in accordance with the requirements of the Appraisal Report option of USPAP Standards Rule 2-2(a).
- ☐ Restricted Appraisal Report This report was prepared in accordance with the requirements of the Restricted Appraisal Report option of USPAP Standards Rule 2-2(b). The intended user of this report is limited to the identified client. This is a Restricted Appraisal Report and the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without the additional information in the appraiser's workfile.

ADDITIONAL CERTIFICATIONS

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to parties involved.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- This appraisal report was prepared in accordance with the requirements of Title XI of FIRREA and any implementing regulations.

PRIOR SERVICES

- ☒ I have NOT performed services, as an appraiser or in another capacity, regarding the property that is the subject of the report within the three-year period immediately preceding acceptance of this assignment.
- ☐ I HAVE performed services, as an appraiser or in another capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment. Those services are described in the comments below.

PROPERTY INSPECTION

- ☒ I HAVE made a personal inspection of the property that is the subject of this report.
- ☐ I have NOT made a personal inspection of the property that is the subject of this report.

APPRAISAL ASSISTANCE

Unless otherwise noted, no one provided significant real property appraisal assistance to the person signing this certification. If anyone did provide significant assistance, they are hereby identified along with a summary of the extent of the assistance provided in the report.

ADDITIONAL COMMENTS

Additional USPAP related issues requiring disclosure and/or any state mandated requirements:

MARKETING TIME AND EXPOSURE TIME FOR THE SUBJECT PROPERTY

- ☒ A reasonable marketing time for the subject property is 30-60 day(s) utilizing market conditions pertinent to the appraisal assignment.
- ☒ A reasonable exposure time for the subject property is 0-45 day(s).

APPRAISER

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature Heather Quinn

Name Heather Quinn

Date of Signature 11/28/2023

State Certification # 20075251

or State License # _____

State MN

Expiration Date of Certification or License 08/31/2025

Effective Date of Appraisal 11/14/2023

Signature _____

Name _____

Date of Signature _____

State Certification # _____

or State License # _____

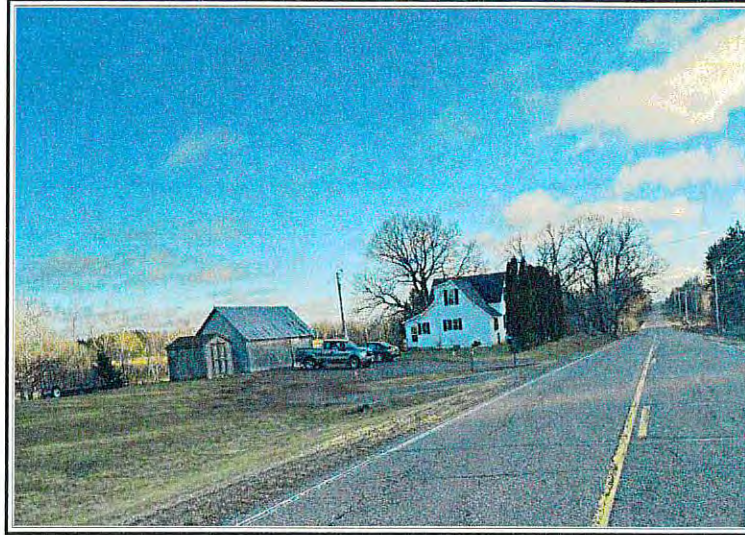
State _____

Expiration Date of Certification or License _____

Supervisory Appraiser Inspection of Subject Property:

☐ Did Not ☐ Exterior Only from street ☐ Interior and Exterior

**APPRAISAL REPORT
OF**



2376 Quarter St
Brook Park, MN 55007-4609

PREPARED FOR

Chad Gramentz
Kanabec County
903 Forest Avenue East
Mora, MN 55051

AS OF

12/28/2023

PREPARED BY

Mary Wahl
1411 Legend Street
Mora, MN 55051

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Mary Wahl
AERIAL MAP ADDENDUM

File No.
FHA

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Mary Wahl
SUBJECT PHOTO ADDENDUM

File No.
FHA

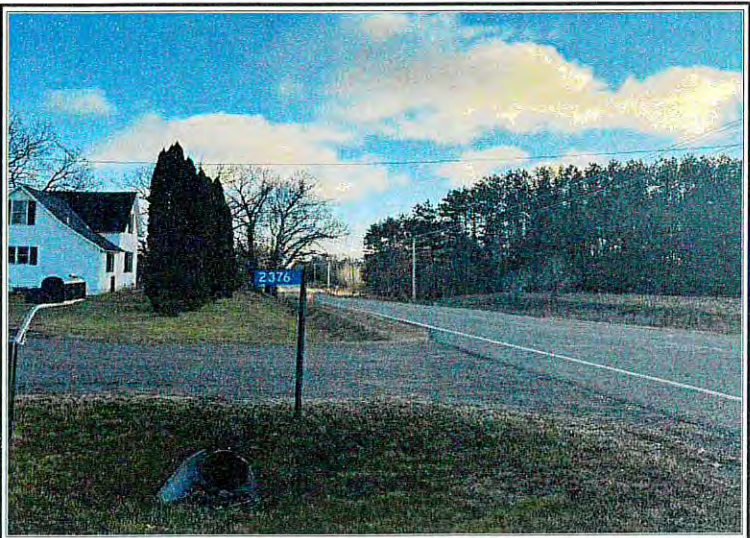
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Property Address	2376 Quarter St						
City	Brook Park	County	Kanabec	State	MN	Zip Code	55007-4609
Lender/Client	Kanabec County		Address	903 Forest Avenue East, Mora, MN 55051			



**FRONT OF
SUBJECT PROPERTY**
2376 Quarter St
Brook Park, MN 55007-4609



**REAR OF
SUBJECT PROPERTY**



STREET SCENE

Mary Wahl
SUBJECT PHOTO ADDENDUM

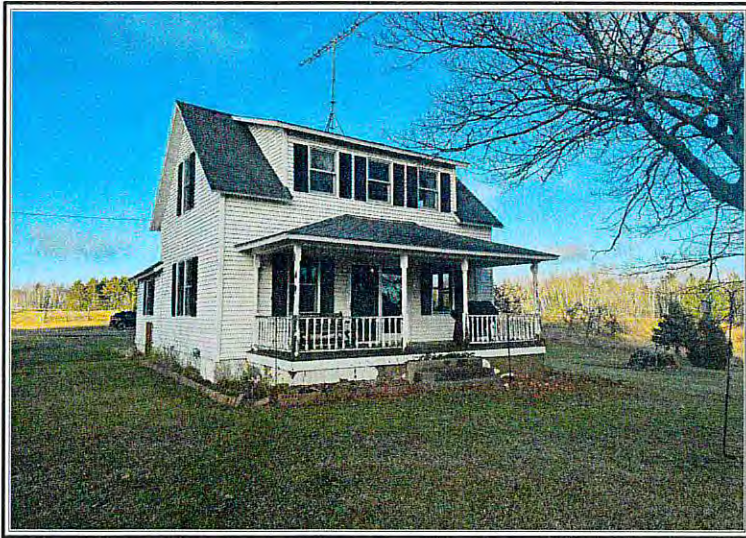
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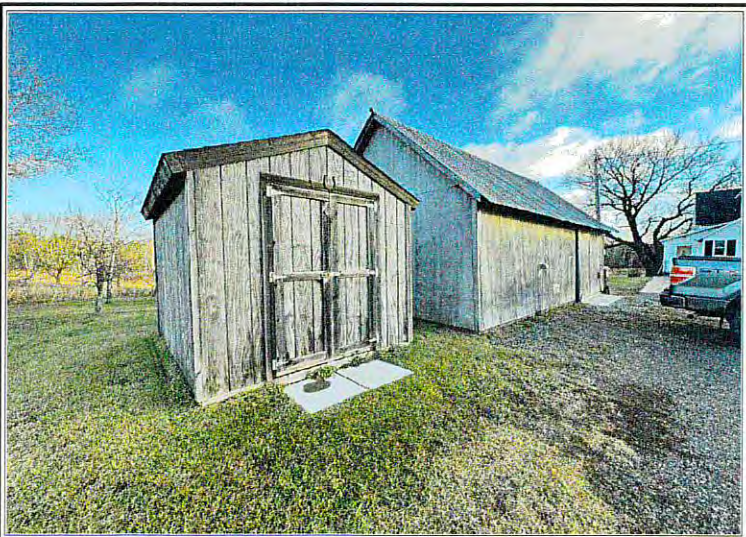
Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Additional view



Additional view



Sheds

Mary Wahl
SUBJECT PHOTO ADDENDUM

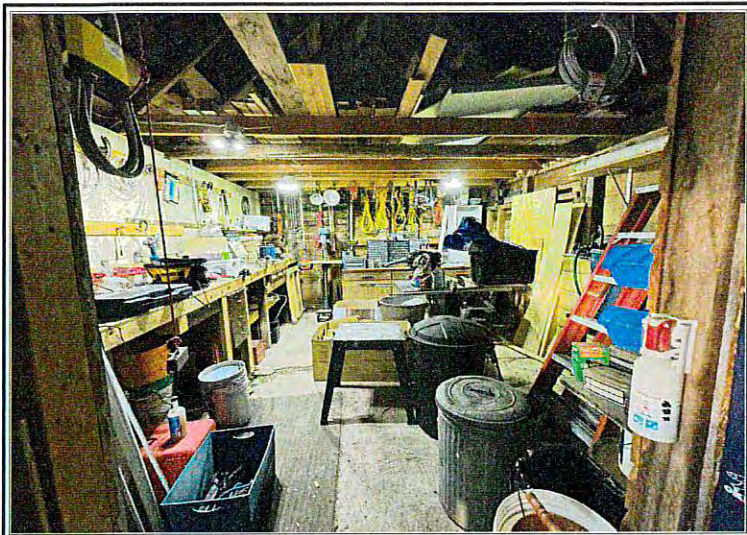
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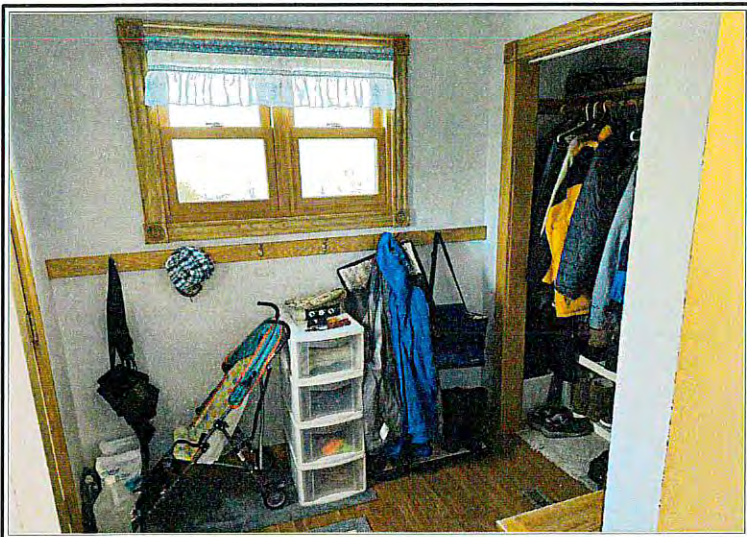
Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Inside Shed 2



Foyer / Laundry



Kitchen

Mary Wahl
SUBJECT PHOTO ADDENDUM

File No.
FHA

Borrower Michael J and Naomi J Schultz

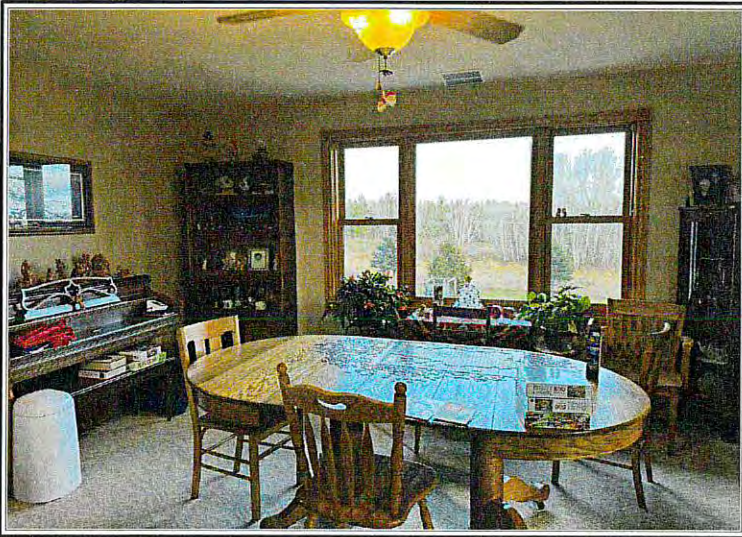
Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Dining



Dining Room



Living Room

Mary Wahl
SUBJECT PHOTO ADDENDUM

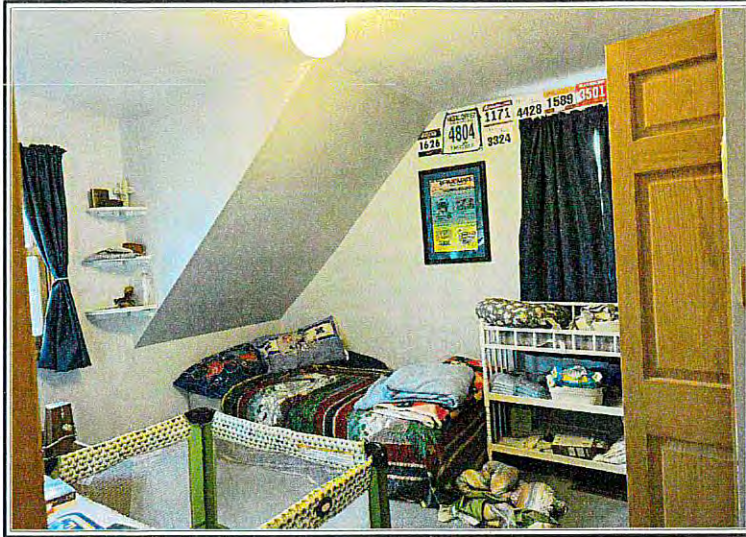
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FHA

Borrower Michael J and Naomi J Schultz

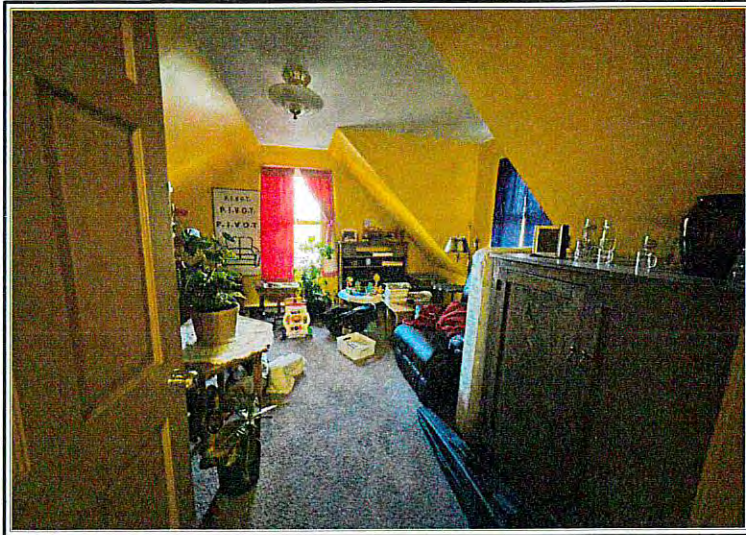
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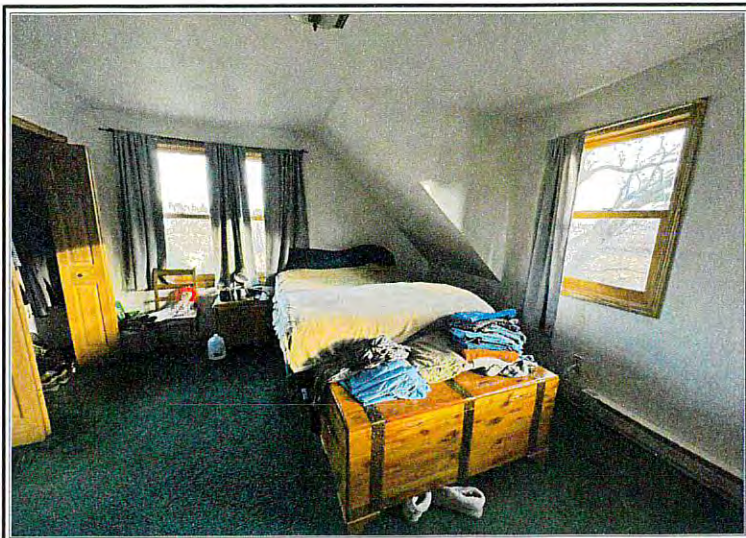
Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Bedroom



Bedroom

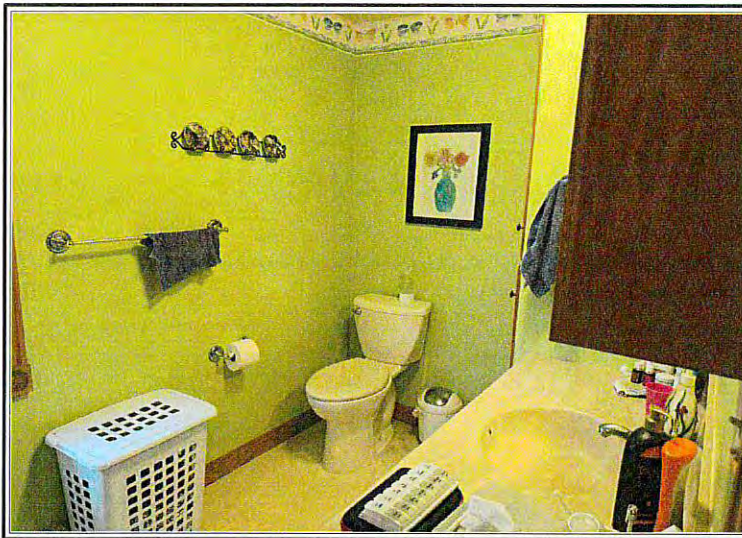


Bedroom

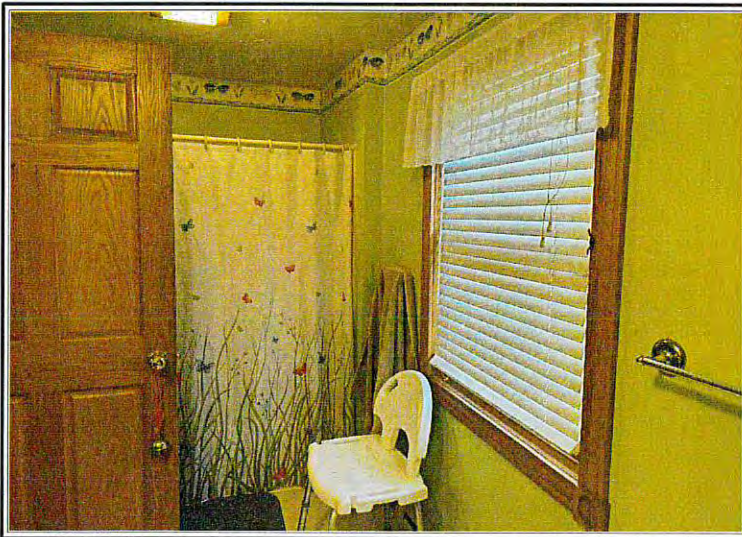
Mary Wahl
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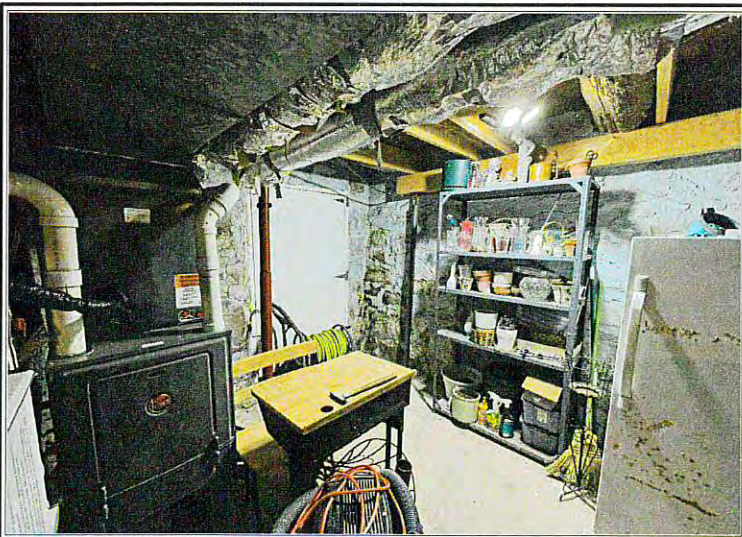
Borrower	Michael J and Naomi J Schultz						
Property Address	2376 Quarter St						
City	Brook Park	County	Kanabec	State	MN	Zip Code	55007-4609
Lender/Client	Kanabec County		Address	903 Forest Avenue East, Mora, MN 55051			



Bath View 1



Bath View 2

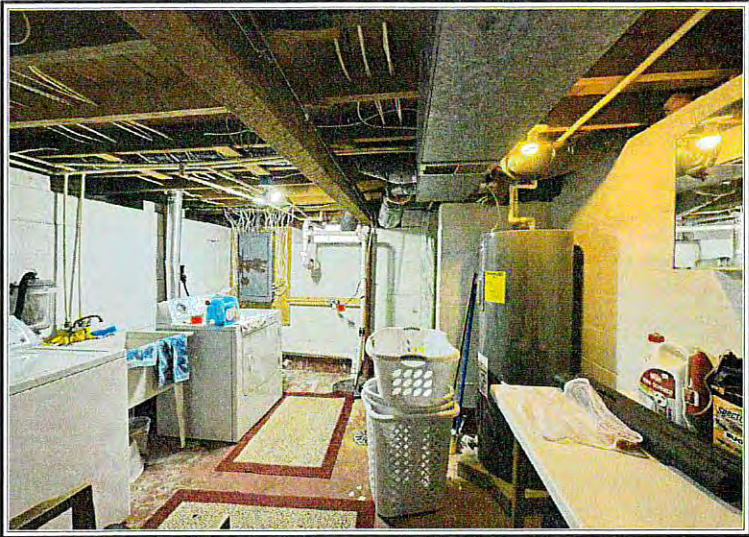


Basement View 1 and Furnace

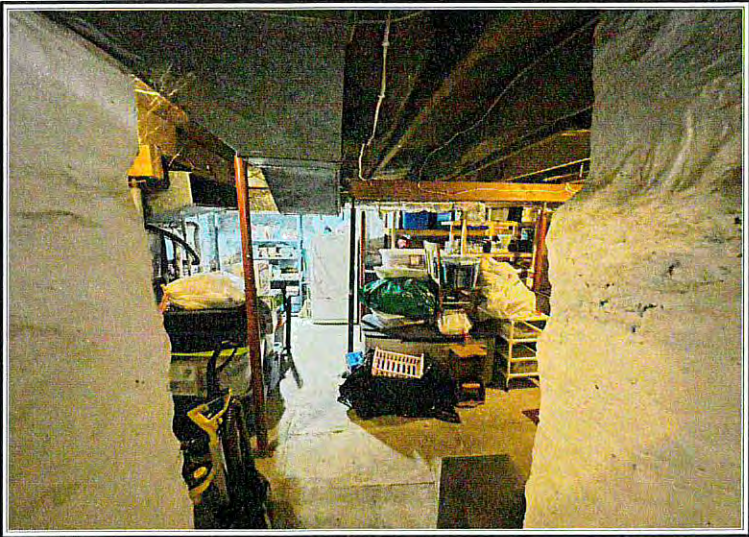
Mary Wahl
SUBJECT PHOTO ADDENDUM

File No.
FHA

Borrower	Michael J and Naomi J Schultz						
Property Address	2376 Quarter St						
City	Brook Park	County	Kanabec	State	MN	Zip Code	55007-4609
Lender/Client	Kanabec County		Address	903 Forest Avenue East, Mora, MN 55051			



Basement View 2 and Laundry/Utilities



Basement View 3



Electric

Mary Wahl
SKETCH ADDENDUM

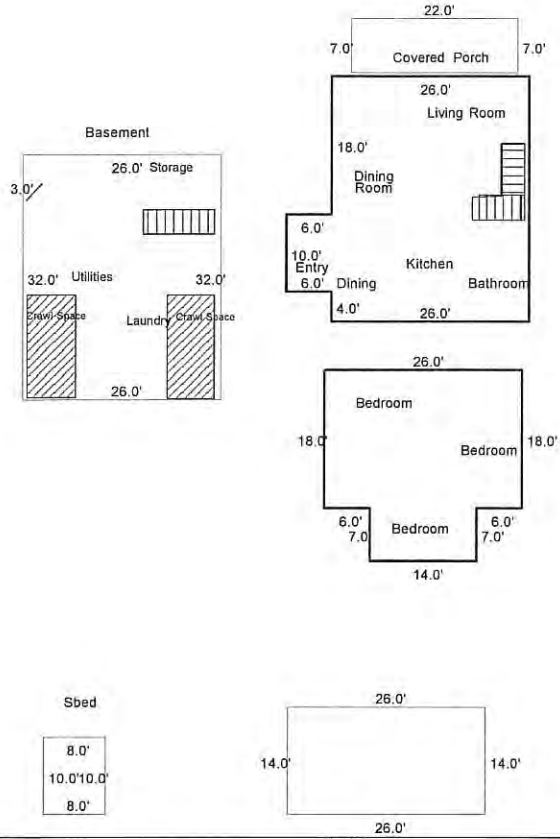
File No.
 FHA

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



SKETCH CALCULATIONS		Perimeter	Area
Living Area			
First Floor			850.0
Second Floor			566.0
Stairwell			42.0
Total Living Area			1374.0
Porch Area			
Porch			154.0
Total Porch Area			154.0
Building Area			
Shed			80.0
Shed 2			364.0
Total Building Area			444.0
Basement Area			
Basement			832.0
Total Basement Area			832.0

Mary Wahl
LOCATION MAP ADDENDUM

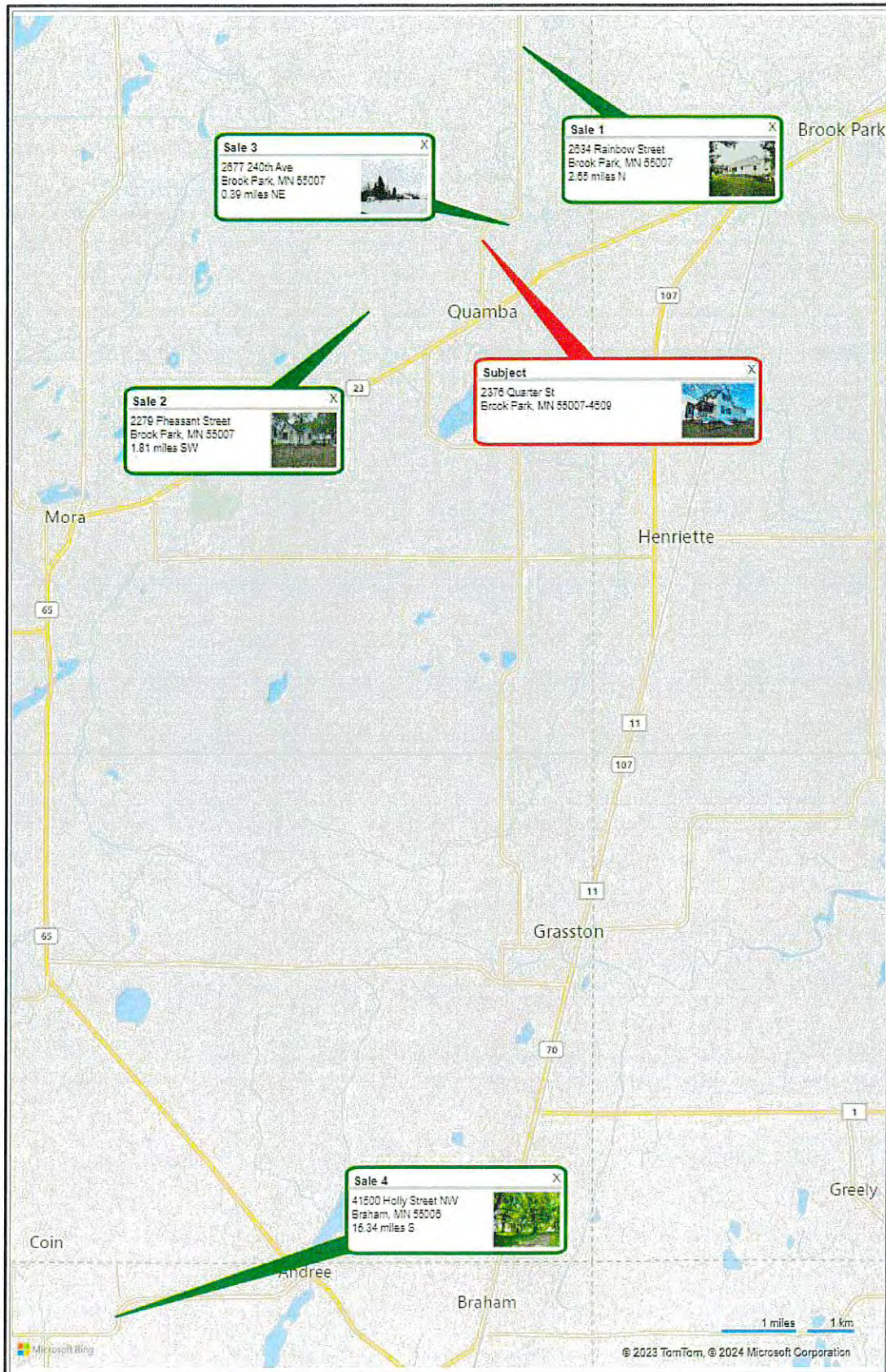
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Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Uniform Residential Appraisal Report

The purpose of this appraisal report is to provide the lender/client with an accurate, and adequately supported, opinion of the market value of the subject property.																																																																																																																																																																																																															
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	Legal Description PT W1/2 OF NE1/4 S 1450' OF W 216'																																																																																																																																																																																																														
	Assessor's Parcel# 15-01340-10			Tax Year 2023		R.E. Taxes \$ 2,140																																																																																																																																																																																																									
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	Occupant <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant			Special Assessments \$ 0		PUD		HOA \$ 0		per year per month																																																																																																																																																																																																					
	Property Rights Appraised <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Other (describe)																																																																																																																																																																																																														
	Assignment Type <input type="checkbox"/> Purchase Transaction <input type="checkbox"/> Refinance Transaction <input checked="" type="checkbox"/> Other (describe)			Market Value for Acquisition																																																																																																																																																																																																											
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	Is the subject property currently offered for sale or has it been offered for sale in the twelve months prior to the effective date of this appraisal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																																																																																																																																																																																														
Report data source(s) used, offerings price(s), and date(s). MLS																																																																																																																																																																																																															
CONTRACT	I <input type="checkbox"/> did <input type="checkbox"/> did not analyze the contract for sale for the subject purchase transaction. Explain the results of the analysis of the contract for sale or why the analysis was not performed.																																																																																																																																																																																																														
	Contract Price \$ Date of Contract Is the property seller the owner of public record? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Data Source(s) Assessor																																																																																																																																																																																																														
	Is there any financial assistance (loan charges, sale concessions, gift or down payment assistance, etc.) to be paid by any party on behalf of the borrower? <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																																																																																																																														
	If Yes, report the total dollar amount and describe the items to be paid.																																																																																																																																																																																																														
NEIGHBORHOOD	Note: Race and the racial composition of the neighborhood are not appraisal factors.																																																																																																																																																																																																														
	<table border="1"> <thead> <tr> <th colspan="4">Neighborhood Characteristics</th> <th colspan="4">One-Unit Housing Trends</th> <th colspan="2">One-Unit Housing</th> <th>Present Land Use %</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td><input type="checkbox"/> Urban</td> <td><input type="checkbox"/> Suburban</td> <td><input checked="" type="checkbox"/> Rural</td> <td>Property Values</td> <td><input type="checkbox"/> Increasing</td> <td><input checked="" type="checkbox"/> Stable</td> <td><input type="checkbox"/> Declining</td> <td>PRICE</td> <td>AGE</td> <td>One-Unit 75 %</td> </tr> <tr> <td>Built-Up</td> <td><input type="checkbox"/> Over 75%</td> <td><input checked="" type="checkbox"/> 25-75%</td> <td><input checked="" type="checkbox"/> Under 25%</td> <td>Demand/Supply</td> <td><input checked="" type="checkbox"/> Shortage</td> <td><input type="checkbox"/> In Balance</td> <td><input type="checkbox"/> Over Supply</td> <td>\$ (000)</td> <td>(yrs)</td> <td>2-4 Unit 5 %</td> </tr> <tr> <td>Growth</td> <td><input type="checkbox"/> Rapid</td> <td><input checked="" type="checkbox"/> Stable</td> <td><input type="checkbox"/> Slow</td> <td>Marketing Time</td> <td><input checked="" type="checkbox"/> Under 3mths</td> <td><input type="checkbox"/> 3-6 mths</td> <td><input type="checkbox"/> Over 6 mths</td> <td>30</td> <td>Low 0</td> <td>Multi-Family 5 %</td> </tr> <tr> <td colspan="8">Neighborhood Boundaries 15 mile radius to maintain setting and location values</td> <td>340</td> <td>High 120</td> <td>Commercial 15 %</td> </tr> <tr> <td colspan="8"></td> <td>247</td> <td>Pred. 20</td> <td>Other %</td> </tr> </tbody> </table>											Neighborhood Characteristics				One-Unit Housing Trends				One-Unit Housing		Present Land Use %	Location	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input checked="" type="checkbox"/> Rural	Property Values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	PRICE	AGE	One-Unit 75 %	Built-Up	<input type="checkbox"/> Over 75%	<input checked="" type="checkbox"/> 25-75%	<input checked="" type="checkbox"/> Under 25%	Demand/Supply	<input checked="" type="checkbox"/> Shortage	<input type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply	\$ (000)	(yrs)	2-4 Unit 5 %	Growth	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	Marketing Time	<input checked="" type="checkbox"/> Under 3mths	<input type="checkbox"/> 3-6 mths	<input type="checkbox"/> Over 6 mths	30	Low 0	Multi-Family 5 %	Neighborhood Boundaries 15 mile radius to maintain setting and location values								340	High 120	Commercial 15 %									247	Pred. 20	Other %																																																																																																																																		
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	Specific Zoning Classification Residential Zoning Description 201-Residential 1 unit																																																																																																																																																																																																														
	Zoning Compliance <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Legal Nonconforming (Grandfathered Use) <input type="checkbox"/> No Zoning <input type="checkbox"/> Illegal (describe)																																																																																																																																																																																																														
	Is the highest and best use of subject property as improved (or as proposed per plans and specifications) the present use? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe.																																																																																																																																																																																																														
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	FEMA Special Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No FEMA Flood Zone D FEMA Map # 2702140200A FEMA Map Date 11/01/1978																																																																																																																																																																																																														
	Are the utilities and/or off-site improvements typical for the market area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe.																																																																																																																																																																																																														
Are there any adverse site conditions or external factors (easements, encroachments, environmental conditions, land uses, etc.)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, describe.																																																																																																																																																																																																															
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Det. Built-in</td> </tr> <tr> <td colspan="11">Appliances <input checked="" type="checkbox"/> Refrigerator <input checked="" type="checkbox"/> Range/Oven <input checked="" type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input checked="" type="checkbox"/> Microwave <input checked="" type="checkbox"/> Washer/Dryer <input type="checkbox"/> Other (describe)</td> </tr> <tr> <td colspan="11">Finished area above grade contains: 7 Rooms 3 Bedrooms 1.0 Bath(s) 1,416 Square Feet of Gross Living Area Above Grade</td> </tr> <tr> <td colspan="11">Additional features (special energy efficient items, etc.) None noted</td> </tr> <tr> <td colspan="11">Describe the condition of the property (including needed repairs, deterioration, renovations, remodeling, etc.). C3;No updates in the prior 15 years;The property is in average condition with average finishes. The home was fully updated down to the studs and insulation in 2000. 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Uniform Residential Appraisal Report

There are 4 comparable properties currently offered for sale in the subject neighborhood ranging in price from \$ 199,000 to \$ 349,000	
There are 14 comparable sales in the subject neighborhood within the past twelve months ranging in sale price from \$ 154,000 to \$ 365,000	
FEATURE	SUBJECT
Address	2376 Quarter St Brook Park, MN 55007-4609
Proximity to Subject	2.65 miles N
Sale Price	\$ 272,000
Sale Price/Gross Liv. Area	\$ 0.00 sq. ft.
Data Source(s)	MLS#6385960;DOM 41
Verification Source(s)	PublicRecords\Inspected
VALUE ADJUSTMENTS	DESCRIPTION DESCRIPTION +(-) \$ Adjustment
Sale or Financing	ArmLth
Concessions	Conv;0
Date of Sale/Time	s08/23;c08/23
Location	N;Res;Rural
Leasehold/Fee Simple	Fee Simple
Site	7.20 ac
View	N;Fields,Road;
Design (Style)	DT2;1.5 Story
Quality of Construction	Q4
Actual Age	123
Condition	C3
Above Grade	Total Bdrms Baths
Room Count	7 3 1.0
Gross Living Area	1,416 sq. ft.
Basement & Finished	832sf0sfwu
Rooms Below Grade	0
Functional Utility	Average
Heating/Cooling	FWA/Central
Energy Efficient Items	Standard
Garage/Carport	3dw
Porch/Patio/Deck	Porch
	Sheds
Net Adjustment (Total)	\$ -22,366
Adjusted Sale Price of Comparables	\$ 249,634
I <input checked="" type="checkbox"/> did not research the sale or transfer history of the subject property and comparable sales. If not, explain Assessor	
My research <input checked="" type="checkbox"/> did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.	
Data source(s) Assessor	
My research <input checked="" type="checkbox"/> did not reveal any prior sales or transfers of the comparable sales for the year prior to the date of sale of the comparable sale.	
Data source(s) Assessor\MLS	
Report the results of the research and analysis of the prior sale or transfer history of the subject property and comparable sales (report additional prior sales on page 3).	
ITEM	SUBJECT
Date of Prior Sale/Transfer	
Price of Prior Sale/Transfer	
Data Source(s)	Assessor\PubRec
Effective Date of Data Source(s)	12/28/2023
Analysis of prior sale or transfer history of the subject property and comparable sales Stated Above	
Summary of Sales Comparison Approach Comparable 1: Older 1.5 Story home with recent updates, similar finishes and rural area and acreage. Adjustments are necessary for garage/buildings. Comparable 2: Older home with updates to siding, windows and some flooring. Older interior finishes in kitchen and bath. Property is smaller acreage but has pole shed and some older deteriorating buildings. Basement has a finished room and crawl space like subject. Good comparable for area and adjustments for cabinetry and interior features. Comparable 3: This property is a neighboring property on rural acreage near roadway like subject. Some updates on interior with similar finishes. Adjustments for finished areas, garage, and acreage.	
Indicated Value by Sales Comparison Approach \$ 230,000	
Indicated Value by: Sales Comparison Approach \$ 230,000 Cost Approach (if developed) \$ 54,500 Income Approach (if developed) \$	
This appraisal is made <input checked="" type="checkbox"/> "as is," <input type="checkbox"/> subject to completion per plans and specifications on the basis of a hypothetical condition that the improvements have been completed, <input type="checkbox"/> subject to the following repairs or alterations on the basis of a hypothetical condition that the repairs or alterations have been completed, or <input type="checkbox"/> subject to the following required inspection based on the extraordinary assumption that the condition or deficiency does not require alteration or repair:	
Based on a complete visual inspection of the interior and exterior areas of the subject property, defined scope of work, statement of assumptions and limiting conditions, and appraiser's certification, my (our) opinion of the market value, as defined, of the real property that is the subject of this report is \$ 230,000, as of 12/28/2023, which is the date of inspection and the effective date of this appraisal.	

Uniform Residential Appraisal Report

ADDITIONAL COMMENTS	SCOPE OF WORK:			
	To determine an independent opinion of market value for the sole purpose of acquisition.			
	I have not performed services as an appraiser, or in any other capacity for the subject, within a 3 year period preceding the acceptance of this assignment.			
	INTENDED USE:			
	To assist in assessing current market value for Kanabec County Zoning. The user of this report is the named party and any additional users they deem necessary.			
	HIGHEST AND BEST USE:			
	The subject is a legally permissible use based on its current zoning. Additionally, the current improvements based on the lot size, shape and land-to-building ratio, making it physically possible. Similarly, based on current market conditions, the existing improvements, as a single family residence, are financially feasible and represent a maximally productive use. The highest and best use, as if vacant, would be to build a single family residence. The property is not an income producing property. The remaining economic life is approximately 75 years with continued care.			
	SUBJECT:			
	The subject is a one and a half story home located in a rural area in Brook Park. The home as described in features is in average overall condition with updated features. The land is a rectangular strip of high land in the immediate yard and lower brush and excess land along the roadway. The main floor has custom cabinetry floor to ceiling in average condition added in 2000 along with updated flooring, windows, insulation and fixtures. Dual heat with FWA and 2nd floor has electric baseboard. The basement is rock and block foundation.			
	OPINION:			
The value of \$230000 is supported by the sales and the cost per square footage. Comparable 1 and 2 are supportive of the interior features of the subjects condition and style. The setting just off county road and location are most representative of subject.				
RECONCILIATION:				
Comparables are all older homes and recent sales with similar features to the subject. With adjustments and overall consideration of land, buildings, and features, they support the opinion of value. The market for updated older homes that have sold in this area have sold between 120 and 200 per square foot of finished living space on similar acreage. The subject being most comparable to condition and size of Comparable 1 supports the cost per square footage and the opinion of value. Comparable 4 is similar in style and a rural area with more superior features. Adjustments for those features also support opinion of value.				
Most emphasis was given to the Sales Comparison Approach as this approach best analyzes the current market actions of buyers and sellers. The cost approach was considered, but not developed due to the current market. The income approach was considered, but not developed due to homes in this area are not typically purchased solely for their income producing capabilities. Accurate rental information is not readily disclosed in this market. The income approach was not deemed necessary to derive credible assignment results. The best sales were chosen to support the area values for the subject				
COST APPROACH	COST APPROACH TO VALUE (not required by Fannie Mae.)			
	Provide adequate information for the lender/client to replicate your cost figures and calculations.			
	Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value) Site is valued at 54,500 with well and septic, and driveway improvement			
	ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input type="checkbox"/> REPLACEMENT COST NEW		OPINION OF SITE VALUE	
	Source of cost data		Dwelling 1,416 Sq. Ft. @ \$ = \$ 30,000	
	Quality rating from cost service Effective date of cost data		Bsmt. 832 Sq. Ft. @ \$ = \$	
	Comments on Cost Approach (gross living area calculations, depreciation, etc.)			
	The cost approach is not developed. The site value is provided with improvements.		Garage/Carport 1,080 Sq. Ft. @ \$ = \$	
			Total Estimate of Cost-new = \$	
		Less Physical 26 Functional External		
		Depreciation 0 = \$ (0)		
		Depreciated Cost of Improvements = \$ 0		
		"As-is" Value of Site Improvements = \$ 24,500		
Estimated Remaining Economic Life (HUD and VA only) 70 Years		Indicated Value By Cost Approach = \$ 54,500		
INCOME	INCOME APPROACH TO VALUE (not required by Fannie Mae.)			
	Estimated Monthly Market Rent \$ X Gross Multiplier		= \$ Indicated Value by Income Approach	
	Summary of Income Approach (including support for market rent and GRM)			
PUD INFORMATION	PROJECT INFORMATION FOR PUDs (if applicable)			
	Is the developer/builder in control of the Homeowner's Association (HOA)? <input type="checkbox"/> Yes <input type="checkbox"/> No Unit type(s) <input type="checkbox"/> Detached <input type="checkbox"/> Attached			
	Provide the following information for PUDs ONLY if the developer/builder is in control of the HOA and the subject property is an attached dwelling unit.			
	Legal Name of Project			
	Total number of phases		Total number of units sold	
	Total number of units rented		Total number of units for sale	
			Data source(s)	
	Was the project created by the conversion of existing building(s) into a PUD? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, date of conversion.			
	Does the project contain any multi-dwelling units? <input type="checkbox"/> Yes <input type="checkbox"/> No Data source.			
	Are the units, common elements, and recreation facilities complete? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe the status of completion.			
Are the common elements leased to or by the Homeowner's Association? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe the rental terms and options.				
Describe common elements and recreational facilities.				

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

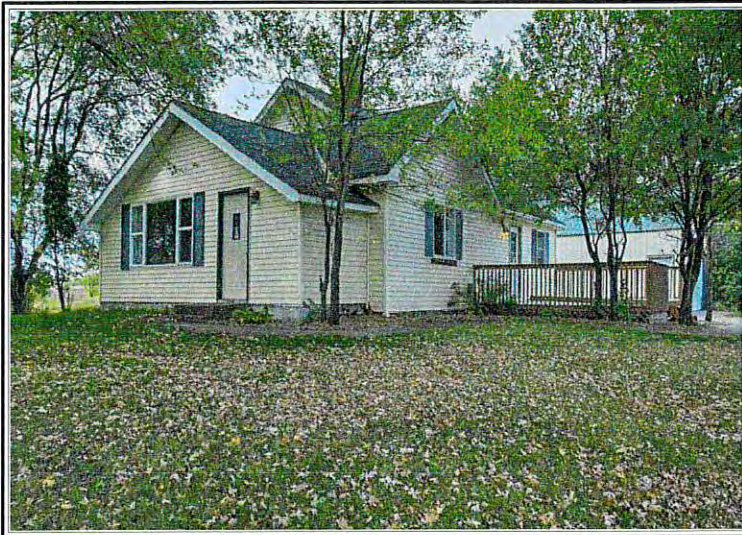
City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



COMPARABLE SALE # 1

2634 Rainbow Street
Brook Park, MN 55007



COMPARABLE SALE # 2

2279 Pheasant Street
Brook Park, MN 55007



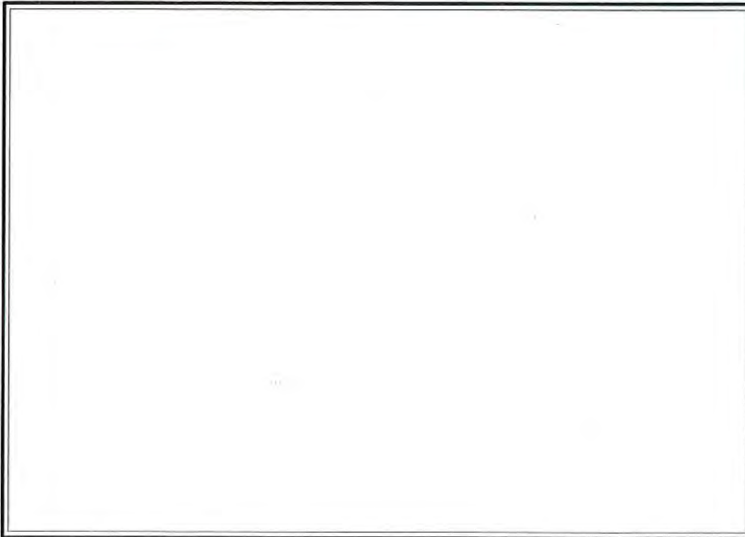
COMPARABLE SALE # 3

2677 240th Ave
Brook Park, MN 55007

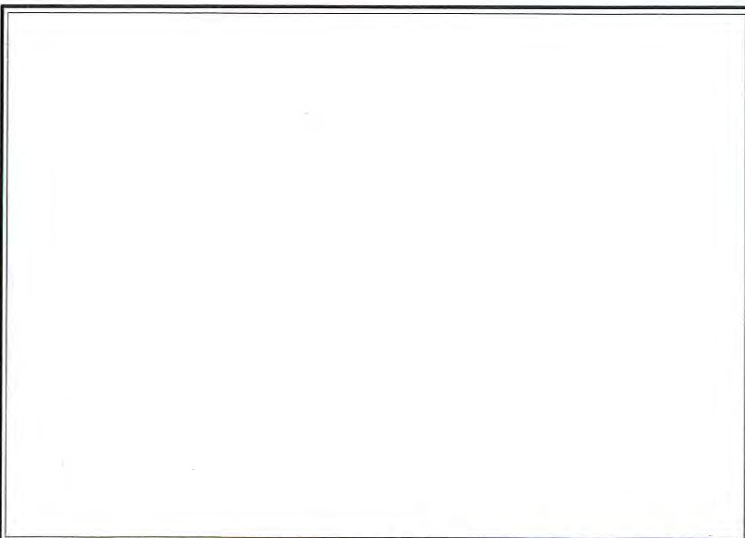
Borrower Michael J and Naomi J Schultz					
Property Address 2376 Quarter St					
City Brook Park	County	Kanabec	State	MN	Zip Code 55007-4609
Lender/Client Kanabec County	Address 903 Forest Avenue East, Mora, MN 55051				



COMPARABLE SALE # 4
41500 Holly Street NW
Braham, MN 55006



COMPARABLE SALE # 5



COMPARABLE SALE # 6

Property Address 2376 Quarter St

City	Brook Park	County	Kanabec	State	MN	Zip Code	55007-4609
Lender/Client	Kanabec County		Address	903 Forest Avenue East, Mora, MN 55051			

SALES COMPARISON ANALYSIS

Uniform Residential Appraisal Report

This report form is designed to report an appraisal of a one-unit property or a one-unit property with an accessory unit, including a unit in a planned unit development (PUD). This report form is not designed to report an appraisal of a manufactured home or a unit in a condominium or cooperative project.

This appraisal report is subject to the following scope of work, intended use, intended user, definition of market value, statement of assumptions and limiting conditions, and certifications. Modifications, additions, or deletions to the intended use, intended user, definition of market value, or assumptions and limiting conditions are not permitted. The appraiser may expand the scope of work to include any additional research or analysis necessary based on the complexity of this appraisal assignment. Modifications or deletions to the certifications are also not permitted. However, additional certifications that do not constitute material alterations to this appraisal report, such as those required by law or those related to the appraiser's continuing education or membership in an appraisal organization, are permitted.

SCOPE OF WORK: The scope of work for this appraisal is defined by the complexity of this appraisal assignment and the reporting requirements of this appraisal report form, including the following definition of market value, statement of assumptions and limiting conditions, and certifications. The appraiser must, at a minimum: (1) perform a complete visual inspection of the interior and exterior areas of the subject property, (2) inspect the neighborhood, (3) inspect each of the comparable sales from at least the street, (4) research, verify, and analyze data from reliable public and/or private sources, and (5) report his or her analysis, opinions, and conclusions in this appraisal report.

INTENDED USE: The intended use of this appraisal report is for the lender/client to evaluate the property that is the subject of this appraisal for a mortgage finance transaction.

INTENDED USER: The intended user of this appraisal report is the lender/client.

DEFINITION OF MARKET VALUE: The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he or she considers his or her own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions* granted by anyone associated with the sale.

*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market area; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

STATEMENT OF ASSUMPTIONS AND LIMITING CONDITIONS: The appraiser's certification in this report is subject to the following assumptions and limiting conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it, except for information that he or she became aware of during the research involved in performing this appraisal. The appraiser assumes that the title is good and marketable and will not render any opinions about the title.
2. The appraiser has provided a sketch in this appraisal report to show the approximate dimensions of the improvements. The sketch is included only to assist the reader in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in this appraisal report whether any portion of the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand, or as otherwise required by law.
5. The appraiser has noted in this appraisal report any adverse conditions (such as needed repairs, deterioration, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the research involved in performing this appraisal. Unless otherwise stated in this appraisal report, the appraiser has no knowledge of any hidden or unapparent physical deficiencies or adverse conditions of the property (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) that would make the property less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, this appraisal report must not be considered as an environmental assessment of the property.
6. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that the completion, repairs, or alterations of the subject property will be performed in a professional manner.

Uniform Residential Appraisal Report**APPRAISER'S CERTIFICATION:** The Appraiser certifies and agrees that:

1. I have, at a minimum, developed and reported this appraisal in accordance with the scope of work requirements stated in this appraisal report.
2. I performed a complete visual inspection of the interior and exterior areas of the subject property. I reported the condition of the improvements in factual, specific terms. I identified and reported the physical deficiencies that could affect the livability, soundness, or structural integrity of the property.
3. I performed this appraisal in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
4. I developed my opinion of the market value of the real property that is the subject of this report based on the sales comparison approach to value. I have adequate comparable market data to develop a reliable sales comparison approach for this appraisal assignment. I further certify that I considered the cost and income approaches to value but did not develop them, unless otherwise indicated in this report.
5. I researched, verified, analyzed, and reported on any current agreement for sale for the subject property, any offering for sale of the subject property in the twelve months prior to the effective date of this appraisal, and the prior sales of the subject property for a minimum of three years prior to the effective date of this appraisal, unless otherwise indicated in this report.
6. I researched, verified, analyzed, and reported on the prior sales of the comparable sales for a minimum of one year prior to the date of sale of the comparable sale, unless otherwise indicated in this report.
7. I selected and used comparable sales that are locationally, physically, and functionally the most similar to the subject property.
8. I have not used comparable sales that were the result of combining a land sale with the contract purchase price of a home that has been built or will be built on the land.
9. I have reported adjustments to the comparable sales that reflect the market's reaction to the differences between the subject property and the comparable sales.
10. I verified, from a disinterested source, all information in this report that was provided by parties who have a financial interest in the sale or financing of the subject property.
11. I have knowledge and experience in appraising this type of property in this market area.
12. I am aware of, and have access to, the necessary and appropriate public and private data sources, such as multiple listing services, tax assessment records, public land records and other such data sources for the area in which the property is located.
13. I obtained the information, estimates, and opinions furnished by other parties and expressed in this appraisal report from reliable sources that I believe to be true and correct.
14. I have taken into consideration the factors that have an impact on value with respect to the subject neighborhood, subject property, and the proximity of the subject property to adverse influences in the development of my opinion of market value. I have noted in this appraisal report any adverse conditions (such as, but not limited to, needed repairs, deterioration, the presence of hazardous wastes, toxic substances, adverse environmental conditions, etc.) observed during the inspection of the subject property or that I became aware of during the research involved in performing this appraisal. I have considered these adverse conditions in my analysis of the property value, and have reported on the effect of the conditions on the value and marketability of the subject property.
15. I have not knowingly withheld any significant information from this appraisal report and, to the best of my knowledge, all statements and information in this appraisal report are true and correct.
16. I stated in this appraisal report my own personal, unbiased, and professional analysis, opinions, and conclusions, which are subject only to the assumptions and limiting conditions in this appraisal report.
17. I have no present or prospective interest in the property that is the subject of this report, and I have no present or prospective personal interest or bias with respect to the participants in the transaction. I did not base, either partially or completely, my analysis and/or opinion of market value in this appraisal report on the race, color, religion, sex, age, marital status, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or of the present owners or occupants of the properties in the vicinity of the subject property or on any other basis prohibited by law.
18. My employment and/or compensation for performing this appraisal or any future or anticipated appraisals was not conditioned on any agreement or understanding, written or otherwise, that I would report (or present analysis supporting) a predetermined specific value, a predetermined minimum value, a range or direction in value, a value that favors the cause of any party, or the attainment of a specific result or occurrence of a specific subsequent event (such as approval of a pending mortgage loan application).
19. I personally prepared all conclusions and opinions about the real estate that were set forth in this appraisal report. If I relied on significant real property appraisal assistance from any individual or individuals in the performance of this appraisal or the preparation of this appraisal report, I have named such individual(s) and disclosed the specific tasks performed in this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in this appraisal report; therefore, any change made to this appraisal is unauthorized and I will take no responsibility for it.
20. I identified the lender/client in this appraisal report who is the individual, organization, or agent for the organization that ordered and will receive this appraisal report.

Uniform Residential Appraisal Report

21. The lender/client may disclose or distribute this appraisal report to: the borrower; another lender at the request of the borrower; the mortgagee or its successors and assigns; mortgage insurers; government sponsored enterprises; other secondary market participants; data collection or reporting services; professional appraisal organizations; any department, agency, or instrumentality of the United States; and any state, the District of Columbia, or other jurisdictions; without having to obtain the appraiser's or supervisory appraiser's (if applicable) consent. Such consent must be obtained before this appraisal report may be disclosed or distributed to any other party (including, but not limited to, the public through advertising, public relations, news, sales, or other media).

22. I am aware that any disclosure or distribution of this appraisal report by me or the lender/client may be subject to certain laws and regulations. Further, I am also subject to the provisions of the Uniform Standards of Professional Appraisal Practice that pertain to disclosure or distribution by me.

23. The borrower, another lender at the request of the borrower, the mortgagee or its successors and assigns, mortgage insurers, government sponsored enterprises, and other secondary market participants may rely on this appraisal report as part of any mortgage finance transaction that involves any one or more of these parties.


24. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

25. Any intentional or negligent misrepresentation(s) contained in this appraisal report may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq., or similar state laws.

SUPERVISORY APPRAISER'S CERTIFICATION: The Supervisory Appraiser certifies and agrees that:

1. I directly supervised the appraiser for this appraisal assignment, have read the appraisal report, and agree with the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
2. I accept full responsibility for the contents of this appraisal report including, but not limited to, the appraiser's analysis, opinions, statements, conclusions, and the appraiser's certification.
3. The appraiser identified in this appraisal report is either a sub-contractor or an employee of the supervisory appraiser (or the appraisal firm), is qualified to perform this appraisal, and is acceptable to perform this appraisal under the applicable state law.
4. This appraisal report complies with the Uniform Standards of Professional Appraisal Practice that were adopted and promulgated by the Appraisal Standards Board of The Appraisal Foundation and that were in place at the time this appraisal report was prepared.
5. If this appraisal report was transmitted as an "electronic record" containing my "electronic signature," as those terms are defined in applicable federal and/or state laws (excluding audio and video recordings), or a facsimile transmission of this appraisal report containing a copy or representation of my signature, the appraisal report shall be as effective, enforceable and valid as if a paper version of this appraisal report were delivered containing my original hand written signature.

APPRAISER

Signature 
 Name Mary L. Wahl
 Company Name Mary Wahl
 Company Address 1411 Legend Street
Mora, MN 55051
 Telephone Number 612-390-1365
 Email Address wahlappraisals@live.com
 Date of Signature and Report 01/10/2024
 Effective Date of Appraisal 12/28/2023
 State Certification # 20282690
 or State License # _____
 or Other (describe) _____ State # _____
 State MN
 Expiration Date of Certification or License 08/31/2025

ADDRESS OF PROPERTY APPRAISED

2376 Quarter St
Brook Park, MN 55007-4609

APPRAISED VALUE OF SUBJECT PROPERTY \$ 230,000

LENDER/CLIENT

Name Chad Gramentz
 Company Name Kanabec County
 Company Address 903 Forest Avenue East
Mora, MN 55051
 Email Address _____

SUPERVISORY APPRAISER (ONLY IF REQUIRED)

Signature _____
 Name _____
 Company Name _____
 Company Address _____
 Telephone Number _____
 Email Address _____
 Date of Signature _____
 State Certification # _____
 or State License # _____
 State _____
 Expiration Date of Certification or License _____

SUBJECT PROPERTY

- ☐ Did not inspect subject property
☐ Did inspect exterior of subject property from street
 Date of Inspection _____
☐ Did inspect interior and exterior of subject property
 Date of Inspection _____

COMPARABLE SALES

- ☐ Did not inspect exterior of comparable sales from street
☐ Did inspect exterior of comparable sales from street
 Date of Inspection _____

Mary Wahl
COMMENT ADDENDUM

File No.
FHA

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051

The market is stable and the appraiser does not have evidence to support a time adjustment for sales. Adjustments for age are based on Marshall Swift depreciation tables and appraisers best opinion of the condition differences based updated features and actual age. The percentage is weighted against the sales price to determine dollars of depreciation unless it is for a specific feature. These adjustments are considered mostly with paired sales differences for similar properties and adjusted accordingly. I have also consulted with peers and used paired sales. Acreage adjustments are made to properties based on paired sales analysis and county records of neighborhoods and lot values.

The comparable's and listings show that this price range is marketable for this style of home. The comparable's I have chosen best represent and bracket the features and the overall values of the property. Time adjustments were made if necessary based on a current market assessment. Most value for land is given to the site value and the rural neighborhood where the property is located and use. The comparables were chosen specifically to provide support for this setting. Acreage adjustments are based on review of market and each comparable.

SEARCH CRITERIA: I have reviewed Active, Pending, and Sold properties within the past 12 months within the surrounding rural area of the subject to maintain location values. The market exposure time for these types of properties in approximately 45 days. The most consideration was given to those sales within a 10 mile radius of the subject. I certify, as the appraiser, that I have completed all aspects of this valuation, including my reconciling my opinion of value, free of influence from the client, clients representatives, borrower, or any other party to the transaction.

CONCESSIONS:

Concessions are prevalent in this current market and adjustments are made if deemed necessary. I have not made any adjustments in this report for concessions. The listings and pending sales show that values are stable in comparable home styles and conditions and have not declined.

The appraisal was prepared in accordance with the requirements of the Uniform Standards of Professional Appraisal Practice. The appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989, as amended (12 U.S.C 3331 et seq.) and any implementing regulations.

"The Appraisal Subcommittee (ASC) of the Federal Financial Institutions Examination Council (FFIEC) was created on August 9, 1989, pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (Title XI). In response to the 2001 Savings and Loan Crisis, the 106th Congress adopted Title XI to address the problem of unregulated persons performing incompetent and/or fraudulent appraisals for federally regulated financial institutions. Title XI's purpose is to provide that Federal financial and public policy interests in real estate transactions will be protected by requiring that real estate appraisals utilized in connection with federally related transactions are performed in writing, in accordance with uniform standards, by individuals whose competency has been demonstrated and whose professional conduct will be subject to effective supervision. Title XI created a unique, complementary relationship between the States, the private sector, and the Federal government. Title XI recognized that the States were in the best administrative position to certify and license real estate appraisers and to supervise their appraisal-related activities. Title XI authorized the private sector to create the Appraisal Foundation and its two independent boards, the Appraiser Qualifications Board and the Appraisal Standards Board, to establish uniform minimum appraiser qualifications standards and uniform standards of professional appraisal practice. Title XI created the ASC to oversee the activities of the States and the Appraisal Foundation. Title XI also authorized the Federal financial institutions regulatory agencies, the Board of Governors of the Federal Reserve System, Federal Deposit Insurance Corporation, Office of the Comptroller of the Currency and National Credit Union Administration, to adopt regulations regarding real estate appraisals made in connection with federally related transactions, including, when appraisals are required, who must perform the appraisals, and the manner in which appraisals must be performed."

Mary Wahl
FLOOD MAP ADDENDUM

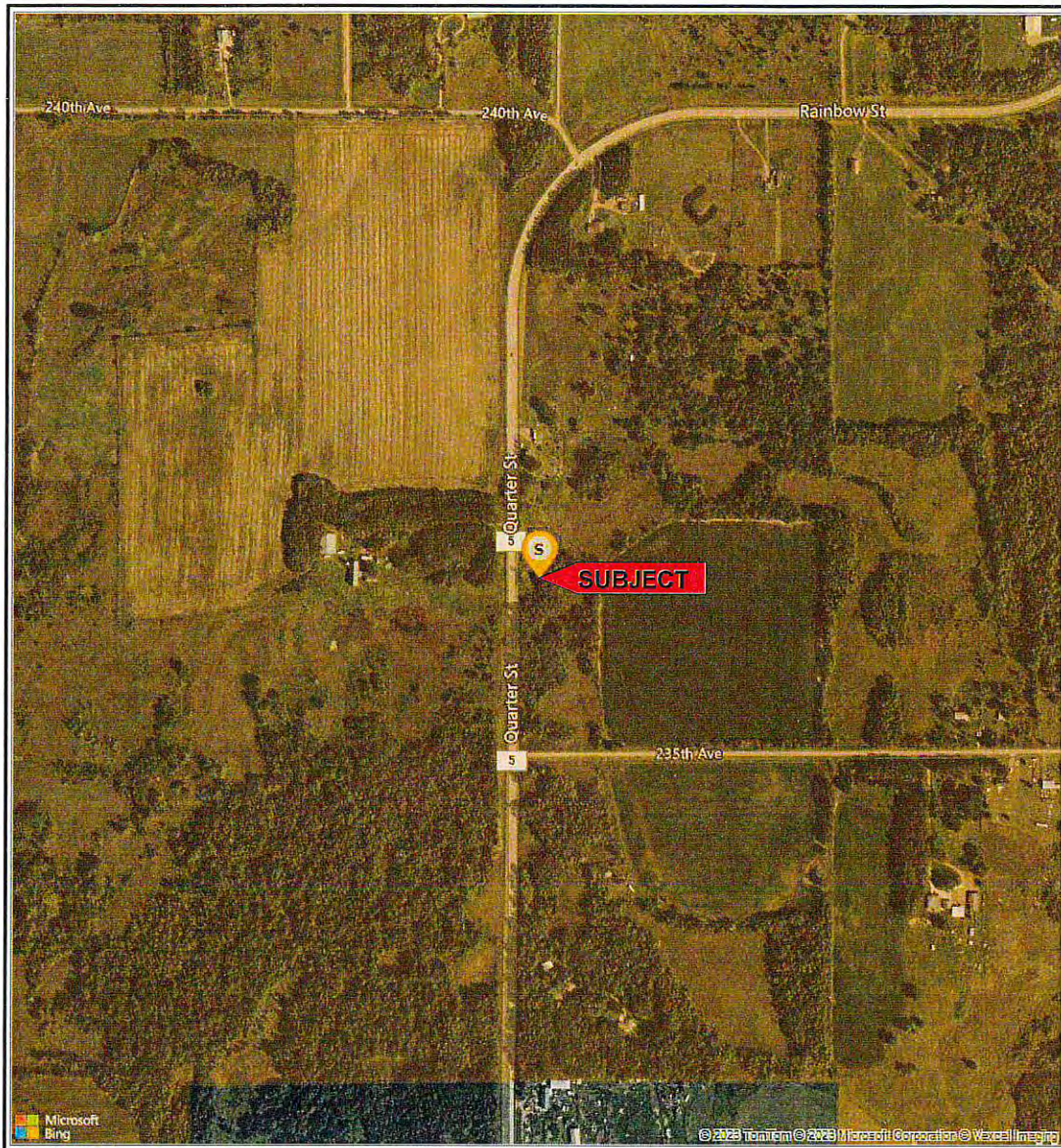
File No.
FHA

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St







City Brook Park County Kanabec State MN Zip Code 55007-4609

Lender/Client Kanabec County Address 903 Forest Avenue East, Mora, MN 55051



Flood Map Legends

Flood Zones

-  Areas inundated by 100-year flooding
-  Areas inundated by 500-year flooding
-  Areas of undetermined but possible flood hazards
-  Floodway areas with velocity hazard
-  Floodway areas
-  COBRA zone

Flood Zone Determination

In Special Flood Hazard Area (Flood Zone): Out
Within 250 ft. of multiple flood zones? Not within 250 feet
Community: 270214
Community Name: KANABEC COUNTY
Map Number: 2702140200A
Zone: D Panel: 27065C 0200A Panel Date: 11/01/1978
FIPS Code: 27065 Census Tract: 4801.00

This Report is for the sole benefit of the Customer that ordered and paid for the Report and is based on the property information provided by that Customer. That Customer's use of this Report is subject to the terms agreed to by that Customer when accessing this product. THE SELLER OF THIS REPORT MAKES NO REPRESENTATIONS OR WARRANTIES TO ANY PARTY CONCERNING THE CONTENT, ACCURACY, OR COMPLETENESS OF THIS REPORT INCLUDING ANY WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The seller of this Report shall not have any liability to any third party for any use or misuse of this Report.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCYSee The Attached
Instructions

O.M.B. No. 1660-0040

Expires: 10/31/18

STANDARD FLOOD HAZARD DETERMINATION FORM (SFHDF)**SECTION I - LOAN INFORMATION**

1. LENDER NAME AND ADDRESS Kanabec County 903 Forest Avenue East Mora, MN 55051		2. COLLATERAL (Building/Mobile Home/Personal Property) (See Instructions section for more information)	
3. LENDER/SERVICER ID#	4. LOAN IDENTIFIER	5. AMOUNT OF FLOOD INSURANCE REQUIRED	

SECTION II

A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) DATA COMMUNITY JURISDICTION			
1. NFIP Community Name	2. County(ies)	3. State	4. NFIP Community Number
KANABEC COUNTY			270214
B. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) DATA AFFECTING BUILDING/MOBILE HOME			
1. NFIP Map Number or Community Panel Number (Community name, if not the same as "A")	2. NFIP Map Panel Effective/ Revised Date	3. Is there a Letter of Map Change (LOMC)? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, and LOMC date/no. is available, enter date and case no. below).	
27065C 0200A	11/01/1978		
4. Flood Zone	5. No. NFIP Map	Date Case No.	
D	D		
C. FEDERAL FLOOD INSURANCE AVAILABILITY (Check all that apply)			
1. <input type="checkbox"/> Federal Flood insurance is available (community participants in NFIP). <input type="checkbox"/> Regular Program <input type="checkbox"/> Emergency Program of NFIP			
2. <input type="checkbox"/> Federal Flood insurance is not available because community is not participating in the NFIP.			
3. <input checked="" type="checkbox"/> Building/Mobile Home is in Coastal Barrier Resources Area (CBRA) or Otherwise Protected Area (OPA), Federal Flood insurance may not be available.			
CBRA/OPA Designation Date: <u>X</u>			

D. DETERMINATIONIS BUILDING/MOBILE HOME IN SPECIAL FLOOD HAZARD AREA (ZONES CONTAINING THE LETTERS "A" OR "V")? ☐ YES ☐ NO

If yes, flood insurance is required by the Flood Disaster Protection Act of 1973.

If no, flood insurance is not required by the Flood Disaster Protection Act of 1973. Please note, the risk of flooding in this area is only reduced, not removed.

E. COMMENTS (Optional):

This determination is based on examining the NFIP map, any Federal Emergency Management Agency revisions to it, and any other information needed to locate the buildings/mobile home on the NFIP map.

F. PREPARER'S INFORMATION

NAME, ADDRESS, TELEPHONE NUMBER (If other than Lender)	DATE OF DETERMINATION
Name: Mary L. Wahl Company Name: Mary Wahl Address: 1411 Legend Street Mora, MN 55051 Telephone Number: 612-390-1365 Date Signed: 01/10/2024	

STANDARD FLOOD HAZARD DETERMINATION FORM INSTRUCTIONS
PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is mandatory. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington VA 20598-3005, Paperwork Reduction Project (1660-0040) **NOTE: DO NOT SEND YOUR COMPLETED FORM TO THIS ADDRESS.**

SECTION 1

1. **LENDER/SERVICER NAME AND ADDRESS:** Enter lender name and address
2. **COLLATERAL DESCRIPTION:** Preparer should coordinate with user to ensure the collateral is sufficiently identified. Suggested forms of collateral identification include, but are not limited to, property address, parcel or lot number and longitude/latitude. If needed, additional information may be attached to this form.
3. **LENDER/SERVICER ID NO:** Optional. Preparer should coordinate with user to ensure the lender is sufficiently identified on the form. The lender name and address (Box 1. above) may be sufficient.
4. **LOAN IDENTIFIER:** Optional. May be used by lenders to conform with their individual method of identifying loans
5. **AMOUNT OF FLOOD INSURANCE REQUIRED:** Optional. The minimum federal requirement for this amount is the lesser of: the outstanding principal loan balance; the value of the improved property, mobile home and/or personal property used to secure the loan; or the maximum statutory limit of flood insurance coverage. A lender retains the prerogative to require flood insurance in excess of the minimum federal requirements not by the direction of FEMA. National Flood Insurance Program (NFIP) policies do not provide coverage in excess of the insured value of the building/mobile home/personal property.

SECTION 2

A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY JURISDICTION

1. **NFIP Community Name.** Enter the complete name of the community (as indicated on the NFIP map) in which the building or mobile home is located. Under the NFIP, a community is the political unit that has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction. A community may be any State or area or political subdivision thereof, or any Indian tribe or authorized tribal organization, or Alaska Native village or authorized native organization. (Examples: Brewer, City of; Washington, Borough of; Worchester, Township of; Baldwin County; Jefferson Parish) For a building or mobile home that may be annexed by one community but is shown on another community's NFIP map, enter the Community Name for the community with land-use jurisdiction over the building or mobile home.
2. **County(ies).** Enter the name of the county or counties in which the community is located. For unincorporated areas of a county, enter "unincorporated areas." For independent cities, enter "independent city".
3. **State.** Enter the two-digit state abbreviation. (Examples: VA, TX, CA)
4. **NFIP Community Number.** Enter the 6-digit NFIP community number. This number can be determined by consulting the NFIP Community Status Book or can be found on the NFIP map; copies of either can be obtained from FEMA's Website <http://msc/fema.gov> or by calling 1-800-358-9616. If no NFIP Community Number exists for the community, enter "none".

B. NFIP DATA AFFECTING BUILDING/MOBILE HOME

The information in this section (excluding the LMOA/LOMR information) is obtained by reviewing the NFIP map on which the building/mobile home is located. The current NFIP map may be obtained from FEMA by calling 1-800-358-9616. Scanned copies of the NFIP maps can be viewed on FEMA's website at <http://msc.fema.gov>. Note that even when an NFIP map panel is not printed, it may be reflected on a community's NFIP map index with its proper number, date, and flood zone indicated; enter these data accordingly.

1. **NFIP Map number or Community-Panel Number.** Enter the 11-digit number shown on the NFIP map that covers the building or mobile home. (Examples: 480214 0022C; 58103C0075F). Some older maps will have a 9-digit number (Example: 12345601A). Note that the first six digits will not match the NFIP Community Number when the sixth digit is a "C" or when one community has annexed land from another but the NFIP map has not yet been updated to reflect this annexation. When the sixth digit is a "C", the NFIP map is in countywide format and shows the flood hazards for the geographic areas of the county on one map, including flood hazards for incorporated communities and for any unincorporated county contained within the county's geographic limits. Such countywide maps will list an NFIP Map Number. For maps not in such countywide format, the NFIP will list a Community-Panel Number on each panel. If no NFIP map is in effect for the location of the building or mobile home, enter "none."

2. NFIP Map Panel Effective/Revised Date. Enter the map effective date or the map revised date shown on the NFIP map. (Example: 6/15/93)
This will be the latest of all dates shown on the map.
3. Is there a letter of Map Change (LOMC)? This field can remain blank if no Letter of Map Change (LOMC) (these include the Letter of Map Amendment (LOMA), Letter of Map Revision (LOMR) or similar FEMA Map Letter(s)) applies to the subject property. If there is a LOMC, list the date and number. Information on the LOMC is available from the following sources:
- * The community's official copy of its NFIP map should have a copy of all subsequently-issued FEMA Letters attached.
 - * For a LOMC issued on or after October 1, 1994. Information is available on FEMA's website at <http://www.fema.gov/national-flood-insurance-program-flood-hazard-mapping/compendium-flood-map-changes>.
 - * The FEMA Map Service Center website is <https://msc.fema.gov/portal>.
4. Flood Zone. Enter the flood zone(s) covering the building or mobile home. (Examples: A, AE, A4, AR, AR/A, AR/AE, AR/AO, V, VE, V12, AH, AO, B, C, X, D) If any part of the building or mobile home is within the Special Flood Hazard Area (SFHA), the entire building or mobile home is considered to be in the SFHA. Each flood zone is defined in the legend of the NFIP map on which it appears. If there is no NFIP map for the subject area, enter "none"
5. No NFIP Map. If no NFIP map covers the area where the building or mobile home is located, check this box.
- C. FEDERAL FLOOD INSURANCE AVAILABILITY. Check all boxes that apply; however, note that boxes 1 (Federal Flood Insurance is available...) and 2 (Federal Flood Insurance is not available...) are mutually exclusive. Federal flood insurance is available to all residents of a community that participates in the NFIP. Community participation status can be determined by consulting the NFIP Community Status Book, which is available from FEMA and at <http://msc.fema.gov>. The NFIP Community Status Book will indicate whether or not the community is participating in the NFIP and whether participation is in the Emergency or Regular Program. If the community participates in the NFIP, check either Regular Program or Emergency Program. To obtain Federal flood insurance, a copy of this completed form may be provided to an insurance agent.
- Federal flood insurance is prohibited in designated Coastal Barrier Resources Area (CBRA) and Other Protected Areas (OPAs) for buildings or mobile homes built or substantially improved after the date of the CBRA or the OPA designation. Information about the Coastal Barrier Resources System may be obtained on FEMA's website at <http://www.fema.gov/plan/prevent/floodplain/nfipkeywords/cbrs.shtm>
- D. DETERMINATION. If any portion of the building/mobile home is in an identified Special Flood Hazard Area (SFHA), check yes (flood insurance is required). If no portion of the building/mobile home is in an identified SFHA, check no. If no NFIP map exists for the community, check no if, no NFIP map exists, Section B5 should also be checked.
- E. COMMENTS. Optional Comment. Preparer may add additional comments/pages/data as needed.
- F. PREPARER'S INFORMATION. If other than the lender, enter the name, address, and telephone number of the company or organization performing the flood hazard determination. An individual's name may be included, but is not required.

Date of Determination. Enter date on which flood hazard determination was completed

MULTIPLE BUILDINGS: If the loan collateral includes more than one building, a schedule for the additional buildings/mobile homes indicating the determination for each may be attached. Otherwise, a separate form must be completed for each building or mobile home. Any attachments should be noted in the comment section. A separate flood insurance policy is required for each building or mobile home.

GUARANTEES REGARDING INFORMATION: Determinations on this form made by persons other than the lender are acceptable only to the extent that the accuracy of the information is guaranteed.

FORM AVAILABILITY: The form is available online at http://www.fema.gov/plan/prevent/fhm/frm_form.shtm.

Copies of this form are available from FEMA fax-on-demand line by calling (202) 646-FEMA and requesting form #23103. Guidance on using the form in a printed, computerized, or electronic format is contained in form #23110. This information is also available on FEMA's website. See the resource record, for usability purposes. The URL is <http://www.fema.gov/media-library/assets/documents/225?id=1394>.

PURPOSE OF FORM: In accordance with P.L. 103-325 Sec. 1365, (b) (1), this form has been designated to facilitate compliance with the flood insurance purchase requirements of the National Flood Insurance Reform Act of 1994.

FOR LENDING RELATED GUIDANCE REGARDING THIS FORM: Implementation of the mandatory flood insurance purchase requirements of the Flood Disaster Protection Act of 1973 and the National Flood Insurance Reform Act of 94, as amended, is the responsibility of the various Federal agencies that regulate lenders. Please contact your regulator or lender to determine their requirements.

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

City Brook Park

County

Kanabec

State MN

Zip Code

55007-4609

Lender/Client Kanabec County

Address 903 Forest Avenue East, Mora, MN 55051

Accelerant National Insurance Company
(A Stock Company)
400 Northridge Road, Suite 800
Sandy Springs, GA 30350

REAL ESTATE APPRAISERS ERRORS AND OMISSIONS INSURANCE POLICY DECLARATIONS

NOTICE: THIS IS A "CLAIMS MADE AND REPORTED" POLICY. THIS POLICY REQUIRES THAT A CLAIM BE MADE AGAINST THE INSURED DURING THE POLICY PERIOD AND REPORTED TO THE INSURER, IN WRITING, DURING THE POLICY PERIOD OR EXTENDED REPORTING PERIOD.

PLEASE READ YOUR POLICY CAREFULLY.

Policy Number: NAX40PL104076-00

Renewal of: New

1. Named Insured: Mary L Wahl

2. Address: 1411 Legend St
Mora, MN 55051

3. Policy Period: From: August 30, 2023 To: August 30, 2024
12:01 A.M. Standard Time at the address of the **Named Insured** as stated in item 2. Above.

4. Limit of Liability:	Each Claim	Policy Aggregate
Damages Limit of Liability	4A. \$ 1,000,000	4C. \$ 1,000,000
Claim Expenses Limit of Liability	4B. \$ 1,000,000	4D. \$ 1,000,000

5. Deductible (Inclusive of Claims Expenses):	Each Claim	Aggregate
	5A. \$500	5B. \$1,000

6. Policy Premium: \$ 515

7. Retroactive Date: August 30, 2022

8. Notice to Company: Notice of a **Claim** or Potential **Claim** should be sent to:
OREP Insurance Services: info@orep.org
6353 El Cajon Blvd, Suite 124-605
San Diego, CA 92115

9. Program Administrator: OREP Insurance Services, LLC – appraisers@orep.org

10. Forms and Endorsements Attached at Policy Inception: See Schedule of Forms

If required by state law, this policy will be countersigned by an authorized representative of the Company.

Date: August 2, 2023

By: _____

Isaac Peck

Authorized Representative

Borrower Michael J and Naomi J Schultz

Property Address 2376 Quarter St

City Brook Park

County

Kanabec

State MN

Zip Code

55007-4609

Lender/Client Kanabec County

Address 903 Forest Avenue East, Mora, MN 55051

State Minnesota
Board Appraiser
Inquiry Date 08/29/2023 07:59 AM

WAHL, MARY LYNN

Business Location Address 1411 LEGEND STREET
 MORA, Minnesota 55051
Mailing Address MORA, Minnesota 55051
Business Phone Number 612-390-1365
Fax Phone Number 320-679-1798

Licenses

Resident Appraiser

License Number	Original Issue Date	Status	Effective Date	Expiration Date	
20282690	06-28-2001	Active	06-28-2001	08-31-2025	
Qualifications					
Qualification Type	License Residency	Original Issue Date	Status	Effective Date	Expiration Date
Trainee	Yes	06-28-2001	Inactive	01-05-2009	
Qualification Type	License Residency	Original Issue Date	Status	Effective Date	Expiration Date
Certified Residential	Yes	01-05-2009	Active	01-05-2009	
Employers					

Appraiser Supervisors and Trainees

Name	Association	Licensing State	License Number	License Type
... No Related Individual Associations				

**UNIFORM APPRAISAL DATASET (UAD)
Property Condition and Quality Rating Definitions**

File No.
FHA

Requirements - Condition and Quality Ratings Usage

Appraisers must utilize the following standardized condition and quality ratings within the appraisal report.

Condition Ratings and Definitions

C1

The improvements have been recently constructed and have not been previously occupied. The entire structure and all components are new and the dwelling features no physical depreciation.

Note: *Newly constructed improvements that feature recycled or previously used materials and/or components can be considered new dwellings provided that the dwelling is placed on a 100 percent new foundation and the recycled materials and the recycled components have been rehabilitated/remanufactured into like-new condition. Improvements that have not been previously occupied are not considered "new" if they have significant physical depreciation (that is, newly constructed dwellings that have been vacant for an extended period of time without adequate maintenance or upkeep).*

C2

The improvements feature no deferred maintenance, little or no physical depreciation, and require no repairs. Virtually all building components are new or have been recently repaired, refinished, or rehabilitated. All outdated components and finishes have been updated and/or replaced with components that meet current standards. Dwellings in this category are either almost new or have been recently completely renovated and are similar in condition to new construction.

Note: *The improvements represent a relatively new property that is well maintained with no deferred maintenance and little or no physical depreciation, or an older property that has been recently completely renovated.*

C3

The improvements are well maintained and feature limited physical depreciation due to normal wear and tear. Some components, but not every major building component, may be updated or recently rehabilitated. The structure has been well maintained.

Note: *The improvement is in its first-cycle of replacing short-lived building components (appliances, floor coverings, HVAC, etc.) and is being well maintained. It's estimated effective age is less than its actual age. It also may reflect a property in which the majority of short-lived building components have been replaced but not to the level of a complete renovation.*

C4

The improvements feature some minor deferred maintenance and physical deterioration due to normal wear and tear. The dwelling has been adequately maintained and requires only minimal repairs to building components/mechanical systems and cosmetic repairs. All major building components have been adequately maintained and are functionally adequate.

Note: *The estimated effective age may be close to or equal to its actual age. It reflects a property in which some of the short-lived building components have been replaced, and some short-lived building components are at or near the end of their physical life expectancy; however, they still function adequately. Most minor repairs have been addressed on an ongoing basis resulting in an adequately maintained property.*

C5

The improvements feature obvious deferred maintenance and are in need of some significant repairs. Some building components need repairs, rehabilitation, or updating. The functional utility and overall livability are somewhat diminished due to condition, but the dwelling remains useable and functional as a residence.

Note: *Some significant repairs are needed to the improvements due to the lack of adequate maintenance. It reflects a property in which many of its short-lived building components are at the end of or have exceeded their physical life expectancy but remain functional.*

C6

The improvements have substantial damage or deferred maintenance with deficiencies or defects that are severe enough to affect the safety, soundness, or structural integrity of the improvements. The improvements are in need of substantial repairs and rehabilitation, including many or most major components.

Note: *Substantial repairs are needed to the improvements due to the lack of adequate maintenance or property damage. It reflects a property with conditions severe enough to affect the safety, soundness, or structural integrity of the improvements.*

**UNIFORM APPRAISAL DATASET (UAD)
Property Condition and Quality Rating Definitions**

File No.
FHA

Quality Ratings and Definitions

Q1

Dwellings with this quality rating are usually unique structures that are individually designed by an architect for a specified user. Such residences typically are constructed from detailed architectural plans and specifications and feature an exceptionally high level of workmanship and exceptionally high-grade materials throughout the interior and exterior of the structure. The design features exceptionally high-quality exterior refinements and ornamentation, and exceptionally high-quality interior refinements. The workmanship, materials, and finishes throughout the dwelling are exceptionally high quality.

Q2

Dwellings with this quality rating are often custom designed for construction on an individual property owner's site. However, dwellings in this quality grade are also found in high-quality tract developments featuring residences constructed from individual plans or from highly modified or upgraded plans. The design features detailed, high-quality exterior ornamentation, high-quality interior refinements, and detail. The workmanship, materials, and finishes throughout the dwelling are generally of high or very high quality.

Q3

Dwellings with this quality rating are residences of higher quality built from individual or readily available designer plans in above-standard residential tract developments or on an individual property owner's site. The design includes significant exterior ornamentation and interiors that are well finished. The workmanship exceeds acceptable standards and many materials and finishes throughout the dwelling have been upgraded from "stock" standards.

Q4

Dwellings with this quality rating meet or exceed the requirements of applicable building codes. Standard or modified standard building plans are utilized and the design includes adequate fenestration and some exterior ornamentation and interior refinements. Materials, workmanship, finish, and equipment are of stock or builder grade and may feature some upgrades.

Q5

Dwellings with this quality rating feature economy of construction and basic functionality as main considerations. Such dwellings feature a plain design using readily available or basic floor plans featuring minimal fenestration and basic finishes with minimal exterior ornamentation and limited interior detail. These dwellings meet minimum building codes and are constructed with inexpensive, stock materials with limited refinements and upgrades.

Q6

Dwellings with this quality rating are of basic quality and lower cost; some may not be suitable for year-round occupancy. Such dwellings are often built with simple plans or without plans, often utilizing the lowest quality building materials. Such dwellings are often built or expanded by persons who are professionally unskilled or possess only minimal construction skills. Electrical, plumbing, and other mechanical systems and equipment may be minimal or non-existent. Older dwellings may feature one or more substandard or non-conforming additions to the original structure.

Requirements - Definitions of Not Updated, Updated and Remodeled

Not Updated

Little or no updating or modernization. This description includes, but is not limited to, new homes.

Residential properties of fifteen years of age or less often reflect an original condition with no updating, if no major components have been replaced or updated. Those over fifteen years of age are also considered not updated if the appliances, fixtures, and finishes are predominantly dated. An area that is 'Not Updated' may still be well maintained and fully functional, and this rating does not necessarily imply deferred maintenance or physical/functional deterioration.

Updated

The area of the home has been modified to meet current market expectations. These modifications are limited in terms of both scope and cost.

An updated area of the home should have an improved look and feel, or functional utility. Changes that constitute updates include refurbishment and/or replacing components meet existing market expectations. Updates do *not* include significant alterations to the existing structure.

Remodeled

Significant finish and/or structural changes have been made that increase utility and appeal through complete replacement and/or expansion.

A remodeled area reflects fundamental changes that include multiple alterations. These alterations may include some or all of the following: replacement of a major component (cabinet(s), bathtub, or bathroom tile), relocation of plumbing/gas fixtures/appliances, significant structural alterations (relocating walls, and/or the addition of square footage). This would include a complete gutting and rebuild.

Explanation of Bathroom Count

Three-quarter baths are counted as a full bath in all cases. Quarter baths (baths that feature only a toilet) are not included in the bathroom count. The number of full and half baths is reported by separating the two values using a period, where the full bath count is represented to the left of the period and the half bath count is represented to the right of the period.

Example:

3.2 indicates three full baths and two half baths.

UNIFORM APPRAISAL DATASET (UAD)
Property Description Abbreviations Used in This Report

File No.
FHA

Abbreviation	Full Name	May Appear in These Fields
A	Adverse	Location & View
ac	Acres	Area, Site
AdjPrk	Adjacent to Park	Location
AdjPwr	Adjacent to Power Lines	Location
ArmLth	Arms Length Sale	Sales or Financing Concessions
AT	Attached Structure	Design (Style)
B	Beneficial	Location & View
ba	Bathroom(s)	Basement & Finished Rooms Below Grade
br	Bedroom	Basement & Finished Rooms Below Grade
BsyRd	Busy Road	Location
c	Contracted Date	Date of Sale/Time
Cash	Cash	Sale or Financing Concessions
Comm	Commercial Influence	Location
Conv	Conventional	Sale or Financing Concessions
cp	Carport	Garage/Carport
CrtOrd	Court Ordered Sale	Sale or Financing Concessions
CtySky	City View Skyline View	View
CtyStr	City Street View	View
cv	Covered	Garage/Carport
DOM	Days On Market	Data Sources
DT	Detached Structure	Design (Style)
dw	Driveway	Garage/Carport
e	Expiration Date	Date of Sale/Time
Estate	Estate Sale	Sale or Financing Concessions
FHA	Federal Housing Administration	Sale or Financing Concessions
g	Garage	Garage/Carport
ga	Attached Garage	Garage/Carport
gbi	Built-In Garages	Garage/Carport
gd	Detached Garage	Garage/Carport
GlfCse	Golf Course	Location
Glfvw	Golf Course View	View
GR	Garden	Design (Style)
HR	High Rise	Design (Style)
in	Interior Only Stairs	Basement & Finished Rooms Below Grade
Ind	Industrial	Location & View
Listing	Listing	Sales or Financing Concessions
Lndfl	Landfill	Location
LtdSght	Limited Sight	View
MR	Mid Rise	Design (Style)
Mtn	Mountain View	View
N	Neutral	Location & View
NonArm	Non-Arms Length Sale	Sale or Financing Concessions
o	Other	Basement & Finished Rooms Below Grade
O	Other	Design (Style)
op	Open	Garage/Carport
Prk	Park View	View
Pstrl	Pastoral View	View
PubTrn	Public Transportation	Location
PwrLn	Power Lines	View
Relo	Relocation Sale	Sale or Financing Concessions
REO	REO Sale	Sale or Financing Concessions
Res	Residential	Location & View
RH	USDA - Rural Housing	Sale or Financing Concessions
rr	Recreational (Rec) Room	Basement & Finished Rooms Below Grade
RT	Row or Townhouse	Design (Style)
s	Settlement Date	Date of Sale/Time
SD	Semi-detached Structure	Design (Style)
Short	Short Sale	Sale or Financing Concessions
sf	Square Feet	Area, Site, Basement
sqm	Square Meters	Area, Site
Unk	Unknown	Date of Sale/Time
VA	Veterans Administration	Sale or Financing Concessions
w	Withdrawn Date	Date of Sale/Time
wo	Walk Out Basement	Basement & Finished Rooms Below Grade
Woods	Woods View	View
Wtr	Water View	View
WtrFr	Water Frontage	Location
wu	Walk Up Basement	Basement & Finished Rooms Below Grade

Kanabec County Public Works 5-Year Plan 2024-2028							Reg. State Aid	Mun. State Aid	State Aid Maintenance	Turnback	Local Road Imp.	Bridge Bonding	Federal Aid	HSIP	Fund Balance	Transportation Sales Tax	Wheelage Tax Revenue	Gravel Tax Revenue	County Levy
All costs are shown x 10 ³							Funding Source												
Year	Route	From	To	Description	Miles	Total Cost													

2024	5	TH 23	CSAH 19	Reconstruct	2.7	\$1,800	1,800												
	6	2.5 mi W.	of Mora	Bridge replacement **	0.1	\$850	336								514				
	86	CSAH 5	E. Co. Line	Reclamation	1.0	\$325										325			
	Gravel	SE				\$620									0	435			185
	71	CR 70	CSAH 11	Mill/Overlay	3.8	\$885									325	340	165	55	
						\$0													
Totals						\$4,480	\$2,136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$839	\$1,100	\$165	\$55	\$185

2025	3	TH 47	CSAH 15	Reclamation	3.0	\$1,125	1,125												
	6	TH 47	Grove St.	Reclamation	6.7	\$2,500	1,100						1,400						
	6	Grove St.	Union St.	Reconstruct	0.2	\$850	200	650											
	19	CSAH 8	TH 65	Reclamation	3.0	\$1,125	1,125												
	69	TH23	CSAH 5	Mill/Overlay	2.6	\$975										975			
	70	W. Cent. Av	CSAH 11	Mill/Overlay	2.0	\$570										50	165	55	300
Totals						\$7,145	\$3,550	\$650	\$0	\$0	\$0	\$0	\$1,400	\$0	\$0	\$1,025	\$165	\$55	\$300

2026	2	CSAH 12	TH 65	Overlay	3.5	\$875	875												
	4	TH 47	CSAH 16	Reclamation	6.3	\$2,224	1,100						1,124						
	4	CSAH 16	TH 65	Reclamation	3.0	\$1,125	1,000								25	100			
	17	Mud Creek		Bridge Replacement	0.1		200						525						
	25	CSAH 15	TH 65	Grading & Base	4.0	\$1,220										1,000	165	55	
	Gravel	NE				\$645									195				450
Totals						\$6,089	\$3,175	\$0	\$0	\$0	\$0	\$0	\$1,649	\$0	\$220	\$1,100	\$165	\$55	\$450

2027	21	CSAH 20	E. Co. line	Reclamation	1.0	\$375	375												
	20	CSAH 3	CR 85	Overlay / FDR	8.1	\$2,513	1,600						913						
	25	CSAH 15	TH 65	Base & Bituminous	4.0	\$1,100										1,100			
	Gravel	NW				\$285									85		160	40	
	8	CSAH 19	CSAH 3	Reclamation															
	61	CSAH 2	CSAH 14	Grading & Base	1.5	\$578													600
Totals						\$4,851	\$1,975	\$0	\$0	\$0	\$0	\$0	\$913	\$0	\$85	\$1,100	\$160	\$40	\$600

2028	11	CSAH 19	CSAH 3	Reclamation	5.3	\$2,000	1,500	500											
	26	TH 47	CSAH 8	Reclamation	5.0	\$1,875	1,500									375			
	90	TH 47	0.7 mi E	Mill/Overlay	0.7	\$300										300			
	78	Sorensens Rd	TH 65	FDR	0.6	\$400										400			
	Gravel	WC				\$965											160	55	750
Totals						\$5,540	\$3,000	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,075	\$160	\$55	\$750

Other Priority Projects

10	CSAH 26 to 5.8 Miles South	Grading, Base & Bituminous	5.8	\$3,500		5	Bridge 33508 over Mud Creek 1mi. NW Grasston	0.1	\$850
17	CSAH 11 to CR 65	Grading, Base & Bituminous	4	\$2,500		17	Bridge 33519 over Mud Creek 1.5 mi. W Grasston	0.1	\$850
62	CSAH 12 to CSAH 14	Base & Bituminous	2.5	\$750					
65	CSAH 17 to CSAH 1	Base & Bituminous	4	\$1,200					
70	CR 70 intersection	Realignment CR 70 and Quamba ST.	0.1	\$200					
76	CSAH 6 to CSAH 8	Grading, Base & Bituminous	3.25	Project Scoping required					

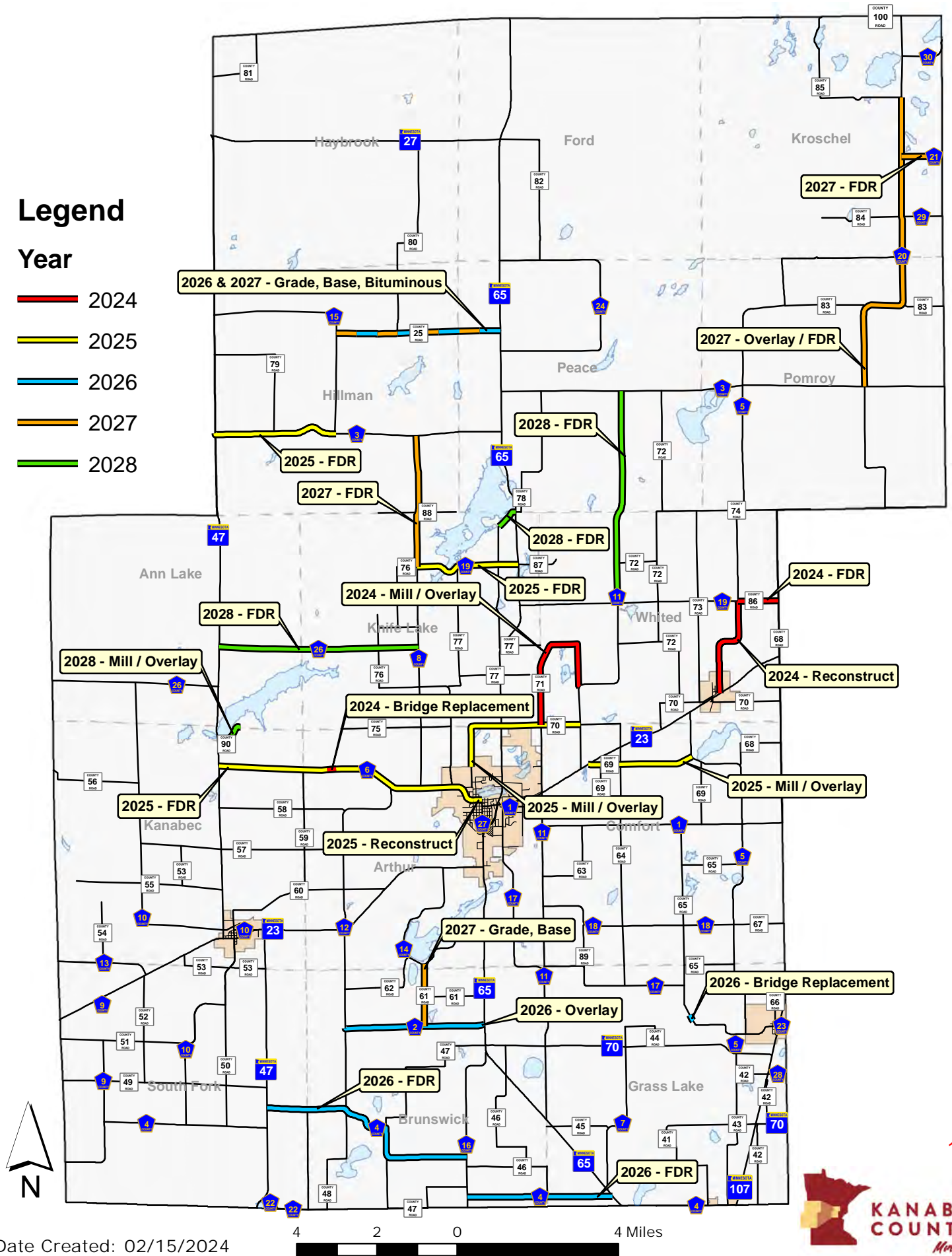
** Federal aid funding advanced from 2026 interim financed with Fund Balance and State Aid.
*** Unsecured Federal funding, Applied for February 2023

Kanabec County 5-Year Plan 2024 - 2028

Legend

Year

- 2024
- 2025
- 2026
- 2027
- 2028



10:30am Appointment

February 20, 2024

REQUEST FOR BOARD ACTION

a. Subject: Discuss Criteria to Define Successful Implementation/Functionality of the Snake River Watershed Plan Partnership	b. Origination: Kanabec County Board of Commissioners
c. Estimated time: 10-15 minutes	d. Presenter(s): Kanabec County Environmental Services Staff

e. Board action requested:

Discuss the process and initial ideas to define the criteria to determine successful implementation/functionality of the Snake River Watershed Plan Partnership.

f. Background:

Pine and Aitkin counties have requested to leave the Snake River Watershed Management JPA and receive payouts of their respective portion of funds since dissolution of the Snake River Watershed Management Board did not pass. Both Mille Lacs and Kanabec voted “no” until further discussion with their Boards.

In December 2023, the Kanabec County Board of Commissioners unanimously passed a motion to direct the Kanabec’s SRWMB’s representative to vote to retain the Snake River Watershed Management Board’s funds at this time and to re-evaluate within 12 months.

Discussion was held to clarify the Commissioner’s intention to safeguard the existing entity and its assets while providing the new Snake River Watershed Partnership entity an opportunity to demonstrate its functionality prior to further discussion of SRWMB dissolution and payouts.

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

Date received in County Coordinators Office:

Coordinators Comments:

10:50am Appointment

February 20, 2024

REQUEST FOR BOARD ACTION

a. Subject: a. Interviews at the Fair b. Department Update	b. Origination: Extension, 4-H Youth Development
c. Estimated time: 10 minutes	d. Presenter(s): Nikki Priebe

e. Board action requested:

I will be requesting to have commissioners serve as judges for our 4-H interviews at the fair. Tuesday, July 23rd from 4-7pm at the Civic Center.

f. Background:

I want to give our members an opportunity to grow their interview skills by speaking with leaders in our community and give the commissioners a chance to engage with our 4-H members.

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

kelsey
2/16/24 11:42AM

**** Kanabec County ****



REVENUES & EXPENDITURES BUDGET REPORT As of 02/2024

Page 2

1 FUND General Revenue Fund

Report Basis: Cash

		<u>Status</u>	<u>Quarter</u>	<u>Year</u>	Percent of Year	17%
<u>Account Number</u>			<u>To Date</u>	<u>To Date</u>	<u>Budget</u>	<u>% of</u> <u>BDG</u>
663 DEPT	County Extension					
----- REVENUES -----						
01-663-000-0000-5830	Misc Revenues		20.00-	20.00-	0.00	0
----- EXPENDITURES -----						
01-663-000-0000-6105	Salaries - Part Time		0.00	0.00	5,700.00	0
01-663-000-0000-6109	Contract Salaries		0.00	0.00	78,681.00	0
01-663-000-0000-6111	Per Diems		0.00	0.00	2,700.00	0
01-663-000-0000-6175	Co Share Fica		0.00	0.00	425.00	0
01-663-000-0000-6205	Postage		0.00	0.00	750.00	0
01-663-000-0000-6211	Services & Charges		161.94	161.94	300.00	54
01-663-000-0000-6331	Mileage & Meals		0.00	0.00	20.00	0
01-663-000-0000-6405	Computers		0.00	0.00	750.00	0
01-663-000-0000-6411	Supplies		341.22	341.22	1,250.00	27
01-663-000-8963-6411	Supplies Education Expo		0.00	0.00	500.00	0
663 DEPT	Totals County Extension	Revenue	20.00-	20.00-	0.00	0
		Expend.	503.16	503.16	91,076.00	1
		Net	483.16	483.16	91,076.00	1
1 FUND	Totals General Revenue Fund	Revenue	20.00-	20.00-	0.00	0
		Expend.	503.16	503.16	91,076.00	1
		Net	483.16	483.16	91,076.00	1
FINAL TOTALS	11 Accounts	Revenue	20.00-	20.00-	0.00	0
		Expend.	503.16	503.16	91,076.00	1
		Net	483.16	483.16	91,076.00	1

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

February 6, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, February 6, 2024 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, 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 Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the agenda with the following addition: Late Addition, Agenda Item #5.5, Gambling Request from Ann Lake Watershed Alliance.

Action #2 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the January 16, 2024 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	5,847.26
Arthur Twp	12,898.03
Braham Public Schools	27,500.73
Brunswick Twp	10,670.80
Cigna Health & Life Ins Co	774.46
City of Braham	5,737.72
City of Grasston	1,047.89
City of Mora	46,346.46
City of Mora	13,191.30
City of Mora	1,670.40
City of Ogilvie	3,154.05
City of Quamba	2,333.94

Comfort Twp	13,321.57
Dearborn National Life Ins Co	490.11
East Cent. Reg Dev Commission	1,680.66
East Central Energy	1,630.98
East Central School District	7,701.60
Ford Twp	8,699.46
Grass Lake Twp	12,744.05
Haybrook Twp	7,498.72
Hillman Twp	6,074.25
Hinckley-Finallyson Schools	12,696.36
Isle Public Schools	10,228.43
Kanabec County	20,212.38
Kanabec County Aud-Treas	12,951.30
Kanabec Twp	8,418.11
Knife Lake Improvement District	1,226.72
Knife Lake Twp	7,010.90
Kroschel Twp	1,904.17
MetLife	6,819.69
Milaca Public Schools	1,818.07
Minnesota Energy Resources Corp	618.95
Mora Public Schools	318,727.94
Ogilvie Public Schools	143,570.77
Peace Township	5,022.78
Pine City Public Schools	7.71
Pomroy Twp	12,357.22
Quadient Finance USA, Inc.	3,240.30
Southfork Twp	6,381.00
The Hartford Priority Accounts	6,721.94
VC3, Inc	8,070.00
Verizon Wireless Aircards	1,565.36
VSP Insurance Co	612.84
Whited Twp	4,108.00

44 Claims Totaling: \$ 785,305.38

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

Dennis McNally	Comments in support of Agenda Item #7 regarding the control of wolves. Comments regarding 10:55am Appointment, Railroad Authority Board and opinion that the County doesn't need to spend any more money on that railroad.
Jim Orazem	Comments in support of Agenda Item #7 regarding the control of wolves.

9:06am – The Chairperson closed public comment.

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

Vendor	Amount
24Restore	1,315.70
4Imprint	409.62
A and E Cleaning Services	660.00
Accurate Controls Inc	760.00
Ace Hardware	79.90
Ace Hardware	209.53
Amazon Capital Services	46.58
Asolare Yoga & Wellness	340.00
Aspen Mills	423.50
Assured Security	208.50
Auto Value	74.95
Axon Enterprise Inc.	1,223.28
Axon Enterprise Inc.	1,746.00
Barlow, Jeffery	873.01
Baycom	826.00
Beaudry Oil & Propane	2,130.49
Bliss, Erica	306.20
BlueStar Graphics	1,655.00
Bob Barker	505.22
Bob Barker	30.52
Bracewell, Earl	89.07
Building Controls Group	974.89
Building Controls Group	51,687.86
Clifton Larson Allen LLP	1,470.00
Colors by Craig	900.00
Creative Forms & Concepts Inc	643.89
Cundy, Steve	78.39
DS Solutions	1,596.00
East Central Regional Library	88,652.50
East Central Regional Library	4,363.84
ECM Publishers	358.40
Eric Hartman, Treasurer	170.00
ETS Health	10,646.00
Glens Tire	47.73
Government Forms and Supplies	307.47
Grainger	91.41

Grainger	621.06
Granite Electronics	3,025.00
Handyman's Inc	1,061.47
Handyman's Inc	1,207.90
Hirsch, Autumn	685.96
Hoefert, Robert	1,290.42
Hohn's Auto Body LLC	1,444.50
Innovative Office Solutions, LLC	53.19
IT Savvy LLC	56.75
Kanabec County Coordinator's Office	161.94
Kanabec County Environmental Services	25,000.00
Kanabec County Highway Dept	52.89
Kanabec County Highway Dept	1,172.89
Kanabec County Highway Dept	17.96
Kanabec County Highway Dept	106.65
Kanabec County Townships	225,194.00
Kanabec County Townships	50.00
Kanabec County Townships	53,978.90
Kanabec Publications	37.40
Kanabec Publications	46.75
Kanabec Publications	16.83
Kanabec Publications	91.26
Kastenbauer, Paul	222.10
Kruzel, Jordan	101.58
MacTek Systems Inc	8,336.00
Marco	3,335.71
Mattson Electric	390.50
Michael K. Pepin Law Offices	2,388.50
Michael Keller, Ph.D., L.P.	650.00
Michael Keller, Ph.D., L.P.	650.00
Minnesota Counties Intergovernmental Trust	1,424.00
Minnesota County Attorney's Association	33.00
Minnesota Sheriffs' Association	5,862.48
MN Counties Insurance Trust	176,800.00
MN Counties Insurance Trust	85,356.00
MN Counties Insurance Trust	15,091.00
MN Counties Insurance Trust	429.00
MN Counties Insurance Trust	65,416.00
MN Counties Insurance Trust	20,165.00
MN Counties Insurance Trust	1,119.00
MN Dept of Revenue - Property Tax Division	30.00
MN Public Transit Association	780.00
Mora Bakery	32.06

NCVSO	400.00
Newton, Deb	180.00
Northstar Computer Forms, Inc.	192.82
Novus Glass	575.00
O'Brien, Pat	93.09
ODP Business Solutions	160.09
Olson, Rhonda	85.72
OnSolve LLC	9,411.75
Ratwik, Roszak & Maloney, PA	5,207.04
Ripka, Peter	37.20
Ripka, Peter	38.06
RS Eden	125.40
Sabinash, Douglas	87.06
Schneider Geospatial, LLC	8,460.00
Schneider Geospatial, LLC	13,512.00
Sea Change Print Innovations	782.20
SEACHANGE	3,553.77
SEACHANGE	1,323.20
Stellar Services	83.75
Stellar Services	91.56
Stenstrom Collision & Detail	360.00
Streicher's	570.72
Summit Food Service Management	3,859.07
Summit Food Service Management	3,830.19
SWIFT	121.34
SwipeClock LLC	332.00
Terhaar, Cheryl	73.57
Tinker & Larson	1,122.10
US Imaging	1,897.12
Van Alst, Lillian	1,572.49
Von Eschen, Tina	242.54
Zaudtke, Wayne	79.02

111 Claims Totaling: \$ 938,346.97

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

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	1,260.00
Ace Hardware	242.90
Ahlgren Law Office	5,130.00
Auto Value	3,372.16
City of Mora	8,117.60

CPF	569.55
Granite Ledge Electrical	1,471.29
Houston Engineering	3,673.28
Johnson Hardware	445.05
Kanabec County Highway Dept	48.68
Kanabec County Coordinator Dept	29.61
Lake Superior College	1,000.00
LHB Inc	3,402.80
Locators & Supplies	4,446.46
MKJ Trucking	2,175.00
Mora Motor Vehical	722.50
North Central International	1,509.21
Northern States Supply	1,113.85
Northland Chemical	129.56
Oslin Lumber	305.85
Trueman Welters	604.29
USIC Locating	90.00
White Cap	202.49

23 Claims Totaling: \$ 40,062.13

Action #6 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #6 – 2/6/24

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Kanabec Conservation Club of Mora, Minnesota for a raffle event to be held at the Kanabec County Conservation Club of Mora, Minnesota, 1963 160th Ave, Mora, MN 55051 on June 19, 2024.

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

Resolution #7 – 2/6/24

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application to Conduct Excluded Bingo for the Ann Lake Watershed Alliance, for two bingo events to be held at Firepit Bar & Grill, 1434 Ann Lake Rd, Ogilvie, MN 56358 on March 24, 2024 and November 3, 2024.

Action #8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 9:18am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:18am on Tuesday, February 6, 2024 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.

SHIP Health Promotion Coordinator Lori Swanson met with the Board to give an update regarding Statewide Health Improvement Partnership (SHIP)/Partners in Healthy Living (PiHL). Information only, no action was taken.

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

Action #CH9 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH9 – 2/6/24

Marco Copier Lease Agreement Resolution

WHEREAS, Kanabec County Community Health has a lease agreement for a copier/printer, and

WHEREAS, it was noted that the current lease agreement has expired, and

WHEREAS, the I.S. Director researched the cost of a new lease for a copier/printer and found the cost to be significantly less at \$389.67 per month compared to the \$787.11 that it is currently costing KCCH.

THEREFORE, the Community Health Director, is requesting the lease of a new copier/printer at a cost of \$389.67 per month or possibly slightly higher due to the number of copies covered under the contract.

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director with assistance from the I.S. Director to lease a new copier/printer from Marco for Kanabec County Community Health.

Action #CH10 – It was moved by Alison Holland seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #CH10 – 2/6/24

Amherst Wilder Foundation Consulting Agreement Resolution

WHEREAS, the Kanabec County Opioid Settlement Committee has approved an application for funding from Kanabec County Community Health/the Better Together Coalition to partner with local schools and the Amherst Wilder Foundation to administer a substance use and mental health survey, and

WHEREAS, Amherst Wilder Foundation has agreed to provide consulting services and to complete the analysis of the survey results.

THEREFORE, the Community Health Director is requesting to sign an Agreement with Amherst Wilder for said consulting and analysis services in the amount of \$3,000 based on the Board's approval of the Opioid Committee's recommendations.

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director entering into an Agreement and signing said Agreement for consulting and analysis services with the Amherst Wilder Foundation for \$3,000.

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

Resolution #CH11 – 2/6/24

Request to Apply for Additional SHIP Funds Resolution

WHEREAS, Kanabec County Community Health, with Isanti, Mille Lacs and Pine counties has received funds for the purpose of reducing tobacco use and exposure through increasing healthy eating, increased activity, and managing chronic disease through the Statewide Health Improvement Program (SHIP) grant, and

WHEREAS, funds have been made available to the Statewide SHIP program from the Juul Settlement for additional funding to local SHIP grantees, and

WHEREAS, Kanabec, Isanti, Mille Lacs and Pine counties have agreed they would like to apply for the funding available for local SHIP grantees to conduct point-of-sale audits to collect data that can be shared to inform strategies that can be used to protect youth and other vulnerable populations.

THEREFORE, the Kanabec County Community Health Administrator requests permission to apply for up to \$30,000 to be spent conducting store audits during the 3-month-period March 11 through June 14, 2024.

WHEREAS, if funding is awarded, the SHIP contracts with Isanti, Mille Lacs and Pine counties will be amended to account for time and expenses to complete this work.

NOW THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director applying for, accepting funds, and signing a contract if awarded funding for additional SHIP funding from the Juul Settlement for work to be performed between March 11 and June 14, 2024.

Action #CH12 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #CH12 – 2/6/24

Safe Drinking Water for Private Well Users Grant Request Resolution

WHEREAS, Kanabec County Community Health has an opportunity to apply for the Safe Drinking Water for Private Well Users grant, and

WHEREAS, the purpose of the grant is to ensure safe drinking water for private well users, and

WHEREAS, the grant is for up to \$100,000 for the period 7/1/2024 through 5/1/ 2027, there is no match required and the grant is funded through the MN Department of Health, and

THEREFORE, the Community Health Director, is requesting permission to apply for, accept, and sign a contract if the agency is funded.

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for, accept, and sign a contract for if funded with the Safe Drinking Water for Private Well Users grant.

Action #CH13 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #CH13 – 2/6/24

SAMHSA Stipend Request Resolution

WHEREAS, the Substance Abuse and Mental Health Services Administration (SAMHSA) is awarding \$750 stipends to be used for *Communities Talk* activities and

WHEREAS, Kanabec County Community Health, through the local Better Together Coalition would like to plan one or more Communities Talk activity (ies) to educate the community about the consequences of alcohol and other substance use and misuse, use evidence-based approaches that reduce alcohol and other substance use and misuse and/or to mobilize communities around substance use and misuse prevention initiatives at the local, state and national levels.

THEREFORE, the Community Health Director is requesting to apply for the SAMHSA \$750 stipend to work with the local Better Together Coalition to provide activities to educate communities about alcohol and other substance use and misuse by providing an activity or activities by November 30, 2024.

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director applying for, accepting funds, and signing a contract with SAMHSA if awarded the stipend of \$750.00.

It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn Community Health Board at 9:33am and to meet again on Tuesday, February 20, 2024 at 9:20am.

Action #CH14 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the payment of 88 claims totaling \$57,538.42 on Community Health Funds.

Action #CH15 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn Community Health Board at 9:59am. The Community Health Board will meet again on Tuesday March 5, 2024 at 9:20am.

The Board of Commissioners reconvened.

Chairperson Rick Mattson presented Health Promotion Coordinator Lori Swanson with a plaque in recognition of her 25 years of service to Kanabec County.

Bryan Wood, Executive Director of Osprey Wilds Environmental Learning Center met with the County Board to give a presentation regarding Outdoor School for All Legislation.

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

Resolution #16 – 2/6/24

WHEREAS, Minnesota has a rich outdoor heritage and prides itself on its close connection to nature through outdoor recreation, appreciation, and conservation; and

WHEREAS, Minnesota is home to five accredited outdoor schools; and

WHEREAS, all Minnesotans benefit from education in outdoor-related subjects and activities;

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners supports the legislation to establish an Outdoor School For All grant program that would provide all Minnesota students grades 4-8 with the opportunity to attend an accredited, immersive, multiday, overnight outdoor school.

Community Health Director Kathy Burski met with the Board to present Opioid Committee Funding Requests.

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

Resolution #17 - 2/6/24
Opioid Settlement Committee Recommendations Resolution

WHEREAS, the Kanabec County Opioid Settlement Committee has received three requests for funding, and

WHEREAS, the Committee met and reviewed all three funding requests: Wellness in the Woods for Peer Recovery Support in the jail; Better Together Coalition to further youth engagement and community connectedness around substance use prevention and mental well-being; and contracting with Wilder Research for a student survey focused on substance use and some well-being, and

WHEREAS, the Committee is recommending funding all three requests.

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners approves the Opioid Settlement Committee's recommendations for funding Wellness in the Woods for Peer Recovery Support for \$12,803.40, the Better together Coalition for youth engagement and community connectedness activities for \$45,892 and Wilder Research in the amount of \$3,000 for a student survey focused on substance use and well-being.

Environmental Services Supervisor Ryan Carda met with the Board to review and discuss the Planning Commission's recommendations for the proposed revisions to Kanabec County Ordinance #19, an ordinance relating to the sale, possession and use of tobacco, tobacco products and tobacco related devices in the county and to reduce the illegal sale, possession and use of such items to and by minors.

Community Health Director Kathy Burski met with the Board to review and discuss Community Health's recommendations for the proposed revisions to Kanabec County Ordinance #19 (Tobacco).

Action #18 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to schedule a public hearing regarding the intent to adopt and enact revisions to

Ordinance #19 Regulating the Sale of Tobacco and Related Devices and Products within Kanabec County Minnesota.

Environmental Services Supervisor Ryan Carda met with the Board to review and discuss the Planning Commission's recommendations for a proposed new ordinance, an Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places within the County of Kanabec.

Community Health Director Kathy Burski met with the Board to review and discuss Community Health and the Cannabis Committee's recommendations for a proposed new ordinance, an Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places within the County of Kanabec.

Action #19 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to set a public hearing regarding the intent to adopt and enact an ordinance regulating the use of cannabis and cannabis derived products in public places within Kanabec County.

Action #20 - It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 10:57am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 10:57am on Tuesday, February 6, 2024 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS21 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

Action #FS22 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS22 – 2/6/24

Family Services Office Support Specialist Replacement Resolution

WHEREAS an Office Support Specialist in the Family Service agency has resigned effective 1/19/2024, and

WHEREAS this position plays an essential role in assisting other members in the agency to fulfill their duties as well as having a designated workload of its own.

THEREFORE the Family Services Director is requesting to refill the Office Support Specialist position.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Service Director with assistance from the HR Director to hire a full-time Office Support Specialist at Step A, Range 5 of the pay plan which is \$17.37 per hour for this budgeted position.

Action #FS23 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #FS23 - 2/6/24

Health & Human Services Advisory Committee Appointment Term Date Correction

WHEREAS, on January 2, 2024 the Family Services Board reappointed Tina Simons from an alternate to a regular position as a representative on the Health and Human Services Advisory Committee, and

WHEREAS, the specified term dates for the regular appointment were incorrect as the term was treated as a new appointment instead of a continuation of the existing appointment;

THEREFORE, BE IT RESOLVED that the term dates for Tina Simons's appointment to the Health and Human Services Advisory Committee as a Community member commenced February 7, 2023 and expires January 7, 2025.

Action #FS24 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn Family Services Board at 10:59am. The Family Services Board will meet again on Tuesday, February 20, 2024 at 9:20am.

10:59am – The Board took a five-minute break.

11:03am – The Board reconvened.

Action #25 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to recess the meeting at 11:14am to a time immediately following the Railroad Authority Board.

Action #RR26 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Railroad Authority Board Agenda as presented.

Railroad Authority Board Clerk Kris McNally led a discussion regarding an upcoming Railroad Authority Advisory Committee Meeting. The Coordinator's Office was asked to convene a meeting of the Railroad Authority Advisory Committee to discuss the potential for the development of a trail system between Kanabec and Pine Counties using the existing railroad beds on the east side of Mora. Information only, no action was taken.

Action #RR27 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the Railroad Authority Board Meeting at 11:14am.

County Attorney Barbara McFadden met with the Board to request filling an upcoming vacancy due to a retirement in her department.

Action #28 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #28 – 2/06/24

Approval to Post & Fill a Vacancy

WHEREAS there is an upcoming vacancy in the position of Legal Assistant in the County Attorney’s Office as the result of a retirement, and

WHEREAS the Board desires to refill this position;

BE IT RESOLVED that the County Board authorizes the County Attorney and the County Personnel Director to post and fill this full-time position at Grade 8, Step A of the pay plan which is \$20.68 per hour or the rate set by internal promotion;

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

HR Specialist Kim Christenson met with the Board to request approval of a 2024 wage scale correction.

Action #29 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #29 – 2/6/24

2024 Wage Scale Correction

WHEREAS the County Board approved the 2024 wage scale for County employees on December 19, 2023, and

WHEREAS an error was discovered on the wage scale pertaining to wages on Grade 20;

BE IT RESOLVED to approve the following corrected wage scale for non-union employees and elected officials effective January 1, 2024:

2024 - 2.5% Increase								
Grade	A	B	C	D	E	F	G	Grade
1	\$ 13.76	\$ 14.27	\$ 14.79	\$ 15.31	\$ 15.83	\$ 16.34	\$ 16.86	1
2	\$ 14.58	\$ 15.13	\$ 15.68	\$ 16.23	\$ 16.78	\$ 17.32	\$ 17.87	2
3	\$ 15.46	\$ 16.04	\$ 16.62	\$ 17.20	\$ 17.78	\$ 18.36	\$ 18.94	3
4	\$ 16.39	\$ 17.00	\$ 17.62	\$ 18.23	\$ 18.84	\$ 19.46	\$ 20.08	4
5	\$ 17.37	\$ 18.02	\$ 18.67	\$ 19.32	\$ 19.98	\$ 20.63	\$ 21.28	5

6	\$ 18.41	\$ 19.11	\$ 19.79	\$ 20.49	\$ 21.18	\$ 21.86	\$ 22.56	6
7	\$ 19.52	\$ 20.25	\$ 20.98	\$ 21.71	\$ 22.44	\$ 23.18	\$ 23.91	7
8	\$ 20.68	\$ 21.46	\$ 22.24	\$ 23.02	\$ 23.79	\$ 24.57	\$ 25.35	8
9	\$ 21.93	\$ 22.75	\$ 23.58	\$ 24.40	\$ 25.22	\$ 26.04	\$ 26.87	9
10	\$ 23.24	\$ 24.12	\$ 24.99	\$ 25.86	\$ 26.73	\$ 27.61	\$ 28.48	10
11	\$ 24.88	\$ 25.80	\$ 26.74	\$ 27.68	\$ 28.60	\$ 29.54	\$ 30.47	11
12	\$ 26.61	\$ 27.61	\$ 28.61	\$ 29.61	\$ 30.60	\$ 31.61	\$ 32.60	12
13	\$ 28.48	\$ 29.55	\$ 30.61	\$ 31.68	\$ 32.75	\$ 33.81	\$ 34.89	13
14	\$ 30.48	\$ 31.62	\$ 32.76	\$ 33.89	\$ 35.04	\$ 36.18	\$ 37.32	14
15	\$ 32.91	\$ 34.15	\$ 35.38	\$ 36.61	\$ 37.85	\$ 39.08	\$ 40.32	15
16	\$ 35.54	\$ 36.88	\$ 38.20	\$ 39.54	\$ 40.88	\$ 42.20	\$ 43.54	16
17	\$ 38.39	\$ 39.83	\$ 41.26	\$ 42.70	\$ 44.14	\$ 45.58	\$ 47.02	17
18	\$ 41.46	\$ 43.01	\$ 44.57	\$ 46.12	\$ 47.68	\$ 49.23	\$ 50.78	18
19	\$ 44.77	\$ 46.45	\$ 48.13	\$ 49.81	\$ 51.49	\$ 53.17	\$ 54.85	19
20	\$ 48.35	\$ 50.17	\$ 51.98	\$ 53.79	\$ 55.61	\$ 57.42	\$ 59.23	20
21	\$ 52.22	\$ 54.18	\$ 56.14	\$ 58.10	\$ 60.05	\$ 62.02	\$ 63.97	21
22	\$ 56.41	\$ 58.52	\$ 60.63	\$ 62.75	\$ 64.86	\$ 66.98	\$ 69.09	22

Action #30 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #30 – 2/6/24 2024 Auditor/Treasurer Wage

WHEREAS the County Board approved the 2024 annual wage for County Auditor/Treasurer Denise Snyder on January 2, 2024, and

WHEREAS an error was discovered on the wage scale pertaining to wages on Grade 20;

BE IT RESOLVED to correct the wage and set the Y2024 annual wage of County Auditor/Treasurer Denise Snyder at \$123,198.40, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2024 = \$59.23 per hour.

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

Action #31 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #31 – 2/6/24 MnDOT Detour Agreement

WHEREAS MnDOT is planning to perform bridge work on TH 23 between Milaca and Ogilvie that requires a detour, and

WHEREAS Kanabec County State Aid Highway No. 26 from the West county line to TH 47 is included in the detour route selected by MnDOT for this project, and

WHEREAS MnDOT has proposed a detour agreement, agreement no. 1055538, which was presented before the Board, and

THEREFORE BE IT RESOLVED that Kanabec County enter into MnDOT agreement No. 1055538 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State of Minnesota to Kanabec County for the use of County State Aid Highway No. 26 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 23 from 250' East of County State Aid Highway No. 2 East of Milaca to the Ground House River Bridge East of Ogilvie under State Project No. 4802-25 (T.H. 23=023), and

BE IT FURTHER RESOLVED that the Board Chair and the Public Works Director are authorized to execute the Agreement and any amendments to the Agreement.

Action #32 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #32 – 2/6/24

Final Payment

KCP 22-06

Aggregate Surfacing

WHEREAS the project, KCP 22-06 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 Wm. D. Scepaniak, Inc. in the amount of \$4,781.30.

Action #33 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #33 – 2/6/24

Final Payment

2022 Bituminous Paving

SAP 033-620-011, SAP 033-630-003, SAP 033-617-010,

SAP 033-605-022, KCP 22-04, Arthur 22-01

WHEREAS the projects, SAP 033-620-011, SAP 033-630-003, SAP 033-617-010,

SAP 033-605-022, KCP 22-04, and Arthur 22-01 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 Knife River Corporation in the amount of \$48,427.93.

Public Works Director Chad Gramentz gave an update regarding the Ann River Bridge Project. Information only, no action was taken.

Action #34 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #34 – 2/6/24

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	\$794.31
Quality Disposal	\$3,351.60
Arthur Township	\$500.00
Total	\$4,645.91

Commissioner Mattson led a discussion regarding the request for a letter of support and resolution in support of the creation of wolf hunting and trapping season.

Action #35 – Tom Roeschlein introduced a motion to send a letter of support to State and Federal representatives for the creation of a wolf hunting and trapping season for improved wolf population management on behalf of the Kanabec County Board of Commissioners.

Wendy Caswell seconded the motion and the following voted:

IN FAVOR: Rick Mattson, Tom Roeschlein, Wendy Caswell, Peter Ripka

OPPOSED: None

ABSTAIN: Alison Holland

Whereupon the motion passed.

County Coordinator Kris McNally presented a request for a resolution proclaiming February 2024 School Board Recognition Month.

Action #36 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #36 - 2/6/24
Minnesota School Board Recognition Month
Proclamation Resolution

WHEREAS, Kanabec County Board of Commissioners recognizes the importance of public education in our community; and

WHEREAS, Kanabec County Board of Commissioners appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren;

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that Kanabec County Board of Commissioners recognizes and salutes the members of all School Boards within Kanabec County by proclaiming February 2024 as School Board Recognition Month.

County Coordinator Kris McNally presented a resolution to approve the collective bargaining agreement and related memorandums of understanding with Local 49.

Action #37 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #37 - 2/6/24

WHEREAS the Kanabec County Labor Negotiating Committee has presented the Board with a proposed 2024-2026 collective bargaining unit agreement and related memorandums of

understanding between Kanabec County and the International Union of Operating Engineers, Local 49, and

WHEREAS the Local 49 has indicated acceptance by signature of the Union Business Agent and Stewards;

BE IT RESOLVED to that the 2024-2026 collective bargaining unit agreement and related memorandums of understanding between Kanabec County and the International Union of Operating Engineers, Local 49 is hereby approved;

BE IT FURTHER RESOLVED the Board Chair and Coordinator are authorized to sign said bargaining unit agreement and memorandums of understanding.

County Coordinator Kris McNally led a discussion regarding 2024 Board and Committee Appointments, continued from 1/2/24 and 1/16/24.

Action #38 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #38 – 2/6/24

BE IT RESOLVED to appoint Wayne Zaudke to the Board of Adjustments as a representative of the Planning Commission for a three year term commencing immediately and expiring January 5, 2027.

Action #39 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #39 – 2/6/24

BE IT RESOLVED to change Ronald Peterson's appointment to the Board of Adjustments from an alternate to a regular member for the remainder of his three year term effective immediately and expiring January 7, 2025.

Action #40 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #40 – 2/6/24

BE IT RESOLVED to appoint Charlie Strickland Jr. to the Board of Adjustments as an alternate member for a three year term commencing immediately and expiring January 5, 2027.

Action #41 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #41 – 2/6/24

BE IT RESOLVED to reappoint Greg Yankowiak to the City/County Airport Zoning Board for a three year term commencing immediately and expiring January 5, 2027.

Action #42 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #42 – 2/6/24

BE IT RESOLVED to reappoint Tom Roeschlein to the Planning Commission for a one year term effective immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to correct Pat O'Brien's appointment dates on the Planning Commission to have commenced on January 4, 2022 and to expire on January 7, 2025.

Action #43 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #43 – 2/6/24

BE IT RESOLVED to appoint Kevin Braiedy to the Safety Committee as a representative of the Sheriff's Office for a three year term commencing immediately and expiring January 5, 2027.

BE IT FURTHER RESOLVED to appoint Kate Mestnik to the Safety Committee as a representative of Public Service Building for a three year term commencing immediately and expiring January 5, 2027.

County Coordinator Kris McNally gave a department update regarding the Coordinator's Office. Information only, no action was taken.

Future Agenda Items: Determine criteria of success for the Snake River One Watershed One Plan.

Action #44 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to close the meeting at 12:01pm pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally.

Action #45 – It was moved by Tom Roeschlein, seconded by Alison Holland, and carried unanimously to return to open session at 12:16pm.

Action #46 – It was moved by Wendy Caswell, seconded by Peter Ripka, and carried unanimously to adjourn the meeting at 12:17pm. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday, February 20, 2024 at 9:00am.

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

Attest: _____
Board Clerk

DRAFT

Agenda Item #2

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

CORRECTED MINUTES

January 16, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, January 16, 2024 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden (WebEx) and Recording Secretary Kelsey Schiferli.

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

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

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

Action #2 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the minutes of January 2, 2024 with the following correction: Action #1 – Correct the spelling of “Allison” to “Alison”.

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

<u>Vendor</u>	<u>Amount</u>
Blaze Credit Union	5,947.34
Card Services (Coborn's)	40.00
Chamberlain Oil	118.49
Consolidated Communications	1,147.84
E C Riders	14,989.86
East Central Energy	280.95
Kanabec County Auditor HRA	12,000.00
Kanabec County Auditor HRA	106.00
Kwik Trip Inc	11,943.18
MetLife	6,709.32
Midcontinent Communications	435.91

Minnesota Department of Health	1,275.00
Minnesota Department of Finance	4,877.50
Minnesota Department of Finance	37.50
Quadient Finance USA, Inc	5,584.94
Quality Disposal	743.06
VC3, Inc.	8,058.00
Verizon Wireless	4,187.00

18 Claims Totaling: \$ 78,481.89

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

Charlie Strickland Jr.	Comments and questions regarding the request for letters of support for an EV charging station. Comments in support of opposition to the redesigned state flag & seal. Comments regarding fairness and equality when considering committee reappointments and term limits.
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9:07am – The Chairperson closed public comment.

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

Vendor	Amount
A and E Cleaning Services	570.00
Ace Hardware	297.84
Ace Hardware	3.17
Adam's Pest Control	250.00
Advanced Correctional Healthcare	19,890.93
Applied Concepts, Inc.	2,995.00
Aspen Mills	216.71
Aspen Mills	671.19
Association of MN Counties	10,751.00
Association of MN Counties	4,900.00
Association of MN Counties	1,497.00
Attorney Richard Hodsdon	280.00
Auto Value	71.94
Barlow, Jeffery	148.03
Barlow, Jeffery	462.30
Bee Line Service Center, Inc.	1,044.82
Brownells, Inc	94.48
Clifton Larson Allen LLP	3,675.00
DataWorks Plus LLC	350.00
DVS Renewal	202.50

East Central Regional Juvenile Center	4,480.50
East Central Solid Waste Commission	66.00
Econ. Dev. Associaion of MN (EDAM)	320.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	736.12
Glen's Tire	1,518.08
Grainger	1,420.08
Grainger	714.36
Granite City Jobbing Co	720.93
Gratitude Farms	500.00
Hoefert, Robert	568.16
Hoefert, Robert	434.92
Information Systems Corporation	2,491.99
Information Systems Corporation	1,208.65
Information Systems Corporation	4,349.03
Information Systems Corporation	382.46
Information Systems Corporation	3,067.18
Information Systems Corporation	3,412.30
Information Systems Corporation	28.39
Initiative Foundation	1,550.00
IT SAVVY LLC	204.88
IT SAVVY LLC	1,126.22
Johnson Brothers Law	1,190.00
Johnsons Hardware	133.63
Kanabec County SWCD	8,000.00
Kanabec Publications	558.00
Kanabec Publications	26.10
Kanabec Publications	367.11
Kanabec Soil & Water Cons.	2,956.78
Kanabec Soil & Water Cons.	155.95
KnowBe4 Inc.	2,089.89
League of Minnesota Cities	2,340.00
Lease, Kevin	100.00
MACA	771.00
MACO-MOMS	750.00
MACVSO	500.00
MAPCED	500.00
Marco	248.06
Marco	2,095.96
Marco	328.10
Marco	496.58

Marco	514.00
Marco	363.09
Marco	(26.70)
Marco	159.00
Marco	651.00
MCHRMA	125.00
McIalwain, Shanna	119.97
MCIS	21,416.00
MCIS	530.00
MCIS	5,633.00
MCIS	6,290.00
Minnesota Counties Intergovernmental Trust	2,204.00
Minnesota Counties Intergovernmental Trust	1,958.00
Minnesota Monitoring Inc.	328.00
Minnesota UI	608.56
MNCCC Lockbox	1,712.78
MNCCC Lockbox	2,500.00
MNCCC Lockbox	2,150.00
MNCCC Lockbox	7,576.70
MNCCC Lockbox	2,800.00
MNCCC Lockbox	2,600.00
MNCCC Lockbox	2,800.00
Motorola Solutions	2,115.00
Noble Medical Inc	362.87
Northland Securities Inc	1,500.00
Novus Glass	130.00
Premium Waters, Inc.	52.40
Q Media Properties LLC	225.00
RELX Inc. DBA LexisNexis	238.70
RELX Inc. DBA LexisNexis	220.00
Resource Training & Solutions	250.00
River Valley Forensic Services, P.A.	250.00
RJ Mechanical	216.00
RMB Environmental Laboratories	31.20
RS Eden	6.80
Schneider, James	445.00
Snyder Denise	92.65
State of Minnesota - BCA	670.00
State of Minnesota - BCA	300.00
State of Minnesota - BCA	75.00
Stellar Services	31.41
Summit Companies	487.50
Summit Food Service Management	3,851.57

Summit Food Service Management	3,810.93
Timothy J. Peterson - Attorney at Law, LLC	720.00
Tinker & Larson Inc	3,193.11
ULINE	76.50
Van Alst, Lillian	548.89
Van Alst, Lillian	844.87
WEX	423.50
113 Claims Totaling:	<u>\$ 193,504.62</u>

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

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning	1,140.00
Aramark	444.72
Auto Value	1,934.66
Beaudry Oil	4,420.01
Caswell Cycle	778.86
Central McGowan	59.35
City of Mora	1,026.21
Federated Co-ops	36.40
Gopher State One-Call	21.60
Johnson Hardware	213.13
Kanabec County Highway Dept	57.45
Kwik Trip	36.04
LHB Inc.	175.50
Marco	352.17
North Central International	232.43
Northern Safety Co	196.66
Northern States Supply	290.67
Nuss Truck	534.01
Oslin Lumber	76.80
Power Plan	295.80
Schultz, Michael and Naomi	500.00
Totzke, Paul	83.96
USIC Locating	60.00
Wiarcom	675.30
24 Claims Totaling:	<u>\$ 13,641.73</u>

Action #6 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #6 – 1/16/24

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for Isanti County Pheasants Forever for a raffle event to be held at Pheasants Ridge Shooting Preserve 1547 Imperial St, Ogilvie, MN 56358 on April 6, 2024.

County Coordinator Kris McNally led a discussion regarding a request for authorization to send a new position to the pay consultant for review and scoring.

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

Resolution #7 – 1/16/24

Approve Job Description and Refer for Evaluation Behavioral Health Nurse

WHEREAS County Policy P-106 calls for Board authorization for all new position job descriptions, and

WHEREAS the Family Services Director has submitted a new job description and physical analysis for the position of Behavioral Health Nurse, and

WHEREAS the Personnel Director has examined and evaluated the information for referral to the Board;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the job description and physical analysis, and

BE IT FURTHER RESOLVED that the Board authorizes the Behavioral Health Nurse job description and physical analysis be sent to the salary consultant for review and scoring.

Action #8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 9:17am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:17am on Tuesday, January 16, 2024 pursuant to adjournment with the following Board Members present: Tom Roeschlein,

Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS9 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

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

Social Services Supervisor Katie Heacock met with the Board to give an overview of the Care Coordination Program.

Action #FS10 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS10 – 1/16/24

Family Services Social Worker Resolution

WHEREAS the case load for the Kanabec County Care Coordinators is at or above maximum capacity for the current employees, and

WHEREAS a request is being made for the continuation of the additional Social Worker position in Family Services which was authorized by Board resolution # FS 5 on 1/21/2020 to address the need in this area, and

WHEREAS this position will be funded by reimbursements and County Levy funds.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Service Director to continue this budgeted position ongoing.

Action #FS11 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the payment of 115 claims totaling \$229,018.99 on Family Services Funds.

Action #FS12 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn Family Services Board at 9:33am and to meet again on Tuesday, February 20, 2024 at 9:20am.

The Board of Commissioners reconvened.

Extension Educator, 4H Youth Development Nikki Priebe met with the Board to request authorization of payment for 2023 Kanabec County 4-H Clean Up Day Claims. Nikki Priebe led a discussion regarding the history of Clean Up Day Claims, as well as possibilities for future event check in, payment, and fees.

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

Resolution #13 - 1/16/24

2023 Clean Up Day Claim

WHEREAS the board did authorize by Resolution #15 – 9/5/23 the expenditure of up to \$5,000 in SCORE funds in support of Kanabec County Clean-Up Day to be held on Saturday, October 14, 2023, and

WHEREAS the board has received a report of the Clean-Up Day and request for support payment;

BE IT RESOLVED to authorize payment of \$3,990.01 in SCORE funds to “Kanabec County 4-H” for Kanabec County Clean-Up Day 2023.

Chairperson Rick Mattson administered the Oath of Office to Veterans Service Officer, Erica Bliss.

Veterans Service Officer Erica Bliss met with the Board to request authorization for out-of-state travel.

Action #14 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to authorize Veteran Service Officer Erica Bliss to travel to Denver, CO for the National Association of County Veteran Service Officer Training May 13-17, 2024.

Commissioner Wendy Caswell led a discussion regarding a request from the South Country Health Alliance Joint Powers Board to schedule a work session with the Kanabec County Board of Commissioners and key staff. The Board expressed consensus to decline the request to meet with South Country Health Alliance.

EDA Director Jim Hartshorn met with the Board to discuss Statewide Affordable Housing Aid. The Board directed Jim Hartshorn to move forward with preparing a resolution, guidelines, policies and applications to include two allowable program focus areas: rehabilitation for existing affordable housing properties; and new affordable housing development projects’ grant matches for Kanabec County’s Statewide Affordable Housing Aid.

EDA Director Jim Hartshorn gave an update regarding the recent EDA annual meeting, EDA activity, and the EDA Strategic Plan 2024-2026. The Board directed Jim Hartshorn to include a more County-inclusive variety of pictures in the strategic plan, as well as changing the color scheme to be consistent with Kanabec County’s branding.

Vasaloppet USA Executive Director Sharon Olson met with the board to give an update regarding the 2024 Vasaloppet event. Information only, no action was taken.

10:30am – The Board took a five minute break.

10:47am – The Board reconvened.

County Assessor Tina Von Eschen met with the Board to give an update regarding Tax Court and to request approval to process a refund.

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

Resolution #15 - 1/16/23
Tax Court Refund and Interest Payment

WHEREAS, a Minnesota Tax Court Judge has ordered Kanabec County to pay a refund plus interest to Recovering Hope Treatment Center;

THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves said payment.

Commissioner Alison Holland led a discussion regarding a request from the Highway 23 Coalition for letters of support for an EV charging station in Rockville, MN. The Board directed County Coordinator Kris McNally to draft a letter of support for the EV charging station on behalf of the County Board.

Environmental Services Supervisor Ryan Carda met with the Board to request approval of a retainer for legal services for 2024.

Action #16 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Flat Fee Agreement for Legal Services entered between Kanabec County, and Squires, Waldspurger, & Mace, P.A.

Commissioner Rick Mattson led a discussion regarding a resolution in opposition to redesigning the state flag and seal.

Action #17 – Tom Roeschlein introduced the following resolution and moved its adoption:

Resolution #17 - 1/16/24
RESOLUTION IN OPPOSITION TO REDESIGNING THE STATE FLAG AND SEAL

WHEREAS, the 2023 Legislature created a State Emblems Redesign Commission in the Laws of Minnesota, Chapter 62, Article 2, Section 118 the purpose of which is to redesign the official state flag and official state seal, and

WHEREAS, the Redesign Commission was charged with bringing recommendations on the redesign to the Legislature by no later than January 1, 2024, and

WHEREAS, the official seal of the State of Minnesota has remained unchanged since

1858; the current official state flag was created in 1957 with minor modifications done in 1983, and

WHEREAS, the official state flag and seal are not only symbols of our state, but also of our history and both the current official state flag and official state seal contain historical information on our farming background, Native American heritage and the co-existence that is part of the rich history of our state, and

WHEREAS, there is a substantial public cost associated with making this change that does not advance the public interest, including every deputy badge, seals in every courtroom and County Board Rooms across the state at substantial public expense, and

WHEREAS, the public reaction to the proposed designs has thus far been overwhelmingly negative.

NOW, THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby urges our legislative delegation and the Governor to reject the work of the State Emblems Redesign Commission.

BE IT FURTHER RESOLVED the Kanabec County Board of Commissioners hereby urges our legislative delegation and the Governor to retain the existing state seal and state flag as the official emblems for the State of Minnesota.

Chairperson Rick Mattson handed the gavel over to Vice Chairperson Alison Holland.

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

IN FAVOR THEREOF: Rick Mattson, Tom Roeschlein

OPPOSED: Alison Holland

ABSTAIN: Wendy Caswell, Peter Ripka

whereupon the resolution was declared duly passed and adopted.

Vice Chairperson Alison Holland handed the gavel back to Chairperson Rick Mattson.

Chairperson Rick Mattson led a discussion regarding an existing policy regarding maximum terms for committee members. Board consensus was to enforce the existing policy, with the option to waive in cases of vacancies in difficult to fill positions.

The Board continued Board & Committee Appointments from the January 2, 2024 Organizational Meeting.

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

Resolution #18 – 1/16/24

BE IT RESOLVED to appoint Stephanie Paulsen to the Extension Committee for a three year term commencing immediately and expiring January 5, 2027.

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

Resolution #19 – 1/16/24

BE IT RESOLVED to reappoint Peter Ripka to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Alison Holland to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Wendy Caswell to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Rick Mattson to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Tom Roeschlein to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 7, 2025.

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

Resolution #20 – 1/16/24

BE IT RESOLVED to reappoint Kathy Young to the Insurance Committee as a representative of the Local 320 for a three year term commencing immediately and expiring January 5, 2027.

BE IT FURTHER RESOLVED to reappoint Chad Gramentz to the Insurance Committee as a representative of the Department Heads for a three year term commencing immediately and expiring January 5, 2027.

Action #21 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #21 – 1/16/24

BE IT RESOLVED to reappoint Peter Ripka to the Railroad Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Alison Holland to the Railroad Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Wendy Caswell to the Railroad Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Rick Mattson to the Railroad Authority Board for a one year term commencing immediately and expiring January 7, 2025.

BE IT FURTHER RESOLVED to reappoint Tom Roeschlein to the Railroad Authority Board for a one year term commencing immediately and expiring January 7, 2025.

Action #22 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #22 – 1/16/24

BE IT RESOLVED to appoint Mora City Council Member Kyle Shepard to the Railroad Authority Advisory Committee as a representative of the City of Mora for a three year term commencing immediately and expiring January 5, 2027.

Action #23 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #23 – 1/16/24

BE IT RESOLVED to reappoint Patricia Kruse to the Safety Committee as a representative of the Public Service Building for a three year term commencing immediately and expiring January 5, 2027.

Action #24 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #24 – 1/16/24

BE IT RESOLVED to appoint Ashley Berg to the Water Plan Committee as a representative of Community Health for a three year term commencing immediately and expiring January 5, 2027.

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

Future Agenda Items: Committee Appointments

Action #25 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:58am. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday, February 6, 2024 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk

Agenda Item #3

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
AT&T Mobility	3,101.08	Monthly Service, 12/25/23	Sheriff
AT&T Mobility	3,099.49	Monthly Service, 1/25/24	Sheriff
Blaze Credit Union	5,695.55	See Below	
Card Services (Coborn's)	13.99	Staff Development	Jail
Card Services (Coborn's)	65.18	FHV Incentive, WIC Cleaning Supplies	Community Health
Card Services (Coborn's)	273.84	Wellness Supplies	Employee Wellness
Consolidated Communications	1,147.84	Monthly Service	Various
Kanabec County AT ACH_VISA	1,503.86	See Below	
Kanabec County Auditor HRA	6,000.00	VEBA Deposit, EW	HR
Kanabec County Auditor-Treas	17,190.91	Vehicle Leases & Maintenance	Various
Kwik Trip Inc	12,620.11	Gas Credit Cards	Various
Marco Inc	178.12	Printer Contract	Transit
Midcontinent Communications	435.08	Utilities	Various
Minnesota Department of Finance	338.30	4Q23 Forfeiture State Fees	Sheriff
Minnesota Department of Finance	4,724.00	State Fees & Surcharges	Recorder
Minnesota Energy Resources Corp	8,491.07	Gas Utilities	Various
Office of MN.IT Services	1,338.65	WAN	IS
Quality Disposal	262.30	Solid Waste Fees, 12/1/23 -12/31/23	Jail
Quality Disposal	283.80	Solid Waste Fees, 1/1/24 - 1/31/24	Jail
Quality Disposal	224.79	Solid Waste Fees, 1/1/24 - 1/31/24	Highway
Quality Disposal	574.90	Solid Waste Fees, 1/1/24 - 1/31/24	Various
Verizon Wireless Cell Phones	3,535.40	Monthly Service	Various
22 Claims Totaling:	<u>\$ 71,098.26</u>		
 Kanabec County AT ACH_VISA	 16.97	 Amazon - Sharpie Markers - Courthouse	 Building Maintenance
	8.46	Amazon - Sharpie Markers - Courthouse	Building Maintenance

	180.00	Amazon - Toilet Repair Kits - Courthouse	Building Maintenance
	204.00	Amazon - Two Way Radio - Courthouse	Building Maintenance
	70.97	Amazon - Wire Connectors, Nut Kit - Courthouse	Building Maintenance
	133.07	USAClean - 120V Pump - Courthouse	Building Maintenance
	133.13	Walmart - Bath Fan Vent Motor - Transit	Building Maintenance
	204.62	Amazon - Drain/Grease Trap Treatment - Jail	Building Maintenance
	537.59	Auto2mation - ELS Compass Cont - Jail	Building Maintenance
	15.05	Auto2mation - Int. Transfer Fee	Building Maintenance
10 Claims Totaling:	<u>\$ 1,503.86</u>		

Blaze Credit Union

249.98	Amazon - Monitors (2)	Auditor
249.99	GO DADDY - Renewal	IS
18.99	Amazon - HDMI to USBC Cable	IS
10.20	Amazon - Office Supplies	Attorney
109.15	IM Hotel - Reservations, TD	Assessor
49.98	Amazon - Office Supplies	Veteran Services
20.96	Amazon - Office Supplies	Veteran Services
56.83	Amazon - Office Supplies	Veteran Services
304.76	Amazon - Floor Jack Kit	Transit
34.86	Amazon - Fendell Saline Eyewash	Transit
146.93	Amazon - Vacuum Cleaner Bags	Transit
119.99	Amazon - Torque Wrench	Transit
277.02	Breezy Point - Training	Sheriff
91.30	Amazon - Case, Micro SD, etc.	Sheriff
129.98	Amazon - External Hard Drive	Sheriff
79.02	Amazon - Micro SD (3)	Sheriff
11.99	Amazon - USB Charging Cable	Sheriff
26.84	Amazon - SunFire Batteries (KB)	Sheriff
53.15	Amazon - Supplies	Sheriff
85.89	Chewy - Dog Food (K9)	Sheriff
112.60	Chewy - Dog Food (K9)	Sheriff
250.00	USPCA - K9 Training	Sheriff
50.00	USPCA - Membership Renewal K9	Sheriff

26.83	Amazon - Jail Supplies, Penlight	Jail
312.09	Jail Supplies - Ink Toner	Jail
91.57	Amazon - Inmate Supplies, Remotes	Jail
9.89	Amazon - Medical, Rubber Bands	Jail
55.00	Priorirty Disp - EMD Cert (DW)	E911
55.00	Priorirty Disp - EMD Cert (PG)	E911
271.66	Shop 4-H - Clothing	Extension
0.99	Apple - Storage	Highway
149.00	PryorLearning.com - Emot Int Trn	Community Health
53.87	Amazon - Office Supplies	Community Health
113.00	Control Solutions - Calibration	Community Health
292.80	Hotels.com - Lodging SPC MCMH	Community Health
87.88	Amazon - Labels	Community Health
397.87	Big Sky Resort - Lodging MT RPC	Community Health
25.60	Availity Subscription	Community Health
820.75	Center for Breastfeeding	Community Health
20.00	Little North Playland	Community Health
92.24	Amazon - Program Supplies	Community Health
22.40	Availity Subscription	Community Health
32.00	Availity Subscription	Community Health
224.70	Amazon - Wellness Supplies	Employee Wellness
44 Claims Totaling:	\$ 5,695.55	

Agenda Item #4

Regular Bills - Revenue Fund

Bills to be approved: 2/20/24

Department Name	Vendor	Amount	Purpose
ASSESSOR	Itsavvy LLC	141.18	CyanToner for TVE Printer
ASSESSOR	Marco, Inc	<u>159.00</u>	Printer/Copier Monthly Lease
		300.18	
AUDITOR	ODP Business Solutions	13.38	Office Supplies
AUDITOR	Primdata	<u>4,500.00</u>	2024 Tax Statement & Valuation Notices Estimated Postage
		4,513.38	
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	January Cleaning Services, Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	January Cleaning Services, PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	January Cleaning Services, Jail
BUILDINGS MAINTENANCE	Granite City Jobbing Co	1,026.10	Trash Bags, Paper Towels, Hand Soap - PSB
BUILDINGS MAINTENANCE	Jamar Company	3,036.90	Investigated and repaired roof leaks 10/2023 - PSB
BUILDINGS MAINTENANCE	Johnsons Hardware	89.31	Joint Compound, Misc Builders Hardware, etc. - Courthouse
BUILDINGS MAINTENANCE	Mid-American Research Chemical	248.00	Toilet Cleaner & Weed Killer - Courthouse
BUILDINGS MAINTENANCE	Mid-American Research Chemical	169.01	Toilet Cleaner & Weed Killer - PSB
BUILDINGS MAINTENANCE	Mid-American Research Chemical	<u>169.01</u>	Toilet Cleaner & Weed Killer - Jail
		12,782.33	
COUNTY ATTORNEY	Amazon Capital Services	45.72	File Folders
COUNTY ATTORNEY	Anoka County Sheriff's Office	80.00	Service of Subpoena on Victim
COUNTY ATTORNEY	McFadden, Barbara	84.42	Mileage to MCAA Board Meeting on 1/19/24
COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	220.00	LexisNexis 1/1/24 - 1/31/24
COUNTY ATTORNEY	Therapeutic Services Agency, Inc.	<u>161.22</u>	Services for Witness
		591.36	

COUNTY CORONER	River Valley Forensic Services, PA	<u>250.00</u> 250.00	Monthly Service 12/1/23-12/31/23
COUNTY RECORDER	Amazon Capital Services	<u>26.99</u> 26.99	Monitor Riser
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	<u>2,020.00</u> 2,020.00	Juvenile Safety & Placement Fees
ELECTIONS	DS Solutions	140.11	PNP DS200 Thermal Tape 20 & DS200 Thermal Tape 20
ELECTIONS	Election Systems & Software Inc	4,152.68	PNP 2024 DS200 Programming
ELECTIONS	Kanabec Publications Inc	20.01	PNP 2024 PAT Notice
ELECTIONS	MCCC Lockbox	4,935.00	OB Software Lic Renewal 21, 1/1/24-12/31/24
ELECTIONS	ODP Business Solutions	62.40	Election Supplies
ELECTIONS	Seachange	<u>3,216.33</u> 12,526.53	PNP Ballots
ENVIRONMENTAL SERVICES	Quill	<u>51.78</u> 51.78	File Folders, Legal & Letter
HUMAN RESOURCES	American DataBank	68.80	Background Study for New Employee, LM
HUMAN RESOURCES	ECM Publishers	50.00	Deputy Sheriff Job Ad, Online
HUMAN RESOURCES	Made of Mora/Promotional Designs	45.00	Employee Recognition Jacket, CS
HUMAN RESOURCES	Made of Mora/Promotional Designs	47.95	Employee Recognition Plaque, LS
HUMAN RESOURCES	Mora Chamber of Commerce	250.00	Chamber Bucks for Employee Recognition
HUMAN RESOURCES	WEX Health, Inc.	<u>434.50</u> 896.25	Administrative fees for January
INFORMATION SYSTEMS	Morris Electronics	1,263.50	Labor Invoice
INFORMATION SYSTEMS	Office of MNIT Services	<u>864.52</u> 2,128.02	EndPoint Protection

LAW LIBRARY	Amazon Capital Services	13.99	Secure Pens
LAW LIBRARY	RELX Inc. DBA LexisNexis	238.70	Law Library Invoice 1/31/24
		252.69	
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,957.00	Contracted Beds at East Central RJC 1/1/24 - 1/31/24
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc	368.00	Remote Electronic Alcohol Monitoring - 1/1/24 - 1/31/24
PROBATION & JUVENILE PLACEMENT	Office Depot	52.23	Office Supplies: Business Card Paper, Sharpies, Highlighters
		5,377.23	
PUBLIC TRANSPORTATION	Barlow, Jeffery	590.27	Volunteer Mileage 1/29 - 2/11
PUBLIC TRANSPORTATION	Fairview Health Services	190.00	Drug Screen
PUBLIC TRANSPORTATION	Glen's Tire	131.23	Bus Repairs
PUBLIC TRANSPORTATION	Granite Electronics	141.00	Radio Repairs
PUBLIC TRANSPORTATION	Granite Electronics	969.00	Portable Radio
PUBLIC TRANSPORTATION	Hoefert, Robert	874.35	Volunteer Mileage 1/29 - 2/11
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	47.90	Drug Test
PUBLIC TRANSPORTATION	K & S Engraving, LLC	480.00	Engraving on Benches (4)
PUBLIC TRANSPORTATION	Kanabec Publications Inc	583.00	Advertising
PUBLIC TRANSPORTATION	Premium Waters, Inc.	35.10	Bottled Water Supplies
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,154.41	Volunteer Mileage 1/29 - 2/11
		5,196.26	
SHERIFF	Buresh, Corey	175.00	Reimbursement for Drone Test 2/3/24
SHERIFF	EATI	1,865.25	Pushbumpers, Bolt Bags for Partitions & Replacement Seats in New Squads (3)
SHERIFF	EATI	3,330.68	LED Lights & Mounts for 3 New Squads
SHERIFF	Galls	171.23	Shirts (2), SGT Chevrons (4 pair), AG
SHERIFF	Glen's Tire	84.00	Flat Repairs (3)
SHERIFF	Gratitude Farms	500.00	Animal Control Services 1/1/24 - 1/31/24
SHERIFF	Horizon Towing	1,337.81	Towing Services (4)
SHERIFF	Kanabec Publications Inc	146.00	Info Forms (200 sets)
SHERIFF	Kubesh, JohnClair	723.47	Reimbursement for Ring Mount, Rifle Scope, Knife, Boots

SHERIFF	Minnesota County Attorney's Associatio	66.00	Forfeiture Forms, Property Receipts, Notice of Seizure Forms
SHERIFF	Oak Gallery	23.55	BCA GR
SHERIFF	ODP Business Solutions	172.23	Note Pads, Sharpies, Receipt Book, Pens, Post-its, Batteries, Tape
SHERIFF	Thomsen, Brandon	395.74	Reimbursement for Gloves, Ear Piece, Badge Holder, Handcuffs, etc.
SHERIFF	Thomsen, Brandon	339.47	Reimbursement for Watch and Pants
SHERIFF	Tinker & Larson Inc	1,543.68	Oil Changes for Squads (3), Brakes and Rotors for Squad
		10,874.11	
SHERIFF - 911 EMERGENCY	Kanabec Publications Inc	177.60	Sign & Release Forms (500)
SHERIFF - 911 EMERGENCY	Motorola Solutions	2,115.00	Vesta Services 2/1/24 - 2/29/24
SHERIFF - 911 EMERGENCY	Motorola Solutions	7,142.50	Annual Device License (2), License Videomanager
		9,435.10	
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	19,890.93	On-Site Medical & TPA, 3/1/24-3/31/24
SHERIFF - JAIL/DISPATCH	Michael Keller, Ph.D., L.P.	1,300.00	Psych Eval, New Employees (2)
SHERIFF - JAIL/DISPATCH	Stellar Services	142.63	Canteen 1/29/24
SHERIFF - JAIL/DISPATCH	Stellar Services	44.87	Canteen 2/5/24
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,923.20	Inmate Meals 1/6/24-1/12/24
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,889.66	Inmate Meals 1/13/24-1/19/24
		29,191.29	
TAX & PENALTY	Ritter, Jane	135.64	2023 Abatement Refund 24-00265-00
		135.64	
UNALLOCATED	Kanabec Publications Inc	371.01	County Board Minutes 12/7/23, 12/19/23
		371.01	
VETERAN SERVICES	Bliss, Erica	140.70	Travel Reimbursement 2/9/24
VETERAN SERVICES	Q Media Properties LLC	75.00	WCMP/KBEK Advertising for Yoga/QiGong
		215.70	
80 Claims Totaling:		\$ 97,135.85	

Agenda Item #5
Regular Bills - Road & Bridge Fund
To be approved: 2/20/24

Vendor	Amount	Purpose
Aramark	555.90	Janitor supplies and coveralls
Beaudry Oil	21,785.60	Diesel
Central McGowan	239.17	Shop supplies
Central Pension Fund	529.35	Training center fee
Federated Co-ops	164.83	Repair parts
Gopher State One-Call	59.45	Locates
JMD	7,279.77	Mail box posts
Johnson Hardware	335.90	Shop supplies
Kanabec County Highway Dept	76.20	Petty cash, postage
Kwik Trip	26.63	Fuel
Marco	352.17	Printer
MKJ Trucking	2,820.00	Snow removal
MCHAA	250.00	Accounting conference
Oslin Lumber	1,072.97	Maintenance supplies
Owens Auto Parts	90.54	Shop supplies
Power Plan	192.75	Repair parts
Scientific Sales	69.50	Safety glasses
Stepp MFG	222.72	Repair parts
Trent Terpstra	261.30	Reimbursement lodging
Trueman Welters	1,288.80	Repair parts
Vault Health	561.16	Drug screening
Walk-N-Roll	593.32	Repair parts
Widseth Smith Nolting	2,290.56	Engineering
Wiarcom	675.30	GPS
Ziegler Inc	1,918.14	Repair parts

25 Claims Totaling: \$ 43,712.03

Agenda Item #6

February 20, 2024

REQUEST FOR BOARD ACTION

a. Subject: Board & Committee Appointments (Continued from 1/2/24; 1/16/24; 2/6/24)	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

A. Request to appoint the listed applicants to the vacancies on the Insurance Committee:

APPLICANT(S) FOR VACANCIES:

Application for Local 107 Rep: **Derek Hippen-Koch**

Application for Non-Union Rep: **Farrah Gajewski**

Application for Non-Union Alternate: **Andy Magaard**

INSURANCE COMMITTEE (INTERNAL)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Members:				
Rick Mattson	01/03/23	01/06/26	[Commissioners]	1 st
Kathy Young	01/16/24	01/02/27	[Local 320]	2 nd
Michael Currie	01/04/22	01/07/25	[Local 49]	1 st
Vacant			[Local 107]	
Tammy Owens	01/03/23	01/06/26	[Local 363]	3 rd
Chad Gramentz	01/16/24	01/02/27	[Dept Heads]	2 nd
VACANT			[Non-union]	
Jayke Kleszyk	01/02/24	01/06/26	Local 106	1 st
Kim Christenson	[Secretary]	indeterminate term		
Kristine McNally	n/a - ex officio			

Insurance Committee Alternates:

Tom Roeschlein	01/03/23	01/06/26	[Commissioners]	1 st
Marie Sward	01/03/23	01/06/26	[Local 320]	2 nd
Kevin Schiferli	01/18/22	01/07/25	[Local 49]	1 st
Dan Schulz	01/02/24	01/06/26	[Local 106]	1 st partial
Vacant			[Local 107]	
Jennifer Anderson	01/03/23	01/06/26	[Local 363]	2 nd
Vacant			[Non-union]	
Lisa Blowers	01/03/23	01/06/26	[Dept Heads]	3 rd

B. Request to appoint Jean Mattson to the Extension Committee for a special term until another representative from District 3 can be appointed, or up to one year, whichever occurs first.

APPLICANT(S) FOR VACANCIES:

Jean Mattson is willing to be re-appointed for a special term to assist with transitional projects for up to 1 year or until another representative from District 3 can be appointed.

EXTENSION COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>District</u>	<u>Term</u>
Vacant			3	
Jennifer Ernest	01/03/23	01/06/26	2	3 rd
Stephanie Paulsen	01/16/24	01/05/27	5	1 st
Kelsey Schiferli	01/03/23	01/06/26	4	3 rd
Vacant			1	
Dan Porter	01/02/24	01/05/27	at large	1 st
Peter Ripka	01/03/23	01/06/26	Commissioner	1 st
Rick Mattson	2024 Chairperson of the County Board (Statutory)			
Lisa Holcomb	Auditor/Treasurer Designee (Statutory)			

Description: The Minnesota State Legislature established County Extension Committees in 1923. The statute mandates a committee of nine:

1. The chair of the County Board of Commissioners,
2. One other commissioner
3. The County Auditor (or their designee) as Secretary
4. Six county residents selected by the County Board.

Committee responsibilities include: attending Extension Committee meetings, Performance evaluation of the educators, program development, assist in marketing Extension programs, and evaluation and budget development.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

Committee vacancies (external) were initially advertised in the Advertiser for 3 weeks in November, as well as on the County's Facebook page, the County's website, and were on display in the Coordinator's Office.

Current openings are being advertised on the County's Facebook page and on the County's website, and are also on display in the Coordinator's Office.

Remaining Vacancies on the 2024 BOARDS & COMMITTEES

CITY/COUNTY AIRPORT ZONING BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Vacant			
Greg Yankowiak	02/06/24	01/05/27	3 rd

APPLICANT(S) FOR VACANCY: Re-Advertising

Description: This board is designated under state statute and consists of members appointed by the City of Mora and the County. The board meets to make, revise and approve airport zoning. This is a Joint Airport Zoning Board pursuant to §360.063, Subd. 3.

EMERGENCY MEDICAL SERVICE BOARD

Advisory Committee

Todd Groninga 02/15/22 01/07/25

1st

alternate - Vacant

Evaluates the funding for Emergency Medical Services and advises the executive board on recommended expenditures. There is one opening for an alternate position on this board for a three year term. This committee meets six times per year.

APPLICANT(S) FOR VACANCY: Re-advertising

RAILROAD AUTHORITY ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Rick Mattson - Chairperson	ex officio (voting)			
Kyle Shepard	01/16/24	01/02/27	City of Mora	1 st
VACANT			Whited Township	
VACANT			Comfort Township	
VACANT			At Large	
Lanny Stegeman	01/04/22	01/07/25	At Large	6 th
Teri Huro	01/04/22	01/07/25	City of Quamba	1 st

Kristine McNally, Advisory Committee Clerk Appointed 01/08/19 non-voting

Advise the Railroad Authority Board of interests and recommendations of the use of the railroad bed. This committee meets as needed.

APPLICANT(S) FOR VACANCIES: Re-advertising.

SNAKE RIVER WATERSHED CITIZEN ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Darrel Golly	01/02/24	01/05/27	1 st
VACANT			

3 year terms. Works with the Snake River Watershed Board overseeing restoration projects on the Snake River. This committee meets monthly as needed, with a minimum of one meeting per quarter.

APPLICANT(S) FOR VACANCY: Re-advertising.

County Commissioner Appointments as of 1/4/24

Appointment	Peter Ripka	Alison Holland	Wendy Caswell	Rick Mattson	Tom Roeschlein
American Rescue Plan (ARPA) Committee				X	
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee	X				
Cafeteria Plan				X	
Central Minnesota Council on Aging	X				
<i>Central Minnesota Council on Aging Alternate</i>		X			
Central Minnesota Jobs & Training			X		
City of Mora Economic Development Authority		X			
Community Health Board	X	X	X	X	X
County Board of Appeal & Equalization	X	X	X	X	X
Department Head Meetings				X	
Drainage Authority Board	X	X	X	X	X
Driver's License Project Committee		X			X
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development	X				
East Central Regional Library				X	
East Central Solid Waste Commission		X			
<i>ECSWC Alternate</i>					X
Economic Development Authority	X	X			
Emergency Medical Service Board			X		X
<i>Emergency Medical Alternate</i>					X
Extension Committee	X			X	
Family Services Board	X	X	X	X	X
Health & Human Services Advisory Committee			X		
Highway 23 Coalition		X			
Hospital Board			X		
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee				X	
<i>Insurance Comm. Alternate</i>					X
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board	X				
Law Library		X			
North Highway 65 Corridor Coalition		X			
Opioid Settlement Committee (Internal)			X		
Personnel Committee		X		X	
Planning Commission					X
Public Works Committee	X				X
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee				X	
Regional Radio Board			X		
Snake River One Watershed, One Plan					X
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Watershed Management Board					X
<i>Snake River Watershed Mgmt Board Alternate</i>	X			X	
State Community Health Services Advisory Cmte (SCHSAC) Alt.				X	
Southern MN County Based Purchasing			X		
<i>Southern MN County Based Purchasing Alternate</i>					X
Substance Abuse Coalition/Better Together Coalition			X		
Timber Trails Advisory Board					X
<i>Timber Trails Alternate</i>				X	
Negotiating Team: Local 107 (Jail/Dispatcher)				X	
Negotiating Team: Local 320 (Courthouse)				X	
Negotiating Team: Local 106 (Deputies)				X	
Negotiating Team: Local 49 (Highway)				X	
Negotiating Team: Local 363 (Welfare)				X	
Water Plan					X
TOTAL APPOINTMENTS	16	16	16	24	20

Agenda Item #7

February 20, 2024

REQUEST FOR BOARD ACTION

a. Subject: Consider Revising Resolution #19-12/19/23 to Withdraw from the South Country Health Alliance Joint Powers Agreement	b. Origination: Board of Commissioners
c. Estimated time: 10 minutes	d. Presenter(s): Commissioner Caswell

e. Board action requested:

Approve the following resolution:

Resolution #____-12/19/23

Resolution to Withdraw from South Country Health Alliance Membership (**Revised**)

WHEREAS Kanabec County is a member county in the South Country Health Alliance joint powers entity through a joint powers agreement; and

WHEREAS the Kanabec County Board of Commissioners believes it is in the best interest of Kanabec County to withdraw its membership from South Country Health Alliance joint powers entity and to collect Kanabec County's share of South Country Health Alliance's capital and surplus; and

WHEREAS withdrawal from said membership will have minimal impact on Kanabec County clients due to new providers and a transition plan being in place; and

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the withdrawal from the South Country Health Alliance joint powers entity membership pursuant to Section 11 of the joint powers agreement;

BE IT FURTHER RESOLVED that Kanabec County requests its share of South Country Health Alliance's capital and surplus be disbursed to Kanabec County pursuant to Section 11.3 of the joint powers agreement;

BE IT FURTHER RESOLVED that the date of the notice of withdrawal from the South Country Health Alliance Joint Powers Agreement and entity membership is ~~effective~~ December 31, 2023;

BE IT FURTHER RESOLVED that the effective date of Kanabec County's withdrawal from the South Country Health Alliance Joint Powers Agreement and entity membership is December 31, 2024.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Revised SCHA bylaw language:

Sections applicable to Withdrawal from the South Country Health Alliance Joint Powers Agreement (As Amended Effective January 6, 2022):

Section 11: WITHDRAWAL

11.1. Method of Withdrawal

A Member County may withdraw from this Agreement by filing with the CEO and copied to the Board Chair a written board action notifying SCHA of its withdrawal, by the deadline determined in advance by the by-laws. For purposes of this Agreement and the By-Laws, the "Effective Date of Withdrawal" shall be December 31st at 11:59pm in the year the Member County provided the notice of withdrawal.

11.2. Responsibilities on and after Withdrawal

Following its withdrawal from this Agreement, the withdrawing Member County shall fulfill any outstanding contractual responsibilities it may have with the State of Minnesota, the federal government, other Member Counties, and SCHA. This includes providing all information necessary for the submission of reports and/or responding to regulatory audits. The withdrawing Member County shall be responsible for notifying the State of Minnesota and any other appropriate governmental authority of its withdrawal.

Upon providing a notice of withdrawal, a Board Member or Alternate from a Member County will not be entitled to a vote on any board action related to contracts, budgets, or other issues impacting SCHA after the County's Effective Date of Withdrawal.

11.3. Payment of Surplus to Withdrawing Member County

Any withdrawing Member County is entitled to receive its share of SCHA's capital and surplus, determined as set forth in Section 4 above. The Member County's Capital Account shall become available for withdrawal after the annual audited financial statements have been issued and filed with the State of Minnesota, when such Member County's Capital Account shall be determined. Such payments may, at the option of SCHA, be:

- (a) Made in one lump sum, without interest, by April 30th following the Effective Date of Withdrawal; or
- (b) In equal annual payments of principal commencing September 30th following the Effective Date of Withdrawal and continuing over a period not to exceed five years. Simple interest shall accrue from May 1st following the Effective Date of Withdrawal starting at the Wall Street Journal Prime Rate in effect on that date, and shall be paid to date with each installment of principal. For each subsequent year of annual payments, the prevailing interest rate will be re-set to the current Wall Street Journal Prime Rate in effect on May 1st of the payment year. SCHA at its option, may prepay any or all of the outstanding balance at any time, on seven days advance notice to the counties. If not prepaid in full, SCHA may, if it chooses, reduce the principal amount of each subsequent payment to an amount not less than the outstanding principal divided by the number of years remaining in the original term, together with interest.

Sections applicable to Withdrawal from the BY-LAWS FOR THE BOARD OF
DIRECTORS OF SOUTH COUNTRY HEALTH ALLIANCE (As Amended 9/29/2022):

Article IX. Member County Withdrawal

A Member County may withdraw from SCHHA with the authority granted to it by the provisions of Section 11(1) of the Joint Powers Agreement. The deadline for notice of withdrawal shall be March 1st of the withdrawal year.

Agenda Item #8

February 20, 2024

REQUEST FOR BOARD ACTION

a. Subject: Consider a Resolution in Opposition to the North Star Act	b. Origination: Board of Commissioners
c. Estimated time: 5-10 minutes	d. Presenter(s): Chair Mattson

e. Board action requested:

Approve the following resolution:

**RESOLUTION #__-2/20/24
OPPOSITION TO NORTH STAR ACT (SF2724, HF2860)**

WHEREAS, a “Sanctuary State” is a jurisdiction that restricts state and local officials from cooperating with federal immigration enforcement efforts; and

WHEREAS, it is the duty of Congress to establish all laws and rules regarding naturalization, and

WHEREAS, the 14th Amendment to the United States Constitution was ratified on July 9, 1869, and granted citizenship to “all persons born or naturalized in the United States” are citizens of the United States and of the State wherein they reside, and

WHEREAS, law enforcement in Kanabec County is dedicated to protecting the communities they serve and promoting public safety requires the assistance and cooperation of the community, so law enforcement has the ability to gather the information necessary to investigate and deter crime, and

WHEREAS, the Kanabec County Board of Commissioners supports all law enforcement officers, federal, state, county and municipal, upholding the Constitution of the United States and the State of Minnesota, and

WHEREAS, the Legislature is reviewing approval of Senate File (SF) 2724 and House File (HF) 2860 effectively making Minnesota a “Sanctuary State” by prohibiting law enforcement, county employees, and schools from collecting information on immigration or citizenship status, prohibiting the sharing of any other information about individuals for the purposes of immigration enforcement, and prohibiting the use of county resources for immigration enforcement, and

WHEREAS, SF2724 and HF2860 interferes with the County and its employees’ ability to perform current functions, imposes implementation hurdles and burdens upon the County, creates ambiguity and possible conflicts with federal law, may subject the County and its employees to statutory violations, employment consequences, and possible civil and criminal liability; and

WHEREAS, Kanabec County supports legal immigration and the positive impact it provides for our communities and the local and state economy; and

WHEREAS, Kanabec County citizens should not be negatively impacted from results caused by illegal immigration and the North STAR Act on the budgeting of taxpayer dollars and public resources.

NOW, THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby urges our legislative delegation and the Governor to reject the North STAR Act proposals in Senate File 2724 and House File 2860, and give ample acknowledgment to public and local government input and the true impact of a “Sanctuary State” designation.

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:
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Coordinators Comments:

Agenda Item #9

February 20, 2024

REQUEST FOR BOARD ACTION

a. Subject: Request to re-allocate committed ARPA funds	b. Origination: Sheriff's Office/ARPA Committee
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Approve the following resolution:

RESOLUTION #___-2/20/24

Reallocation of Surplus ARPA Funds to a Courthouse Security Project

WHEREAS the Kanabec County Board of Commissioners committed ARPA funds to multiple projects within the County and community; and

WHEREAS, to date, some projects have been completed under budget resulting in an \$18,885 surplus; and

WHEREAS a request to upgrade certain security features in the Courthouse has been received; and

WHEREAS an estimate for this upgrade is \$5511; and

WHEREAS the ARPA Committee has voted in favor of the re-allocation of a portion of the surplus ARPA funds to this security project;

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the re-allocation of up to \$5600 from the ARPA surplus to the Courthouse security project request;

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the estimate and authorizes moving forward with the project;

BE IT FURTHER RESOLVED that Public Works Director Chad Gramentz is authorized to sign agreements related to said project.

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments: