



Kanabec County Board of Commissioners

Regular Meeting Agenda

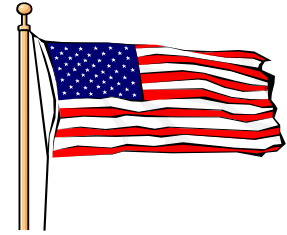
June 4, 2024 9:00AM

- 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: 2499 287 1036



Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mff8b0725b6bfe892b58f25fe4a3175b0>

Meeting number: 2499 287 1036

Password: 8uY3pP5smZ6 (88937757 when dialing from a video system)

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: 2499 287 1036
- 9:20am Recess county board to a time immediately following the Community Health Board.
 Community Health Board
- 9:45am Tina Von Eschen, Assessor
 a. Provide information on the upcoming CBAE on June 17th
 b. Request approval for fees charged per parcel back to jurisdictions
- 10:00am Tim Jacobs, Deputy Tax – DNR study request
- 10:15am Denise Snyder, Auditor/Treasurer
 a. Liquor License Renewals

- b. Snowmobile Trail Extension

10:25am Brian Smith, Sheriff –

- a. Request to renew the office space lease with the Department of Public Safety/State Patrol
- b. Request to renew the Chief Deputy Union Seniority Memorandum of Agreement

10:30am Ryan Carda, Environmental Services Supervisor-

- a. Discuss participation in/adoption of the Kettle River/Upper St. Croix River and the Rum River Comprehensive Watershed Plans and JPAs
- b. Consider approval of Interim Use Permit Applications per Planning Commission recommendations
 - i. 2639 Chris Haven Drive, Mora, MN 55051 (Speed/Viger)
 - ii. 20379 Ann River Drive, Mora, MN 55051 (Howe)

10:45am Commissioners discuss stakeholder input on the County's Economic Development Authority (EDA)

Other business to be conducted as time is available:

1. Minutes- May 21, 2024
2. Paid Bills
3. Regular Bills- Revenue Fund
4. Regular Bills- Road & Bridge Fund
5. SCORE Claims - April
6. Consider preliminary 2025 budget goals and draft calendar
7. Consider replacement of the Minnesota state flags and state seals at Kanabec County
8. Consider revisions to the County's hiring process
9. Discuss attendance at AMC's District 5 spring meeting
10. Commissioner reports
11. Future agenda items
12. Closed Session: Attorney Client Privilege (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.05 subd.3.(b).)
13. Closed Session: Labor Negotiation Strategy (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
14. Discuss any other matters that may come before the County Board
15. Adjourn

Kanabec County Community Health Board
AGENDA
Tuesday, June 4, 2024
9:20 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
 - No report this month
4. Request to contract with Ninja Anywhere
 - Action requested
 - See attached contract and resolution page 3-9
5. Financial Reports
 - See attached
 - Trial Balance page 10-12
 - April 2024 Financial Report (2) page 13-14
6. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 15-24
7. Other Business
8. Adjourn

Kanabec County Community Health/Timber Trails
Director's Report
June 2024

No Director's Report this month.



(612) 440-7866
NinjaAnywhere.com
2280 Terminal Rd. W
Roseville, MN 55113

Ninja Anywhere Event Contract

The specific contract terms of this event contract ("Agreement") are as defined in the following table:

Contract Term	Term Definition
Contract Date	May 17, 2024
Host	Kanabec County Community Health - Better Together Coalition of Kanabec County
Host Address	905 Forest Ave E.. Mora, MN 55051
Host Contact Name and Title	Allison Krueger - Health Promotion and Coalition Coordinator
Host Contact Phone	(651) 343-6206
Host Contact Email	Allison.krueger@co.kanabec.mn.us
Event Date(s)	6/27/24
Event Time(s)	3:00 pm - 5:00 pm
Event Location	701 S Union St. Mora, MN 55051
Host Fee (<i>fee charged to Host</i>)	\$2,900
Deposit	\$2,900
Sales Tax	Tax Exempt - 0%
Unique Terms and Conditions	Unique terms and conditions are set forth in Appendix A (if any).
Purpose of Event	Community Health Event
Expected Number of Participants	100-150
Age Range of Participants	All
NA Event Coordinator and email	Tracie Odle - todle@ninjaanywhere.com - 612-255-0214
Host Volunteers <i>The number of volunteers to be provided by Host</i>	4
Event Staff <i>The number of event staff to be provided by Ninja Anywhere</i>	1-2
Inclement Weather Contingency Plan <i>Alternative location, e.g., gym or structure</i>	Have indoor space in hockey arena for all obstacles
Participant Fee (if any)	Not Applicable
Minimum Guaranteed Fee (if any)	Not Applicable

By signing below, you acknowledge the above specific contract terms and the attached Standard Terms and Conditions.
This executed Agreement is effective as of the Contract Date written above.

Ninja Anywhere LLC

Accepted by Host (signature)

Elizabeth Kettler, Owner and CFO

Print Name and Title: Kathryn Burski - Director



1. Parties

This binding Agreement is entered into as of the Contract Date, by and between Host and Ninja Anywhere LLC, a Minnesota limited liability company ("NA").

2. Event Details

NA will provide the following at the Event:

- i. Obstacles (Mobile Ninja rig, inflatables, balance course obstacles);
- ii. Obstacle set-up and tear-down; and
- iii. Overseeing and facilitating NA event by NA Event Staff with assistance from any Host Volunteers.

3. Payment Terms

The Host Fee, as applicable and any Sales Tax is due one (1) month before Event Date. Any Participant Fee will be charged to individual participants the day of the Event. The Deposit is required to reserve the selected Event Date. The Deposit is non-refundable, but may be transferable with two (2) week advance notice as provided in Section 4 below. Sales Tax will be charged unless a signed sales tax exempt form is provided to NA prior to payment. In the case that the total Participant Fees collected is less than the Minimum Guaranteed Fee (if any), Host agrees to pay NA any difference between the total Participant Fees collected and the Minimum Guaranteed Fee. Payment shall be made within ten (10) business days from receipt of an invoice from NA. The Host may request documentation supporting the total Participant Fees received by NA. Except as provided herein, any fees payable hereunder are exclusive of any applicable taxes and any applicable taxes will be payable by Host to NA in addition to fees payable hereunder. Bank fees for insufficient funds will result in additional charges, including but not exceeding all bank fees plus a \$30 processing fee. Interest at the maximum amount due under applicable law will accrue on all late payments. All collection fees, attorneys fees, court costs or expenses involved in the collection of amounts due from Host hereunder will be Host's responsibility. NA may

apply the Deposit to any amounts due under this Agreement. Host authorizes NA to charge Host's debit card or credit card on file with NA in an amount equal to all outstanding payments and fees due under this Agreement.

4. Cancellation and Rebooking

NA may cancel its obligations under this Agreement (e.g., participation at an Event) if Host fails to adhere to payment terms set forth herein or any other provision of this Agreement, and in such case, NA will retain the Host Fee. If Host is in compliance with the terms of this Agreement: (a) Host may reschedule the Event by providing written notice to NA more than two (2) weeks before the Event Date, subject to NA's availability and acceptance of a new proposed Event Date, in its sole discretion, or (b) Host may cancel an Event within two (2) weeks of the Event Date, but Host will forfeit fifty percent (50%) of the Host Fee. Except as specifically provided below, if Host reschedules an Event within two (2) weeks of the Event Date to a date acceptable to NA, fifty percent (50%) of the Host Fee will be applied towards future Event and the remainder will be retained by NA to compensate it for its damages and expenses associated with cancellation and rescheduling.

Host and NA may mutually agree to cancel or postpone the Event for circumstances beyond NA's or Host's reasonable control, such as inclement weather. In this case, the Host Fee will be transferable to a future event on a date acceptable to NA and Host. If NA cancels the Event for safety or other concerns in its discretion, except due to a breach of this Agreement by Host, any Host Fee will be returned to Host if rescheduling within a reasonable time period is not feasible. The return of the Host Fee will be the sole remedy of Host for any such cancellation hereunder.

5. Participant Waiver

All Event participants are required to complete an electronic NA waiver and follow NA safety rules and instruction. NA reserves the right to



deny Event access to any participant for any reason NA deems reasonable (including, but not limited to, if the participant is not following safety rules). NA shall not be held liable for participants that access the Event without following the requirements noted above. Host consents to the Event being listed (by Event name and date) on the NA electronic waiver form in order to match participants to specific Event, which may be viewable by third parties who are also provided the electronic waiver. If Event access is controlled by Host instead of NA (e.g., if Event is a school event or private party), Host agrees to obtain a signed NA Waiver from all participants.

6. **Event & Event Location Access**

Host will:

- a. Put on the Event with reasonable skill and care, customary for events of a similar location and size.
- b. Provide NA access to the Event Location a minimum of two (2) hours prior to the Event.
- c. Provide NA with reasonable parking accommodations (including overnight for multi-day events) as well as at least a 100' x 100' space at the Event Location (clearance of 13'6" high is required for access to any structures).
- d. Obtain any permits/permission necessary to host the Event at the Event Location, and will comply with applicable laws with respect to hosting the Event.

Host represents and warrants it maintains insurance as is necessary and customary to reasonably cover its operations and liabilities related to the Event.

Host acknowledges that the NA Obstacles/Equipment include large, heavy structures which may require stakes to be driven into the ground and could cause indentation marks on any surface. Host is responsible to take any precautions to protect the Event area (e.g., covering any flooring and/or ensuring an unobstructed pathway for the 70' long ninja rig). This includes but is not limited to grass/turf,

overhead wires, and underground sprinkler systems. NA is not responsible to Host or any third party for any damaged property prior to, during, or after the Event. If the Event Location is not ready or accessible when NA arrives or if the Obstacles/Equipment cannot be set up directly at the Event Location (extra handling involved), Host will be charged an additional fee based on the additional time required. If NA cannot deliver the Obstacles/Equipment, the Obstacles/Equipment may be taken back to its warehouse and the Host Fee will be retained by NA.

7. **Use of Likeness**

Host grants permission to NA to use Host's (and any of its owners, contractors, employees, agents, and volunteers) likeness, and images from the Event, in any photographs, recordings (including video and/ or sound) or other media made in connection with the event ("Images"). The Images may be used without restriction for the benefit of NA in any and all publications or media, in any form, including on any of NA's web sites or social media sites, without further consideration. Host is responsible to obtain all applicable consents to effectuate this provision.

8. **Indemnification**

Host agrees to indemnify and hold NA and its affiliates, and their respective agents, owners, directors, trustees, contractors, employees and volunteers, harmless against any and all claims of loss or damage (including reasonable attorneys' fees) associated with the Event or NA's participation in the Event, or resulting from Host's failure to perform its obligations under this Agreement, except in the event of liability arising from NA's willful misconduct or gross negligence.

9. **Governing Law/Venue**

This Agreement is governed by the laws of the State of Minnesota without giving effect to any conflict of law provisions of such state. The parties hereto hereby agree that any disputes arising out of this Agreement shall be litigated



exclusively in courts located in Hennepin County, Minnesota.

10. Binding Authority

The individual signing this Agreement for Host certifies that he or she has authority to bind Host to this Agreement.

11. Independent Contractor

Each party agrees that nothing in this Agreement will be construed as creating an employee-employer relationship, and NA is participating in the Event as an independent contractor only. Neither party has authority to bind the other party to any agreements or obligations.

12. No Warranty & Limitation on Liability

NA MAKES NO WARRANTY, EXPRESS OR IMPLIED, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE, AND EXPRESSLY EXCLUDES AND DISCLAIMS ALL WARRANTIES AND REPRESENTATIONS OF ANY KIND, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.

NA's liability arising out of this Agreement is hereby limited in the aggregate to the fees

payable by Host to NA hereunder. The parties agree that neither party shall have the right to receive or collect consequential, punitive or exemplary damages from the other party.

13. Assignment

Host may not, without the prior written consent of NA, transfer or assign this Agreement or any part thereof. Any attempt to do so shall be a material default of this Agreement and shall be void.

14. Entire Agreement

This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representative of both parties.

15. Severability

Should any provision of this Agreement be declared illegal, void or unenforceable under state or federal law, the remaining provisions of this Agreement shall remain in force and be binding upon the parties hereto as though the said provision had never been included.



(612) 440-7866
NinjaAnywhere.com
2280 Terminal Rd. W
Roseville, MN 55113

Appendix A: Unique Terms And Conditions

The following terms and conditions (if any) modify the Agreement as follows:

No Unique Terms

The Ninja Anywhere Contract was reviewed by the County Attorney, Barb McFadden. She requested that Ninja Anywhere amend the language of number eight, located on page three of the contract to read:

8. Indemnification

Host and NA each agree to indemnify and hold the other party and its affiliates, and their respective agents, owners, directors, trustees, contractors, employees and volunteers, harmless against any and all claims of loss or damage (including reasonable attorneys' fees) associated with the Event or participation in the Event or resulting from the failure of either party to perform its obligations under this Agreement.

This language was sent to Ninja Anywhere as soon as it was received by the County Attorney on Thursday, May 30th, and a phone conversation with our contact at Ninja Anywhere included the fact that this would be going to Board for approval on June 4th. The contract language was going to be sent to the legal authority for Ninja Anywhere with an explanation of the short turnaround time.

Resolution # KCCH – 6/4/24
Ninja Anywhere Contract Resolution

WHEREAS, Kanabec County Community Health has a goal to provide activities for older youth/adolescents and have planned to bring in a ninja event and,

WHEREAS, Kanabec County Community Health wrote and was awarded a grant through their reducing isolation and increasing connections fund. The cost of this would be \$2,900.00 and 100% covered by this grant and,

WHEREAS, Kanabec County Community Health has received permission from the Kanabec County Fair Board to utilize space on the grounds to host this event. Participants/parents would sign a waiver and Ninja Anywhere carries insurance of \$1,000,000 per occurrence/\$2,000,000 annual aggregate and,

WHEREAS, the County Attorney reviewed the contract and recommended different language under the indemnification section of the contract. This request has been forwarded to the Ninja Anywhere legal representative and,

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to enter into a contract with Ninja Anywhere where they will bring and set up inclusive movement opportunities for all ages and ability levels.

THEREFORE BE IT FURTHER RESOLVED that the Community Health Director will only enter into the contract with Ninja Anywhere if a change in the indemnification section of the contract meets the approval of the County Attorney.



As of Date: 04/2024
Report Basis: 2 1 - Cash
 2 - Modified Accrual
 3 - Full Accrual

Save Report: N
Comment:

TRIAL BALANCE REPORT

FUND Range From 15 Thru 15

*** Kanabec County ***



Sheila
5/28/24 7:37AM

TRIAL BALANCE REPORT
As of 04/2024

Report Basis: Modified Accrual

15 Community Health Fund

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----					
1001	Cash	705,816.15	81,921.17	198,501.32	904,317.47
1003	Audit Adjustments To Cash	23,163.57	0.00	23,163.57-	0.00
1110	Taxes Receivable - Prior & Delinquent	12,088.09	0.00	12,088.09-	0.00
1201	Accounts Receivable (Acc)	150,778.56	0.00	150,778.56-	0.00
1261	Due From Other Funds (Acc)	3,325.85	0.00	3,325.85-	0.00
1281	Due From Other Governments (Acc)	329,505.26	0.00	329,505.26-	0.00
	Total Assets	1,224,677.48	81,921.17	320,360.01-	904,317.47
---Liabilities and Balance-----					
Liabilities					
2020	Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021	Accounts Payable (Acc)	1,539.90 -	0.00	1,539.90	0.00
2030	Salaries Payable	77,447.27 -	0.00	77,447.27	0.00
2091	Due To Other Funds (Acc)	1,671.62 -	0.00	1,671.62	0.00
2100	Due To Other Governments	5,081.53 -	0.00	5,081.53	0.00
2230	Deferred Inflows	12,088.09 -	0.00	12,088.09	0.00
	Total Liabilities	98,351.58 -	0.00	97,828.41	523.17 -
Fund Balance					
2881	Assigned Fund Balance	1,126,325.90 -	0.00	0.00	1,126,325.90 -
2910	Revenue Control	0.00	304,267.30 -	619,052.92 -	619,052.92 -
2925	Expenditure Control	0.00	222,346.13	841,584.52	841,584.52
	Total Fund Balance	1,126,325.90 -	81,921.17 -	222,531.60	903,794.30 -
	Total Liabilities and Balance	1,224,677.48 -	81,921.17 -	320,360.01	904,317.47 -
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
	Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----					
Liabilities					
	Total Liabilities	0.00	0.00	0.00	0.00
	Total Liabilities and Balance	0.00	0.00	0.00	0.00
15	Community Health Fund	0.00	0.00	0.00	0.00

Sheila
5/28/24 7:37AM
15 Community Health Fund

**** Kanabec County ****



TRIAL BALANCE REPORT
As of 04/2024 Report Basis: Modified Accrual

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
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Kanabec County Community Health - Board Financial Report
15-484 cash basis

Through April 2024

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September	83.33% October	91.67% November	100.00% December	
Pilt-Housing Authority																<u>outstanding payments/payments not yet posted</u>
Rev	0		0.00	0.00	0.00	0.00	0.00									Workforce Dev.
Exp	0		0.00	0.00	0.00	0.00	0.00									CTC
Local Public Health Infrastructure																FAP
Rev	498,428.00	15.83%	78,909.28	23,163.57	12,901.34	38,372.92	4,471.45									LCTS
Exp	381,933.00	36.90%	140,948.82	24,767.41	68,543.85	23,653.87	23,983.69									LPHG
Prevent Infectious Disease																MCH 7,948.00
Rev	30,502.00	7.42%	2,264.21	916.87	399.80	662.04	285.50									SF/cap bldg
Exp	34,377.00	9.99%	3,433.95	749.19	831.71	415.47	1,437.58									RSG
Environmental Health																RPC
Rev	36.00	16.67%	6.00	3.00	0.00	0.00	3.00									SHIP 22,154.51
Exp	5,545.00	0.00%	0.00	0.00	0.00	0.00	0.00									TANF
Healthy Communities-Adult Health																WIC 9,004.00
Rev	176,781.00	71.53%	126,459.56	15,401.48	59,796.96	12,050.61	39,210.51									PHEP
Exp	173,472.00	47.66%	82,684.88	22,193.38	21,034.44	19,595.11	19,861.95									mental hlth
Healthy Communities-Health Improvement																Suicide Prev
Rev	632,346.00	44.48%	281,295.07	108,413.95	61,020.12	46,059.08	65,801.92									Covid Federal
Exp	598,642.00	32.26%	193,095.42	51,178.83	47,002.09	41,787.42	53,127.08									Home care 35,186.54 estimate only see note below
Healthy Communities-Family Health																74,293.05
Rev	653,351.00	44.89%	293,314.07	117,916.27	29,985.47	49,433.94	95,978.39									
Exp	600,263.00	26.12%	156,786.54	37,262.76	45,414.40	37,811.78	36,297.60									
Emergency Preparedness																
Rev	108,151.00	58.62%	63,394.77	8,528.10	25,151.00	0.00	29,715.67									
Exp	100,117.00	35.22%	35,261.96	8,926.08	9,478.31	8,463.72	8,393.85									
Assure Access-Case Management																
Rev	366,400.00	34.02%	124,641.85	29,111.75	41,229.27	24,736.01	29,564.82									SCHA Connector - We get reimbursed twice a year. Not included above.
Exp	354,443.00	29.42%	104,281.10	26,848.13	26,913.28	24,515.93	26,003.76									
Assure Access-Home Care																
Rev	551,500.00	28.20%	155,541.35	48,249.04	43,402.18	24,654.09	39,236.04									
Exp	768,703.00	27.43%	210,832.17	53,496.17	50,222.72	53,872.66	53,240.62									Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by
Agency Totals																percentage of that and that percentage varies by
Rev	3,017,495.00	37.31%	1,125,826.16	351,704.03	273,886.14	195,968.69	304,267.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	3,017,495.00	30.73%	927,324.84	225,421.95	269,440.80	210,115.96	222,346.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Also, VA may pay up to two years after the date of service.

amount has changed

Kanabec County Community Health - Board Financial Report
15-484 modified accrual basis

Through April 2024

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September	83.33% October	91.67% November	100.00% December	
Pilt-Housing Authority																<u>outstanding payments/payments not yet posted</u>
Rev	0		0.00	0.00	0.00	0.00	0.00									Workforce Dev.
Exp	0		0.00	0.00	0.00	0.00	0.00									CTC
Local Public Health Infrastructure																FAP
Rev	498,428.00	11.18%	55,745.71	0.00	12,901.34	38,372.92	4,471.45									LCTS
Exp	381,933.00	41.55%	158,689.80	24,675.01	67,817.92	23,653.87	42,543.00									LPHG
Prevent Infectious Disease																MCH 7,948.00
Rev	30,502.00	1.55%	474.24	0.00	92.63	96.11	285.50									SF/cap bldg
Exp	34,377.00	7.16%	2,461.95	749.19	831.71	415.47	465.58									RSG
Environmental Health																RPC
Rev	36.00	16.67%	6.00	3.00	0.00	0.00	3.00									SHIP 22,154.51
Exp	5,545.00	0.00%	0.00	0.00	0.00	0.00	0.00									TANF
Healthy Communities-Adult Health																WIC 9,004.00
Rev	176,781.00	36.28%	64,128.25	801.00	12,066.13	12,050.61	39,210.51									PHEP
Exp	173,472.00	47.59%	82,559.99	22,193.38	20,909.55	19,595.11	19,861.95									mental hlth
Healthy Communities-Health Improvement																Suicide Prev
Rev	632,346.00	20.38%	128,900.10	0.00	17,039.10	46,059.08	65,801.92									Covid Federal
Exp	598,642.00	32.25%	193,075.85	51,016.26	47,002.09	41,787.42	53,270.08									Home care 35,186.54 estimate only see note below
Healthy Communities-Family Health																74,293.05
Rev	653,351.00	24.20%	158,115.80	0.00	12,703.47	49,433.94	95,978.39									
Exp	600,263.00	25.94%	155,728.47	36,896.37	44,774.29	37,811.78	36,246.03									
Emergency Preparedness																
Rev	108,151.00	27.48%	29,715.67	0.00	0.00	0.00	29,715.67									
Exp	100,117.00	41.22%	41,265.23	8,574.85	9,478.31	8,463.72	14,748.35									
Assure Access-Case Management																
Rev	366,400.00	23.41%	85,761.26	2,945.00	29,097.04	24,154.40	29,564.82									SCHA Connector - We get reimbursed twice a year. Not included above.
Exp	354,443.00	29.35%	104,033.00	26,779.50	26,733.85	24,515.93	26,003.72									
Assure Access-Home Care																
Rev	551,500.00	17.44%	96,205.89	0.00	35,500.95	21,468.90	39,236.04									
Exp	768,703.00	27.36%	210,332.23	52,997.49	50,221.46	53,872.66	53,240.62									Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by
Agency Totals																percentage of that and that percentage varies by
Rev	3,017,495.00	20.52%	619,052.92	3,749.00	119,400.66	191,635.96	304,267.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	3,017,495.00	31.42%	948,146.52	223,882.05	267,769.18	210,115.96	246,379.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Also, VA may pay up to two years after the date of service.

amount has changed

Board Meeting 06/04/2024

Abstract Totals for Commissioner Vouchers

Board Meeting 06/04/24	Amount	Vendors	Transactions
Abstract #1	\$47,125.96	46	104
Abstract #2			
Totals	\$47,125.96	46	104

Abstract Totals for Auditor Vouchers

Board Meeting 06/04/24	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
5/30/24 11:10AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Sheila
5/30/24 11:10AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
15	1619	Amazon Capital Services						
		15-484-450-0000-6411		9.37	Mr. Clean magic erasers		Supplies	N
16		15-484-450-0000-6412		9.09	clorox wipes		Office Supplies	N
38		15-484-485-8474-6411		6.99	letter beads-Rocks in the Park		Supplies	N
39		15-484-485-8474-6411		16.99	bead kit-Rocks in the Park		Supplies	N
40		15-484-485-8474-6411		25.99	medals-Rocks in the Park		Supplies	N
25		15-484-487-8456-6411		22.04	sign here stickers and markers		Supplies	N
	1619	Amazon Capital Services		90.47	6 Transactions			
	185	Bergstadt/Jennifer						
55		15-484-496-8449-6331		25.46	Apr/May HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		25.46	1 Transactions			
	1396	Biever/Laurie						
53		15-484-496-8449-6331		404.68	Apr/May HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		404.68	1 Transactions			
	3094	Burski/Kathy						
67		15-484-450-0000-6331		365.82	Apr/May admin mileage		Mileage & Meals	N
68		15-484-485-8474-6411		80.61	survey/coalition supplies		Supplies	N
	3094	Burski/Kathy		446.43	2 Transactions			
	981	Champ Software						
23		15-484-450-0000-6341		2,400.00	4 addl NN Gold licenses	6133	Rental & Service Contracts Copier	N
	981	Champ Software		2,400.00	1 Transactions			
	298	Childrens Dental Services						
1		15-484-485-8475-6285		315.26	transport equip/staff 040524		Contracted Work	Y
2		15-484-485-8475-6285		557.76	transport equip/staff 042624		Contracted Work	Y
	298	Childrens Dental Services		873.02	2 Transactions			
	278	City Of Mora						
17		15-484-485-8474-6411		110.00	sponsor Music in the Park		Supplies	N
	278	City Of Mora		110.00	1 Transactions			
	1654	Dillon/Christine						
69		15-484-450-0000-6331		10.50	admin mileage		Mileage & Meals	N
	1654	Dillon/Christine		10.50	1 Transactions			
	1644	Eklund/Nicole						

Sheila
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15 Community Health Fund

***** Kanabec County *****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
72	15-484-487-8450-6331		17.42	May TANF mileage		Mileage & Meals N
71	15-484-493-8452-6331		40.14	Apr/May CM mileage		Mileage & Meals N
1644	Eklund/Nicole		57.56	2 Transactions		
1298	Gajewski/Farrah					
48	15-484-493-8452-6331		32.16	April CM mileage		Mileage & Meals N
49	15-484-496-8447-6331		7.37	May home care mileage		Mileage & Meals N
1298	Gajewski/Farrah		39.53	2 Transactions		
1645	Hamilton/Stephanie					
52	15-484-496-8449-6331		262.64	Apr/May HHA mileage		Mileage & Meals N
1645	Hamilton/Stephanie		262.64	1 Transactions		
1326	Hansen/Erika					
43	15-484-496-8447-6331		347.06	Apr/May home care mileage		Mileage & Meals N
1326	Hansen/Erika		347.06	1 Transactions		
324	Healthcare First					
22	15-484-496-8447-6211		111.02	May HHCAHPS	5442446	Services & Charges N
324	Healthcare First		111.02	1 Transactions		
234	Holland/Jeff					
70	15-484-496-8447-6331		363.81	Apr/May home care mileage		Mileage & Meals N
234	Holland/Jeff		363.81	1 Transactions		
434	Inovalon Provider, Inc.					
14	15-484-487-8453-6211		187.31	May billing svc/eligibility	24M-0067680	Services & Charges N
12	15-484-496-8447-6211		221.36	May billing svc/eligibility	24M-0067680	Services & Charges N
13	15-484-493-8452-6211		158.93	May billing svc/eligibility	24M0067680	Services & Charges N
434	Inovalon Provider, Inc.		567.60	3 Transactions		
3095	Isanti County Public Health					
93	15-484-485-8468-6880		769.74	April Eats strategy		Grant Admin- Pass thru N
94	15-484-485-8468-6880		414.47	April Moves strategy		Grant Admin- Pass thru N
95	15-484-485-8468-6880		3,138.16	April Well-being strategy		Grant Admin- Pass thru N
3095	Isanti County Public Health		4,322.37	3 Transactions		
1323	Johnstone/Kristi					
86	15-484-496-8447-6331		276.71	Apr/May home care mileage		Mileage & Meals N

Sheila
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15 Community Health Fund

***** Kanabec County *****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1323	Johnstone/Kristi		276.71	1 Transactions			
73	1061 Kanabec County Ag Society						
	15-484-450-0000-6240		240.00	2 booths 2024 county fair		Advertising	N
1061	Kanabec County Ag Society		240.00	1 Transactions			
27	2162 Kanabec County Information Systems						
	15-484-450-0000-6203		3,750.00	Q1 IS services	6327	Telephone	N
26	15-484-450-0000-6203		3,750.00	Q2 IS services	6328	Telephone	N
24	15-484-450-0000-6203		636.93	Q1 phone service	6332	Telephone	N
2162	Kanabec County Information Systems		8,136.93	3 Transactions			
60	1373 Krueger/Allison						
	15-484-485-8474-6331		101.84	May mileage		Mileage & Meals	N
1373	Krueger/Allison		101.84	1 Transactions			
47	1308 Lejonvarn/Kirsten						
	15-484-469-8440-6331		33.50	May DPC mileage		Mileage & Meals	N
44	15-484-487-8450-6331		6.70	Apr/May TANF mileage		Mileage & Meals	N
45	15-484-487-8453-6331		52.26	Apr/May Strong Found mileage		Mileage & Meals	N
46	15-484-487-8456-6331		166.16	May WIC mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		258.62	4 Transactions			
9	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211		300.00	2 hours EBFHV 041624	7319	Services & Charges	N
10	15-484-487-8453-6211		60.30	041624 mileage	7319	Services & Charges	N
667	Lighthouse Child & Family Services LLC		360.30	2 Transactions			
33	377 Marco Inc						
	15-484-450-8250-6341		399.67	Sharp BP-70C55 copier agmt	36544109	Rental & Service Contracts	N
377	Marco Inc		399.67	1 Transactions			
62	1604 McClellan/Brianne						
	15-484-485-8444-6331		410.71	Apr/May mileage		Mileage & Meals	N
63	15-484-485-8444-6331		115.00	May parking		Mileage & Meals	N
64	15-484-485-8444-6331		149.68	Apr/May meals		Mileage & Meals	N
1604	McClellan/Brianne		675.39	3 Transactions			
37	1143 McKesson Medical-Surgical Govt Solutior						
	15-484-487-8453-6411		36.98	kids procedure towels	22083109	Supplies	N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
35	15-484-487-8456-6411		7.20	paper towels	22083109	Supplies	N
36	15-484-487-8456-6411		26.58	Haemolance lancet	22083109	Supplies	N
89	15-484-487-8450-6411		13.36	sphyg, aneroit STD	22149327	Program Supplies	N
88	15-484-496-8447-6432		21.72	syringe, saline posiflush	22149327	Medical Supplies	N
90	15-484-496-8447-6432		8.17	Swap, PVP	22149327	Medical Supplies	N
91	15-484-496-8447-6432		4.26	containers, Sharps Red 1qt	22149327	Medical Supplies	N
92	15-484-481-8481-6411		145.57	cream, FT miracle w/pump	22149379	Supplies	N
1143	McKesson Medical-Surgical Govt Solutio		263.84	8 Transactions			
4033	Mestnik/Kathryn						
65	15-484-490-8403-6331		112.56	EPR conference mileage		Mileage & Meals	N
66	15-484-490-8403-6331		36.13	EPR conference meals		Mileage & Meals	N
81	15-484-490-8403-6331		200.00	lodging UOR PHEP		Mileage & Meals	N
82	15-484-490-8403-6331		28.50	Meals UOR PHEP		Mileage & Meals	N
83	15-484-490-8403-6331		127.30	Mileage UOR PHEP		Mileage & Meals	N
85	15-484-490-8407-6331		118.40	lodging UOR RSG		Mileage & Meals	N
84	15-484-490-8489-6411		30.00	Recovery Resource		Program Supplies	N
4033	Mestnik/Kathryn		652.89	7 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
18	15-484-485-8468-6880		458.26	April Eats strategy		Grant Admin- Pass thru	N
19	15-484-485-8468-6880		458.26	April Tobacco strategy		Grant Admin- Pass thru	N
20	15-484-485-8468-6880		458.26	April Well-being strategy		Grant Admin- Pass thru	N
21	15-484-485-8468-6880		458.26	April Moves strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		1,833.04	4 Transactions			
8040	Miller, Patti						
103	15-484-485-8480-6331		332.32	May RPC mileage		Mileage & Meals	N
104	15-484-485-8480-6411		25.62	supplies		Program Supplies	N
8040	Miller, Patti		357.94	2 Transactions			
1657	Ninja Anywhere						
98	15-484-485-8474-6211		2,900.00	event contract		Services & Charges	N
1657	Ninja Anywhere		2,900.00	1 Transactions			
52	Olson/Autumn						
78	15-484-487-8451-6331		12.06	May HP mileage		Mileage & Meals	N
79	15-484-487-8453-6331		342.37	Apr/May Strong Foundations		Mileage & Meals	N
80	15-484-487-8457-6331		187.60	May MCH mileage		Mileage & Meals	N

Sheila
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15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	52	Olson/Autumn		542.03	3 Transactions			
87	1051	Phelan/Francis J.		2,765.00	preparation 2023 cost report	11326	Auditor Services	Y
	1051	Phelan/Francis J.		2,765.00	1 Transactions			
28	632	Pine County Health & Human Services						
		15-484-485-8468-6880		333.07	April JUUL settlement		Grant Admin- Pass thru	N
29		15-484-485-8468-6880		1,892.86	April Eats strategy		Grant Admin- Pass thru	N
30		15-484-485-8468-6880		1,314.84	April Tobacco strategy		Grant Admin- Pass thru	N
31		15-484-485-8468-6880		1,837.81	Apri Well-being strategy		Grant Admin- Pass thru	N
32		15-484-485-8468-6880		1,259.79	April Moves strategy		Grant Admin- Pass thru	N
	632	Pine County Health & Human Services		6,638.37	5 Transactions			
59	2712	Raudabaugh/Carey		137.35	Apr/May CM mileage		Mileage & Meals	N
	2712	Raudabaugh/Carey		137.35	1 Transactions			
77	3174	Rosburg/Diane		347.06	Apr/May home care mileage		Mileage & Meals	N
	3174	Rosburg/Diane		347.06	1 Transactions			
58	1452	Sandberg/Debbie		29.48	April/May CM mileage		Mileage & Meals	N
	1452	Sandberg/Debbie		29.48	1 Transactions			
3	105	St. Clare Living Community of Mora		340.00	April PT asst visits		Services & Charges	Y
4		15-484-496-8447-6211		1,785.00	April PT visits		Services & Charges	Y
5		15-484-496-8447-6211		510.00	April OT visits		Services & Charges	Y
6		15-484-496-8447-6211		30.00	April consult time		Services & Charges	Y
7		15-484-496-8447-6211		737.50	April drive time		Services & Charges	Y
8		15-484-496-8447-6211		250.71	April mileage		Services & Charges	Y
	105	St. Clare Living Community of Mora		3,653.21	6 Transactions			
34	1649	Stanford University School of Medicine		150.00	registration 5th annual conf	3XNCQSWP29P	Staff Development	N
	1649	Stanford University School of Medicine		150.00	1 Transactions			
	1315	Sundsvold/Miranda						

Sheila
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15 Community Health Fund

***** Kanabec County *****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
56	15-484-493-8452-6331		8.04	April CM mileage		Mileage & Meals N
57	15-484-493-8452-6331		37.52	May CM mileage		Mileage & Meals N
1315	Sundsvold/Miranda		45.56	2 Transactions		
1083	Swanson/Lori					
41	15-484-485-8468-6331		174.20	May mileage		Mileage & Meals N
42	15-484-485-8468-6331		277.38	May JUUL mileage		Mileage & Meals N
1083	Swanson/Lori		451.58	2 Transactions		
1893	Tamarac Medical,Inc					
11	15-484-487-8451-6432		44.85	3 blood lead analysis	122792	Medical Supplies N
1893	Tamarac Medical,Inc		44.85	1 Transactions		
167	Telander/Sarah					
54	15-484-450-0000-6331		21.44	May admin mileage		Mileage & Meals N
167	Telander/Sarah		21.44	1 Transactions		
1268	Tomczak/Kristi					
51	15-484-496-8448-6331		56.28	Apr/May HM mileage		Mileage & Meals N
50	15-484-496-8449-6331		248.57	Apr/May HHA mileage		Mileage & Meals N
1268	Tomczak/Kristi		304.85	2 Transactions		
1328	True Directions, Inc.					
99	15-484-485-8490-6285		1,200.00	Apr/May peer recovery svcs	18	Contracted Work Peer Recovery Sup N
100	15-484-485-8490-6285		362.40	Apr/May cell phone	18	Contracted Work Peer Recovery Sup N
101	15-484-485-8490-6285		693.72	PRSS treatment services	18	Contracted Work Peer Recovery Sup N
102	15-484-485-8490-6285		255.00	April Franklin Outdoor Ad	18	Contracted Work Peer Recovery Sup N
1328	True Directions, Inc.		2,511.12	4 Transactions		
1401	VA CCN Refunds					
97	15-484-496-8447-6880		2,311.67		42412001273	Medicare Pass Thru N
96	15-484-496-8447-6880		116.24		42412001274	Medicare Pass Thru N
1401	VA CCN Refunds		2,427.91	2 Transactions		
1214	Waschenbecker/Diana					
61	15-484-487-8451-6331		69.01	May HP mileage		Mileage & Meals N
1214	Waschenbecker/Diana		69.01	1 Transactions		
452	Zaiser/Kelly					
74	15-484-487-8450-6331		24.12	Apr/May TANF mileage		Mileage & Meals N

Sheila
 5/30/24 11:10AM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
76	15-484-487-8453-6331		65.66	Apr/May Stroung Foundations		Mileage & Meals N
75	15-484-493-8452-6331		8.04	May CM mileage		Mileage & Meals N
452	Zaiser/Kelly		97.82	3 Transactions		
15 Fund Total:			47,125.96	Community Health Fund	46 Vendors	104 Transactions
Final Total:			47,125.96	46 Vendors	104 Transactions	

Sheila
5/30/24 11:10AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	47,125.96	Community Health Fund	
	All Funds	47,125.96	Total	Approved by,
			
			

9:45am Appointment

June 4, 2024

REQUEST FOR BOARD ACTION

Subject: a. CBAE Assessment Summary & Prep b. Fee/parcel Charged to Juridictions	b. Origination Assessor's Office
c. Estimated time: 10 minutes	d. Presenter(s): County Assessor Tina Von Eschen

e. Board action requested:

Discussion on the 2024AY. Discussion on whether the board would like to move to having a 'True County' Assessment or continue to charge back fees to the jurisdictions.

f. Background:

A – The County Board of Appeal & Equalization meeting will be held on Monday, June 17th at 6:30pm. We currently have minimal appointments and recommendations to bring to the board.

I am here to provide the Countywide Assessment Summary (in your packet), discuss the handbook (I can send you a link if desired), discuss the sales (which can also be sent if desired), and anything else the board would like to discuss or have in advance of the meeting.

B – I am looking for guidance on how the board would like me to proceed with billing assessment jurisdictions. I have been surveying our surrounding counties in addition to counties within our MAAO jurisdiction, which is a work in progress.

Here are the historical fee's per parcel we have charged jurisdictions:

2013AY @ \$6.75/parcel

2014-2017AY @ \$7.00/parcel

2018-2019AY @ \$7.25/parcel

2020-2021AY @ \$7.50/parcel

2022-2024AY @ \$8.00/parcel – Approved a \$3/parcel maintenance fee if contract with Local Assessor

Our billings for 2023AY (2024AY will be sent after 2025AY rates are set or decided upon):

Assessing Service Charges
Assessment in 2023

	Real Estate	Mobile Homes	Total	Total
	\$8.00	\$8.00	Parcels	Charge
Ann Lake	394	3	397	\$3,176.00
Arthur	1155	13	1168	\$9,344.00
Brunswick	910	5	915	\$7,320.00
Comfort	778	3	781	\$6,248.00
Ford	328	0	328	\$2,624.00
Grass Lake	687	2	689	\$5,512.00
Haybrook	432	2	434	\$3,472.00
Hillman	516	4	520	\$4,160.00
Kanabec	563	47	610	\$4,880.00
Knife Lake	998	20	1018	\$8,144.00
Kroschel	428	0	428	\$3,424.00
Peace	1012	8	1020	\$8,160.00
Pomroy	472	3	475	\$3,800.00
South Fork	560	2	562	\$4,496.00
Whited	674	2	676	\$5,408.00
Grasston	122	0	122	\$976.00
Mora	1677	120	1797	\$14,376.00
Ogilvie	240	23	263	\$2,104.00
Quamba	78	0	78	\$624.00
Braham	13	0	13	\$104.00
County Totals:	12037	257	12294	\$98,352.00
			Average:	\$8.00

As we prepare to send the billings for the 2024AY we would like to include notice of fees for the next 2025AY and beyond assessment contract, for minimum two years, and are looking for guidance whether the board would like to raise our fees and/or start transitioning to a True County system. In surveying counties within our region and boundary counties, I have found the following responses:

Aitkin has a formula based on Assessor's budget, percentage of property tax that is the jurisdictions share, and total net tax capacity to create a rate to multiply by the township's tax capacity. Complicating our charges is not conducive to a productive office.

Mille Lacs reported they average \$8.29/parcel

Pine reported they were averaging approximately \$8/parcel a few years ago. They have begun to drop their rate by \$1/parcel per year and are now not charging assessment fees back to the jurisdictions.

Isanti County has a true county assessment and does not charge back to the townships.

Benton County averages approximately \$10-12/parcel vacant or improved for all property types, they now have 12 jurisdictions appraised by their office.

Chisago County has a highly complicated fee system that they use. Due to transparency, difficult calculation issues from MCIS, and staff time I do not recommend we go down this path.

Wright County is at \$15/parcel vacant or improved for all property types. Wright County also charges \$60 or \$160 per parcel on new construction parcels that do not use County P & Z.

Currently I would like to know if the Board would like me to start transitioning to a 'True County' type of system or to continue charging back to the jurisdictions per parcel. Running reports to estimate the amount paid per parcel has become increasingly difficult after transition to our new CAMA system and it also takes a lot of staff time to run the reports, generate the billings and monitor remittance. If we were to start transitioning slowly to no jurisdiction billing that will free staff time for other duties, transition levy amounts from the jurisdictions to the county levy slowly, and hopefully move towards improving relations with the jurisdictions.

If the board would like to continue with charging jurisdictions, I would recommend moving fees to \$8.50/parcel.

Supporting Documents: None: Attached: ☒

Date Received in County Coordinator's Office:

5/31/24

Coordinators Comments:

Annual County Assessor Update

For County Board of Appeal & Equalization being held June 17, 2024

The Kanabec County Assessor's office has completed the 2024 countywide reassessment. According to the 2024 State Board of Equalization data, we currently have 12,069 parcels in Kanabec County, of which 597 are tax exempt, 56 are personal property, and 285 are Manufactured Homes. The 2024 State Board of Equalization has found our ratios to be within the acceptable guidelines and has not ordered any state ordered increase or decreases.

Sales

Sales Ratio Study period is October 1, 2022 – September 30, 2023

2019 Sales period – 334 Sales

Res/SRR	212
Ag/RVL	43

2020 Sales period – 308 Sales

Res/SRR	208
Ag/RVL	37
Com/Ind	6

2021 Sales period - 385 Sales

Res/SRR	241
Ag/RVL	55
Com/Ind	5
Apt	3

2022 Sales period - 340 Sales

Res/SRR	225
Ag/RVL	41
Com/Ind	12
Apt	2

2023 Sales period – 235 Sales

Res/SRR	171
Ag/RVL	13
Com/Ind	4

Reviewing the above you will see the total qualified sales for the last few years do not equal the total sales broken down into Res/SRR, Ag/RVL, or Com/Ind categories. For the 2024 sales period there were in fact 235 qualified sales BUT some sales are not used in the ratio study. These sales are typically Ag/RVL properties that are either vacant or improved but are less than 34.5 acres in size. Other sales not utilized in the study include residential, seasonal, apartment, commercial, and industrial bare land lot sales.

The above numbers DO NOT include foreclosure-related sales. While the Department of Revenue does not use foreclosure sales to determine market value (they are considered to be unqualified sales), many foreclosures or “short” sales do impact the market. This impact may be reflected in the selling prices of other homes in the area. Only “arms-length” sales are used by assessors in analyzing market value trends. Bank sales have in fact dropped over the past five years and do not appear to be affecting area values.

The 2019 sales period had 30 bank sales.

The 2020 sales period had 19 bank sales.

The 2021 sales period had 21 bank sales.

The 2022 sales period had 13 bank sales.

The 2023 sales period had 13 bank sales.

Total sales processed (qualified and rejected)

<u>Study Year</u>	<u>Sales</u>
2019	544
2020	536
2021	643
2022	777
2023	635

Sales submitted to date for the 2024 sales period: 220 as of 5/08/24

Ratios

<u>Class</u>	<u>#Sales</u>	<u>Preliminary Ratio</u>	<u>Final Ratio</u>
RES/SRR	171	91.09%	92.94%
AG/RVL	13	93.49%	93.49%
COMM/IND	4	93.33%	90.13%
APT	0		

New Construction

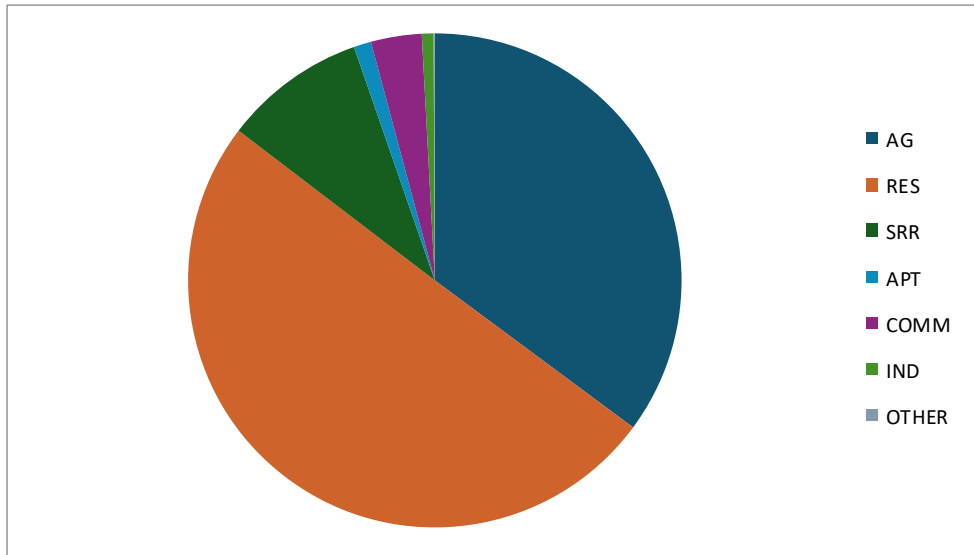
<u>Asmt Year</u>	<u>New Construction Amount</u>
2020	\$ 12,675,100
2021	\$ 13,564,900
2022	\$ 18,821,800
2023	\$ 22,848,300
2024	\$ 19,537,500

Estimated Market Value Overview

<u>Asmt Year</u>	<u>Total County Wide EMV</u>
2020	\$ 1,570,573,700 = 3.22% increase over 2019
2021	\$ 1,671,887,500 = 6.45% increase over 2020
2022	\$ 2,125,261,700 = 27.11% increase over 2021
2023	\$ 2,552,395,300 = 20.10% increase over 2022
2024	\$ 2,594,900,200 = 1.66% increase over 2023

<u>Property Type</u>	<u>Total County EMV</u>
Agricultural	\$911,975,639
Res	\$1,303,204,461
SRR	\$241,800,600
Apt	\$29,648,200
Comm	\$86,299,600
Ind	\$19,831,600
Other	\$2,140,100
Total	\$2,594,900,200

TOTAL COUNTY EMV



Office Data

The office currently has two CMA Appraiser's, an Appraiser Trainee, an Assistant County Assessor, and a Property Tax Specialist, and the County Assessor.

For the 2024 assessment we planned an aggressive parcel count for each appraiser to review and worked through valuation adjustments in the new system to make it work better for our county. This will be a multi-year process as we look to refine differing property areas – large square footage homes, pole barn/sheds, large acreage ownership, front footages on lakes, etc. We plan to transition from inspecting 1/5th of each jurisdiction annually to doing complete jurisdictions once every five years. We have discovered the MCIS system is not conducive to continuing with 1/5th each year. I am currently in discussion with our PTCO from the DOR to determine how to attach the out of compliance numbers that may increase again due to this change.

10:00am Appointment

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: DNR Study Request	b. Origination: MN Department of Natural Resources
c. Estimated time: 10 minutes	d. Presenter(s): Tim Jacobs

e. Board action requested:

Discuss the DNR study request.

Grant permission to allow the request, deny the request, or ask for additional information.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: 5/21/24

Coordinators Comments:



An ecologist recording plant species abundance within a sampling quadrat in a Minnesota prairie.

For more information on EMN, visit our website at www.dnr.state.mn.us/mbs/ecologicalmonitoring

Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). The Trust Fund is a permanent fund constitutionally established by the citizens of Minnesota to assist in the protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources.



ECOLOGICAL MONITORING NETWORK

Minnesota Biological Survey
500 Lafayette Road, St. Paul, MN 55155
www.mndnr.gov/ecomonitoring

FOR MORE INFORMATION

Minnesota Department of Natural Resources
info.dnr@state.mn.us
651-296-6157
888-646-6367



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Minnesota Biological Survey's

Ecological Monitoring Network



Improving land use decision making and sustainable resource management through greater reliance on scientific knowledge

2020 Update



Who We Are

In 2017, the Minnesota Biological Survey (MBS), a program in the Minnesota Department of Natural Resources, established the Ecological Monitoring Network (EMN) to track long-term ecological change in our forests, prairies, and wetlands. Through monitoring we hope to better understand how Minnesota is changing as a result of climate change, the introduction and spread of invasive species, loss of pollinators, habitat fragmentation, increasing use of land and water resources and other pressures. This effort, while being led by MBS, is in collaboration with other Department of Natural Resources divisions and partners including The Nature Conservancy, the

University of Minnesota, the US Forest Service, and the US Fish and Wildlife Service.

What We Do

EMN ecologists are establishing a network of permanent plots across the state's diverse landscapes, ranging from remote wilderness to metropolitan natural areas. Data collected from each plot include documenting the abundance of all plant species present, the amount of deer browse on woody species, earthworm activity, water chemistry, and soil composition. Scientists are also testing strategies to expand monitoring to include species such as bees, moths, mosses, and lichens.



1 meter² sampling quadrat along a forested transect.

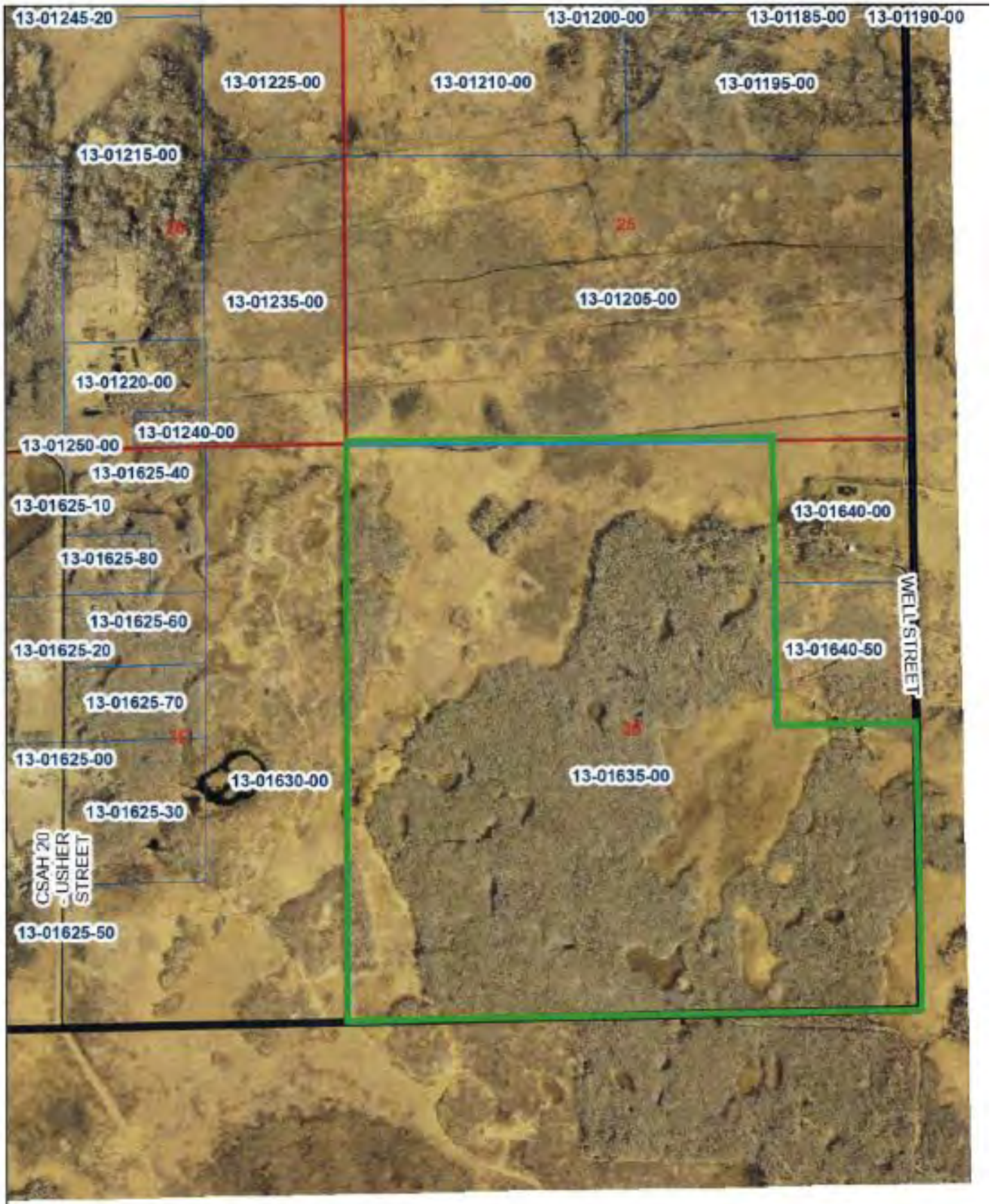
Next Steps

To fully capture Minnesota's diverse habitats, our goal is to establish at least 600 permanent plots, to be resampled every 7-8 years. Collection of data from our first three field seasons has documented several concerning trends, including hotspots of invasive species in native prairie and wetland habitats in western and southern Minnesota as well as impacts of deer browse on ground-layer plants and tree regeneration in forest communities. As we collect more data, reports on statewide trends will become more available. Information obtained through this monitoring program will also be available to landowners, resource managers, researchers, and educators and will help promote public understanding and conservation of Minnesota's resources.



A scale diagram of the general plot showing three 45 meter parallel transects along which various data are collected. Woody plants in the tree canopy and subcanopy layer are sampled in a 45 x 10 meter subplot centered along each transect. Ground layer plants, including woody plants and vines in the shrub layer, are recorded in 24, 1 meter² quadrats (includes a small nested plot) placed every 5 meters along each transect. Depending on the habitat, other metrics are recorded that are not shown, such as deer browse and coarse woody debris measurements, water chemistry, or the height and density of grassland vegetation. A few of the elements of this design are subject to change as we continue to refine our metrics to best capture the data.

13.01635.00 POTENTIAL DNR PLOT



13.01635.00 POTENTIAL DNR PLOT



10:15am Appointment

Item a.

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Approve 2024-2025 Liquor & Tobacco License Renewals	b. Origination: Auditor Treasurer's Office
c. Estimated time: 3 minutes	d. Presenter(s): Denise Snyder, Auditor/Treasurer

e. Board action requested: Approve 2024-2025 Liquor & Tobacco License Renewals

Resolution #__ - 6/4/24

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2024-2025

KANABEC COUNTY BOARD - JUNE 4, 2024

Establishment	LIQUOR	BEER	TOBACCO
Ann River Winery	On/Sun	-	-
Braham Moose Lodge 1544	Club/Sun	-	-
The Crows Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	-
McBees Bar & Grill	On/Off/Sun	-	-
Northwoods Steakhouse	On/Off/Sun	-	-
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Fire Pit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/Sun	-	-
Eagles Cove Resort	On/Sun	-	-
Dollar General	-	-	Yes

f. Background:

Supporting Documents: None ☒

Attached:

Date received in County Coordinators Office: 5/29/24

Coordinators Comments:

10:15am Appointment

Item b.

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Request to Extend the Snake River Snowmobile Trail	b. Origination: EC Riders Snowmobile Club
c. Estimated time: 4 minutes	d. Presenter(s): Denise Snyder, Auditor/Treasurer

e. Board action requested: Approve the following resolution:

RESOLUTION AUTHORIZING SNAKE RIVER TRAIL #150 EXTENSION OPERATED AND MAINTAINED BY EC RIDERS

WHEREAS the EC Riders Snowmobile Club currently operates and maintains the Snake River Snowmobile Trail within Kanabec County and Kanabec County acts as the legal sponsor for DNR funding for maintenance of snowmobile trails managed by EC Riders, and

WHEREAS Kanabec County has received a request from EC Riders to extend the Snake River Snowmobile Trail #150 for a distance of 5.8 miles north from Braham to Henriette thus connecting with Hinckley Flames Snowmobile Club Trail #189, and

WHEREAS this trail extension provides added safety to drivers by reducing the oncoming headlights of snowmobilers and reduces the number of driveway approaches to groom over, and

WHEREAS this trail extension does not fall under the current DNR Grant-in-Aid trail funding and maintenance would be the financial responsibility of the EC Riders Snowmobile Club,

THEREFORE BE IT RESOLVED that Kanabec County approves the 5.8 mile extension of the Snake River Snowmobile Trail #150 along Kanabec County Road 66 and 155th Avenue and north along Highway 107 in Kanabec County, and

BE IT FURTHER RESOLVED the trail extension will be approved contingent on the EC Riders Club obtaining all the necessary permissions from effected property owners, Kanabec County and the State of Minnesota.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office: 5/29/24

Coordinators Comments:

Greg Miller, President and Trail Coordinator
EC Riders Snowmobile Club
2177 Hwy 65
PO Box 281
Mora, MN 55051
ecridersclub@hotmail.com



April 24, 2023

Kanabec County Snowmobile Trail Sponsor
C/O Denise N. Snyder
County Auditor/Treasurer
317 Maple Ave E
Suite 261A
Mora, MN 55051

To the Kanabec County Board,

I am writing to propose a trail extension to the EC Riders trail (trail #150). The area we re-routed last year on Hwy 107 as our trail to Braham, MN, we would like to extend this trail north to Henriette.

The extension would proceed from County Road 5, going north on County Road 66 and travel on the east side of the road. The trail will turn onto east 155th Avenue traveling on the north side of the road. We will continue on 155th Avenue to the intersection of County Road 66 goes to the south and 155th Avenue. The trail will cross over 155th Avenue and travel on the south side of the ride. The trail will continue east on 155th Avenue until the trail reaches Highway 107. At this point our trail will meet up with Hinkley-Flames Snowmobile Club Trail #189 in Henriette.

EC Riders received positive feedback on the re-route on Hwy 107 to Braham and many requests have come in requesting the club for this extension to Henriette.

This trail extension would be a club trail and not fall under the DNR Grant-in-Aid trail system. The proposed trail extension on Hwy 107 will offer a connection between Braham and Henriette and provide additional safety to drivers with oncoming headlights of snowmobilers. In addition, there are fewer driveway approaches to groom over. This extension would add 5.8 miles to our trail system.

A copy of the map with the extension is located on page 2. The route for the extension is labeled in red and the existing trails are in blue.

As part of this extension, the club would obtain all the necessary permissions from Kanabec County and the State of Minnesota.

I look forward to your response.

Sincerely,



Greg Miller
Trail Coordinator

GM/bcm



Denise Snyder

From: Barb Miller <ecridersclub@hotmail.com>
Sent: Wednesday, May 8, 2024 3:32 PM
To: Denise Snyder
Subject: EC Riders Snowmobile Trail Extension Documents
Attachments: kanabec-co-new-trail-letter-5-8-2024.pdf

Importance: High

Categories: Denise To Do

Hi Denise,

I am sending the attached information for the Hwy 107 trail extension from Braham to Henriette for Greg Miller for the upcoming board meeting.

Barb

Barb Miller
EC Riders Snowmobile Club
Secretary
ecridersclub@hotmail.com
320-241-5338



10:25am Appointment

Item a.

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Request for Approval of Lease Update with the MN State Patrol/Department of Public Safety	b. Origination: Sheriff's Office/ Coordinator's Department
c. Estimated time: 5-10 minutes	d. Presenter(s): Sheriff Brian Smith & Coordinator Kris McNally

e. Board action requested:

Approve the following resolution:

Resolution #____-6/4/24

DPS/State Patrol Lease Agreement Resolution

WHEREAS, the Kanabec County has been leasing office space to the MN Department of Public Safety/State Patrol since 2002, and

WHEREAS, both the Kanabec County Sheriff's Office and the Department of Public Safety find said leasing arrangement to be of mutual benefit to the partnership between the organizations and in the best interest of the public therefore desire it to continue, and

WHEREAS, the current lease agreement has expired and an updated agreement with a current lease rate has been negotiated;

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves lease agreement #11211 through the MN Department of Administration for Public Safety/State Patrol;

BE IT FURTHER RESOLVED the Board authorizes the Board Chair and Coordinator to execute all necessary documents related to said lease.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

STATE OF MINNESOTA
AMENDMENT OF LEASE

Amendment No. 6

Lease No. 11211

THIS AMENDMENT No. 6 to Lease No. 11211 is made by and between Kanabec County, hereinafter referred to as Landlord, and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant, acting for the benefit of the Department of Public Safety; State Patrol.

WHEREAS, Landlord and Tenant entered into Lease No. 11211, dated March 28, 2002, as may subsequently be amended, involving the lease of approximately one hundred forty four (144) usable square feet of office space, in Suite 143, in the building located at 317 Maple Avenue East, Mora, Minnesota 55051;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, Landlord and Tenant agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 11211 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of five (5) years, commencing July 1, 2024 and continuing through June 30, 2029 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT**
 - 2.1 **Rent Payment** Tenant shall pay Landlord rent for the Renewal Term in the sum of eight thousand four hundred ninety six and no/100 dollars (\$8,496.00), payable in equal monthly installments of one hundred forty one and 60/100 dollars (\$141.60), representing an annual gross rent rate of \$11.80 per usable square foot.
 - 2.2 **Rent Billing Address** Landlord shall mail or personally deliver all original bills and statements to Tenant at the following address:

Accounts Payable
Department of Public Safety
445 Minnesota St # 126
St Paul MN 55101-5126

- 2.3 Rent Payment Address Tenant shall pay Landlord via electronic payment, or mail or deliver each monthly rent payment set forth above at the end of the applicable calendar month to Landlord at the following address:

Kanabec County
317 Maple Ave E
Mora MN 55051

3. **TENANT REQUESTED ALTERATIONS**

- 3.1 In the event Tenant desires to remodel, make alterations, additions, and/or changes and request design services (hereinafter referred to as "Alterations") to the Leased Premises, and it is determined that the Alterations are at Tenant's expense, Tenant shall not make such Alterations without the advance written consent of Landlord, which Landlord shall not unreasonably withhold. Alterations shall be approved and arranged through Landlord as follows:
- a. Upon Tenant's request, Landlord shall provide Tenant up to three (3) written cost estimates from Landlord's vendors for desired Alterations. Landlord or Landlord's agent/management company shall not include supervision fees as a part of the cost of Alterations.
 - b. Alterations shall be documented and authorized in advance according to the applicable cost level, as follows:
 - (i) Alterations totaling \$4,999.99 or less shall be set forth in and authorized by Tenant in Tenant's signed Purchase Order which shall be submitted to Landlord.
 - (ii) Alterations totaling \$5,000.00 through \$9,999.99 shall be set forth in and authorized by Tenant in a signed Remodeling Request Memo, which shall be submitted to Landlord.
 - (iii) Alterations of \$10,000.00 or more shall be set forth and authorized by Landlord and Tenant by way of an executed Amendment to the Lease.
- 3.2 Upon completion of the Alterations, Landlord shall pay the appropriate vendor(s), and Tenant shall reimburse Landlord within thirty (30) days following receipt of a detailed invoice from Landlord.

4. **SMOKING**

- 4.1 Deletion Section 14 of the Lease is hereby deleted and of no further force or effect and is replaced with the following Section 4.2.

- 4.2 Pursuant to Minn. Stat. §16B.24, subd. 9, Landlord and Tenant shall not permit smoking in the Leased Premises. In addition, Landlord and Tenant shall not permit the use of e-cigarettes, chewing tobacco and vaping in the Leased Premises.

5. **NOTICES**

- 5.1 **Deletion** Section 5 of Amendment No. 1 to the Lease, Section 5 of Amendment No. 2 to the Lease, and Sections 6.1 and 6.2 of Amendment No. 3 to the Lease are hereby deleted and of no further force or effect and is replaced with the following Sections 5.2 and 5.3.
- 5.2 All notices or communications between Landlord and Tenant shall be in writing and deemed to have been given upon the occurrence of one of the following methods of delivery to the address noted in Section 5.3 below:
- a. when personally delivered to the addressee, or
 - b. on the second business day after sender has deposited the registered or certified mailing with the US Postal Service, or
 - c. When delivered via electronic mail from Tenant to Landlord at Kris McNally Kris.McNally@co.kanabec.mn.us (provided such delivery or attempted delivery is confirmed), or
 - d. one (1) business day after deposited with an overnight courier service.

5.3 **Mailing Addresses:**

Landlord:

Kanabec County
317 Maple Ave E
Mora MN 550514

Attn: Kris McNally
Kris.McNally@co.kanabec.mn.us

Tenant:

Real Estate and Construction Services
Department of Administration
50 Sherburne Ave # 309
St Paul MN 55155

Attn: Lease Supervisor

6. **EXECUTION IN COUNTERPARTS** This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together shall constitute but one and the same Amendment. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.

7. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.

NO ATTACHMENTS

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

**LANDLORD:
KANABEC COUNTY**

Landlord certifies that the appropriate person(s) have executed the Amendment to the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

**TENANT:
STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
COMMISSIONER**

By _____
Real Estate and Construction Services

Date _____

**APPROVED:
STATE OF MINNESOTA
DEPARTMENT OF PUBLIC SAFETY**

By _____

Title _____

Date _____

STATE ENCUMBRANCE VERIFICATION
Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.

By _____

Date _____

SWIFT P.O. _____

Contract No. _____

Account Code _____

Fund No. _____

10:25am Appointment

Item b.

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Consider approval of the renewal of the Memorandum of Agreement with LELS to extend the Chief Deputy's leave of absence from the union	b. Origination: Sheriff's Office
c. Estimated time: 5 minutes	d. Presenter(s): Sheriff Smith

e. Board action requested:

RESOLUTION # ____ **-06/04/2024**

Approve Renewal of the Memorandum of Agreement with LELS to Extend the Chief Deputy's Leave of Absence from the Union

WHEREAS, licensed peace officer Kevin Braiedy accepted the position of Chief Deputy effective January 5, 2015, after serving in the Union as a Deputy, Investigator, and Sergeant for the Kanabec County Sheriff's Office beginning March 16, 2005; and

WHEREAS, Chief Deputy Braiedy was granted a leave of absence from the Union for a period not to exceed January 5, 2025; and

WHEREAS, Chief Deputy Braiedy has requested an extension of this leave of absence through January 5, 2027; and

WHEREAS, the Kanabec County Sheriff, Law Enforcement Labor Services, Inc., and the Union Stewards have expressed support for the extension of this leave of absence as stated;

NOW, THEREFORE, the Kanabec County Board of Commissioners hereby approves the Memorandum of Agreement with Law Enforcement Labor Services, Inc. to extend Chief Deputy Braiedy's leave of absence from the union while preserving his departmental seniority;

BE IT FURTHER RESOLVED, the Board Chair is authorized to sign said Memorandum of Agreement on behalf of the Board of Commissioners;

BE IT FURTHER RESOLVED, the Kanabec County Board of Commissioners continues to recognize Board Resolution #12-01/06/15 which states that "Should Braiedy be dismissed from the position of Chief Deputy for reasons other than just cause, he will be reinstated in the Sheriff's Department in a Post-licensed Sergeant position with his seniority preserved as it was at the time of appointment to Chief Deputy Sheriff. The reinstatement shall not result in an increase in staff in the Sheriff's Department. Staff reduction consistent with the bargaining unit agreement will be used if necessary to achieve this end."

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Kanabec County (“County”) and Law Enforcement Labor Services, Inc., Local #106, (“Union”).

WHEREAS, the County and Union are parties to a 2023-2025 collective bargaining agreement; and

WHEREAS, the collective bargaining agreement sets forth the provisions for seniority and grants certain benefits and advantages based on seniority within the Union; and

WHEREAS, licensed peace officer Kevin Braiedy accepted the position of Chief Deputy effective January 5, 2015, after serving in the Union as a Deputy, Investigator, and Sergeant for the Kanabec County Sheriff’s Office beginning March 16, 2005; and

WHEREAS, Chief Deputy Braiedy was granted a leave of absence from the Union for a period not to exceed January 5, 2025; and

WHEREAS, Chief Deputy Braiedy has requested an extension of this leave of absence through January 5, 2027;

NOW, THEREFORE, the parties agree that:

1. The leave of absence from the Union approved for Chief Deputy Kevin Braiedy is extended for a period not to exceed January 5, 2027.
2. Chief Deputy Braiedy shall not earn any Union seniority while performing the duties of Chief Deputy, or any other position outside the Union.
3. In the event Chief Deputy Braiedy returns to the Union, the County and the Union shall recognize the departmental seniority he earned while he was a member of the Union.
4. The Union recognizes that, in the event that Chief Deputy Braiedy returns to the Union, he may exercise his right to bump another Union member from his/her position using his previously established Union seniority.
5. In the event Chief Deputy Braiedy does not return to the Union on or by January 5, 2027, this Memorandum of Agreement shall be void.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Agreement on the dates indicated by their respective signatures.

Dated: _____

Union President

Dated: _____

Union Business Agent

Dated: _____

County Board Chair

10:30am Appointment

Item a.

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Participation in/adoption of the Kettle River/Upper St. Croix River and the Rum River Comprehensive Watershed Plans and JPAs	b. Origination: Kettle River / Upper St. Croix Partnership
c. Estimated time: 10-20 minutes	d. Presenter(s): Ryan Carda, Environmental Services Supervisor

e. Board action requested:

Discuss participation in the Kettle River/Upper St. Croix River and the Rum River Comprehensive Watershed Plans and JPAs.

Consider the attached resolutions.

f. Background:

In May 2022, the Kanabec County Board of Commissioners voted not to participate in the Kettle River/Upper St. Croix 1W1P.

The Kettle River & Upper St. Croix Partnership interpreted the Kanabec Board's declination to participate as "in regard to the planning work that we have been working on the last two years."

At this time the Kettle River & Upper St. Croix Partnership are requesting Kanabec Board action on the following resolutions:

"Resolution A" is a resolution that adopts the KUSC Comprehensive Watershed Management Plan, replacing your county water plan for the areas identified in the KUSC plan, and enters into the Joint Powers Agreement for the implementation of the KUSC plan.

"Resolution B" is a resolution that only adopts the KUSC Comprehensive Watershed Management Plan and replaces your county water plan for areas identified in the KUSC plan.

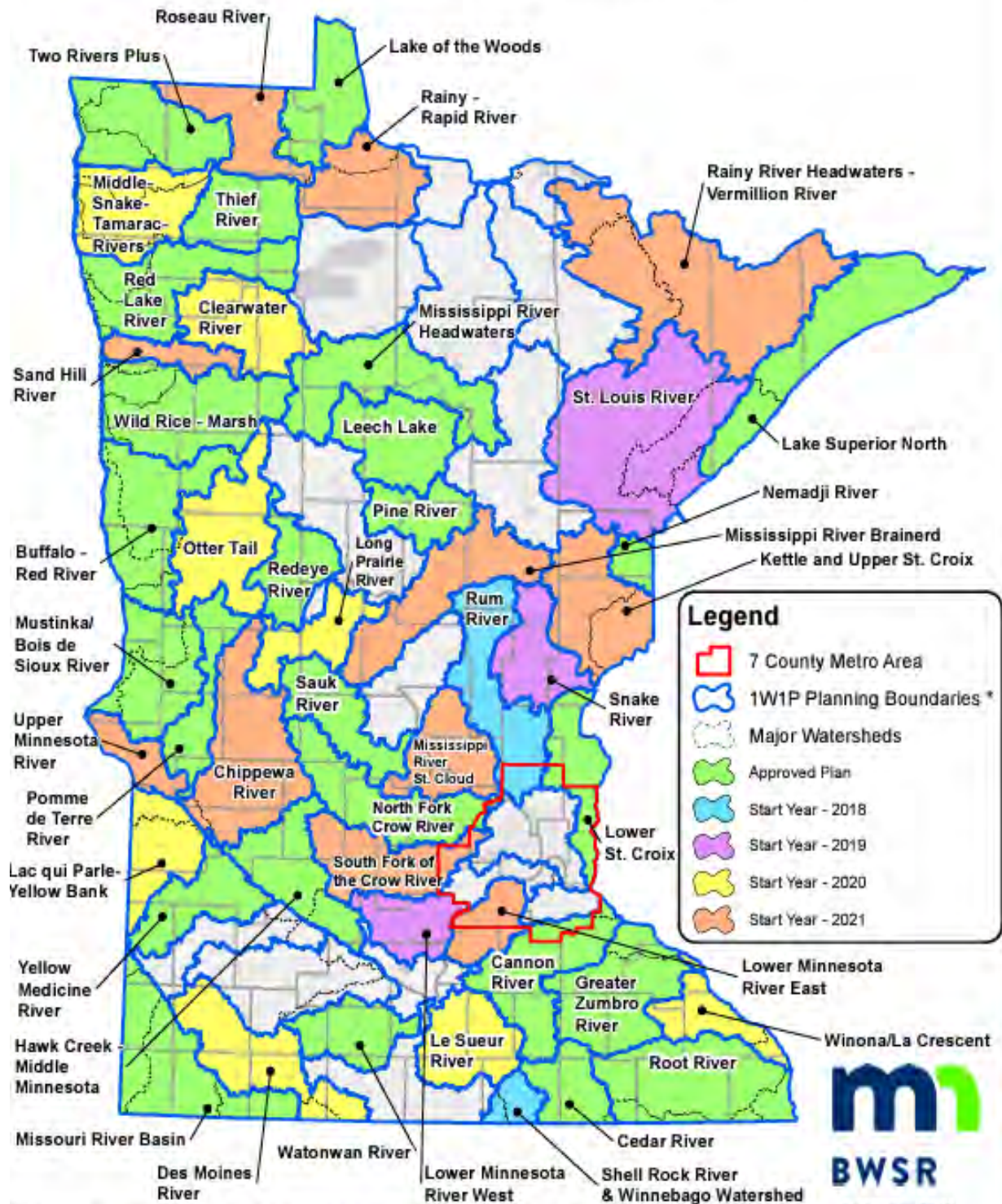
Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

One Watershed, One Plan

Participating Watersheds



*Not legal boundaries; intended for planning purposes through One Watershed, One Plan only.



February 2022

Resolution A:

Resolution to Adopt and Implement the Kettle and Upper St. Croix Comprehensive Watershed Management Plan

Whereas, Kettle River & Upper St. Croix Partnership has sent the Minnesota Board of Water and Soil Resources the Kettle and Upper St. Croix Comprehensive Watershed Management Plan for approval according to Minnesota Statutes 103B. 101, Subdivision 14:

Now; **Be it Further Resolved** the (enter entity name) hereby adopts and will begin implementation of the approved Comprehensive Watershed Management Plan for the area of the county identified within the plan, contingent upon the approval from the Board of Water and Soil Resources. The Comprehensive Watershed Management Plan replaces the (enter county water plan) for (SWCD or County) purposes for the area of the county identified within the plan.

Be it Further Resolved the (enter entity name) enters into the Joint Powers Agreement for the implementation of the Kettle and Upper St. Croix Comprehensive Watershed Management Plan.

Be it Further Resolved the (enter entity name) terminates its rights and obligations under the Kettle and Upper St. Croix Watershed Memorandum of Agreement for developing the Comprehensive Watershed Management Plan, once the Joint Powers Agreement is in effect.

Be it Further Resolved that, pursuant to the terms of said Joint Powers Agreement, the (enter entity name) board appoints _____, Board (Commissioner/Supervisor), to serve as standing representative of (enter entity name) on the Kettle and Upper St. Croix Implementation Partnership as provided in the Joint Powers Agreement.

Be it Further Resolved that pursuant to the terms of said Joint Powers Agreement, the (enter entity name) board appoints _____, Board (Commissioner/Supervisor), to serve as alternate representative of (enter entity name) on the Kettle and Upper St. Croix Implementation Partnership as provided in the Joint Powers Agreement.

Be it Further Resolved that (enter entity name) board authorizes and directs the (enter entity name) (main staff position), or successor, to carry out all duties and obligations required of (enter entity name) under the Joint Powers Agreement, including, but not limited to, designating (entity name) staff to serve on the Steering Committee under the Joint Powers Agreement.

Certification

Enter Entity Name

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by (enter entity name) as a duly authorized meeting therefore held on (meeting date).

(Name of Chair), Board Chair

Resolution B:

**Resolution to Adopt and Implement
the Kettle and Upper St. Croix
Comprehensive Watershed Management Plan**

Whereas, Kettle River & Upper St. Croix Partnership has sent the Minnesota Board of Water and Soil Resources the Kettle and Upper St. Croix Comprehensive Watershed Management Plan for approval according to Minnesota Statutes 103B. 101, Subdivision 14:

Now; Be it Further Resolved the (enter entity name) hereby adopts and will begin implementation of the approved Comprehensive Watershed Management Plan for the area of the county identified within the plan, contingent upon the approval from the Board of Water and Soil Resources. The Comprehensive Watershed Management Plan replaces the (enter county water plan) for (SWCD or County) purposes for the area of the county identified within the plan.

Certification

Enter Entity Name

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by (enter entity name) as a duly authorized meeting therefore held on (meeting date).

(Name of Chair), Board Chair

**JOINT POWERS AGREEMENT FOR IMPLEMENTATION OF THE KETTLE RIVER & UPPER ST. CROIX
COMPREHESIVE WATERSHED MANAGEMENT PLAN**

Pursuant to Minnesota Statutes section 471.59 this JOINT POWERS AGREEMENT ("Agreement") FOR IMPLEMENTATION OF THE KETTLE RIVER & UPPER ST. CROIX COMPREHESIVE WATERSHED MANAGEMENT PLAN is made and entered into between the County of Carlton, by and through its County Board of Commissioners; the County of Pine, by and through its County Board of Commissioners; the Carlton Soil and Water Conservation District, by and through its Soil and Water Conservation Board of Supervisors; the Pine County Soil and Water Conservation District, by and through its Soil and Water Conservation District Board of Supervisors; and the Kanabec Soil and Water Conservation District, by and through its Soil and Water Conservation Board of Supervisors. The parties to this Agreement are collectively referred to as "Parties", and each individual referred to as a "Party".

WHEREAS, the Counties in this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law;

WHEREAS, the Soil and Water Conservation Districts (SWCDs) in this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provide by law;

WHEREAS, the Parties have a common interest and statutory authority to prepare, adopt, amend as appropriate and/or needed, and assure implementation of a comprehensive watershed management plan for the Kettle River & Upper St. Croix Watershed to conserve soil and water resources through: the implementation of practices, programs and regulatory controls that effectively control or prevent erosion sedimentation, siltation and related pollution in order to preserve natural resources; ensure continued soil productivity; protect water quality; reduce damage caused by floods; preserve wildlife; protect the tax base; and protect public lands and waters;

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

WHEREAS, pursuant to Minnesota Statutes section 103B.101 subd. 14, the Board of Waters and Soil Resources (BWSR) "may adopt resolutions, policies, or orders that allow a comprehensive plan, local water management plan, or watershed management plan, developed or amended, approved or adopted, according to chapter 103B, 103C, or 103D to serve as substitutes for one another or be replaced with a comprehensive watershed management plan,"; and

WHEREAS, the Parties previously entered into a Memorandum of Agreement for the purpose of developing the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan, and the Parties have now formed this Agreement for the specific goal of implementing the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan (Plan).

NOW, THEREFORE, the Parties agree as follows:

1. **Purpose:** The Parties recognize the importance of partnerships to implement protection and restoration efforts for the Kettle River & Upper St. Croix Watershed and to share services to perform and manage those resources more effectively. Parties signing this Agreement will be collectively referred to as the Kettle River & Upper St. Croix Partnership (KUSCP).

The Parties worked together for the purpose of developing the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan and now establish, through this Agreement, the process for the implementation of the Plan.

This Agreement does not establish a joint powers entity but sets the terms and provisions by which the parties *“may jointly or cooperatively exercise any power common to the contracting parties or any similar powers, including those which are the same except for the territorial limits within which they may be exercised”* pursuant to Minnesota Statutes section 471.59. This Agreement does not include a financial obligation, but rather an ability to share resources when desired.

2. **Term:** This Agreement is effective upon signature of all Parties and will remain in effect unless terminated consistent with terms of this Agreement or as otherwise provided under the law.
3. **Qualifying Party:** A qualifying party is defined as an entity within the Kettle River & Upper St. Croix boundary that is responsible for water planning and resources management according to Minnesota Statutes Chapters 103B, 103C, and 103D or is a Tribal Nation. A qualifying party desiring to become a member of this Agreement shall adopt the Plan and sign this Agreement. The qualifying party agrees to abide by the terms and conditions of this Agreement including, but not limited to, the bylaws, policies and procedures adopted by the Policy Committee.
4. **Procedure for Parties to Leave Membership of the Agreement:** A Party desiring to leave the membership of this Agreement shall indicate its intent in writing to the KUSCP Chair in the form of an official board resolution. Notice must be made 90 days in advance of leaving KUSCP. A Party that leaves the membership of the Agreement remains obligated to comply with the terms of any grants and agreements the KUSCP has at the time of the Party's notice to leave membership and is obligated until the grant has ended.
5. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The Parties agree to abide by all Federal, State or local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the Agreement is responsible.
 - b. **Indemnification:** Each Party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of the other Party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers,

employees and agents, pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of each party that this Agreement does not create any liability or exposure of one Party for the acts or omissions of the other party pursuant to Minnesota Statutes section 471.59, subd. 1a(a). If a Party is found responsible for any liability associated with the actions of the KUSCP, said Party agrees to indemnify and hold harmless any of the other non-liaible Parties of the KUSCP for any defense costs and expenses associate with any such claim.

- c. **Employee Status:** The Parties agree that the respective employees or agents of each Party shall remain the employees or agents of each individual respective Party.
 - d. **Data Practices and Records Retention:** the Parties agree that each respective Party will be responsible for complying with Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and the Official Records Act (Minnesota Statutes section 15.17) for the data collected, created, received, maintained, disseminated or stored by each respective Party pursuant to the terms if this Agreement.
 - e. **Termination:** The Parties anticipate that this Agreement will remain in full force and effect through the term of the grant agreements with BWSR, unless otherwise terminated in accordance with law or other provisions of this Agreement. The Parties acknowledge their respective and applicable obligations, if any, under Minnesota Statutes section 471.59, subd. 5 after the purpose of the Agreement has been completed.
 - f. **Asset Disbursement:** Upon termination, any assets remaining shall be disbursed as follows: 1) assets that have been purchased with pass through funding wherein the agreement requires tracing of the asset and specific disposal requirement shall be disposed of in accord with the funding agreement; 2) remaining assets shall be liquidated and any monies shall first be applied to any debt or obligation remaining; 3) after satisfaction of any debt or obligation there remains any assets, it shall be divided evenly to the then remaining Parties to the Agreement at the time of termination.
 - g. **Amendments:** Any changes, amendments, or modifications to this Agreement may be initiated by any party of this agreement and needs to be approved by all of the governing boards of the then existing Parties.
6. **Structure:** To carry out the coordinated planning, development, and implementation of the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan, the Parties agree to continue the structure established under the Kettle River & Upper St. Croix Watershed Planning Memorandum of Agreement, which includes the Policy Committee, Advisory Committee, and the Steering Team.
- a. **The Policy Committee.** The Parties agree that the Policy Committee established under the Memorandum of Agreement for the purpose of developing the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan shall continue to operate cooperatively and collaboratively, but not as a separate entity, for the purpose of continued planning of, review of, advising on, and coordinating of the implementation of the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan. Membership on the Policy Committee shall remain as each Party’s designated representative. The individual who serves as their respective Party’s

designated representative must be an elected official of the Party's governing board or appointed by that Party's governing board. The governing boards may choose alternates to serve on the Policy Committee from their boards as needed. A Policy Committee member term shall be 2 years with the ability of the Party to appoint a representative to successive terms. If a representative resigns or is no longer able to serve, an alternate shall serve until a representative is appointed. The Policy Committee will meet quarterly or as needed. The Committee shall comply with the Minnesota Open Meeting law as set forth in Minnesota Statutes Chapter 13D.

- i. **Authority of Policy Committee Members:** Each representative shall have one vote. The Policy Committee makes recommendations to their individual boards of the KUSCP with respect to the work plan and budget. The individual boards of the KUSCP shall approve the biennial work plan and budget through a simple majority of the governing boards of the then existing Parties. The Policy Committee will follow the bylaws adopted by the Policy Committee and will have the power to modify the bylaws. The Policy Committee can approve budget amendments up to \$50,000 and grant changes or extensions without formal action from their individual boards. Changes of budget equal to or over \$50,000 will require individual board approval. Amendments to the Plan can be proposed by any party but must be approved by the individual boards of the KUSCP.
 - ii. **Individual Members Duties:** Each Policy Committee member will serve as a liaison to their respective governing boards and keep their governing boards regularly informed on the work of the Kettle River & Upper St. Croix Comprehensive Watershed Management Plan and shall act only as directed by their respective boards.
 - b. **The Advisory Committee.** An Advisory Committee made up of state agency representatives and other technical experts shall continue to provide technical support on the plan implementation. Advisory Committee membership will be approved by the KUSCP. The Advisory Committee will meet biennially during work plan and budget development or more often as needed.
 - c. **The Steering Team.** The Steering Team shall consist of local staff of the Parties that sign this Agreement for the purposes of logistical and day-to-day decision-making in the implementation of the Plan. The Steering Team will meet twice a year or as needed and draft the work plan and budget.
7. **Fiscal Agent:** The Policy Committee, with a Party's consent, shall identify a Party to act as fiscal agent. The fiscal agent shall be responsible for: 1) retention of all data collected, created, received, maintained or disseminated for any purpose of the activities undertaken pursuant to this Agreement and retain the same for a minimum of six years after the termination of the Agreement or as required by any funding source, whichever is longer in duration; 2) to ensure a full accounting using generally accepted auditing practices of all financial obligations of the Entity; 3) to allow, as required by Minnesota Statutes section 16C.05 access and the right to examine, audit, excerpt or transcribe any documents pertinent to the accounting practices and procedures and fiscal transactions relating to this Agreement for the purposes of auditing by any

Party, the State Auditor or others as the Board directs; 4) to provide to the Board reports on the fiscal transactions that have occurred for their approval; and 5) to ensure that any reporting requirement from funding sources is abided by.

8. **Multiple Counterparts:** The Parties may sign multiple counterparts of this Agreement. Each signed counterpart shall be deemed an original, but all of them together represent the same Agreement.
9. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Carlton County Soil and Water Conservation District

Cameron Gustafson or successor, Water Resources Technician
808 3rd Street, Carlton, MN 55718
Email: cameron.gustafson@carltonswcd.org
Telephone: 218-384-3891

Carlton County

Chris Berg or successor, Zoning and Environmental Services
301 Walnut Avenue, Room 103, Carlton, MN 55718
Email: Chris.Berg@carltoncountymn.gov
Telephone: 218-384-9178

Kanabec Soil and Water Conservation District

Deanna Pomije or successor, District Manager
2008 Mahogany St. #3, Mora, MN 55051
Email: deanna@kanabecswcd.org
Telephone: 320-679-1391

Pine Soil and Water Conservation District

Paul Swanson or successor, District Manager
1610 Highway 23 North, Sandstone, MN 55072
Email: Paul.Swanson@co.pine.mn.us
Telephone: 320-216-4241

Pine County

Erin Hoxsie or successor, Office Manager
1610 Highway 23 North, Sandstone, MN 55072
Email: Erin.Hoxsie@co.pine.mn.us
Telephone: 320-216-4220

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

PARTNER: _____

APPROVED:

BY: _____
Board Chair Date

BY: _____
District Manager/Administrator Date



Office of the
County Coordinator
Kristine McNally, County Coordinator
18 North Vine Street, Suite 181
Mora, MN 55051
Telephone: 320-679-6440 FAX: 320-679-6441
email: kris.mcnally@co.kanabec.mn.us

Proceedings of the County Board

State of Minnesota
County of Kanabec
Office of the County Coordinator
Mora, Kanabec County, Minnesota
Minutes of the County Board Held: May 18, 2021

Action #18 – Craig Smith introduced a motion to send a letter of support to Pine County for the Kettle River, Upper St Croix One Watershed, One Plan.

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

IN FAVOR THEREOF: Gene Anderson, Rickey Mattson, Craig Smith
OPPOSED: Les Nielsen, Dennis McNally
ABSTAIN:

whereupon the motion was passed.

Certification

I, the undersigned, being the duly appointed recording officer of the County of Kanabec, State of Minnesota, certify that the information above has been carefully compared with the original records of Board of Commissioners, Kanabec County, Minnesota, those records being in my custody and on file in the Coordinator's Office, and is a true and correct copy of these minutes and that the same has not been amended or rescinded and is in full force and effect.

In Witness Whereof, I have hereunto placed my hand and signature: Certified this 18th day of May, 2021.

Kris McNally, Board Clerk



District #1, Dennis McNally
District #2, Vacant
District #3, Les Nielsen
District #4, Rick Mattson
District #5, Craig Smith

OFFICE OF THE
**KANABEC COUNTY BOARD OF
COMMISSIONERS**

18 North Vine Street, Suite 181
Mora, MN 55051
Telephone: (320) 679-6440
Fax: (320) 679-6441

Rum River One Watershed One Plan Policy Committee
c/o Mille Lacs County Soil & Water Conservation District
Historic Courthouse
635 2nd Street SE
Milaca, MN 56353

May 17, 2022

To Whom It May Concern,

After thorough deliberation, the Kanabec County Board of Commissioners has voted to withdraw from participation in the Rum River One Watershed One Plan.

This action took place at Kanabec County Board via Action #29 on May 3, 2022:

Action #29 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to withdraw from participation in the Rum River One Watershed One Plan effective per the withdrawal terms of the signed Memorandum of Agreement.

In accordance with the Memorandum of Agreement, Item #4 Withdrawal of Parties, notice must be made at least 30 days in advance of leaving the agreement. The effective date of Kanabec County's withdrawal from the Rum River One Watershed One Plan is June 30, 2022.

We thank you for your work on the preservation of the interest of all this watershed's stakeholders and wish you continued success.

Sincerely,

Les Nielsen
Chair, Kanabec County Board of Commissioners

Cc: Teresa Wickeham, Kanabec County Environmental Services Supervisor
Deanna Pomije, Kanabec County Soil & Water District Manager



District #1, Dennis McNally
District #2, Vacant
District #3, Les Nielsen
District #4, Rick Mattson
District #5, Craig Smith

OFFICE OF THE
**KANABEC COUNTY BOARD OF
COMMISSIONERS**

18 North Vine Street, Suite 181
Mora, MN 55051
Telephone: (320) 679-6440
Fax: (320) 679-6441

Kettle River & Upper St. Croix One Watershed One Plan
c/o Mr. Caleb Anderson
Pine County Land Manager
1610 Hwy 23 North
Sandstone MN 55072

May 17, 2022

To Whom It May Concern,

After thorough deliberation, the Kanabec County Board of Commissioners has voted to decline participation in the Kettle River & Upper St. Croix One Watershed One Plan at this time.

This action took place at Kanabec County Board via Action #30 on May 3, 2022:

Action #30 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to not participate in the Kettle River & Upper St. Croix One Watershed One Plan.

We thank you for your work on the preservation of the interest of all this watershed's stakeholders and wish you continued success.

Sincerely,

Les Nielsen
Chair, Kanabec County Board of Commissioners

Cc: Teresa Wickeham, Kanabec County Environmental Services Supervisor
Deanna Pomije, Kanabec County Soil & Water District Manager

10:30am Appointment

Item b.

i. 2639 Chris Haven Dr
June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Approve IUP for Vacation Rental – Speed/Vigor – 2639 Chris Haven Drive, Mora	b. Origination: Planning Commission/Environmental Services
c. Estimated time: 10 minutes	d. Presenter(s): Ryan Carda, Environmental Services Supervisor

e. Board action requested:

Approve the Interim Use Permit application for the short term/vacation rental by Juley Speed, Ryan Speed, Jean Viger & Christopher Viger at 2639 Chris Haven Drive, Mora with the condition that the new well be approved by MDH and that the lodging license is obtained, per the Planning Commission's recommendation.

f. Background:

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:	5/30/24
---	---------

Coordinators Comments:



KANABEC
COUNTY
Minnesota

Kanabec County Environmental Services
903 Forest Ave East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Interim Use Permit Application

Application Fee: \$670

As set forth in Section 3.7 of Ordinance #5 Ordinance of Shoreland Areas of Kanabec County, Minnesota.

Property Owner: Juley Speed, Ryan Speed, Jean Viger, Christopher Viger
Phone & Email: 612-986-3478 juleyspeedrealtor@gmail.com
Mailing Address: 2837 30th Ave S Minneapolis MN 55406

Property Address: 2639 Chris Haven Drive Mora MN 55051
Parcel ID Number: 10-03035-00
Sec/Twp/Range: 11-40-24

Zoning District: 10 - Knife Lake township

☒ Vacation Rental Home Section 6.2 of Ordinance #5

☐ Home Occupation Section 8.4 of Ordinance #5

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a interim use permit stated in Section 3.7 of Ordinance #5 (attached). Provide a detailed description and reason for the request that addresses the following:

1. Describe the existing use of the property.
Single family residential
2. Does the proposal involve any new buildings or additions?
No
3. Does the interim use conform with the County Comprehensive Plan and the zoning regulation requirements within the proposed district? ☒ Yes ☐ No
4. Explain any land alteration including vegetation removal/grading & filling
None
5. Number of daily occupants on the premises (employees/customers)
Maximum 6 overnight guests
6. Describe water and septic usage and locations of facilities.
Deep well to be drilled; septic w/ drain field (see map)
7. The interim use will provide adequate access to a public road to not cause traffic hazards or congestion on the adjacent public roads and that there are sufficient off-street parking and loading space to serve the proposed use.
Yes

Buildings and Setbacks (As shown on site plan) Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, buildings, roads, wetlands, etc.

Structure type: _____
Dimensions of structure: _____ Height: _____
Distance of proposed dwelling to primary dwelling: _____
Lot size (approx. acres): _____
Setback: _____ Shoreland OHW Setback: _____
Road Type: Township _____ County _____ State Highway _____
Front Setback: _____ ROW Setback: _____ Centerline Setback: _____
Rear Setback: _____ Side Setback: _____ Side Setback: _____

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

Environmental Services Office Use only

Zoning District: <u>Shoreland</u>	Lake/River/Stream: <u>Knife Lake</u>
Proposed Use: <u>Vac. Rental</u>	Sec. of Ord.: <u>#5, 6.2</u>
Meeting Date: <u>5/29/24</u>	Reviewed for Accuracy by: <u>Env. Services</u>
(Date shall not be scheduled until staff confirms receipt of all materials)	
Application approved <input type="checkbox"/> yes <input type="checkbox"/> no	
Date/time and place of hearing: _____	
Application approved by: _____	
Planning Commission Chairman	
Interim Use Permit Issued in accordance with and in compliance with conditional requirements and special regulations and MN DNR notified this _____ day of _____ 20____	

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 – Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 – Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 – Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water area.

Type 4 – Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.


Type 5 – Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 – Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 – Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.

 4/29/24
Signature of Applicant Date

INTERIM USE CHECK LIST

- 1) ☒ A site visit with Environmental Services staff is required.
- 2) ☒ Provide applicant with a copy of Section 3.7 of Ordinance #5 Ordinance for the Management of Shoreland Areas "Criteria for granting Interim Use Permits"
- 3) ☒ Application packet is completed and signed
- 4) ☒ Applicant must provide evidence of ownership. (A valid purchase agreement is acceptable.)
- 5) ☒ Copy of the complete legal is needed for recording.
- 6) ☒ A detailed sketch, to scale, with a north arrow, of property is attached (show buildings, distance to property lines, septic, well, roads (name & number), driveway, wetlands, physical features and any other ordinance requirements.
- 7) ☒ Clearly identify proposed structure(s), driveways, septic, fences, etc.
- 8) ☒ A Compliance Inspection report must be provided for any existing sewage treatment system on the affected property at the time of application for a IUP.
- 9) NA If the application is for a new building that will generate waste water/have plumbing, it must be able to support TWO "STANDARD" sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site).
- 10) NA Access approval from road authority if new access is proposed.
- 11) ☒ Completed description of the request and statement of justification is attached.
- 12) ☒ Application Fee of \$670.
Fees are non-refundable
- 13) ☒ Applicant (or their representative) must be present at the Planning Commission public hearing.
- 14) ☒ If the IUP is denied, by the Planning Commission, it cannot be resubmitted for six months.
- 15) ☒ Conditions may be included on granted IUP's.
- 16) ☒ Granted Interim Use Permits become void if applicant does not proceed substantially within one year of the date the IUP is granted.
- 17) NA The IP deals only with the use of the property. A Land Use Permit is required prior to construction of any structures.

NOTE: A Public Hearing will be scheduled for the next available Planning Commission meeting only if the applicant provides all the required information prior to the application deadline. State of Minnesota Law requires public notification for at least 10 days prior to the hearing.

* Applicant is responsible for utilizing accurate property boundaries in submitted documents.

Applicant

Julie [Signature]

Date

4/29/2024

(Top 3 inches reserved for recording data)

WARRANTY DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.1.1 (2016)

eCRV number: _____

DEED TAX DUE: \$ 874.50

DATE: 6/28/2022
(month/day/year)

FOR VALUABLE CONSIDERATION, Mary L. Wahl and Brett Wahl, married to each other
(insert name and marital status of each Grantor)

_____ ("Grantor"),
hereby conveys and warrants to Juley Speed and Ryan Speed and Jean M. Viger and Christopher Viger
(insert name of each Grantee)
_____ ("Grantee"), as

(Check only one box.) ☐ tenants in common, (If more than one Grantee is named above and either no box is checked or both boxes are checked,
☒ joint tenants, this conveyance is made to the named Grantees as tenants in common.)

real property in Kanabec County, Minnesota, legally described as follows:

Lot Five (5), Chris Haven First Addition, according to the plat thereof on file and of record in the Office of the County Recorder within and for Kanabec County, Minnesota

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

reservations, restrictions and easements of record, if any.

Check applicable box:

- ☐ The Seller certifies that the Seller does not know of any wells on the described real property.
- ☒ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: .)
- ☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

Mary L. Wahl

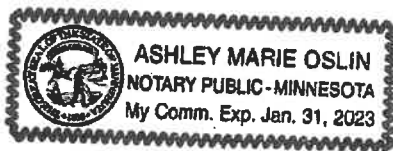
Brett Wahl

State of Minnesota, County of Kanabec

This instrument was acknowledged before me on June 28, 2020, by Mary L. Wahl and Brett Wahl, married
 to each other
(month/day/year)

(insert name and marital status of each Grantor)

(Stamp)



Ashley Oslin
 Title (and Rank): Clerk

My commission expires: Jan. 31, 2023
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Absolute Title Company, LLC
 One North Lake Street
 Mora, MN 55051
 WAHL.MARY & BRET/amo

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
 INSTRUMENT SHOULD BE SENT TO:
(insert legal name and residential or business address of Grantee)

Juley Speed and Ryan Speed and Jean M. Viger and
 Christopher Viger

Juley Speed, Ryan Speed, Christopher Viger, and Jean Viger are co-owners of 2639 Chris Haven Drive, Mora MN 55051. We request an Interim Use Permit to use the single family residential property as a vacation rental.

Our vacation rental will offer a unique opportunity for travelers to experience the area's natural beauty, cultural attractions, and recreational activities firsthand. Our goal is to provide a comfortable and convenient home base to explore everything the region has to offer including outdoor adventures, charming small towns, and quaint shops and restaurants. Additionally, by supporting the local economy through tourism, short-term rentals contribute to the vitality and growth of Kanabec County and the City of Mora. Our neighbors also benefit by having another option for visiting friends and family to stay nearby, as the nearest hotel is 10 miles away. In fact, several residents and neighbors have already expressed interest and excitement, and have inquired about status and booking.

Our philosophy includes maintaining positive and respectful relationships with our neighbors, the lake, and the land. We have assured our neighbors that parties and pets will not be allowed in accordance with the county ordinance, the policies instituted by AirBnB and VRBO (third party booking sites), and our own personal policy. We plan to offer usage of a dock for boats for guests to enjoy Knife Lake, a fully recreational lake. We have improved the energy efficiency, structure/construction, and aesthetic of the home resulting in increased property values of our home and the surrounding homes. Our planned eco-friendly landscape will feature bird and bee-friendly plants, trees, and shrubs and will help manage stormwater runoff and reduce erosion and pollution while replenishing groundwater supplies.

Improvements to our property include:

- Addition of footings on the portion of the home where none existed. Approved and inspected by county staff.
- Dug out and emptied pest and critter infested crawlspace and encapsulated it to prevent future infestation and moisture intrusion.
- New fiber cement board siding on the front of the home.
- Added new deck off the rear entrance and replaced the existing deck on the front that originally lacked footings and had extensive rot. Both conform to county guidelines and the shoreline ordinance; specs were approved by county staff prior to construction.
- Relocated propane tank from the middle of the lot toward the side.
- A new deep well is scheduled to be installed by Mora Well Co the week of May 6th, 2024 and the proposed location was tentatively reviewed and approved by the State of MN Lodging License inspector. The old well is scheduled to be sealed.
- Extensive interior cosmetic updates include new flooring, appliances, reconditioned windows, and kitchen cabinets.
- Removed deteriorated hazardous wood burning fireplace and repaired/ replaced missing and spalling brick on chimney exterior.
- Added 16 inches of cellulose insulation in attic for an R-value of 50.
- Gutters and downspouts on exterior.
- Surveyed and staked property boundaries.

We are thoughtful and considerate members of the community committed to providing a pleasant safe space for visitors to enjoy our local region. Please consider recommending us for approval of an Interim Use Permit to use the home as a vacation rental.

Ryan Carda

From: Larrison, Nicole (MDH) <Nicole.Larrison@state.mn.us>
Sent: Tuesday, April 30, 2024 3:26 PM
To: Ryan Carda
Cc: Lindell, Peter (MDH)
Subject: RE: 2639 Chris Haven Drive, Mora

Hi Ryan,

The property at 2639 Chris Haven Dr, Mora has been conditionally approved by MDH. The approval is contingent upon installing a new deep well. The building meets MDH's standards.

Thank you,

Nicole Larrison
Public Health Sanitarian | Food Pools & Lodging Section

Minnesota Department of Health
St. Cloud District Office
Office: 320-223-7300



From: Ryan Carda <Ryan.Carda@co.kanabec.mn.us>
Sent: Monday, April 29, 2024 8:02 AM
To: Larrison, Nicole (MDH) <Nicole.Larrison@state.mn.us>
Cc: Lindell, Peter (MDH) <peter.lindell@state.mn.us>
Subject: RE: 2639 Chris Haven Drive, Mora

Great, thanks for the update.

Sincerely,

Ryan Carda
Environmental Services Supervisor
env@co.kanabec.mn.us
Work: 320.679.6456

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank you.

From: Larrison, Nicole (MDH) <Nicole.Larrison@state.mn.us>
Sent: Friday, April 26, 2024 3:36 PM

To: Ryan Carda <Ryan.Carda@co.kanabec.mn.us>
Cc: Lindell, Peter (MDH) <peter.lindell@state.mn.us>
Subject: RE: 2639 Chris Haven Drive, Mora

Hi Ryan,

Thanks for the heads up. I spoke with the property owner as well; we have scheduled the onsite inspection and will do a follow-up once a second larger well is drilled and the original one is sealed. I will let you know once this property has been approved by MDH.

Thank you,

Nicole Larrison
Public Health Sanitarian | Food Pools & Lodging Section

Minnesota Department of Health
St. Cloud District Office
Office: 320-223-7300



From: Ryan Carda <Ryan.Carda@co.kanabec.mn.us>
Sent: Wednesday, April 24, 2024 11:38 AM
To: Larrison, Nicole (MDH) <Nicole.Larrison@state.mn.us>
Subject: RE: 2639 Chris Haven Drive, Mora

I just wanted to revisit this. I spoke with the property owner and it sounds like she will be starting to go through your process or continue through it depending on where she is at. Just wanted to let you know again that it has been reviewed for a vacation rental and meets the County requirements

Sincerely,

Ryan Carda
Environmental Services Supervisor
env@co.kanabec.mn.us
Work: 320.679.6456

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank you.

From: Larrison, Nicole (MDH) <Nicole.Larrison@state.mn.us>
Sent: Wednesday, February 21, 2024 3:00 PM
To: Ryan Carda <Ryan.Carda@co.kanabec.mn.us>
Subject: RE: 2639 Chris Haven Drive, Mora

Hi Ryan,

Thanks for letting me know. I am in contact with the property owner and currently waiting on MDH's required documents to get the process started.

Thanks!

Nicole Larrison
Public Health Sanitarian | Food Pools & Lodging Section

Minnesota Department of Health
St. Cloud District Office
Office: 320-223-7300



From: Ryan Carda <Ryan.Carda@co.kanabec.mn.us>
Sent: Friday, February 16, 2024 2:40 PM
To: Larrison, Nicole (MDH) <Nicole.Larrison@state.mn.us>
Subject: 2639 Chris Haven Drive, Mora

You don't often get email from ryan.carda@co.kanabec.mn.us. [Learn why this is important](#)

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

The property at 2639 Chris Haven Drive, Mora, MN 55051 has been reviewed for a vacation rental and meets the County requirements.

Sincerely,

Ryan Carda
Environmental Services / GIS Technician
env@co.kanabec.mn.us
ryan.carda@co.kanabec.mn.us
Work: 320.679.6456

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520 Lafayette Road North
St. Paul, MN 55155-4194

Compliance inspection report form Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance. Instructions for filling out this form are located on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/sites/default/files/wq-wwsts4-31a.pdf>.

Property information

Local tracking number:

Parcel ID# or Sec/Twp/Range: 11/40/24 Reason for Inspection: Land Transfer
Local regulatory authority info: Kanabec County Environmental
Property address: 2439 Chris Haven Dr., Mora, MN 55051
Owner/representative: Mike Walsh, Mary Wahl Owner's phone: 612-390-1365
Brief system description: 1500-2C septic/pump Tank w/Mound

System status

System status on date (mm/dd/yyyy): 4-18-2022

☒ **Compliant – Certificate of compliance***

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

*Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.

☐ **Noncompliant – Notice of noncompliance**

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- ☐ Tank integrity (Compliance component #2) – Failing to protect groundwater
- ☐ Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- ☐ Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- ☐ Soil separation (Compliance component #5) – Failing to protect groundwater
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant - local ordinance applies

Comments or recommendations

Good

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: HOHLEN BIZ LLC

Inspector signature: Keith Hohlen

(This document has been electronically signed)

Certification number: C9858

License number: L4085

Phone: 320-200-8994

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ System/As-Built
- ☒ Locally required forms
- ☒ Tank Integrity Assessment
- ☐ Operating Permit
- ☒ Other information (list): Existing system Documents

Property Address: 2639 Chris Haven Dr., Mora 55051
Business Name: HOHLEN BIZ LLC

Date: 4-18-2022

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface

☐ Yes ☒ No

System discharges sewage to drain tile or surface waters.

☐ Yes ☒ No

System causes sewage backup into dwelling or establishment.

☐ Yes ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

Looked around
Q + A

Attached supporting documentation:

☐ Other:

☒ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?

☐ Yes ☒ No

Sewage tank(s) leak below their designed operating depth?

☐ Yes ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Looked in the Tank/Compartments

Attached supporting documentation:

☒ Empty tank(s) viewed by inspector

Name of maintenance business:

License number of maintenance business:

Date of maintenance:

☐ Existing tank integrity assessment (Attach)

Date of maintenance

(mm/dd/yyyy)

(must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other:

Property Address: 2639 Chris Haven Dr., Mora 55051
Business Name: HOTHLEN BIZ LLC

Date: 4-18-2022

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes ☒ No ☐ Unknown

3b. Other issues (electrical hazards, etc.) to immediately and adversely impact public health or safety? ☐ Yes ☒ No ☐ Unknown

***Yes to 3a or 3b - System is an imminent threat to public health and safety.**

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes ☒ No

***Yes to 3c or 3d - System is failing to protect groundwater.**

Describe verification methods and results:

Looked around.

Attached supporting documentation: ☒ Not applicable ☐

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☐ No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design? ☐ Yes ☐ No

If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning?

☐ Yes ☐ No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

Property Address: 2639 Chris Haren Dr., Mora 55051
Business Name: HOHLEN BIZ LLC

Date: 4-18-2021

5. Soil separation – Compliance component #5 of 5

Date of installation 1995 ☐ Unknown
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food
beverage lodging?

☒ Yes ☐ No

Attached supporting documentation:

☒ Soil observation logs completed for the report

☐ Two previous verifications of required vertical separation

☐ Not applicable (No soil treatment area)

☐

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment

☐ Yes ☐ No

NA

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment

☒ Yes ☐ No

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.

Indicate depths or elevations

A. Bottom of distribution media

"above existing ground"

B. Periodically saturated soil/bedrock

47"

C. System separation

53"

D. Required compliance separation*

36"/3'

*May be reduced up to 15 percent if allowed by Local Ordinance.

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080, 2350 or 7080.2400 (Intermediate Inspector License required ≤ 2,500 gallons per day; Advanced Inspector License required > 2,500 gallons per day)

☐ Yes ☐ No

NA

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

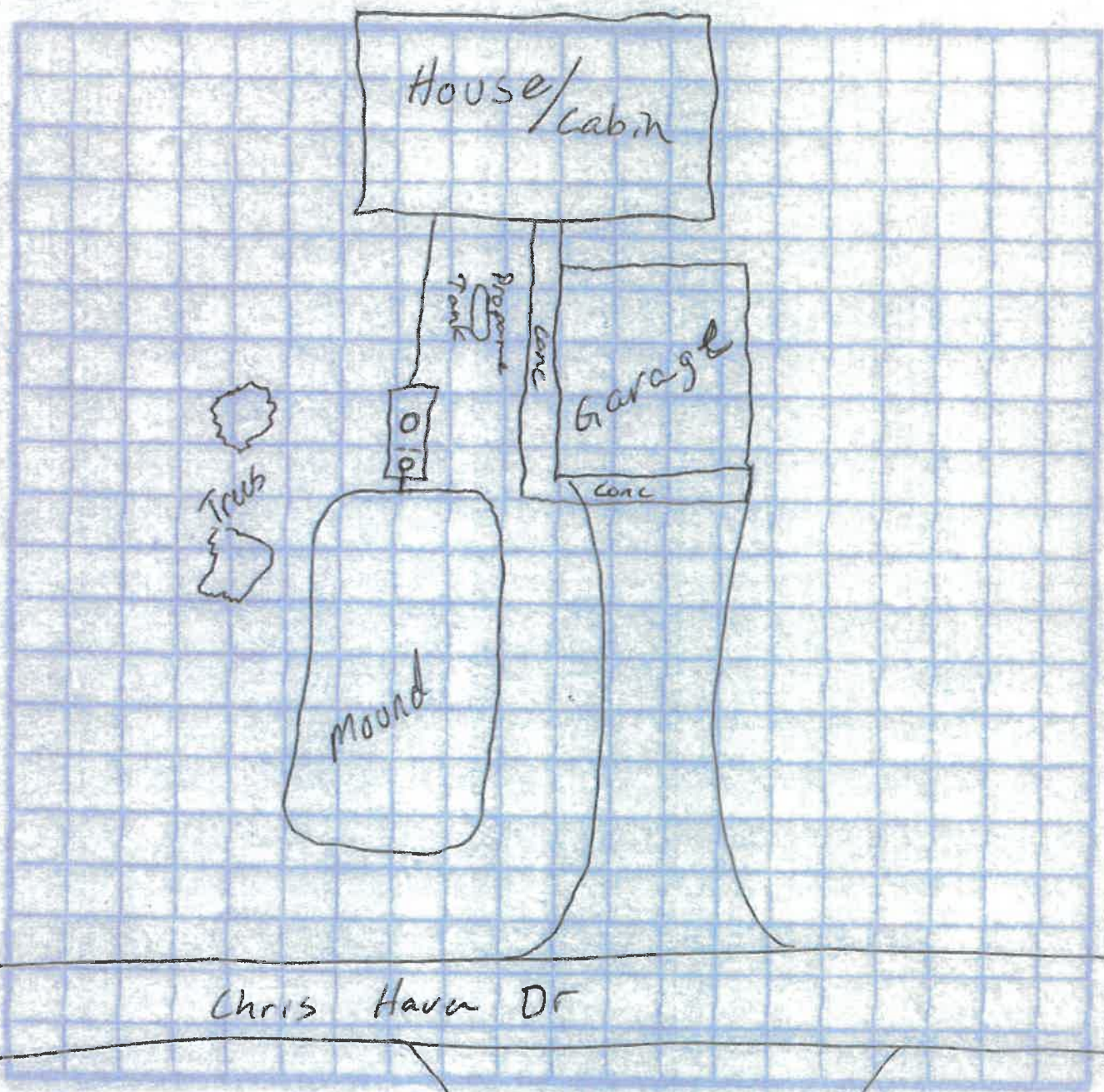
"Any "no" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Soil Auger
measurements

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

2639 Chris Haven Dr



White - Office
Yellow - Inspector
Pink - Owner

SHORELAND MANAGEMENT - COUNTY OF KANABEC

COUNTY COURT HOUSE

Phone 612-679-3381 • MORA, MINN. 55051

Application for Permit to Install Water and Sewer Disposal System or Sign Erection Pursuant to Sec. 3.3 & Sec. 7.52 of Ordinance No. 5 & Ordinance No. 6

LEGAL	Lot 5						Permit No.	
DESCRIPTION	Chris Haven 1st addition						Date	28 Nov 81
AND	Karf Lake							
LOCATION	Lake No.	Lake Name	Lake Classif.	Sec.	TWP	Range	TWP Name	
							Karf Lake	
IDENTIFICATION: Please Print All Information.								
OWNER	Last Name	First	Initial	Mailing Address - No. Street, City and State			Zip No.	Tel. No.
	Morse	Carol		Box 62, Mora, Minn.				
SEWAGE SYSTEM INSTALLER	Name	Ron Karlake		Mora				

☒ This System will be ready for inspection on 28 Nov 81, 19

This space for office use only

Date Rec'd	19	Time Rec'd	M	Phone Call Rec'd By	Owner or Agent Signature
------------	----	------------	---	---------------------	--------------------------

SEWAGE DISPOSAL SYSTEM DATA:			
	SEPTIC TANK	SEEPAGE PIT	DRAIN FIELD
Capacity	Double Vault w pump 1000 ⁵⁰⁰ Gals	Sq. Ft.	400 Sq. Ft.
Distance from nearest well	56' Ft.	Ft.	96' Ft.
Distance from lake or stream	100' Ft.	Ft.	Ft.
Distance from occupied building	35' Ft.	Ft.	Ft.
Distance from property line	20' Ft.	Ft.	Ft.
Distance from bottom to Water Table	3' Ft.	Ft.	Ft.

All distances are shortest distance between nearest points

RECORD OF TESTS:			
Inspection was made on	19	Time	M By
PERCOLATION TEST DATA:	Date of First Test	19	Rate
	Date of Second Test	19	Rate
1st Test Taken By	First Test	+ 2nd Test	= 2 = Rate
2nd Test Taken By			

Agreement: The undersigned hereby makes application for permit to install or extend Sewage Disposal System herein specified, agreeing to do all such work in strict accordance with ordinances of the County of Kanabec, Minnesota and Minnesota (Individual Sewage Disposal Code Minimum Standards set forth by Minnesota Department of Health. Applicant agrees that plot plan, sketches and specifications submitted herewith and which are approved by Shoreland Management Office shall become a part of the permit. Applicant further agrees that no part of the system shall be covered until it has been inspected and accepted. It shall be the responsibility of the applicant for the permit to notify the County Shoreland Management that the job is ready for inspection. (Call or use attached mailer notice.)

Dated: _____ Signature: _____

Permit: Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon express condition that the person to whom it is granted, and his agents, employees and workmen shall conform in all respects to ordinances of Kanabec County Minnesota. This permit may be revoked at any time upon violation of any said ordinance.

NOTE: Permit void if work is not commenced within six (6) months.

Issued Date: 28 Nov 81
Fee \$ 15.00 Surcharge \$ Pdl.
Shoreland Management Office

Comments: See inspection data
Because of sinking (peat) system was designed minimum standards. Vent System would have been performed.

PLEASE TAKE NOTICE
This is a Conditional Permit. In the event that an Environmental Impact Statement is or becomes necessary for the use or construction for which this permit is issued, the applicant must pay for all costs incurred in the preparation of such Environmental Impact Statement. If these costs are not paid by applicant within fifteen (15) days of receipt of notice of the same from the County of Kanabec, this permit shall be void and of no force and effect.

SHORELAND MANAGEMENT - COUNTY OF KANABEC

COUNTY COURT HOUSE

Phone 612-679-3173 - Mora, MINN. 55051

White - Office
Yellow - Owner

Application for Permit to Install Water and Sewer Disposal System or Sign Erection
Pursuant to Sec. 3.3 & Sec. 7.52 of Ordinance No. 5 & Ordinance No. 6

OWNER <u>Mike Walsh</u>	TEL. _____	<p>PLEASE TAKE NOTICE This is a Conditional Permit. In the event that an Environmental Impact Statement is or becomes necessary for the use or construction for which this permit is issued, the applicant must pay for all costs incurred in the preparation of said Environmental Impact Statement. If these costs are not paid by applicant within fifteen (15) days of receipt of notice of the same from the County of Kanabec, this permit shall be void and of no force and effect.</p>	Permit No. <u>4289</u>
Address <u>Mora</u>	_____		Date <u>17 Aug 96</u>
Legal <u>Lot 5</u>	_____		Fee <u>32.00</u>
Description <u>Chris Hansen</u>	_____		Sewer <u>50"</u> Well _____
Location <u>11 40 34</u>	_____		Range <u>Kripstake</u>

IDENTIFICATION: Please Print All Information

Name	Mailing Address - No. Street, City and State	Zip No.	Tel. No.
Sewer Installer <u>Gene Carlson</u>			
Well Installer _____			

SEWAGE DISPOSAL SYSTEM DATA: System will be ready for inspection on _____

	Required Distances	Septic Tank	Dr. Well	Drain Field
Capacity	1,000 gal.	Gls.	Sq. Ft.	Sq. Ft.
Distance from nearest well	(Drilled well 50' - Shallow 100')	Ft.	Ft.	Ft.
Distance from lake or stream	75' or 150'	Ft.	Ft.	Ft.
Distance from occupied building	10'	Ft.	Ft.	Ft.
Distance from property line	10'	Ft.	Ft.	Ft.
Distance from bottom to Water Table	minimum 3'	Ft.	Ft.	Ft.

ALL DISTANCES ARE SHORTEST DISTANCE BETWEEN NEAREST POINTS

RECORD OF TESTS:

Inspection was made on _____ 19____ Time _____ M By _____

PERCOLATION TEST DATA:

Date of First Test _____ 19____ Rate _____

Date of Second Test _____ 19____ Rate _____

1ST TEST TAKEN BY _____

2ND TEST TAKEN BY _____

First Test _____ + 2nd Test _____ = _____ Rate _____

Agreement: The undersigned hereby makes application for permit to install or extend Sewage Disposal System herein specified, agreeing to do all such work in strict accordance with ordinances of the County of Kanabec, Minnesota and Minnesota Individual Sewage Disposal Code Minimum Standards set forth by Minnesota Department of Health. Applicant agrees that plot plan, sketches and specifications submitted herewith and which are approved by Shoreland Management Official shall become a part of the permit. Applicant further agrees that no part of the system shall be covered until it has been inspected and accepted. It shall be the responsibility of the applicant for the permit to notify the County Shoreland Management that the job is ready for inspection. (Call or use attached mailer notice.)

Date: _____ SIGNATURE _____

Permit: Permission is hereby granted to the above named applicant to perform the work described in the above statement. This permit is granted upon express condition that the person to whom it is granted, and his agents, employees and workmen shall conform in all respects to ordinances of Kanabec County Minnesota. This permit may be revoked at any time upon violation of any said ordinance.

NOTE: Permit void if work is not commenced within six (6) months.

Issued Date: _____ SHORELAND MANAGEMENT OFFICE

	<p>COMMENTS:</p>
--	------------------

KANABEC COUNTY, MINNESOTA, PERMIT #

PERMIT

OWNER Mrs. Walsh

PHONE 699-2366

ADDRESS Route 3, Box 561, Mars

CONTRACTOR

LOCATION OF WORK L.T. 5, Chris Haven Addition, Knife Lake

Sec. 11 - T 10 - R 24

TYPE OF IMPROVEMENT Build Platform on Front of House - can not be over 3' above ground.

EXPECTED COMPLETION DATE

IF STRUCTURE, DIMENSIONS 8 x 20

HEIGHT

STORIES

COST

PERMIT EXPIRES One year from date

FEE 50.00

THIS PERMIT IS GRANTED IN CONSIDERATION OF THE STATEMENTS AND REPRESENTATIONS MADE BY THE APPLICANT AND UPON THE EXPRESS CONDITIONS THAT THE OWNER AND HIS CONTRACTORS COMPLY WITH ALL PERTINENT ORDINANCES AND REGULATIONS AND THAT IT DOES NOT COVER WORK FOR WHICH SPECIAL PERMITS MUST BE SECURED.

GRANTED BY

Paul Johnson
Chief of Eng. & Surveying

DATE May 7, 1992

SKETCH OR ADDITIONAL DETAILS IF N

8/23/95
Wait the \$50.00 for
the day Permit is up
on July 7, 1992
Red

Application Number

SEWAGE SYSTEM INSPECTION SHEET

A. GENERAL INFORMATION

1. Applicant's Name (Last, First, M.I.)

Walsh, Michael

1-A Address

2. Phone

B. PROPERTY DESCRIPTION

1. Lake Number

2. Lake Name

3. Qtr./Qtr.

4. Section

5. Township

6. Range

7. Twp. Name

8. Address

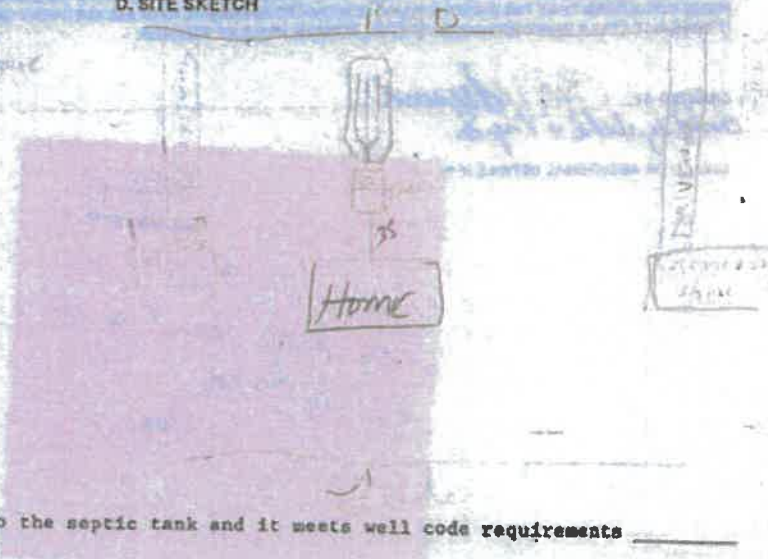
9. Phone

C. SEWAGE SYSTEM DATA

1. Work Category a. <input type="checkbox"/> New System b. <input checked="" type="checkbox"/> Repair	4. System Design Data	SEPTIC TANK	DRAIN FIELD
2. Type of System a. <input type="checkbox"/> Septic Tank Only b. <input checked="" type="checkbox"/> Drainfield Only c. <input type="checkbox"/> Septic Tank & Drainfield d. <input type="checkbox"/> Holding Tank e. <input type="checkbox"/> Alternative System (Specify)	a. Capacity <i>Corrosion</i> = <i>50</i> Gal.	b. Distance from nearest well = <i>50</i> Ft.	c. Distance from lake or stream = <i>50</i> Ft.
	d. Distance from occupied building = <i>35</i> Ft.	e. Distance from property line = <i>20</i> Ft.	f. Depth to sat. soil = <i>1</i> Ft.
	g. Number of bedrooms = <i>3</i>	h. Depth of well = <i>3</i> Sch. 40	
3. Type of Drainfield a. <input type="checkbox"/> Standard System (bed) b. <input checked="" type="checkbox"/> Mound (pressure distribution) c. <input type="checkbox"/> Standard System (trench)	i. Yards of rock = <i>3</i>	-Distr. <i>DB</i>	
	J. Perc. Test MPI	-Dist. <i>DB</i>	

D. SITE SKETCH

*10' water added, field
broken in sand 20' above
- 12' rise before pipe
- Pressure Distribution
- 2.5" spacings
- Sand with layer
10-10-95*



I have pressure tested the line to the septic tank and it meets well code requirements

Plumber

Date

Installer

Printed Name

Co. Inspector

DATE

Oct 15 1995





333 Main Street NW
P.O. Box 388
Elk River, MN 55330
Phone: 763-441-7509
Fax: 763-441-9176

DRINKING WATER LABORATORY TEST REPORT

Last Name: SPEED File #: 85731
First Name: JULEY Date/Time
Address: 2639 CHRIS HAVEN DRIVE in Lab: 1/11/2024 11:52 AM
City: MORA Unique Well #:
State: MN Zip Code: 55051 Drillers #:
County:
Legal:

Ordered By: JULEY SPEED Sampled From: Kitchen Tap
Sampled By: JULEY SPEED Date/Time Sampled: 01/11/2024 1001
Reason For Test: Coliform + Nitrate + Arsenic Sample Temp: 11.9 ° C
Received on Ice: No

<u>ANALYTE & METHOD</u>	<u>DATE & TIME OF ANALYSIS</u>	<u>MAXIMUM CONTAMINATION LEVEL (EPA)</u>	<u>TEST RESULTS</u>
Coliform Bacteria (SM 9223 B)	01/11/2024 1200	Negative	Negative
Nitrate (EPA 353.2 Rev 2.0)	01/12/2024 1003	10.0 ppm	4.01 ppm
Arsenic (EPA 200.9 Rev 2.2)	01/16/2024 1138	10.0 µg/L	< 2.0 µg/L

This sample **DOES** meet EPA guidelines for safe drinking water for the Analytes tested.

Notes:

The test results are only indicative of the sample tested from the sample point on the date collected.
This report must not be reproduced, except in full, without the written approval from Water Laboratories, Inc.
Minnesota Certification# 027-141-110, Wisconsin Certification #399044470 (for compliance with NR812)

Water Laboratories, Inc.

By: 

Date: 01/16/2024

Received By EK

Entered By EK

Edited By TJ

Amount Billed: \$101.00

Date Paid: 11/02/2022

Amount Paid: \$101.00

Vacation/Private Home Rental Checklist (prior to application):

- ☒ Home owner must inhabit the home for no less than 30 days per year.
- ☐ Rental has a Minnesota Department of Health Lodging License. *(Conditionally approved contingent upon installing a new deep well)*
- ☒ Floor plan drawing including number of bedrooms with dimensions and other sleeping accommodations.
- ☒ A to-scale site plan showing location and dimensions of property lines, primary structure, accessory structures, parking areas, shore recreational facilities, and septic system.
- ☒ Emergency contact information (police, fire, hospital, septic pumper, etc.) is posted in the home
- ☒ Current compliance inspection on the septic system.
- ☒ Current water test from an accredited laboratory with results for nitrate nitrogen and coliform bacteria.
- ☒ Garbage disposal plan.
- ☒ Pet policy for the guests.
- ☒ Dimensions and style of egress windows submitted in a drawing for each bedroom and room that will be used for sleeping. Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code.
- ☒ Overnight occupancy limited to no more than:
 - o Two (2) persons per bedroom plus two (2) additional persons per building
 - OR
 - o No more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle

Whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.

 - o Property is approved for 6 overnight guests (from Environmental Services Department).
- ☒ Vacation/private home rental is connected to an approved SSTS. The use of holding tanks for vacation/private home rental units shall be prohibited. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and provided to the Environmental Services Department.
- ☒ On-site parking is sufficient to accommodate the maximum number of occupants. Parking is located on an improved surface (gravel, asphalt, concrete, etc.) and is located at least five (5) feet from any property lines. Septic systems and public streets cannot be used for parking areas.
 - o Property parking can support 4-6 total vehicles.
- ☒ Additional occupancy through use of recreational vehicles, tents, accessory structures or fish houses may not be used.
- ☒ Carbon monoxide detectors shall comply with MN Statute Section 299F.51. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- ☒ On-premise advertising is not displayed.

- ☒ Visual demarcation of property lines are clearly displayed for guests.
- ☒ A report will be kept detailing use of the home by guests by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Environmental Services Department upon request.
- ☒ There are no more than two (2) vacation/private home rentals located on the parcel.
- ☒ Agree to follow any stipulations made by the Board or Adjustments or Planning Commission (fencing, vegetation screening, noise standards, duration or permit, watercraft docking restrictions, etc.).
- ☒ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- ☒ The applicant shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who is responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit.
- ☒ The contact person for the property must be available to accept phone calls on a 24 hour basis at all times that the vacation/private home rental is rented or occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same time frame.
- ☒ Each vacation rental must have a property information handbook available for renters that include the name and contact information for the owner and/or caretaker; quiet hours as per approved ; maximum number of overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of conditions that were placed on the approved IUP; and a notice that all ordinance and IUP conditions will be enforced by the Kanabec County Sheriff's Office and the Kanabec County Environmental Services Department.

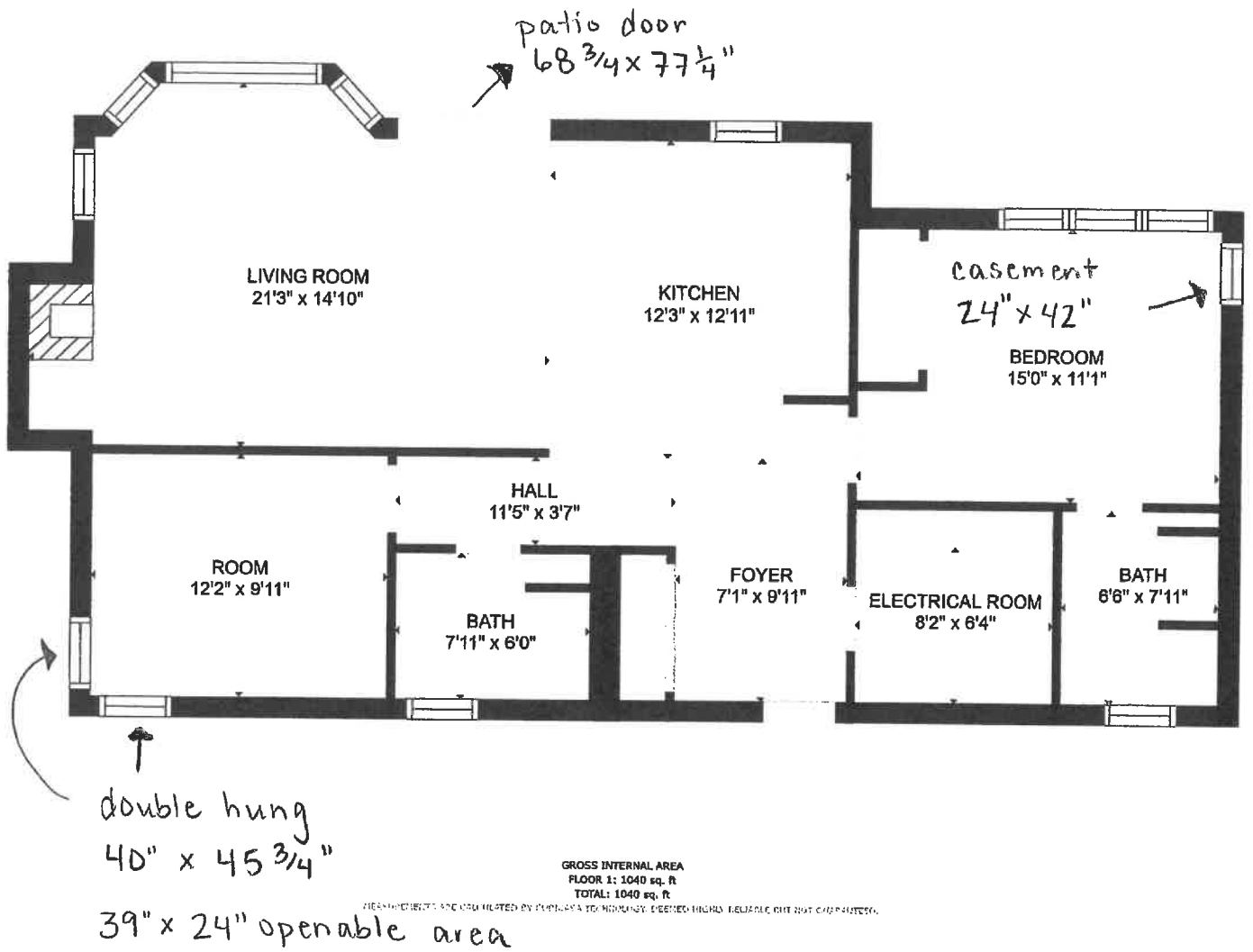
I have read and completed the applicant checklist to verify compliance with Kanabec County Shoreland Ordinance #5 Section 6.2 Vacation Rental Homes.

Applicant Juley J. J. Juley Speed

For County Use

- ☒ This property meets license requirements, statutes, rules, regulations, and ordinances for the County. *MDH license is contingent on new well

[Signature]
Environmental Services Department



CERTIFICATE OF SURVEY

for- CHRIS VIGER
of- LOT 5 & 12, CHRIS-HAVEN FIRST ADDITION
KANABEC COUNTY, MINNESOTA



PROPERTY DESCRIPTION:
Lot 5, CHRIS-HAVEN FIRST ADDITION, Kanabec County,
Minnesota.
AND
Lot 12, CHRIS-HAVEN FIRST ADDITION, Kanabec County,
Minnesota.
AND
That part of the Northeast Quarter of the Southwest
Quarter of Section 11, Township 40N, Range 24E, Kanabec
County, Minnesota, containing the most
Southeast corner of said Lot 12, CHRIS-HAVEN FIRST
ADDITION, thence northeasterly along the extension of
the southerly line of said Lot 12 25.0 feet thence
northeasterly along the extension of the southerly line of
said Lot 12 131.0 feet thence southerly 25.0 feet
to the point of beginning.

NOTES

- Field survey was conducted by E.G. Rud and Sons, Inc. on 05/24/2021.
- Permit to Survey is on file in Kanabec County Clerk's Office.
- Partial ID Number: 10-00000-00, 10-00000-00 & 10-00000-00
- This survey was prepared without the benefit of GPS work. Additional
measurements, restrictions and/or encumbrances may arise other than
those shown hereon. The surveyor is not responsible for the accuracy of a
current title commitment or an attorney's title opinion.

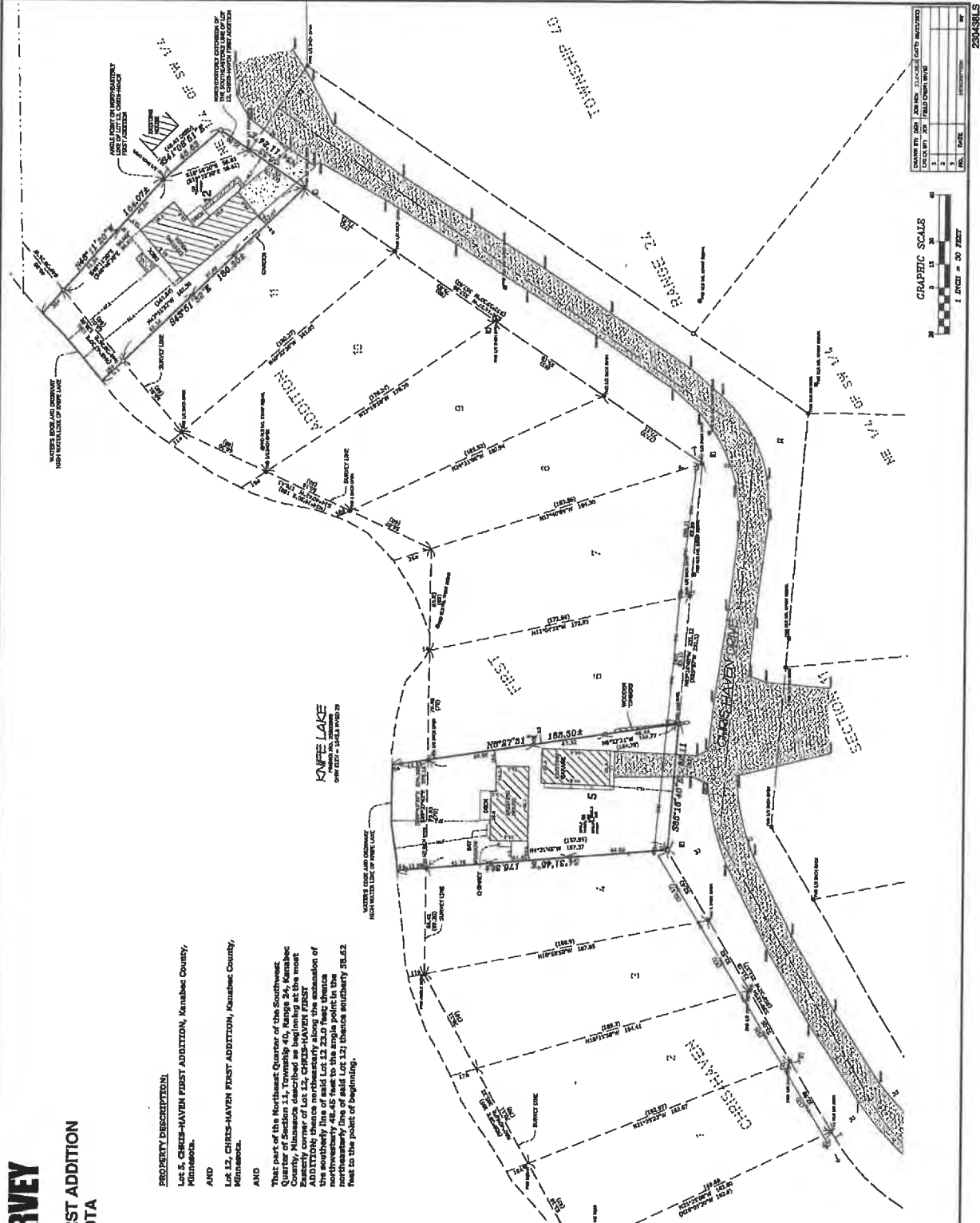
LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, HANDED ALONG
- DENOTES LARGE SIZE SET UNLESS NOTED OTHERWISE
- DENOTES SMALL SIZE SET UNLESS NOTED OTHERWISE
- DENOTES ELECTRICAL BOX
- DENOTES FUEL OIL BOX
- DENOTES FUEL OIL TANK
- DENOTES FUEL OIL TANK
- DENOTES RECORD BEARING AND DISTANCES PER
THE PLACE OF CHRIS-HAVEN FIRST ADDITION
- DENOTES REFERENCE WALL
- DENOTES GRAVEL SURFACE
- DENOTES PAVED SURFACE

I hereby certify that this survey, plan
and map were made by me or under my
direct supervision and that I am a
Professional Land Surveyor in the State of Minnesota.

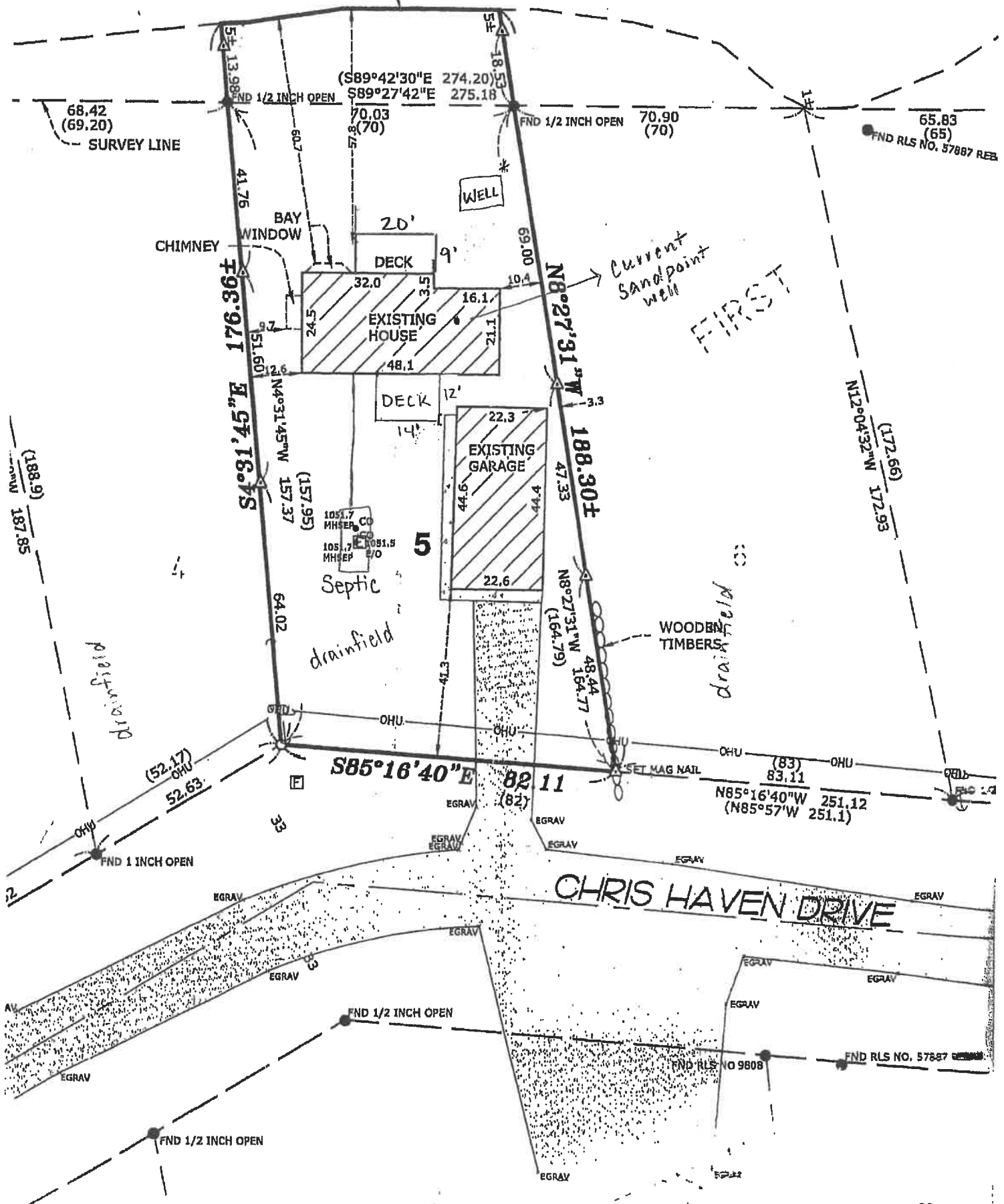
E. G. RUD
License: 27027222 License No. 41576

E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-4800 Fax (651) 361-4701
www.egrud.com



* General location for new deep well (proposed)

WATER'S EDGE AND ORDINARY HIGH WATER LINE OF KNIFE LAKE



Sunset Haven Guidebook

2639 Chris Haven Drive, Mora MN 55051



Meet Your Hosts

Welcome!

We are so pleased you chose to stay at Sunset Haven and it is our hope that this will serve as your home away from home while you're on your trip.

We are Juley, Ryan, Jean & Christopher and we own this cozy cabin. Thanks for being here and do not hesitate to reach out for anything you may need during your stay. The best way to reach us is through the app you booked with or you can text Juley directly at 612-986-3478 or Jean at 763-772-2840, if you prefer.

Please take a moment to review this guidebook for important information about the home and some great info about Knife Lake and the surrounding area.

Warmest Regards, Juley & Jean



Wifi Network:

Password:

Arrival Info & House Rules

NO PETS, NO PARTIES, NO SMOKING/VAPING



Keys

The door will lock and unlock with the four-digit code you were provided prior to your arrival. This code is unique to you and your stay. Any time you leave the property, please lock the doors and close the windows. *To use the keypad to unlock:* press the bottom left house icon, enter your code, then press the bottom left house icon again. *To lock:* press the bottom left house icon, enter your code, then press the bottom right lock icon.

Check In is 3pm and Check Out is 11am.

Parking The gravel driveway accommodates 6 vehicles. Do not park on the street, in the yard, or in the neighbor's driveways. All vehicles and trailers must be parked in the driveway.

Overnight Guests are limited to your reservation number and never more than 6 people. No more than 12 guests should be on the premises at any time.

Campers, tents, fish houses and RVs are not allowed on site.

Quiet Hours are from 10pm to 8am. Please respect our neighbors and be mindful of noise late at night.

Boats can be launched at the south launch east of the RV park off 260th Street or the Public Access 1.7 miles north of County Rd 19 on Hwy 65.

Fireworks are not allowed.

Dock can accommodate two motorized boats. Please bring canoes, kayaks, and paddle boards up on shore when not in use.

Emergency and Safety Info

In Case of Emergency
call 911



Fire Extinguisher: laundry room on the shelf above the sink

Fire Blanket: under kitchen sink



First Aid Kit: under kitchen sink

Non-Emergency Local Info

Owners:

Julye (612) 986-3478 & Jean (763) 772-2840

Hospital:

Welia Health - 301 MN Hwy-65, Mora MN 55051
(320) 679-1212 for urgent non-emergency

Pharmacy:

Welia Health Pharmacy (320) 225-3999
Coborn's (320) 679-2363

Police:

Kanabec County Sheriff - 317 Maple Ave E, Mora MN 55051
(320) 679-8400

Fire:

Mora Fire Department (320) 679-1511

Septic:

Purple Pumper (320) 679-0904

About the Home

Thermostat is located in the hallway and controls the heat and air conditioning.

Gas Fireplace in the living room is controlled by remote. Turn the light switch located on the wall to the right of the fireplace to the “on” position, then click “on” on the remote. To shut it off click “off” on the remote. There are no settings other than on/off. The fireplace DOES NOT burn wood.

Televisions are controlled by the remotes, see on-site instructions.

Gas grill is located on the front deck. Turn the valve (dial) on the tank underneath to open the propane before igniting the grill. Close the valve when you are done.

Kitchen Notes

- dishwasher tabs are located under the sink
- we can recycle cans but feel free to take recycling home with you if you wish to recycle glass, paper, or plastic.
- we lock the control on the electric range when it's not in use...hold the lock button for three seconds to unlock and lock it.
- please use the range hood when cooking on the stovetop, there are high and low settings for the light and the fan.

Laundry Notes

- soap is located on the countertop.
- make sure the lint screen for the dryer is clean before using it.

Firewood is available for use and located next to the propane tank, please only burn what is provided, *or* purchased from a LOCAL dealer, *or* certified by the MN Dept of Agriculture. DO NOT LEAVE BURNING FIRES UNATTENDED. Please do not burn trash or uncertified or out of town firewood.

Check Out Instructions

House Notes

- load the dishwasher and run it on normal cycle
- place all used towels in the showers
- turn out all the lights
- set the thermostat to 70 degrees
- ensure the fireplace is off
- ensure all windows are closed and locked
- ensure the patio door and screen are closed and locked
- place the kitchen trash in the barrel—all trash must be bagged

Yard Notes

- stack outdoor chairs and place on the decks against the house
- turn off the propane to the grill and cover the grill

Check Out

- text Juley or Jean after you leave or send a note in the app



KANABEC COUNTY PLANNING COMMISSION
Environmental Services Department
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Kanabec County Planning Commission Meeting Minutes of May 29, 2024

MINUTES ARE CURRENTLY UNAPPROVED

MEMBERS PRESENT: Tom Roeschlein, Rhonda Olson, Doug Sabinash, Pat O'Brien, Wayne Zaudtke

EX OFFICIO PRESENT: none

MEMBERS ABSENT: Earl Bracewell

EX OFFICIO ABSENT: Chad Gramentz

STAFF: Ryan Carda – Environmental Services Supervisor

APPLICANT REPRESENTATIVE(S): David & Ragenea Howe; Juley Speed & Jean Viger

PUBLIC ATTENDING: Ronald Dick, Jeffrey & Denise Geary, Kevin & Janelle Troupe

Call to Order: Kanabec County Planning Commission was called to order at 7:00pm by Tom Roeschlein.

Pledge of Allegiance

Approval of Agenda/Additions to Agenda:

A motion was made by Pat O'Brien, seconded by Wayne Zaudtke to approve the agenda as presented.
All in favor, motion carried.

Approval of Minutes:

A motion was made by Pat O'Brien, seconded by Rhonda Olson to approve the minutes from January 22nd, 2024, as presented.
All in favor, motion carried.

Old Business:

None

New Business:

Public Hearing – Review IUP Application: Vacation Rental – 20379 Ann River Drive, Mora, MN 55051, David & Ragenea Howe:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - A site visit was conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the first meeting and the requirements that weren't met were fixed by the property owner and verified with photos
 - The property has met the requirements of the Shoreland Ordinance

Applicant presentation:

- David Howe
 - Gave background on the property and what they envision for it starting out and in the future
 - Wants the property to have a low impact on the surrounding area so that it maintains the look

and feel of the lake and neighborhood

- Wayne Zaudtke
 - Asked if this was their only vacation rental given they owned another property nearby
 - David Howe said that this was the only property they were renting
 - Asked about the egress window requirements and if they were being met
- Rhonda Olson
 - Asked about if a deed was recorded
 - Also mentioned that the phone number on the emergency contact wasn't correct
- Doug Sabinash
 - Asked about staying at the property at least 30 days per year when they live down the road
 - David Howe said that they will still use it with their family for the pool, game nights, etc. and that the property has been an extension of their other house
- Tom Roeschlein
 - Asked if the house had been sitting vacant over winter

Public hearing comments:

- Janelle Troupe
 - Felt the use was a great idea for the property and would serve a good purpose
 - Asked if it would be independent of the shared access lot that properties around there utilize
 - David Howe said that it would be independent of the access lot and guests wouldn't use it
 - Asked whether Arthur Township had been informed of the property operating as a short-term rental
 - Ryan Carda said that the Arthur Township had been informed and that he spoke with the zoning official from Arthur Township to see if they had any type of short-term rental requirements in an ordinance

Conclusion of public hearing:

- General discussions were had regarding different items such as the application, the use, and the future development phases of what the applicants were proposing
- David Howe mentioned that the property had decibel sensors to make sure that guest noise did not get too loud, and noise within the house was checked so that it would be contained within the house
- Because the applicants were going to be likely increasing their guest capacity in the future, there was discussion on whether they would need to re-apply to increase the capacity of their rental

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due

to the following other factors - NONE

- A motion was made by Wayne Zaudtke, seconded by Rhonda Olson, to recommend approval of the Interim Use Permit to the County Board with the condition that if the overnight occupancy is going to be increased greater than 10, the property owners will need to re-apply for an amendment to the IUP to increase the occupancy.
All in favor, motion carried.

Public Hearing – Review IUP Application: Vacation Rental – 2639 Chris Haven Drive, Mora, MN 55051, Juley Speed, Ryan Speed, Jean Viger, and Christopher Viger:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - A site visit was conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the first meeting and the requirements that weren't met were fixed by the property owner and verified with photos
 - The property has not obtained a MDH lodging license, but MDH conditionally approved the property contingent upon installation of a new deep well
 - The building met MDH's standards
 - The property has met the other requirements of the Shoreland Ordinance
 - The well was installed late in the week prior to the meeting, and Environmental Services was just waiting for approval from MDH following their final inspection

Applicant presentation:

- Juley Speed
 - Gave background on the property, family history of being on Knife Lake, and how they envisioned the property being used
- Tom Roeschlein
 - Asked about whether they would stay there at least 30 days per year
 - Juley Speed said that their family does use it frequently with friends and family
- Wayne Zaudtke
 - Asked if there was a second level to the structure
 - Juley Speed said that there wasn't and that the structure is accommodating for mobility issues because it is all one level
- General discussion was had regarding the emergency contact information, the parking area and whether it was sufficient, and that Jean & Christopher Viger live only a couple of houses down and will be able to monitor the property

Public hearing comments:

- Matt Iversen (via email)
 - "This is a terrible thing for the community, all rental properties are trouble ,ALL, with the exorbitant extreme taxation raise shoved down our throats by a ballot dump everyone knows about ,in a covid year ,this is preposterous to ruin our lovely lake experience even more , how many signatures are needed to stop this !! once you start its too late, never stops than it will turn into a s---hole like mpls is. Please forward this to all the clerks and people that work for US . keep peace on the lake , nobody I've talked to on the lake on our street chris haven is in favor of this , don't open the box!! Brought up enforcement of rental properties"
 - "Heard many horror stories about so called vacation rentals ,always bring more people than is allowed , animals, loud parties ,even when rules say to shut down at 10 they never do, so most have a 5 acre minimum, this eliminated troublesome vacation rentals , please do diligence, it's a

bad thing for knife ,we live to close together. Keep the peace. NOBODY on chris haven wants this on our dirt road . Thanks ,please forward to all officials involved in policy making."

- o "Hope you people in charge of granting permits are reading this , debbie Nelson, Kevin Brady, Rick, Steve and Rachel, Matt amanda zach , are NOT in favor of this , hope numbers matter, surprised nobody asked us our opinions on it , majority matters in this state , respectfully hope it matters to the board as well, keep up the fine work you do, cannot make it to meeting ,work obligations, thanks and let's have a great summer."

- Denise Gearey

- o Asked about the visual demarcation of the property lines

Conclusion of public hearing:

- General discussions were had regarding different items such as the notice to the surrounding property owners, the demarcation of the property lines, the new well, the MDH lodging license, and complaints for existing rentals and how they have been doing regarding issues with them

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - o Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - o The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - o The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - o The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - o The requested use is consistent with the County Shoreland Ordinance - YES
 - o The requested use is not in conflict with the County Comprehensive Plan - YES
 - o The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - o The requested use is reasonably related to the existing land use and environment - YES
 - o There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - o The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Rhonda Olson, to recommend approval of the Interim Use Permit to the County Board with the condition that the new well be approved by MDH and that the lodging license is obtained.
All in favor, motion carried.

Public Hearing Comment:

- None

Adjourn:

A motion was made by Doug Sabinash, seconded by Pat O'Brien to adjourn the meeting at 8:12pm.
All in favor, motion carried.

Respectfully submitted,
Ryan Carda
Recording Secretary

10:30am Appointment

Item b.

ii. 20379 Ann River Dr

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Approve IUP for Vacation Rental – Howe – 20379 Ann River Drive, Mora	b. Origination: Planning Commission/Environmental Services
c. Estimated time: 10 minutes	d. Presenter(s): Ryan Carda, Environmental Services Supervisor

e. Board action requested:

Approve the Interim Use Permit application for the short term/vacation rental by David & Ragen Howe at 20379 Ann River Drive, Mora with the condition that if the overnight occupancy is going to be increased greater than 10, the property owners will need to re-apply for an amendment to the IUP to increase the occupancy, per the Planning Commission's recommendation.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office: 5/30/24

Coordinators Comments:



Kanabec County Environmental Services
903 Forest Ave East
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Interim Use Permit Application

Application Fee: \$670

As set forth in Section 3.7 of Ordinance#5 Ordinance of Shoreland Areas of Kanabec County, Minnesota.

Property Owner: David & Ragene Howe
Phone & Email: (912) 414-8377 dhowe@deeprootsresorts.com
Mailing Address: 19950 Ann River Dr, Mora, MN 55051
Property Address: 20379 Ann River Dr, Mora, MN 55051
Parcel ID Number: 02-05630-00
Sec/Twp/Range: 26-39-24

Zoning District: 2 Arthur Township

- ☒ Vacation Rental Home Section 6.2 of Ordinance #5
☐ Home Occupation Section 8.4 of Ordinance #5

It is the burden of the applicant to demonstrate satisfaction of the criteria for granting a interim use permit stated in Section 3.7 of Ordinance #5 (attached). Provide a detailed description and reason for the request that addresses the following:

1. Describe the existing use of the property.
Single family home
2. Does the proposal involve any new buildings or additions?
No
3. Does the interim use conform with the County Comprehensive Plan and the zoning regulation requirements within the proposed district? ☒ yes ☐ no
4. Explain any land alteration including vegetation removal/grading & filling
None
5. Number of daily occupants on the premises (employees/customers)
Max 20
6. Describe water and septic usage and locations of facilities.
See Attached
7. The interim use will provide adequate access to a public road to not cause traffic hazards or congestion on the adjacent public roads and that there are sufficient off-street parking and loading space to serve the proposed use.
off street parking available for 20+ vehicles

INTERIM USE CHECK LIST

- 1) ☒ A site visit with Environmental Services staff is required.
- 2) ☒ Provide applicant with a copy of Section 3.7 of Ordinance #5 Ordinance for the Management of Shoreland Areas **"Criteria for granting Interim Use Permits"**
- 3) ☒ **Application packet** is completed and signed
- 4) ☒ Applicant must provide **evidence of ownership**. (A valid purchase agreement is acceptable.)
- 5) ☒ Copy of the complete legal is needed for recording.
- 6) ☒ **A detailed sketch**, to scale, with a north arrow, of property is attached (show buildings, distance to property lines, septic, well, roads (name & number), driveway, wetlands, physical features and any other ordinance requirements.
- 7) ☒ **Clearly identify** proposed structure(s), driveways, septic, fences, etc.
- 8) ☒ A **Compliance Inspection** report must be provided for any existing sewage treatment system on the affected property at the time of application for a IUP.
- 9) ☒ If the application is for a **new building** that will generate waste water/have plumbing, it must be able to support **TWO "STANDARD"** sewage treatment systems (proved by two soil borings: one for the primary site and one for the secondary site).
- 10) ☒ Access approval from road authority if new access is proposed.
- 11) ☒ **Completed description of the request and statement of justification is attached.**
- 12) ☒ **Application Fee of \$670.**
Fees are non-refundable
- 13) ☒ Applicant (or their representative) must be present at the Planning Commission public hearing.
- 14) ☒ If the IUP is denied, by the Planning Commission, it cannot be resubmitted for six months.
- 15) ☒ **Conditions may be included** on granted IUP's.
- 16) ☒ **Granted Interim Use Permits become void** if applicant does not proceed substantially **within one year** of the date the IUP is granted.
- 17) ☒ The **IP deals only with the use** of the property. A **Land Use Permit** is required prior to construction of any structures.

NOTE: A Public Hearing will be scheduled for the next available Planning Commission meeting only if the applicant provides all the required information prior to the application deadline. State of Minnesota Law requires public notification for at least 10 days prior to the hearing.

*** Applicant is responsible for utilizing accurate property boundaries in submitted documents.**

David Howe

Applicant

Date

4/24/24

WETLAND ADVISORY

Minnesota Law prohibits the draining or filling of any wetlands, unless specifically approved by the appropriate authorities.

"Wetlands" means lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this definition, wetlands must have the following three attributes:

- 1) A predominance of hydric soils;
- 2) Are inundated or saturated by surface or ground water at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in saturated soil conditions; and,
- 3) Under normal circumstances, support prevalence of such vegetation.

If you fill or drain a wetland in violation of Minnesota Law, you are subject to criminal penalties. In addition, you could be ordered to restore any altered wetlands to their original condition at your own cost.

The placement of fill or dredged material in any wetland, lake, stream, river, pond, or prairie pothole may constitute a violation of Federal laws that are enforced by the U.S. Army Corps of Engineers. You are advised to contact that agency before commencing any such work.

Wetland Types:

Type 1 – Seasonally flooded basins or flats. Soil is covered with water or waterlogged during seasonal periods but is usually well drained during the growing season.

Type 2 – Wet meadows. Soil is usually without standing water most of the growing season but is waterlogged within a few inches of the surface.

Type 3 – Soils which are usually waterlogged during the growing season and often covered with up to 6 inches of water. Many Type 3 wetlands have cattails and bulrushes and small open water area.

Type 4 – Soils which are usually covered with 6 inches to 3 feet of water during the growing season. Many Type 4 wetlands have cattails and bulrushes and much open water.


Type 5 – Shallow water ponds and reservoirs water 3 feet to 10 feet deep.

Type 6 – Shrub swamps. Soil is usually waterlogged during the growing season and are often covered with as much as 6 inches of water.

Type 7 – Wooded swamps. Soil is waterlogged at least to within a few inches of the surface during the growing season with as much as one foot of water. Occur mostly along sluggish streams or flood plains.

Type 8 – Bogs. Soil is usually waterlogged and supports a spongy covering of mosses.

As the applicant for this land use permit, you are responsible for determining whether any wetlands will be affected by this proposed project. By signing this document, the applicant affirms that no wetlands will be drained or filled during the course of the project.


Signature of Applicant Date April 30, 2024

Buildings and Setbacks (As shown on site plan) Note: In order to fully evaluate the proposed use, please supply a site plan map that shows all applicable distances, setbacks, buildings, roads, wetlands, etc.

Structure type: _____
Dimensions of structure: _____ Height: _____
Distance of proposed dwelling to primary dwelling: _____
Lot size (approx. acres): _____
Setback: _____ Shoreland OHW Setback: _____
Road Type: Township _____ County _____ State Highway _____
Front Setback: _____ ROW Setback: _____ Centerline Setback: _____
Rear Setback: _____ Side Setback: _____ Side Setback: _____

I hereby swear and affirm that the information supplied to the Kanabec County Environmental Services Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant, in applying for this conditional use permit, is inaccurate or untrue.

Environmental Services Office Use only

Zoning District: Shoreland Lake/River/Stream Fish Lake
Proposed Use: Vac. Permit Sec. of Ord.: 5.6.2
Meeting Date: 5/29/24 Reviewed for Accuracy by: Env. Services
(Date shall not be scheduled until staff confirms receipt of all materials)
Application approved ☒ yes ☐ no
Date/time and place of hearing: _____
Application approved by: _____
Planning Commission Chairman
Interim Use Permit issued in accordance with and in compliance with conditional requirements and special regulations and MN DNR notified this _____ day of _____ 20____



PURCHASE AGREEMENT

This form approved by the Minnesota Association of REALTORS®, which disclaims any liability arising out of use or misuse of this form.
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1. Date September 27th 2023
2. Page 1

3. BUYER (S): David Howe and Ragenea Howe
4. _____
5. Buyer's earnest money in the amount of _____
6. One Thousand Dollars (\$ 1,000.00)
7. shall be delivered to listing broker, or, if checked, to ☐ _____ no later than two (2) Business Days after Final Acceptance Date. Buyer and Seller agree that earnest money shall be deposited in the trust account of Earnest Money Holder as specified above within three (3) Business Days of receipt of the earnest money or Final Acceptance Date, whichever is later.
8. _____
9. _____
10. _____
11. Said earnest money is part payment for the purchase of the property located at
12. Street Address: 20379 Ann River Drive
13. City of Mora, County of Kanabec
14. State of Minnesota, Zip Code 55051, legally described as SECT-26 TWP-039 RANGE-024 BAUMS ADDITION LOT-004 & LOT-005 BLOCK-001 TOGETHER WITH UND 1/20 INT IN LOT 22 STRANDLUND'S ANN RIVER ESTATES
15. _____
16. Said purchase shall include all improvements, fixtures, and appurtenances on the property, if any, including but not limited to, the following (collectively the "Property"): garden bulbs, plants, shrubs, trees, lawn watering systems, in-ground pet containment systems (excluding collars); sheds; playsets; storm sashes, storm doors, screens, and awnings; window shades and blinds; traverses, curtain and drapery rods, valances, draperies, curtains, and window coverings and treatments; towel rods; attached lighting and bulbs; fan fixtures; plumbing fixtures; garbage disposals; water softeners; water treatment systems; water heating systems; heating systems; air exchange systems; environmental remediation systems (e.g., radon, vapor intrusion); sump pumps; TV antennas, cable TV jacks and wiring, and TV wall mounts; wall and ceiling speaker mounts; carpeting; attached mirrors; garage door openers and all controls; smoke detectors; doorbells; thermostats; all integrated phone and home automation systems, including necessary components such as intranet and Internet connected hardware or devices, control units (other than non-dedicated mobile devices, electronics, and computers) and applicable software, permissions, passwords, codes, and access information; fireplace screens, doors, and heatilators; **ANY OF THE FOLLOWING, IF BUILT-IN:** dishwashers, refrigerators, wine and beverage refrigerators, trash compactors, ovens, cook-top stoves, warming drawers, microwave ovens, hood fans, shelving, work benches, intercoms, speakers, air conditioning equipment, electronic air filters, humidifiers and dehumidifiers, liquid fuel tanks and all controls, pool and spa equipment, propane tanks and all controls, security system equipment, TV satellite dishes; the above-mentioned inclusions **AND** the following personal property shall be transferred with no additional monetary value, and free and clear of all liens and encumbrances:
33. _____
34. Notwithstanding the foregoing, leased fixtures are not included.
35. Notwithstanding the foregoing, the following item(s) are excluded from the purchase:
36. _____

PURCHASE PRICE:

38. Seller has agreed to sell the Property to Buyer for the sum of (\$ 500,000.00)
39. Five Hundred Thousand Dollars,
40. which Buyer agrees to pay in the following manner:
41. 1. 20 percent (%) of the sale price in **CASH**, or more in Buyer's sole discretion, including earnest money;
42. 2. 80 percent (%) of the sale price in **MORTGAGE FINANCING**. (See following Mortgage Financing section.)
43. 3. 0 percent (%) of the sale price by **ASSUMING** Seller's current mortgage. (See attached *Addendum to Purchase Agreement: Assumption Financing*.)
44. _____
45. 4. 0 percent (%) of the sale price by **CONTRACT FOR DEED**. (See attached *Addendum to Purchase Agreement: Contract for Deed Financing*.)
46. _____

CLOSING DATE:

48. The date of closing shall be November 10th 2023 .

Deep Roots Resorts, LLC Short-Term Rental Application



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Application Letter

Dear Members of the Kanabec County Planning Board,

As a veteran of the US Army, the owner of Deep Roots Resorts, and a member of this community going back 5 Generations, we have a deep interest in contributing to the growth and prosperity of our community.

We are requesting approval to use the 20379 Ann River Dr, Mora, MN 55051 property as a short-term rental as part of Deep Roots Resorts, LLC.

Growing up, we often visited family and friends in Mora and the surrounding areas. One of the hardest things about visiting was the lack of accommodations that could accommodate large families and groups. When we started Deep Roots Resorts, we had this exact scenario in mind. With its proximity to beautiful natural attractions like the Snake River, Fish & Knife lakes, and the nearby state parks, Mora attracts families, tourists, and outdoor enthusiasts throughout the year. Having more accommodations available would not only enhance the experience for these visitors but also encourage more people to explore our charming town.

Moreover, a short-term rental property can contribute to the local economy by creating jobs and generating revenue for small businesses. From cleaning services to maintenance work and local suppliers, the ripple effect of a new rental property can be significant. Additionally, visitors staying in these rentals will likely spend money at local restaurants, shops, and attractions, further stimulating economic growth in our community.

Our proposal is centered around a strategic four-phase approach, carefully designed to maximize the positive impact on our community while ensuring compliance with local regulations.

Phase 1: Primary Phase

The primary phase of Deep Roots Resorts involves opening and operating a licensed short-term rental with a maximum capacity of 10 overnight guests. Our goal is to provide comfortable accommodations for visitors who wish to explore the natural beauty and cultural attractions of Kanabec County. During this phase, guests will be restricted from accessing the current indoor swimming pool and spa to comply with MN Department of Health regulations.

Phase 2: Amenities Expansion

Building on the success of Phase 1, Phase 2 aims to expand the current location to include an indoor pool and spa. This enhancement will significantly enhance the guest experience, creating a relaxing and rejuvenating environment for visitors to enjoy during their stay. However, it is essential to note that Phase 2 requires renovation of the pool and hot tube spaces to meet the MN Department of Health "public pool" license per Minnesota Statutes, section 144.1222, subdivision 4, paragraph (d).

Phase 3: Septic System Expansion

In Phase 3, we will focus on expanding the septic system to accommodate an increase in overnight guests beyond the current maximum occupancy of 10. The goal is to increase the number of overnight guests to approximately 18. This expansion is crucial to support the continued growth and success of Deep Roots Resorts while ensuring proper waste management and environmental sustainability.

Phase 4: Community Engagement and Sustainability

The final phase of our plan emphasizes community engagement and sustainability initiatives. We are committed to giving back to our communities and fostering partnerships with local organizations such as the Vasaloppet, businesses, and residents. By actively engaging with the community and implementing sustainable practices, we aim to create a positive impact that extends beyond our property.

In conclusion, Deep Roots Resorts represents a significant opportunity to bring families together while enhancing tourism infrastructure, stimulating economic growth, and elevating the overall visitor experience in Kanabec County and Mora. We are excited about this project's potential and are eager to work closely with the Kanabec County Planning Board to bring our vision to life.

Thank you for considering our proposal. We are available to provide any additional information or answer any questions.

Sincerely,

Ragenea Howe
Owner/Co-Founder Deep Roots Resorts, LLC

Vacation/Private Home Rental Checklist

(prior to application):

- ☒ ~~The homeowner must inhabit the home for no less than 30 days per year.~~
- ☒ ~~Rental has a Minnesota Department of Health Lodging License.~~
- ☒ ~~Floor plan drawing including number of bedrooms with dimensions and other sleeping accommodations.~~
- ☒ ~~A to-scale site plan showing the location and dimensions of property lines, primary structure, accessory structures, parking areas, shore recreational facilities, and septic system.~~
- ☒ ~~Emergency contact information (police, fire, hospital, septic pumper, etc.) is posted in the home~~
- ☒ ~~Current compliance inspection on the septic system.~~
- ☒ ~~Current water test from an accredited laboratory with results for nitrate nitrogen and coliform bacteria.~~
- ☒ ~~Garbage disposal plan.~~
- ☒ ~~Pet policy for the guests.~~
- ☒ ~~Dimensions and style of egress windows submitted in a drawing for each bedroom and room that will be used for sleeping. Rooms used for sleeping shall be provided with egress windows that comply with the Minnesota State Building Code.~~
- ☒ ~~Overnight occupancy limited to no more than:~~
 - ~~o Two (2) persons per bedroom plus two (2) additional persons per building~~
 - ~~OR~~
 - ~~o No more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle~~

~~Whichever is less. The maximum number of occupants, including both overnight and non-overnight occupants shall not exceed twice the approved overnight occupancy.~~

 - ~~o Property is approved for 10 overnight guests (from Environmental Services Department).~~
- ☒ ~~Vacation/private home rental is connected to an approved SSTS. The use of holding tanks for vacation/private home rental units shall be prohibited. The SSTS shall include a flow measuring~~

device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and provided to the Environmental Services Department.

- ☒ On-site parking is sufficient to accommodate the maximum number of occupants. Parking is located on an improved surface (gravel, asphalt, concrete, etc.) and is located at least five (5) feet from any property lines. Septic systems and public streets cannot be used for parking areas.
 - o Property parking can support 12 total vehicles.

Additional occupancy through use of recreational vehicles, tents, accessory structures or fish houses may not be used.

- ☒ Carbon monoxide detectors shall comply with MN Statute Section 299F.51.
- ☒ Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- ☒ On-premise advertising is not displayed.
- ☒ Visual demarcation of property lines are clearly displayed for guests.
- ☒ A report will be kept detailing use of the home by guests by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Environmental Services Department upon request.
- ☒ There are no more than two (2) vacation/private home rentals located on the parcel.
- ☒ Agree to follow any stipulations made by the Board or Adjustments or Planning Commission (fencing, vegetation screening, noise standards, duration or permit, watercraft docking restrictions, etc.).
- ☒ Websites and all other advertising of the rental property must be in compliance with the occupancy allowance and all other conditions per approved application.
- ☒ The applicant shall keep on file with the County Environmental Services Department the name and telephone number of a contact person who is responsible for responding to questions or concerns regarding the operation of the vacation/private home rental. This information must be kept current. This information shall also be posted in a conspicuous location within the dwelling unit.
- ☒ The contact person for the property must be available to accept phone calls on a 24 hour basis at all times that the vacation/private home rental is rented or occupied. The contact person must have a key to the vacation/private home rental and be able to respond to the vacation/private home rental within 60 minutes to address issues or must have arranged for another person to address issues within the same time frame.

- ☒ Each vacation rental must have a property information handbook available for renters that include the name and contact information for the owner and/or caretaker; quiet hours as per approved; maximum number of overnight occupants; property rules related to the use of outdoor features such as decks, patios, fire pit, sauna and other recreational facilities; list of conditions that were placed on the approved IUP; and a notice that all ordinance and IUP conditions will be enforced by the Kanabec County Sheriff's Office and the Kanabec County Environmental Services Department.

I have read and completed the applicant checklist to verify compliance with Kanabec County Shoreland Ordinance #5 Section 6.2 Vacation Rental Homes.

Applicant Deep Roots Resorts, LLC

For County Use

- ☒ This property meets license requirements, statutes, rules, regulations, and ordinances for the County.


Environmental Services Department

Minnesota Department of Health Lodging License

1-23-24 Temp. 11: 11:00 AM

POST
CONSPICUOUSLY

MINNESOTA DEPARTMENT OF HEALTH
625 Robert Street North, P.O. Box 64975
Environmental Health Division
St. Paul, Minnesota 55164-0975
(651) 201-4500

NOT TRANSFERABLE
AS TO PERSON
OR PLACE

Fee Paid: \$276.00
721

LICENSE NO. FBL-42727-62327 FOR THE OPERATION OF:

License Categories: Base Fee - FBL, Hospitality Fee, 1-Hotel/Motel, 0-Private Sewer,
1-Private Water

LICENSE PERIOD: June 1, 2024 THRU December 31, 2024

ISSUED TO:

Deep Roots Resorts LLC
20379 Ann River Dr
Mora, Minnesota 55051

ESTABLISHMENT NAME:

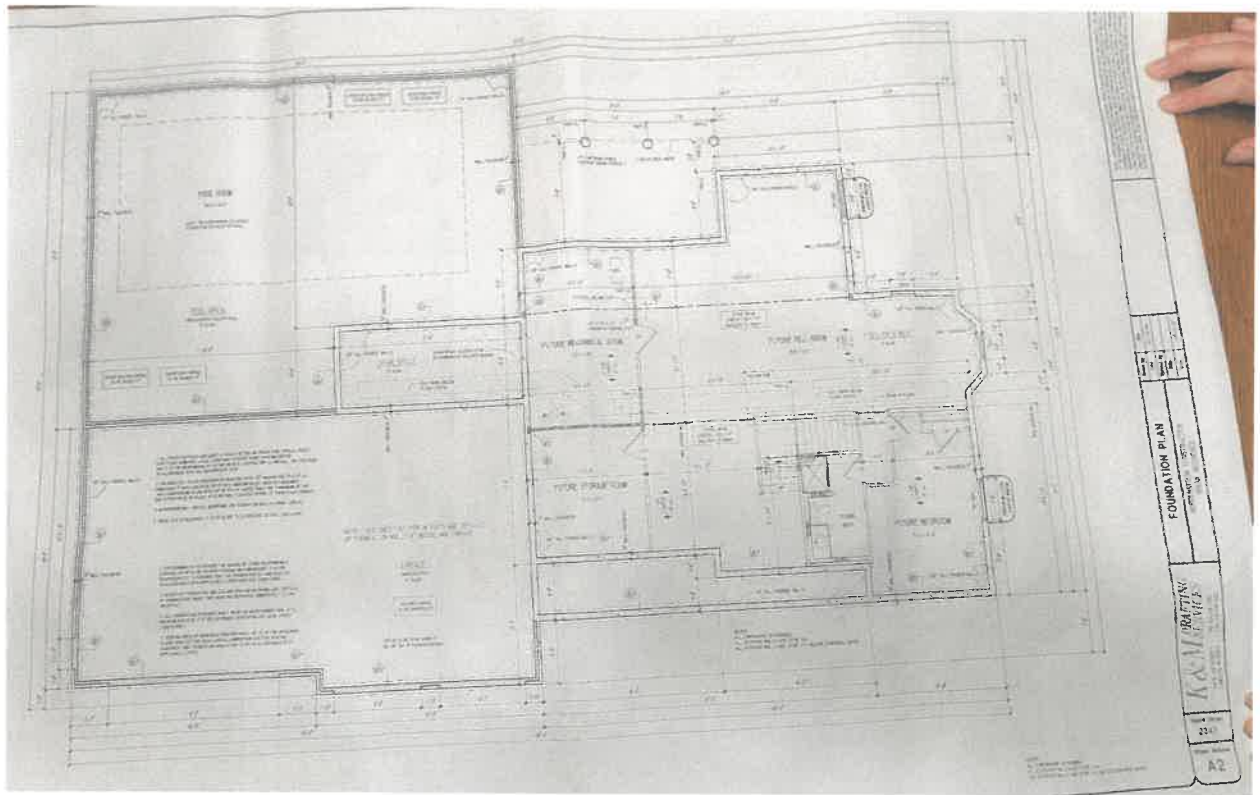
Deep Roots Resorts
19950 Ann River Drive
Mora, Minnesota 55051

License Type(s): Hotel/Motel-VH

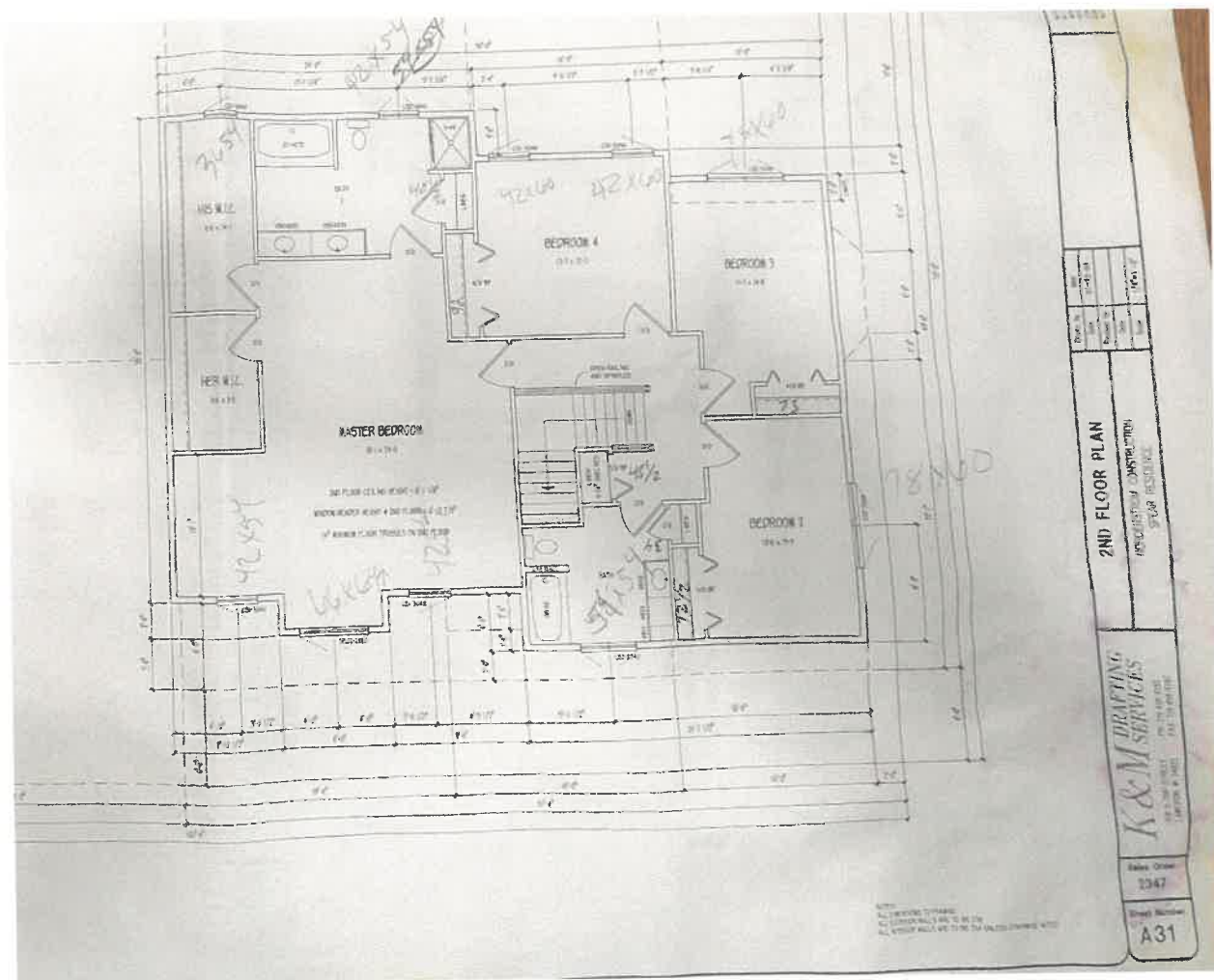
County: Kanabec



Floor Plan Drawings



Main Floor



Second Floor

2347

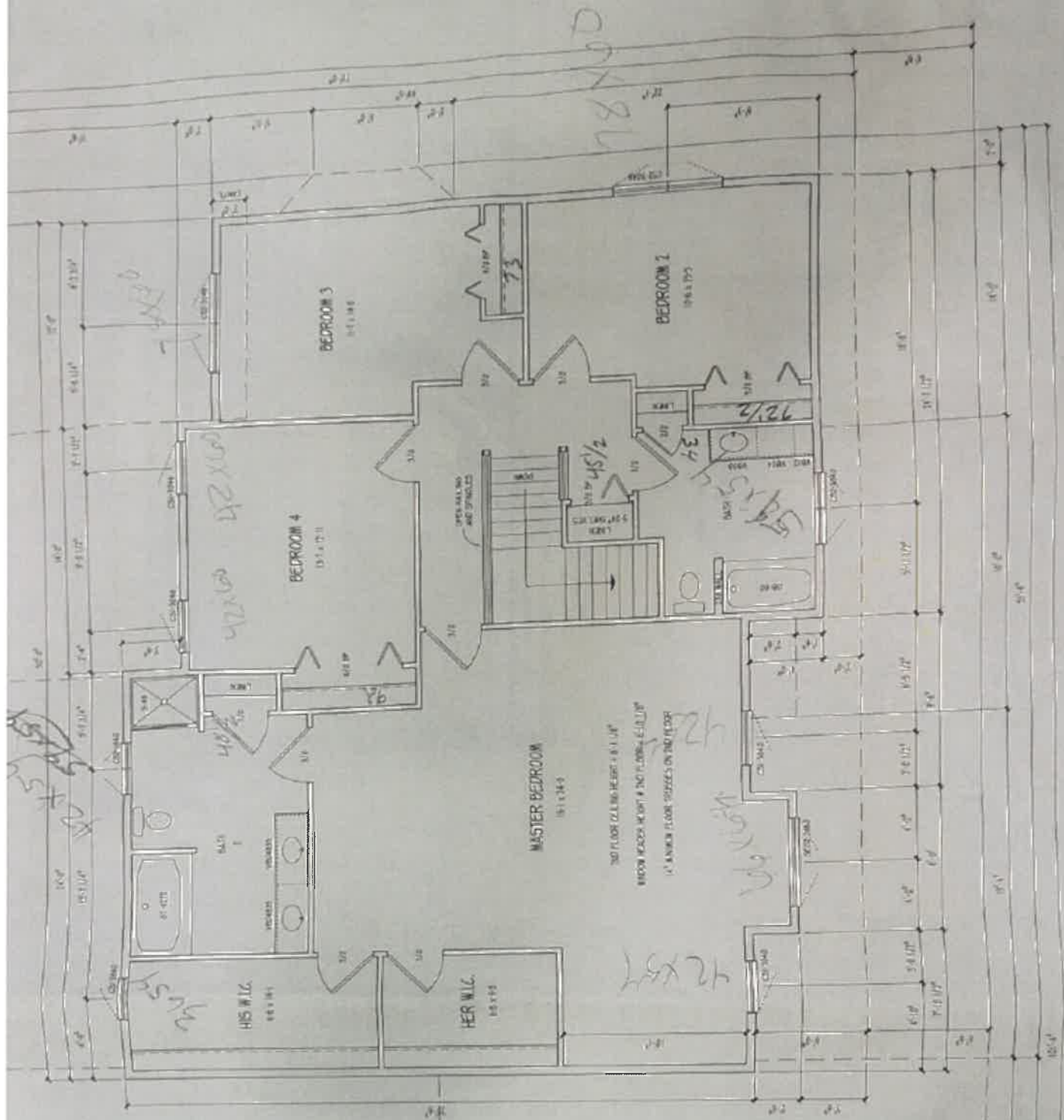
SALES ORDER

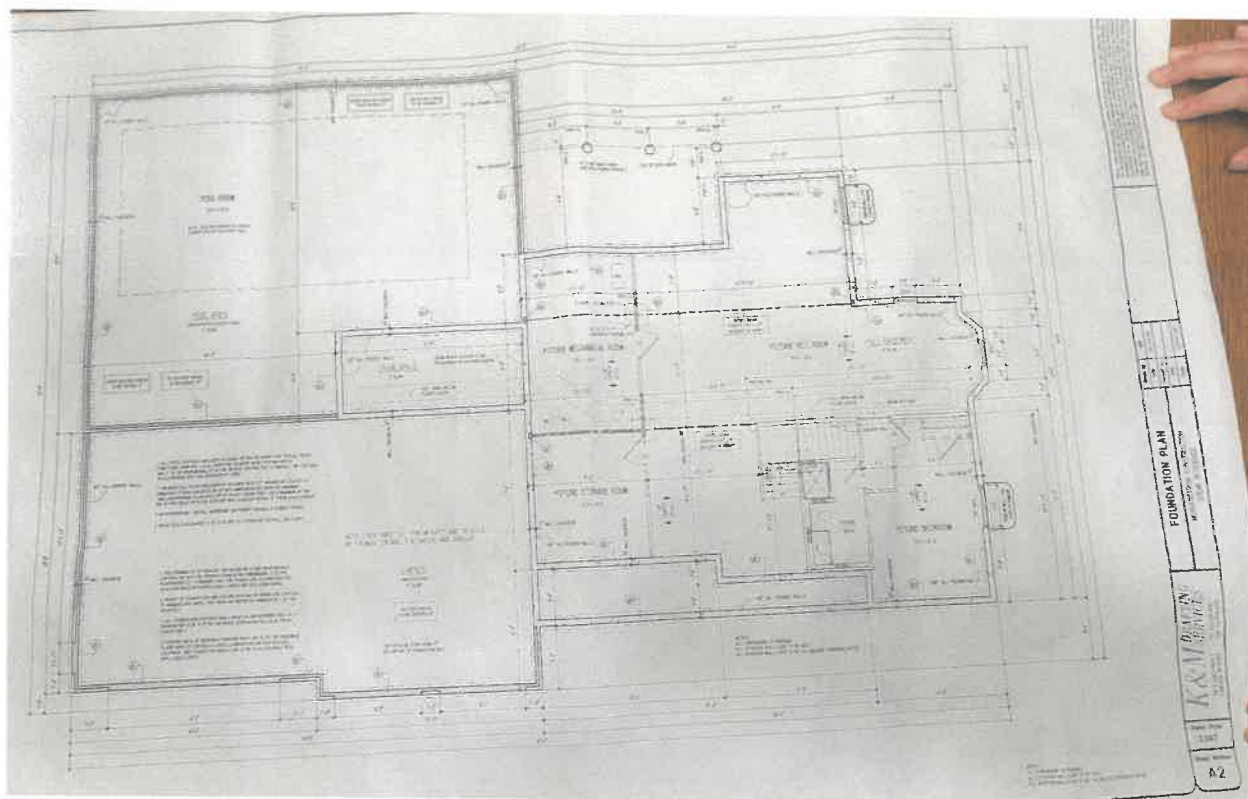
K&M DRAFTING SERVICES
 215 S. 7TH STREET
 CAMDEN, NJ 08102
 TEL: 714-438-4182
 FAX: 714-438-4182

2ND FLOOR PLAN

NORDENSTROM CONSTRUCTION
 SPEAR RESIDENCE

Drawn by	DR
Check by	DR
Revised by	
Date	01-13-04
Scale	1/8"=1'-0"





Basement

To-scale site plan

CERTIFICATE OF SURVEY FOR

DAVID HOWE

PART OF SECTION 26, TOWNSHIP 39, RANGE 24, KANABEC COUNTY, MINNESOTA

GRAPHIC SCALE



Scale: 1 inch = 100 Feet



NOTE: DARNED SHOWN ARE ASSUMED

LEGEND

- DENOTES 1/2" IRON PIPE FOUND, MARKED RLS 15081
- DENOTES 1/2" REBAR SE, MARKED KROSCHER 44490
- DENOTES FENCE
- DENOTES WELL
- DENOTES SEPTIC MAN-HOLE
- DENOTES MEASURED DISTANCE
- DENOTES PLATTED DISTANCE

Notes to Surveyor

1. For the purposes of this survey, existing easements of record were not researched.

Description of Surveyed Property

Lot Four (4) and Lot Five (5), Baum's Addition, Kanabec County, Minnesota.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 19th day of January, 2024.

By

Tyler J. Kroschel, Land Surveyor
Minnesota License No. 44490

Kroschel Land Surveyors, Inc.

1639 Main Street North, Suite 6, Pine City, MN 55063
Phone: 320-689-3267 tyler@kroschelsurvey.com

24-04

Emergency Contact Information

Emergency Contacts

For All Emergencies

911

Deep Roots Resorts

(320) 207-1804

Police

(320) 679-5170

Wellia Emergency Hospital

(320) 679-~~1313~~ 1212

Septic Pumper: Septic Check

(320) 983-2447

Propane: Federated Co-Ops

(320) 272-4712

Power: East Central Energy

1-800-254-7944

Aaron's Total Car Care

(320) 679-6910

Septic System Compliance

ZIERKE SOIL TESTING

David Howe
20379 Ann River Dr
Mora, MN 55051

1/5/2024

Dear David Howe,

At your request, I have conducted a septic inspection to determine the compliance status of your septic system pursuant to Minnesota Rules Chapter 7080.1500.

The compliance test set out in 7080.1500 has three main inquiries: 1). Is the system functioning hydraulically (disposing of effluent in a manner that prevents it from coming in contact with people)? 2). Are the septic tanks water tight? 3). Does the system have sufficient vertical separation between the bottom of the septic system and restrictive layers (bedrock, standing water, seasonally wet layers, etc) to provide full treatment of effluent?

Based off of these criteria, your septic system is compliant. A certification of compliance is in effect for three years from the date it is issued. To be clear, this should not be construed as a guarantee of future system function – there are too many factors that influence the lifespan of a septic system for an inspector to predict or even guess how long a septic system will last. A copy of this report will be filed with your local unit of government for their records.

Sincerely,

Benjamin Zierke

Benjamin Zierke
MPCA Lic 119, Cert 9594

ADDRESS:
28587 Jeffrey Ave
Chisago City, MN 55013

PHONE 651-249-1346
EMAIL benzierke@gmail.com



520 Lafayette Road North
St. Paul, MN 55155-4194

Compliance inspection report form Existing Subsurface Sewage Treatment System (SSTS)

Doc Type: Compliance and Enforcement

Instructions: **Inspector must submit completed form to Local Governmental Unit (LGU) and system owner within 15 days of final determination of compliance or noncompliance.** Instructions for filling out this form are located on the Minnesota Pollution Control Agency (MPCA) website at <https://www.pca.state.mn.us/sites/default/files/wq-wwsts4-31a.pdf>.

Property information

Local tracking number:

Parcel ID# or Sec/Twp/Range: 02-05630-00 Reason for Inspection Sale
Local regulatory authority info: Arthur Township
Property address: 20379 Ann River Dr Mora, MN 55051
Owner/representative: David Howe Owner's phone: 912-414-8377
Brief system description: Split 1500 gallon pre-cast septic tank, 1000 gallon plastic lift station, pressurized bed dispersal system

System status

System status on date (mm/dd/yyyy): 1/5/2024

☒ Compliant – Certificate of compliance*

(Valid for 3 years from report date unless evidence of an imminent threat to public health or safety requiring removal and abatement under section 145A.04, subdivision 8 is discovered or a shorter time frame exists in Local Ordinance.)

*Note: Compliance indicates conformance with Minn. R. 7080.1500 as of system status date above and does not guarantee future performance.

☐ Noncompliant – Notice of noncompliance

Systems failing to protect ground water must be upgraded, replaced, or use discontinued within the time required by local ordinance.

An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance or under section 145A.04 subdivision 8.

Reason(s) for noncompliance (check all applicable)

- ☐ Impact on public health (Compliance component #1) – Imminent threat to public health and safety
- ☐ Tank integrity (Compliance component #2) – Failing to protect groundwater
- ☐ Other Compliance Conditions (Compliance component #3) – Imminent threat to public health and safety
- ☐ Other Compliance Conditions (Compliance component #3) – Failing to protect groundwater
- ☐ System not abandoned according to Minn. R. 7080.2500 (Compliance component #3) – Failing to protect groundwater
- ☐ Soil separation (Compliance component #5) – Failing to protect groundwater
- ☐ Operating permit/monitoring plan requirements (Compliance component #4) – Noncompliant – local ordinance applies

Comments or recommendations

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

By typing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business name: Zierke Soil Testing

Certification number: 9594

Inspector signature: Benjamin Zierke

License number: 119

(This document has been electronically signed)

Phone: 651-249-1346

Necessary or locally required supporting documentation (must be attached)

- ☒ Soil observation logs
- ☒ System/As-Built
- ☐ Locally required forms
- ☐ Tank Integrity Assessment
- ☐ Operating Permit
- ☐ Other information (list):

Property Address: 20379 Ann River Dr Mora, MN 55051

Business Name: Ziente Soil Testing

Date: 1/5/2024

1. Impact on public health – Compliance component #1 of 5

Compliance criteria:

System discharges sewage to the ground surface

☐ Yes* ☒ No

System discharges sewage to drain tile or surface waters.

☐ Yes* ☒ No

System causes sewage backup into dwelling or establishment.

☐ Yes* ☒ No

Any "yes" answer above indicates the system is an imminent threat to public health and safety.

Describe verification methods and results:

None of the above observed.

Attached supporting documentation:

☐ Other:

☒ Not applicable

2. Tank integrity – Compliance component #2 of 5

Compliance criteria:

System consists of a seepage pit, cesspool, drywell, leaching pit, or other pit?

☐ Yes* ☒ No

Sewage tank(s) leak below their designed operating depth?

☐ Yes* ☒ No

If yes, which sewage tank(s) leaks:

Any "yes" answer above indicates the system is failing to protect groundwater.

Describe verification methods and results:

Present for pumping by Hassle Free Septic 1/5/2024. Tanks water tight and baffles in place.

Attached supporting documentation:

☒ Empty tank(s) viewed by inspector

Name of maintenance business: Hassle Free

License number of maintenance business: 3287

Date of maintenance: 1/5/2024

☐ Existing tank integrity assessment (Attach)

Date of maintenance (mm/dd/yyyy): (must be within three years)

(See form instructions to ensure assessment complies with Minn. R. 7082.0700 subp. 4 B (1))

☐ Tank is Noncompliant (pumping not necessary – explain below)

☐ Other:

Property Address: 20379 Ann River Dr Mora, MN 55051

Business Name: Zierke Soil Testing

Date: 1/5/2024

3. Other compliance conditions – Compliance component #3 of 5

3a. Maintenance hole covers appear to be structurally unsound (damaged, cracked, etc.), or unsecured?

☐ Yes* ☒ No ☐ Unknown

3b. Other issues (electrical hazards, etc.) to immediately and adversely impact public health or safety? ☐ Yes* ☒ No ☐ Unknown

***Yes to 3a or 3b - System is an imminent threat to public health and safety.**

3c. System is non-protective of ground water for other conditions as determined by inspector?

☐ Yes* ☒ No

3d. System not abandoned in accordance with Minn. R. 7080.2500?

☐ Yes* ☒ No

***Yes to 3c or 3d - System is failing to protect groundwater.**

Describe verification methods and results:

Attached supporting documentation: ☐ Not applicable ☒

4. Operating permit and nitrogen BMP* – Compliance component #4 of 5 ☒ Not applicable

Is the system operated under an Operating Permit?

☐ Yes ☐ No If "yes", A below is required

Is the system required to employ a Nitrogen BMP specified in the system design? ☐ Yes ☐ No If "yes", B below is required

BMP = Best Management Practice(s) specified in the system design

If the answer to both questions is "no", this section does not need to be completed.

Compliance criteria:

a. Have the operating permit requirements been met?

☐ Yes ☐ No

b. Is the required nitrogen BMP in place and properly functioning? ☐ Yes ☐ No

Any "no" answer indicates noncompliance.

Describe verification methods and results:

Attached supporting documentation: ☐ Operating permit (Attach) ☐

Property Address: 20379 Ann River Dr Mora, MN 55051

Business Name: Zierke Soil Testing

Date: 1/5/2024

5. Soil separation – Compliance component #5 of 5

Date of installation 9/18/2020
(mm/dd/yyyy)

☐ Unknown

Shoreland/Wellhead protection/Food
beverage lodging?

☒ Yes ☐ No

Compliance criteria (select one):

5a. For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment:

☐ Yes ☐ No*

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

5b. Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment:

☒ Yes ☐ No*

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.*

5c. "Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules 7080, 2350 or 7080, 2400 (Intermediate Inspector License required ≤ 2,500 gallons per day; Advanced Inspector License required > 2,500 gallons per day)

☐ Yes ☐ No*

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

***Any "no" answer above indicates the system is failing to protect groundwater.**

Describe verification methods and results:

See attached boring log and elevations.

Attached supporting documentation:

☒ Soil observation logs completed for the report

☐ Two previous verifications of required vertical separation

☐ Not applicable (No soil treatment area)

☐

Indicate depths or elevations

A. Bottom of distribution media 99.5'

B. Periodically saturated soil/bedrock 94.5'+

C. System separation 5.0'

D. Required compliance separation* 3.0'

*May be reduced up to 15 percent if allowed by Local Ordinance.

Upgrade requirements: (Minn. Stat. § 115.55) An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.

<https://www.pca.state.mn.us>

651-296-6300

800-657-3864

Use your preferred relay service

Available in alternative formats

wq-wnwists4-31b • 4/28/2021

Page 4 of 4

Relative Elevations in Decimal Feet:

B1: 100.0
B1 Restriction: 94.5+
Grade at probe: 100.8
Top of rock: 100.0
Bottom of rock: 99.5
B1 Separation: 5.0



Logs of Soil Borings

Location of Project: 20379 Ann River Dr Mora, MN 55051

Borings Made by Ben Zierke

Date: 1/5/2023

Hand bucket auger used for borings; USDA - SCS Soil Classification used.

Depth, in Inches	Boring Number 1	Depth, in Inches	Boring Number 2
0-----		0-----	
0-8"	10YR 3/2 silt loam		
8-18"	7.5YR 4/3 silt loam		
18-39"	10YR 3/3 medium sand, 5-25% rock		
39-52"	10YR 4/3 fine sand, <5% rock		
52-66"	10YR 3/4 coarse sand, 25-34% rock		
	No restriction observed		

End of boring at	_____	_____
Sampling water table:		
Present at	_____	_____
Sampling water not present in hole		<input checked="" type="checkbox"/>
Mottled Soil:		
Observed at	_____	
Mottled soil not present in bore hole		<input checked="" type="checkbox"/>
Comments:		

End of boring at	test	
Standing water table:		
Present at	test or depth	Months after boring
Standing water not present in hole		<input type="checkbox"/>
Mottled Soil:		
Observed at	test or depth	
Mottled soil not present in bore hole		<input type="checkbox"/>
Comments:		

Depth, in Inches	Boring Number 3	Depth, in Inches	Boring Number 4
0		0	

End of boring at	feet	
Stratifying water table:		
Present at	feet of depth	Hours after boring
Stratifying water not present in hole		<input type="checkbox"/>
Mottled Soil:		
Observed at	feet of depth	
Mottled soil not present in bore hole		<input type="checkbox"/>
Comments:		

End of boring at	last	
Standing water table:		
Present at	feet of depth	Hours after boring
Standing water not present in hole		<input type="checkbox"/>
Modified Soil:		
Observed at	feet or depth	
Modified soil not present in bore hole		<input type="checkbox"/>
Comments:		



Water Test



Bloomington
2200 West 94th Street
Bloomington, MN 55431
952-456-8470

Detroit Lakes
22796 County Highway 6
Detroit Lakes, MN 56501
218-846-1465

Hibbing
1111 7th Ave. E.
Hibbing, MN 55746
218-440-2043

August 25, 2023
Laboratory Report

REMAX Select Inc
Lonnie Ness
104 S Union St
Mora, MN 55051

RE: General Public - BL Travis Lorsung

Work Order :B010367

Enclosed are the results of analyses for samples received by the laboratory on 08/24/2023 16:40. If you have any questions concerning this report, please feel free to reach out to customer service at 888-200-5770 or the contacts listed below:

Chad Hadler	Senior Project Manager	Chad.Hadler@rmbel.com	(952) 456-8470
Tracy Borash	DW Project Manager	Tracy.Borash@rmbel.com	(218) 846-1465
Rachel Danielson	Project Manager	Rachel.Danielson@rmbel.com	(218) 846-1465
Kathleen Mitchell	Quality Assurance Director	Kathleen.Mitchell@rmbel.com	(785) 493-1633
Robert Borash	President ; CEO	Robert.Borash@rmbel.com	(218) 849-6420

Report approved by:

Chad Hadler
Project Manager
chad.hadler@rmbel.com

The results in this report apply only to the samples analyzed in accordance with the chain of custody document. This analytical report must be reproduced in its entirety.

Detroit Lakes (DL) Certification / Accreditation Numbers: EPA Lab ID MN00918 • Minnesota Department of Health 027-005-336 • North Dakota Department of Environmental Quality R-187
Bloomington (BL) Certification / Accreditation Numbers: EPA Lab ID MN01091 • Minnesota Department of Health 027-053-475 • North Dakota Department of Environmental Quality R-231
Hibbing (HB) Certification / Accreditation Numbers: EPA Lab ID MN01062 • Minnesota Department of Health 027-137-480 • North Dakota Department of Environmental Quality R-228

Work Order: B010367

Page 1 of 3

Date of Report: 8/25/2023

Laboratory Results August 25, 2023	Report To: REMAX Select Inc Lonnie Ness 104 S Union St Mora, MN 55051	Bill To: REMAX Select Inc Lonnie Ness 104 S Union St Mora, MN 55051
Lab Code:	B010367-01	Sample Description: 20379 Ann River Drive, Mora, MN 55051
Matrix:	Water	Samplers: Travis Lorsche
Date/Time Sampled:	08/24/2023 08:30	Sampling Point: Kitchen
Date/Time Received:	08/24/2023 16:40	Well ID:
Sample Receipt Temperature °C:	9.3	Sample Receipt Information: Samples received on ice. Samples received same day as collected.

Analyte	Result	Units	Analyte Qualifiers	RL	DF	Allowable Limit	Analysis Method	Preparation Method	Analyzed	Facility
Chemistry Parameters										
Nitrate as N	1.01	mg/L		0.0300	1	10	System Easy (I-Reagent)		08/25/23 16:02	BL
Laboratory Interpretation: The Nitrate as N result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										
Microbiological										
Total Coliform Bacteria	Absent	N/A		1	1	Absent	SM9223B-16	Colilert-18	08/24/23 17:50	BL
Laboratory Interpretation: The Total Coliform result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										
E. Coli Bacteria	Absent	N/A		1	1	Absent	SM9223B-16	Colilert-18	08/24/23 17:50	BL
Laboratory Interpretation: The E. Coli result MEETS the primary drinking water standards set by the US Environmental Protection Agency.										

Qualifiers and Definitions

Item	Definition
RL	Reporting Limit (Corrected for dilution factor when applicable due to sample preparation variation.)
DF	Dilution Factor
BL	Indicates test performed by RMB Environmental Laboratories - Bloomington.

B010367

DRINKING WATER FIELD SERVICE REQUEST FORM Please submit order form to WATERTEST@RMBEL.INFO

Date of Request: 21 AUG 12

Request Results by: 25 AUG 12

Rush Service: ☐ (The rates for all selected analysis will DOUBLE for rush service.)

Please indicate nearest RMB Field Service Center: ☐ Detroit Lakes ☐ Alexandria ☐ Hibbing ☐ Mora ☐ Cambridge ☐ Albany

Property Information: Name of Property Owner: <u>DAVID & JODY SPEAR</u> Property Address: Street <u>20379 ANN RIVER DRIVE</u> City <u>MORA</u> Zip <u>55051</u> Name of Current Resident: <u>JODY</u> Is the property vacant?: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, when was the water last run? _____ Is there a lock box available?: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is there a reverse osmosis system?: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Order Information: Individual Ordering Test: <u>Lonnie Ness</u> Business Name: <u>Remax Results</u> Address: Street <u>204 Union St</u> City <u>MORA</u> State <u>MN</u> Zip <u>55051</u> Phone Number: <u>(612) 390-0851</u> Email Address: <u>lonnie.ness@gmail.com</u> Person to contact to schedule collection: <u>JODY SPEAR</u> Number to call to schedule collection: <u>(612) 390-1764</u>	
Report To: Business Name: <u>RE/MAX SELECT, INC.</u> Attn To: <u>Lonnie Ness</u> Mailing Address: Street <u>104 S. UNION ST.</u> City <u>MORA</u> State <u>MN</u> Zip <u>55051</u> Phone Number: <u>(612) 390-0851</u> Email Address: <u>lonnie.ness@gmail.com</u> *Reports will be sent via email. Additional \$2.00 fee to mail.		Bill To: Business Name: <u>Same as Report To</u> Attn To: <u>JODY SPEAR</u> Mailing Address: Street <u>20379 ANN RIVER DR</u> City <u>MORA</u> State <u>MN</u> Zip <u>55051</u> Phone Number: <u>(612) 390-1764</u> Email Address: <u>SPEARINJODY@GMAIL.COM</u> *Payment MUST be received prior to releasing the results.	

Select Tests To Be Completed:

Bacteria Testing (Select Only One) Bacteria Series (Pres/Abs.) (Total Coliform & E. coli Bacteria) \$25.00 Bacteria Series (Count) (Total Coliform & E. coli Bacteria) \$30.00 Nitrate Testing (Select Only One) Nitrate Nitrogen \$25.00 Nitrogen Series (Nitrate, Nitrite, Nitrate + Nitrite Nitrogen reported) \$30.00	Arsenic \$25.00 Iron \$25.00 Manganese \$25.00 Copper \$25.00 Flow-Existing Well \$100.00 Other _____	Lead \$25.00 Hardness \$35.00 Fluoride \$25.00 Calcium \$25.00 Flow-New Well \$150.00 Mail Report \$2.00
--	--	---

Standard turnaround times for the Nitrogen and Bacteria analyses are 2-3 business days. Standard turnaround times for additional analyses are 3-5 business days.

Field Service Fees: Rates begin at \$75 fee and increase based upon distance from lab; fee schedule attached.
 Credit/Debit Card Fees: A 4% convenience fee will be applied to all credit and debit card payments.

Field Technician Use Only: Date/Time Sample Collected: <u>8/24/12</u> at <u>8:30</u> am/pm Sampling Point: <u>Kitchen</u> Depth of well: <u>113'</u>		Collected by: <u>T. Loring</u> Water Type: _____ Condensed: <input checked="" type="checkbox"/> Raw: <input type="checkbox"/> Unknown: <input type="checkbox"/> Well Type: _____ Sandpoint: <input checked="" type="checkbox"/> Drilling: <input type="checkbox"/> Unknown: <input type="checkbox"/> New: <input type="checkbox"/>	
Lab Use Only: Rec'd same day as collected <input checked="" type="checkbox"/> Rec'd in good condition <input checked="" type="checkbox"/> Rec'd on ice <input checked="" type="checkbox"/> Temp: <u>9.3</u> °C Therm: <u>DLTG DL</u> Chlorine Check: <u>Absent</u> Present <input type="checkbox"/> Sample Received on: <u>08/24/12</u> at <u>1640</u> Rec'd by: <u>JPL</u> Check \$ <u>125.00</u> Cash \$ <u>8522</u> CC Type: <u>5</u>		Mileage: <u>8 RT</u> Field Services Charge: <u>75.00</u> Notes: <u>LL Travis & Jody at Spear in jody@gmail.com</u> Nitric Acid Preservation Date: <u>8/24/12</u> Time: _____ Staff: _____ Lab DL / HB / BL	

2014-081 25/128

Garbage Disposal Plan

Garbage Disposal Plan

1. Deep Roots Resorts provides trash cans in the kitchen and all bathrooms. Trash bags will be in each receptacle upon arrival.
2. If trash bags are full we request that you put them in the large trash bins that are located outside on the far side of the garage.
3. Upon check-out we request that you put any full trash bags into the trash bins outside on the far side of the garage.
4. If needed, additional trash bags for both bathroom and kitchen trash cans can be found in the pantry.

Pet Policy

Deep Roots Resorts

Pet Policy

Deep Roots Resorts would like to welcome you and your pet(s) to our properties and hope you have a wonderful stay with us. While our properties designated as “pet friendly” are open to our guests and their pets, there are a few rules that we require our guests to adhere to while staying with us.

1. Deep Roots Resorts reserves the right to deny request(s) for pet(s) on any stay;
2. Guest(s) must agree to our pet(s) policy in writing before the date of arrival;
3. Proof of shots and updated shot records are required;
4. For the sake of this Pet Policy, a “pet” is defined as a domesticated small animal traditionally kept in a home for pleasure rather than utility or commercial purposes. Pets are limited to dogs, litter box trained cats, small caged birds, and fish;
5. For any service animal or assistance animal that does not comply with any of the parts contained in this Pet Policy, specific exemptions from the Pet Policy may be granted by Deep Roots Resort upon written notice of the need for an exemption prior to a guest’s arrival. If an exemption is not granted, all parts of the Pet Policy apply as is allowable by federal, state, and local law.

Pet Admittance Requirements. The following is a list of rules and requirements for pet(s) staying at all Deep Roots Resorts properties. Deep Roots Resorts may determine if a pet fits the following rules and requirements at its sole discretion. If a guest does not own a pet but a pet visits them while staying at Deep Roots Resorts, with or without the pet's owner, the guest must sign and follow all parts of this Pet Policy concerning the visiting pet. Pet(s) must be:

- Up-to-date on vaccinations required by state and local law;
- Free of any communicable infections or any parasites, including but not limited to fleas;
- Clean and well-groomed;
- House-trained, litter trained, or otherwise trained so as to not defecate in any indoor area;
- Obedient, well-socialized, and with no history of biting, excessive barking, chasing, or aggressive behavior
- Dogs are to stay off of furniture and/or bed(s) (except for those designated as “dog beds”) at all times.

Pet Owner Responsibilities. Pet owners must agree to:

- Be 100% responsible for their pet(s)’s behavior, well-being, and hygiene at all times;
- Ensure that their pet(s)’s behavior does not interfere with other people/pets in the neighborhood;
- Clean up after their pet(s) immediately any time the pet(s) relief area is used or an accident occurs;
- Ensure their pet(s) are not left unattended for extended periods that cause the pet(s) to become stressed and act out. If you are leaving for an extended time, you must confine your pet(s) to their crate/kennel until you return;

- Ensure their pet(s) are not disrupting the neighbors with excessive barking and/or noise;
- Maintain insurance that covers dog bites and has no restrictions (e.g., breed restrictions) that the pet(s) does not meet;
- Be legally and financially responsible for any damage caused by their pet(s) to any unit or common area, including grounds and landscaping.
- Keep their pet contained in a pet carrier or on a leash if taken out of the owner's unit for any reason.

Pet Information. The following information is needed for each pet accompanying you during your stay:

- Name
- Type (dog/cat)
- Breed
- Gender
- Age
- Description
- Emergency Contact

Pet Cost:

- Security Deposit \$250
- The following pet fee is charged per pet:
 - 1st dog \$30/day
 - 2nd dog +\$25/day
 - 3rd dog +\$20/day
 - Example: Stay with three (3) dogs would cost \$75/day
- Any additional cleaning required, at the sole discretion of Deep Roots Resorts, due to a pet, including but not limited to excess pet hair, will result in an extra cleaning fee.

Any costs incurred due to violating any part of this Agreement are not included in the above pet fees.

By Signing below, pet owner confirms the following statements:

- I have insurance that covers pet bites and does not include any restrictions (e.g., breed restrictions) that my pet(s) does not meet.
- I agree to control my pet(s) at all times and be 100% responsible for my pet(s) and their actions.
- I agree to keep my pet(s) from making unnecessary noise or being a nuisance to neighbors and/or those living in the neighborhood and will address any complaints immediately.
- My pets are up to date on vaccinations as required by local law.
- My pets are free of communicable infections or parasites such as fleas.
- My pets are well-trained and socialized and have no history of biting, excessive barking, chasing, or aggressive behavior.
- My pets are house-trained, and I will immediately clean up any accidents that might occur.

- I agree to clean up immediately when my pet(s) use the pet relief area and dispose of waste quickly and appropriately.
- I agree to keep my pet(s) leashed, not tethered, outside the rental house.
- I agree to pay immediately for any damage caused by my pet(s).
- I agree that if my pet(s) appears to be in distress, creates a disturbance, or causes an emergency, property staff may enter without notice if, after attempting to contact me, I am unavailable. If I am unavailable, they may make temporary arrangements for the pet(s)'s care as needed.
- If my pet, a pet visiting me, or any actions I take concerning a pet under my care violates any portion of this agreement, I agree that Deep Roots Resorts has the right to terminate my stay without warning, bill me for damages, and/or cleaning where applicable, bill me for any costs incurred by Deep Roots Resort as a result of my pet and that the remaining portion of my stay will not be refunded in part or in whole.

Waiver of Liability. I understand that living in pet-friendly housing comes with certain risks, including my own physical or psychological injury, pain or suffering, and that of the people who live around me. I assume all risks associated with my pet(s) ownership, whether known or unknown to me, and take legal and financial responsibility for all consequences.

I unconditionally indemnify and agree to hold harmless Deep Roots Resorts, its management, directors, shareholders, partners, or agents from any and all loss, damage, liability, and expense, including court costs and attorney fees, that may result from having my pet(s) with me during my stay or on the property. This includes injuries, death, property damage, or any other issues, whether caused by me, my pet(s), or by anyone else, including my guests.

By signing this form, I agree that I have read this document thoroughly and understand its legal consequences, including assuming all risks of my pet(s) and pet ownership.

Owner Signature

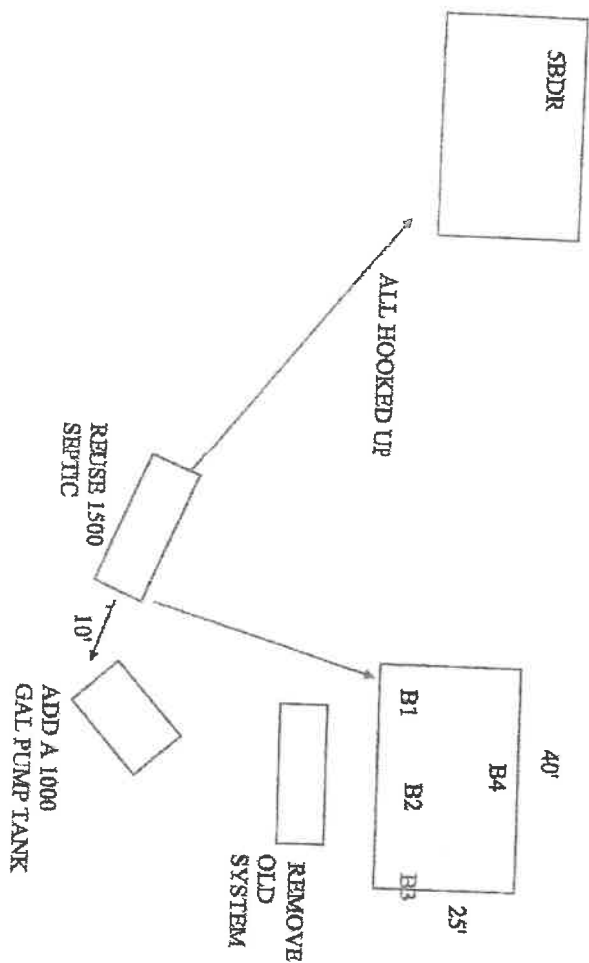
Date

Owner Printed Name

Septic System Diagram

DAVE SPEAR
20379 ANN RIVER DR
MORA MN 55051
PID#02.05630.00
06/30/2020

J B INSPECTION
35650 LAKELAND RD LOT 79
P O BOX 68
STURGEON LAKE MN 55783
612-390-7030



N
↑

DM

Rental Property Information Handbook

Deep Roots Resorts Handbook



Welcome to Deep Roots Resorts and the “Purple Door House”,
we are glad you chose to stay with us!!

20379 Ann River Dr. Mora, MN 55051

This handbook will help you make sure your stay is easy and enjoyable.
Don't forget to check out our recommendations on what to do and where to
go in Mora and the surrounding area.

- Dave & Genea Howe

Emergency Contacts

For All Emergencies
911

Deep Roots Resorts (24/7)
(320) 207-1804

Police
(320) 679-5170

Welia Emergency Hospital
301 MN-65 Mora, MN 55051
(320) 679-1313

Septic Pumper: Septic Check
(320) 983-2447

Propane: Federated Co-Ops
(320) 272-4712

Power: East Central Energy
1-800-254-7944

Aaron's Total Car Care
(320) 679-6910

Deep Roots Resorts Purple Door House (PDH) - Current
location

20379 Ann River Dr. Mora, MNN 55051

House Rules

Kanabec County and the Minnesota Department of Health require specific rules to allow vacation rentals in this area. Please read through the house rules so we can continue to provide amazing stays at Deep Roots Resorts.

Heating Systems:

PDH runs off of central heating and cooling. The thermostat is located in the hallway on the second floor. You shouldn't need to change the temperature; however, please do not turn it completely off if you do.

Entertainment:

All TVs are smart TVs connected to our wifi. Feel free to log in to your Hulu, Disney Plus, Prim, etc., during your stay - but don't forget to log out!

Quiet Hours:

Quiet Hours are 10PM-6AM every night of the week.

No Access:

Guests are not allowed in the outdoor garage/shed, basement, or pool room. There are available amenities in the pantry.

Occupancy Limit:

The state of Minnesota requires us to limit the occupancy of this cabin to 10 overnight persons. Guests are allowed to visit, but at no point can more than 10 people spend the night.

No Unauthorized Parties:

Parties and large celebrations are not permitted without prior approval. No confetti or confetti balloons are allowed on the property.

Garbage Disposal:

Please put full trash bags in the outdoor garbage container during your stay and upon leaving, Extra garbage bags are in each bin, with additional garbage bags in the pantry.

Upon Leaving:

Please turn off all TVs and lights. Place all remotes on nightstands and/or the living room table. Ensure all windows and doors are closed and locked. Ensure all water is turned off (including the outdoor hose if used). Load all dirty dishes in the dishwasher.

House Rules

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- Obedient, well-socialized, and with no history of biting, excessive barking, chasing, or aggressive behavior
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- Ensure their pet(s) are not left unattended for extended periods that cause the pet(s) to become stressed and act out. If you are leaving for an extended time, you must confine your pet(s) to their crate/kennel until you return;
- Ensure their pet(s) are not disrupting the neighbors with excessive barking and/or noise;

- Maintain insurance that covers dog bites and has no restrictions (e.g., breed restrictions) that the pet(s) does not meet;
- Be legally and financially responsible for any damage caused by their pet(s) to any unit or common area, including grounds and landscaping.
- Keep their pet contained in a pet carrier or on a leash if taken out of the owner's unit for any reason.

Pet Information. The following information is needed for each pet accompanying you during your stay:

- Name
- Type (dog/cat)
- Breed
- Gender
- Age
- Description
- Emergency Contact

Pet Cost:

- Security Deposit \$250
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- Any additional cleaning required, at the sole discretion of Deep Roots Resorts, due to a pet, including but not limited to excess pet hair, will result in an extra cleaning fee.

Any costs incurred due to violating any part of this Agreement are not included in the above pet fees.

House Features

Arcade:

The arcade room comes equipped with skeeball, Deer Hunter, darts, basketball shootout, and a multiplayer arcade game. Additionally there is also an air hockey table and a Fussball table in the house that can be used.

Firepit:

A firepit is available for your use, along with firewood near the patio. Do not move the firepit. Do not put more than 3 logs in the firepit at a time. Do not leave the firepit unattended at any point. Use the hose on the back of the house to put out the fire when you're done.

Playset with slides:

There is a children's playset with slides in the backyard. Parental supervision is required at all times when children are using the playset. Please do not let your children play on the playset without a parent or guardian present.

Whirlpool tub:

The master bathroom has a whirlpool tub in it. Please make sure to fill the tub before turning the jets on and make sure the jets are turned off prior to draining the tub.

Kayaks:

There are kayaks available upon request. Kayaks are one-man kayaks and all kayakers must wear a life jacket. Please drain any kayaks used prior to the end of your stay.

Boating and Water Sports:

You may bring your boat or other watercraft to Deep Roots Resorts. We are on Fish Lake with public access nearby, along with several other lakes! Unfortunately, we do not have a boat access on our property or a dock that can accommodate watercraft so please make arrangements.

ATV and Snowmobile trails:

Deep Roots Resorts is located close to multiple ATV and Snowmobile trails. For more information, you can check out our website (deeprootsresorts.com). For more information on the snowmobile trails you can also check out Mora's Snowmobile Club (EC Riders Club) on their Facebook page (<https://www.facebook.com/ecridersclub/>).

Recommendations

Dining:

Mcbees On The Lake 320-272-9900

Firepit Bar & Grill 320-272-4000

Crystal Bar & Grill 320-679-4300

El Jalisco (Mexican) 320-679-5370

Keys Depot 320-364-1131

Sportsmens Café 320-225-2233

Freddies 320-679-2811

Victory Lanes (Bowling) 320-679-3000

Chapala (Mexican) 320-364-1168

Northwoods Steakhouse 320-679-9989

Crow's Nest- 320-679-1977

Caribou Coffee- 320-679-4003 (Connected onto Coborns)

Jitters Coffee Shop 320-272-6685

Downtown Deli 320-679-5555

Pizza Hut 320-679-1234 (Will not deliver)

Emma's Pizza 320-679-9229 (Will deliver to the house)

Spring Brook Golf Course 320-679-2317

There is a Subway, Dairy Queen, McDonalds, and Hardee's in town as well

Entertainment:

Father Hennipen State Park

Victory Lanes (Bowling)

Spring Brook Golf Course

Stones Throw Golf Course

Fiddlestix Golf Course

Purple Hawk Golf Course

Paradise Theater

GTI Movie Theater (Cambridge)

Grand Casino Hinckley

Grand Casino Mille Lacs

Granite Ridge Quilt Shop

Kanabec County History Museum

Pheasant Ridge Shooting Preserve

Mora Aquatic Center

Knife River Place (Event Center)

Ivory North (Event Center)

Grand Event Center

Wifi & TV

WIFI Network: DeepRootsResorts_Guest

WIFI PASSWORD: none

TV's:

All TVs are smart TVs, allowing you to log in and enjoy all of your streaming services. Please remember to log out if you have logged into any accounts.

Living Room: The living room TV uses a black remote. Give it a few minutes once turned on to connect to the WiFi. From there, select your desired app.

Bedrooms: The bedroom TVs use the small black remote(s) on the nightstand. Please keep this remote in the bedroom. Once turned on, you can select your desired app.



KANABEC COUNTY PLANNING COMMISSION
Environmental Services Department
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6456
Email: env@co.kanabec.mn.us

Kanabec County Planning Commission Meeting Minutes of May 29, 2024

MINUTES ARE CURRENTLY UNAPPROVED

MEMBERS PRESENT: Tom Roeschlein, Rhonda Olson, Doug Sabinash, Pat O'Brien, Wayne Zaudtke

EX OFFICIO PRESENT: none

MEMBERS ABSENT: Earl Bracewell

EX OFFICIO ABSENT: Chad Gramentz

STAFF: Ryan Carda – Environmental Services Supervisor

APPLICANT REPRESENTATIVE(S): David & Ragenea Howe; Juley Speed & Jean Viger

PUBLIC ATTENDING: Ronald Dick, Jeffrey & Denise Geary, Kevin & Janelle Troupe

Call to Order: Kanabec County Planning Commission was called to order at 7:00pm by Tom Roeschlein.

Pledge of Allegiance

Approval of Agenda/Additions to Agenda:

A motion was made by Pat O'Brien, seconded by Wayne Zaudtke to approve the agenda as presented.
All in favor, motion carried.

Approval of Minutes:

A motion was made by Pat O'Brien, seconded by Rhonda Olson to approve the minutes from January 22nd, 2024, as presented.
All in favor, motion carried.

Old Business:

None

New Business:

Public Hearing – Review IUP Application: Vacation Rental – 20379 Ann River Drive, Mora, MN 55051, David & Ragenea Howe:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - A site visit was conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the first meeting and the requirements that weren't met were fixed by the property owner and verified with photos
 - The property has met the requirements of the Shoreland Ordinance

Applicant presentation:

- David Howe
 - Gave background on the property and what they envision for it starting out and in the future
 - Wants the property to have a low impact on the surrounding area so that it maintains the look

and feel of the lake and neighborhood

- Wayne Zaudtke
 - Asked if this was their only vacation rental given they owned another property nearby
 - David Howe said that this was the only property they were renting
 - Asked about the egress window requirements and if they were being met
- Rhonda Olson
 - Asked about if a deed was recorded
 - Also mentioned that the phone number on the emergency contact wasn't correct
- Doug Sabinash
 - Asked about staying at the property at least 30 days per year when they live down the road
 - David Howe said that they will still use it with their family for the pool, game nights, etc. and that the property has been an extension of their other house
- Tom Roeschlein
 - Asked if the house had been sitting vacant over winter

Public hearing comments:

- Janelle Troupe
 - Felt the use was a great idea for the property and would serve a good purpose
 - Asked if it would be independent of the shared access lot that properties around there utilize
 - David Howe said that it would be independent of the access lot and guests wouldn't use it
 - Asked whether Arthur Township had been informed of the property operating as a short-term rental
 - Ryan Carda said that the Arthur Township had been informed and that he spoke with the zoning official from Arthur Township to see if they had any type of short-term rental requirements in an ordinance

Conclusion of public hearing:

- General discussions were had regarding different items such as the application, the use, and the future development phases of what the applicants were proposing
- David Howe mentioned that the property had decibel sensors to make sure that guest noise did not get too loud, and noise within the house was checked so that it would be contained within the house
- Because the applicants were going to be likely increasing their guest capacity in the future, there was discussion on whether they would need to re-apply to increase the capacity of their rental

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due

to the following other factors - NONE

- A motion was made by Wayne Zaudtke, seconded by Rhonda Olson, to recommend approval of the Interim Use Permit to the County Board with the condition that if the overnight occupancy is going to be increased greater than 10, the property owners will need to re-apply for an amendment to the IUP to increase the occupancy.
All in favor, motion carried.

Public Hearing – Review IUP Application: Vacation Rental – 2639 Chris Haven Drive, Mora, MN 55051, Juley Speed, Ryan Speed, Jean Viger, and Christopher Viger:

Staff presentation:

- Ryan Carda presented the findings of the Environmental Services Office
 - A site visit was conducted at the property to review the requirements of the Shoreland Ordinance for operating as a vacation rental
 - Requirements that were immediately met were verified at the first meeting and the requirements that weren't met were fixed by the property owner and verified with photos
 - The property has not obtained a MDH lodging license, but MDH conditionally approved the property contingent upon installation of a new deep well
 - The building met MDH's standards
 - The property has met the other requirements of the Shoreland Ordinance
 - The well was installed late in the week prior to the meeting, and Environmental Services was just waiting for approval from MDH following their final inspection

Applicant presentation:

- Juley Speed
 - Gave background on the property, family history of being on Knife Lake, and how they envisioned the property being used
- Tom Roeschlein
 - Asked about whether they would stay there at least 30 days per year
 - Juley Speed said that their family does use it frequently with friends and family
- Wayne Zaudtke
 - Asked if there was a second level to the structure
 - Juley Speed said that there wasn't and that the structure is accommodating for mobility issues because it is all one level
- General discussion was had regarding the emergency contact information, the parking area and whether it was sufficient, and that Jean & Christopher Viger live only a couple of houses down and will be able to monitor the property

Public hearing comments:

- Matt Iversen (via email)
 - "This is a terrible thing for the community, all rental properties are trouble ,ALL, with the exorbitant extreme taxation raise shoved down our throats by a ballot dump everyone knows about ,in a covid year ,this is preposterous to ruin our lovely lake experience even more , how many signatures are needed to stop this !! once you start its too late, never stops than it will turn into a s---hole like mpls is. Please forward this to all the clerks and people that work for US . keep peace on the lake , nobody I've talked to on the lake on our street chris haven is in favor of this , don't open the box!! Brought up enforcement of rental properties"
 - "Heard many horror stories about so called vacation rentals ,always bring more people than is allowed , animals, loud parties ,even when rules say to shut down at 10 they never do, so most have a 5 acre minimum, this eliminated troublesome vacation rentals , please do diligence, it's a

bad thing for knife ,we live to close together. Keep the peace. NOBODY on chris haven wants this on our dirt road . Thanks ,please forward to all officials involved in policy making.”

- “Hope you people in charge of granting permits are reading this , debbie Nelson, Kevin Brady, Rick, Steve and Rachel, Matt amanda zach , are NOT in favor of this , hope numbers matter, surprised nobody asked us our opinions on it , majority matters in this state , respectfully hope it matters to the board as well, keep up the fine work you do, cannot make it to meeting ,work obligations, thanks and let's have a great summer.”

- Denise Gearey

- Asked about the visual demarcation of the property lines

Conclusion of public hearing:

- General discussions were had regarding different items such as the notice to the surrounding property owners, the demarcation of the property lines, the new well, the MDH lodging license, and complaints for existing rentals and how they have been doing regarding issues with them

Board action:

- Planning Commission members went through the criteria for granting an interim use permit:
 - Given the nature of the land, is the requested use compatible with general welfare, public health and safety - YES
 - The requested use will not create an unreasonably excessive burden on the existing roads or other utilities - YES
 - The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties - YES
 - The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties - YES
 - The requested use is consistent with the County Shoreland Ordinance - YES
 - The requested use is not in conflict with the County Comprehensive Plan - YES
 - The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners - YES
 - The requested use is reasonably related to the existing land use and environment - YES
 - There are no apparent unreasonable health risks posed to neighbors or the public in general - YES
 - The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors - NONE
- A motion was made by Pat O'Brien, seconded by Rhonda Olson, to recommend approval of the Interim Use Permit to the County Board with the condition that the new well be approved by MDH and that the lodging license is obtained.
All in favor, motion carried.

Public Hearing Comment:

- None

Adjourn:

A motion was made by Doug Sabinash, seconded by Pat O'Brien to adjourn the meeting at 8:12pm.
All in favor, motion carried.

Respectfully submitted,
Ryan Carda
Recording Secretary

10:45am Appointment

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Discuss stakeholder input on the County's Economic Development Authority (EDA)	b. Origination: Board of Commissioners
c. Estimated time: 10-15 minutes	d. Presenter(s): Board of Commissioners

e. Board action requested:

f. Background:

Supporting Documents: None ☒

Attached:

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

May 21, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, May 21, 2024 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Absent: None. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden (via 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 Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the agenda with the following addition: Late Entry, Request to fill a Vacancy.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the minutes of May 7, 2024 as presented.

Action #3 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,141.86
East Central Energy	1,639.87
Gardner, Chris	500.00
Kanabec County AT ACH VISA	1,259.90
Kanabec County Auditor HRA	21,522.06
Kanabec County Auditor-Treasurer	14,678.61

Kwik Trip Inc	12,612.66
Midcontinent Communications	467.72
Minnesota Department of Finance	5,931.00
Minnesota Energy Resources Corp	259.88
Office of MN.IT Services	2,490.65
Quality Disposal	1,083.49
Schmid, Tanner	600.00
Verizon Wireless Aircards	1,545.90
Verizon Wireless Cell Phones	3,574.51

15 Claims Totaling: \$ 69,308.11

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

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	660.00
Amazon Capital Services	1,240.45
Amazon Capital Services	28.88
Amazon Capital Services	67.40
Amazon Capital Services	59.95
Amazon Capital Services	145.27
Amazon Capital Services	6.17
Amazon Capital Services	37.81
Amazon Capital Services	28.34
Amazon Capital Services	293.39
Amazon Capital Services	21.94
Amazon Capital Services	103.80
Amazon Capital Services	7.94
Amazon Capital Services	209.46
American DataBank	73.45
American Solutions for Business	1,791.11
American Solutions for Business	1,610.04
American Solutions for Business	1,533.94
American Solutions for Business	1,028.22
Anne M Carlson Law Office, PLLC	1,520.00
Anne M Carlson Law Office, PLLC	1,150.00
AT&T Mobility	1,499.14
Auto Value	41.98

Barlow, Jeffery	795.96
Blowers, Lisa	147.40
Booth, Jessica	72.77
Brrr Equipment Service	1,355.00
Curtis, Michael	588.93
East Central Solid Waste Commission	58.65
ECM Publishers	631.20
Emma's Pizza	320.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
G & N Enterprises	420.00
G & N Enterprises	312.50
Glen's Tire	81.09
Glen's Tire	141.23
Granite City Jobbing Company	237.84
Granite City Jobbing Company	417.31
Granite Electronics	2,025.67
Hamilton Funeral Homes	430.00
Hoefert, Robert	1,061.28
IT Savvy	874.00
J.P Cooke Company	52.95
Johnson Brothers Law	2,020.00
Johnson Brothers Law	1,240.00
Kanabec County Soil & Water	10,000.00
Kanabec Publications	349.00
Kanabec Publications	46.25
Kanabec Publications	200.00
Kanabec Publications	831.00
Made of Mora/Promotional Designs	47.95
McFadden, Barbara	84.42
McKinnis & Doom PA	240.00
McKinnis & Doom PA	1,690.00
McNally, Kris	160.31
Minnesota Attorney General's Office	93.80
Morris Electronics	250.00
Motorola Solutions	2,115.00
Newton, Deb	60.00

Oak Gallery	16.50
ODP Business Solutions, LLC	73.38
Pieper, Helen	111.76
Premium Waters, Inc	43.75
Q Media Properties LLC	16.00
Ramsey County	3,050.00
RELX Inc. DBA LexisNexis	220.00
RELX Inc. DBA LexisNexis	238.70
SafeAssure Consultants Inc	9,750.21
SIRCHIE	65.80
SIRCHIE	129.30
Squires, Waldspurger & Mace, P.A.	1,625.00
State of Minnesota - BCA	300.00
State of Minnesota - BCA	300.00
State of Minnesota - BCA	50.00
Stellar Services	105.18
Stellar Services	90.67
Summit Food Service Management	4,046.94
Summit Food Service Management	4,014.12
Tinker & Larson Inc	4,017.14
Van Alst, Lillian	850.23
WEX Health, Inc	431.75
Ziegler Inc.	329.86

84 Claims Totaling: \$ 80,530.48

9:03am – The Chairperson called for public comment. Those that responded included the following:

Daniel Douglas	Comments regarding the use of drones in the county and privacy concerns.
Jon Sanford	Comments regarding the Kanabec Soil & Water District.

9:17am – The Chairperson closed public comment.

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

Vendor

Amount

A&E Cleaning	1,320.00
Amazon Capital Services	183.21
B & F Fastener Supply	143.91
DKN Construction	8,585.00
Erkenbrack John & Nancy	1,960.55
Frontier Precision, Inc	131.25
Gopher State one-call	35.10
J.R. Oil Co	50.00
Johnson Dale & Kimberlee	3,243.85
Johnson Hardware & Rental	538.73
Kanabec Co Highway	46.25
Kanabec County Recorder	20.00
Kanabec Publications	148.00
Marco, Inc	352.17
Martin Marietta	451.15
Med Compass	775.00
MN Pollution Control Agency	912.69
Nelson, Ryan & Sheila	3,080.61
Nuss Truck Equipment	1,819.74
ODP Business Solutions	356.19
Olson Power & Equipment	399.06
Oslin Lumber	149.67
Trueman Welters	10,949.00
USIC	300.00
Wiarcom, Inc	675.30
Ziegler Inc	18.15

26 Claims Totaling:	<u>36,644.58</u>
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Action #6 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to recess the meeting at 9:19am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:19am on Tuesday, May 21, 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 #FS7 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

Social Worker Alissa McDermeit met with the Board to give a presentation regarding the Foster Care Recruitment Plan.

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

Resolution #FS8 – 5/21/24

Family Services Foster Care Recruitment Resolution

WHEREAS Kanabec County Family Services would like to provide and improve Child Foster Care recruitment and,

WHEREAS two bids have been received and the contractor has submitted a bid and can meet the goals of the agency for an advertising and marketing project for Child Foster Care recruitment and,

WHEREAS the Family Services agency will use ARPA funds to pay for services provided under agreement and,

THEREFORE the Family Services Director is requesting permission to enter into a contract with Brink Collective in order to provide services for the agency and,

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Services Director to enter into a contract with Brink Collective and to sign such an agreement with the total cost not to exceed \$9,000.00.

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

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

Resolution #FS9 – 5/21/24

Family Services Case Aide Resolution

WHEREAS a Case Aide in the Child Support area has given notice of their retirement effective June 27th, 2024 and,

WHEREAS this position is necessary for the operation of this unit and,

WHEREAS the Family Services Director is requesting to replace this Case Aide position and,

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Services Director, assisted by the HR Director, to hire a full time Case Aide at Grade 7, Step A, which is \$19.52 per hour.

Action #FS10 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #FS10 – 5/21/24

Contract for Mental Health Services with Isanti County Health & Human Services as
Fiscal Agent for Region 7E AMHI Resolution

WHEREAS pursuant to Minnesota Statute 402.02, subd. 1, Region 7E has identified a certain population who are in need of family preservation, education/resources and related mental health services, and

WHEREAS Minnesota Statute 245.461 through 245.486 establish the Minnesota Comprehensive Adult Mental Health Act, and

WHEREAS Kanabec County Family Services represents that it is duly licensed, qualified, and willing to perform such services, and

THEREFORE the Family Services Director is requesting permission to enter into a contract with Isanti County Health & Human Services as Fiscal Agent for the Region 7E Adult Mental Health Initiative (AMHI) to provide mental health services as described in the contract.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board authorizes the Family Services Director to enter into a contract with Isanti County Health & Human Services on behalf of the Region 7E AMHI for mental health services and to sign said contract, commencing January 1, 2024 through December 31, 2024.

Action #FS11 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the payment of 114 claims totaling \$235,471.80 on Family Services Funds.

Action #FS12 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:41am. The Family Services Board will meet again on Tuesday, June 18, 2024 at 9:20am.

The Board of Commissioners reconvened.

East Central Regional Development Commission's Executive Director Bob Voss & Economic Development Director Jordan Zellar met with the board to give an informational presentation regarding the ECRDC. Information only, no action was taken.

9:58am – The Board took a five minute break.

10:04am – The Board reconvened.

Chairperson Rick Mattson presented Sheriff Brian Smith with a plaque in recognition of his 30 years of service to Kanabec County.

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

Resolution #13 - 5/21/24

WHEREAS, Kanabec County was awarded an Emergency Management Performance Grant effective January 1, 2022; and

WHEREAS, said grant requires annual renewal and budget updates;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the 2022 Emergency Management Performance Grant Agreement and authorizes the Board Chair, County Sheriff and County Auditor Treasurer to sign on behalf thereof.

Sheriff Brian Smith gave a department update. The Sheriff's Office quarterly report was reviewed and discussion included a staffing update, discussion regarding drones, and the detour on Highway 23. Information only, no action was taken.

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

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

Resolution #14 - 5/21/24

Approval to Hire a Deputy Auditor- Finance Above Step A

WHEREAS, Kanabec County Auditor/Treasurer's Office has a full-time Deputy Auditor-Finance vacancy, and

WHEREAS, Kanabec County has an opportunity to hire a highly qualified candidate; and

WHEREAS, said candidate has 13+ years of current governmental accounting experience, including 12 years in the Kanabec County Auditor Treasurer's Office; and

WHEREAS, said candidate has expressed a desire to work for Kanabec County; and

WHEREAS, Kanabec County's Wage & Salary Policy P-106 allows the Board to recognize relevant experience and education for hiring a candidate above Step A on the wage chart; and

WHEREAS, the Auditor/Treasurer is recommending hiring this candidate at Grade 10, Step F (\$27.61/hour);

THEREFORE BE IT RESOLVED the Board of Commissioners hereby approves the Auditor/Treasurer and Human Resources to hire this Deputy Auditor- Finance candidate at Grade 10, Step F contingent on successful completion of the background study.

Action #15 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to recess the meeting at 10:29am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 10:29am on Tuesday, May 21, 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.

Action #CH16 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the Community Health Board Agenda as presented.

Action #CH17 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH17 - 5/21/24

WHEREAS, Kanabec County Community Health has received a resignation of a Home Care Nurse (RN/PHN), and

WHEREAS, the position is in the current budget and work load dictates the need for the position to be refilled, and

WHEREAS, the Community Health Director is requesting to advertise and hire for the position;

THEREFORE, BE IT RESOLVED the Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a either a Full Time Registered Nurse to fill the position at Step A, Range 13 of the pay plan which is \$28.48 per hour or the rate set by internal promotion or a Full Time Certified Public Health Nurse to fill the position at Step A, Range 15 of the pay plan which is \$32.91 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Action #CH18 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 10:31am. The Community Health Board will meet again on Tuesday, June 4, 2024 at 9:20am.

The Board of Commissioners reconvened.

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

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

Resolution #19 – 5/21/24

Rescind Resolution #21 – 4/16/24

WHEREAS the Kanabec County Board resolved to purchase a 2025 Western Star 47X plow truck chassis from Boyer Trucks St. Michael for the amount of \$151,045, and

WHEREAS Kanabec County has been notified that the order cannot be fulfilled due to supply chain issues, and

THEREFORE BE IT RESOLVED to rescind Resolution #21 – 4/16/24 and cancel said order.

Action #20 – It was moved by Wendy Caswell, seconded by Alison Holland and carried

unanimously to approve the following resolution:

Resolution #20 – 5/21/24
Purchase Plow Truck Chassis

WHEREAS the following quote was received for a 2025 Volvo VHD tandem plow truck chassis:

Nuss Truck & Equipment: \$155,381

WHEREAS said quote is based on state contract pricing, and

WHEREAS vehicle specifications presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$155,381 by Nuss Truck & Equipment for a 2025 Volvo VHD tandem plow truck chassis and approve the purchase thereof.

Action #21 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #21 – 5/21/24
Hire Highway Accountant Above Step A

WHEREAS, Kanabec County has a full-time Highway Accountant position vacant; and

WHEREAS, Kanabec County has an opportunity to hire a highly qualified candidate;
and

WHEREAS, said candidate has 8 years of direct experience in governmental and cost accounting, in addition to an Accounting A.A.S.; and

WHEREAS, said candidate has expressed a desire to work for Kanabec County;

WHEREAS, Kanabec County's Wage & Salary Policy P-106 allows the Board to recognize relevant experience and education for hiring a candidate above Step A on the wage chart; and

WHEREAS, the Public Works Director is recommending hiring this candidate at Grade 10, Step D (\$25.86/hour);

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby authorizes the Public Works Director and Coordinator's Office to hire said candidate at Grade 10, Step D contingent upon the candidate passing the background study.

Action #22 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #22 – 5/21/24

WHEREAS there is a vacancy in the position of a full-time Secretary in Public Works, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full-time Secretary to fill the position at Step A, Grade 6 of the pay plan which is \$18.41 per hour or the rate set by internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Action #23 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #23 - 5/21/24

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 County Conservation Club for a raffle event to be held at Kanabec County Conservation Club at 1963 160th Ave Mora, MN 55051 on April 6, 2025.

Action #24 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #24– 5/21/24

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 Vasaloppet, Inc. for a bingo event to be held at Sapsucker Farms, 2752 215th Ave, Mora, MN 55051 on August 8, 2024.

Action #25 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #25 - 5/21/24

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 Suicide Awareness Voices of Education (SAVE) for a raffle event to be held at Loyal Order of the Moose 2353, 103rd Ave, Braham, MN 55006 on August 25, 2024.

Future Agenda Items: Further discussion regarding the Kanabec County Economic Development Authority

Action #26 –It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to close the meeting at 10:50am pursuant to the MN Statute §13D.05 subd. 3(b) to discuss matters under Attorney Client Privilege. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally, HR Specialist Kim Christenson and County Attorney Barbara McFadden.

Action #27 – At 11:20 am Chair Mattson closed the Attorney Client Privilege closed session to enter into a closed session pursuant to MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the Labor Negotiation Strategy closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #28 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 12:07pm and to meet again in regular session on Tuesday, June 4, 2024 at 9:00am.

Signed _____

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

Attest: _____

Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Absolute Title LLC	3,492.00	12.00545.10 Taxpayer Refund	Taxes & Penalties
Ann Lake Twp	45,226.37	May 2024 Settlement	Taxes & Penalties
Arthur Twp	180,714.79	May 2024 Settlement	Taxes & Penalties
Braham Public Schools	95,174.93	50% May 2024 Settlement	Taxes & Penalties
Braham Public Schools	95,174.92	May 2024 Settlement	Taxes & Penalties
Brunswick Twp	83,481.72	May 2024 Settlement	Taxes & Penalties
Card Services (Coborns)	80.00	EBFHV & FHV Incentives (Gift Cards)	Community Health
Card Services (Coborns)	188.18	Wellness Snack Station Supplies	Employee Wellness
Cigna Health & Life Insurance Company	774.46	Accident, Group Hospital, Critical Illness Ins Premium	Employee Benefits
City of Braham	23,388.15	May 2024 Settlement	Taxes & Penalties
City of Grasston	10,762.86	May 2024 Settlement	Taxes & Penalties
City of Mora	1,130,866.52	May 2024 Settlement	Taxes & Penalties
City of Mora	16,482.21	Utilities	Various
City of Ogilvie	73,755.75	May 2024 Settlement	Taxes & Penalties
City of Quamba	26,473.20	May 2024 Settlement	Taxes & Penalties
Comfort Twp	83,221.09	May 2024 Settlement	Taxes & Penalties
Comm of Finance - Treas Div	472.04	May 2024 Settlement	Taxes & Penalties
Dearborn National Life Ins Co	481.67	Short Term Disability Premiums	Employee Benefits
E C Riders	1,665.53	2024 BM4 Snake River Trail	Unallocated
East Cent Reg Dev Commission	15,009.98	May 2024 Settlement	Taxes & Penalties
East Central Energy	277.35	Intersection Lighting	Highway
East Central Energy	108.17	Intersection Lighting	Highway
East Central School District	29,926.29	50% May 2024 Settlement	Taxes & Penalties
East Central School District	29,926.28	May 2024 Settlement	Taxes & Penalties
Ford Twp	50,562.20	May 2024 Settlement	Taxes & Penalties
Grass Lake Twp	75,083.66	May 2024 Settlement	Taxes & Penalties

Haybrook Twp	58,674.89	May 2024 Settlement	Taxes & Penalties
Hillman Twp	38,291.75	May 2024 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	34,158.63	50% May 2024 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	34,158.62	May 2024 Settlement	Taxes & Penalties
Isle Public Schools	29,616.58	50% May 2024 Settlement	Taxes & Penalties
Isle Public Schools	29,616.58	May 2024 Settlement	Taxes & Penalties
Kanabec County	139,406.42	50% May 2024 Settlement	Taxes & Penalties
Kanabec County	139,306.43	May 2024 Settlement	Taxes & Penalties
Kanabec County Aud-Treas	792.95	22.00427.00 2024 Special Asmt	Regional Railroad Auth
Kanabec Twp	52,323.61	May 2024 Settlement	Taxes & Penalties
Knife Lake Improvement District	23,066.06	May 2024 Settlement	Taxes & Penalties
Knife Lake Twp	72,170.03	May 2024 Settlement	Taxes & Penalties
Kroschel Twp	15,784.12	May 2024 Settlement	Taxes & Penalties
Marco Inc	178.12	Printer Contract	Transit
Marco Inc	3,812.71	Printer & Phone Lease	Various
MetLife	6,433.50	Dental Insurance Premiums	Employee Benefits
Milaca Public Schools	10,607.99	50% May 2024 Settlement	Taxes & Penalties
Milaca Public Schools	10,607.99	May 2024 Settlement	Taxes & Penalties
Minnesota Energy Resources Corp	7,000.34	Gas Utilities	Various
MN Commissioner of Revenue	99.98	May 2024 Settlement	Taxes & Penalties
Mora Motor Vehicle Inc	3,321.53	Title Transfer/Tabs new	Highway
Mora Public Schools	1,698,660.12	50% May 2024 Settlement	Taxes & Penalties
Mora Public Schools	1,676,176.09	May 2024 Settlement	Taxes & Penalties
Ogilvie Public Schools	555,977.77	50% May 2024 Settlement	Taxes & Penalties
Ogilvie Public Schools	555,977.76	May 2024 Settlement	Taxes & Penalties
Peace Twp	78,162.50	May 2024 Settlement	Taxes & Penalties
Pine City Public Schools	295.46	50% May 2024 Settlement	Taxes & Penalties
Pine City Public Schools	295.45	May 2024 Settlement	Taxes & Penalties
Pomroy Twp	66,101.52	May 2024 Settlement	Taxes & Penalties
Southfork Twp	31,732.07	May 2024 Settlement	Taxes & Penalties
St Paul Port Authority	17,903.37	May 2024 Settlement	Taxes & Penalties
The Hartford Priority Accounts	6,755.00	Life & Long Term Disability Premiums	Employee Benefits
VC3, Inc.	29,102.00	Monthly Services	Various
Verizon Wireless Aircards	1,730.44	Aircards	Various

VSP Insurance Co
Whited Twp

581.50
46,496.67

62 Claims Totaling: \$ 7,548,146.87

Vision Insurance Premiums
May 2024 Settlement

Employee Benefits
Taxes & Penalties

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 6/4/24

Department Name	Vendor	Amount	Purpose
ASSESSOR	Amazon Capital Services	<u>173.34</u>	iPad Charger, Foot Rests
		173.34	
BUILDINGS MAINTENANCE	Amazon Capital Services	15.15	Desk Name Plate, Sticky Notes - Courthouse
BUILDINGS MAINTENANCE	Brr Equipment Service	957.00	Dishwasher Repairs & Parts - Jail
BUILDINGS MAINTENANCE	Handyman's Inc	249.98	Ceiling Tiles - Courthouse
BUILDINGS MAINTENANCE	R.M. Cotton Company	<u>2,239.80</u>	Maintenance Kits for Boilers and Water Heaters - Jail
		3,461.93	
COUNTY ATTORNEY	LSQ Funding Group	<u>3,798.20</u>	Inmate Transport
		3,798.20	
COUNTY COORDINATOR	Amazon Capital Services	<u>21.23</u>	Legal Pads, Sticky Notes
		21.23	
COURT ADMINISTRATOR	Johnson Brothers Law	200.00	Court Appt Attorney Fees 2/5-4/17
COURT ADMINISTRATOR	Johnson Brothers Law	100.00	Court Appt Attorney Fees 2/1-4/10
COURT ADMINISTRATOR	Timothy J. Peterson - Attorney at Law, LLC	<u>840.00</u>	Court Appt Attorney Fees
		1,140.00	
ENVIRONMENTAL SERVICES	Kanabec Publications	<u>44.88</u>	Public Notice for 5/29 Planning Commission
		44.88	
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	11,122.41	Professional Fees, April
HUMAN RESOURCES	SwipeClock LLC	300.00	Monthly Billing for 6/20/24-7/20/24, Applicant Stack

		11,422.41	
INFORMATION SYSTEMS	VC3	1,443.75	Labor 4/30
INFORMATION SYSTEMS	VC3	300.00	Account Protection Setup 8/11/23
		1,743.75	
OPIOID SETTLEMENT	Wellness in the Woods	82.72	Jail Peer Support - March 2024
OPIOID SETTLEMENT	Wellness in the Woods	531.51	Jail Peer Support - April 2024
		614.23	
PROBATION & JUVENILE PLACEMENT	Athey, Lucas	218.42	Mileage to AMeetings 1/2 & 3/5 in N. Branch, 5/16 in Breezy Point
PROBATION & JUVENILE PLACEMENT	Cook, Brandon	26.80	Mileage for Field Visit to Rum River East School - Cambridge 4/25
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	488.00	Remote Electronic Alcohol Monitoring, April
PROBATION & JUVENILE PLACEMENT	Office Depot	129.35	Gloves, Post-its, Flags for Files, 2 Hole Punch, Flash Drives
PROBATION & JUVENILE PLACEMENT	RS Eden	104.00	Urine Samples that needed to be tested at lab
PROBATION & JUVENILE PLACEMENT	Sarah Schumacher	121.94	Mileage to Training at Breezy Point
		1,088.51	
PUBLIC TRANSPORTATION	ACE Hardware	42.14	Shop Supplies
PUBLIC TRANSPORTATION	Amazon Capital Services	22.25	Mud Flaps for Bus
PUBLIC TRANSPORTATION	Amazon Capital Services	303.13	Windshield Sun Shades, Shop Vacuums, Glue Brush, Notepad Padding Compound
PUBLIC TRANSPORTATION	Auto Value Mora	38.95	Invenory & Bus Parts
PUBLIC TRANSPORTATION	Barlow, Jeffery	571.91	Volunteer Mileage 5/16-5/26
PUBLIC TRANSPORTATION	Curtis, Michael	98.49	Volunteer Mileage 5/16-5/26
PUBLIC TRANSPORTATION	Hoefert, Robert	1,148.38	Volunteer Mileage 5/16-5/26
PUBLIC TRANSPORTATION	Van Alst, Lillian	778.54	Volunteer Mileage 5/16-5/26
		3,003.79	
SHERIFF	Amazon Capital Services	77.14	Graphic Quality PVC Cards, Ribbon Cartridge
SHERIFF	American Red Cross	434.44	First Aid/CPR/AED Training
SHERIFF	Aspen Mills	162.11	Deputy Pants, Under Vest Shirt, Patches Sewn On, Gloves - JK

SHERIFF	Aspen Mills	2,286.75	Deputy Initial Issue - NB
SHERIFF	Gratitude Farms	500.00	Animal Control Services for April
SHERIFF	MN Highway Safety & Research Center	510.00	EVOC/PIT Refresher Hybrid, GC
SHERIFF	Sheriff's Office Pine County	500.00	Law Enforcement Data Workshop - JS, TM
		4,470.44	
SHERIFF - 911 EMERGENCY	Accurate Controls Inc	517.00	Technical Support Call, Shipping
SHERIFF - 911 EMERGENCY	American Red Cross	770.42	First Aid/CPR/AED Training
SHERIFF - 911 EMERGENCY	State of Minnesota - BCA	25.00	TAC Workshop - SC
		1,312.42	
SHERIFF - JAIL/DISPATCH	Accurate Controls Inc	681.00	Technical Support Call, Shipping
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	2,089.10	Jan-Apr On Site Medical & Mental Health (difference only)
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	20,692.92	May On Site Medical, Mental Health, Pool Management
SHERIFF - JAIL/DISPATCH	Amazon Capital Services	133.66	File Folders, Numbered Dividers, Propel Powder Packets
SHERIFF - JAIL/DISPATCH	American Red Cross	546.42	First Aid/CPR/AED Training
SHERIFF - JAIL/DISPATCH	Aspen Mills	190.27	Initial Issue - Pants (3), LPS
SHERIFF - JAIL/DISPATCH	Aspen Mills	305.24	C.O. Initial Issue - Boots, LPS & C.O. Boots, CB
SHERIFF - JAIL/DISPATCH	Kanabec Publications	275.00	Envelopes for the Jail
SHERIFF - JAIL/DISPATCH	Stellar Services	155.78	Canteen 5/13
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,038.19	Inmate Meals 5/11-5/17
		29,107.58	
STATE FISCAL RECOVERY ARP	Brink Collective	4,500.00	Marketing/Website Project for Foster Care Recruitment/Retention
STATE FISCAL RECOVERY ARP	DSC Communications	31,115.35	Signal Boosters at Ogilvie Schools (County Portion)
STATE FISCAL RECOVERY ARP	Kanabec Publications	46.25	May Foster Care Advertising
		35,661.60	
VETERAN SERVICES	Bliss, Erica	1,304.42	Lodging & Meals for NACVSO Conference 5/12-5/17
		1,304.42	
55 Claims Totaling:		\$ 98,368.73	

Agenda Item #4

Regular Bills - Road & Bridge

6/4/2024

Vendor	Amount	Purpose
Ace Hardware	475.52	Shop/Equipment supplies
Alexis Vanwagner & Blake Hein	648.96	Payment for Right-of-Way Acquisition
Auto Value	2,787.01	Shop/Equipment supplies
Beaudry Oil & Propane	1,605.28	Fuel Deliveries
Central Pension Fund	568.80	CPT Training Center use
Duane Helmbrecht	16,787.35	Payment for Right-of-Way Acquisition (3)
Ian Pratt & Paige Gobel	1,157.71	Payment for Right-of-Way Acquisition (2)
Kanabec Co Highway	162.08	Petty Cash-Postage
Kanabec Publications	490.01	Dust Control (1)/Project Bid (3) ads
Knife River Concrete	8,797.80	Fuel Tank Slab
Knife River Corp-North	664.62	Pot Hole Patching
Martin Breuer & Rosemary Breuer	2,590.19	Payment for Right-of-Way Acquisition
ODP Business Solutions	186.69	Office Supplies
Rinke Noonan	1,563.50	ROW Acquisition legal
Shaun VanVleet & Alyssa Vanvleet	6,900.25	Payment for Right-of-Way Acquisition
Trueman Welters	254.77	Brush Hog #2403 Blades
Tysonn Peterson	12,843.28	Payment for Right-of-Way Acquisition
USIC	530.00	Locates
Vestis Group	438.24	Coverall/uniform
Wes Houtsma	650.00	Beaver (8) Control
Widseth Smith Nolting	3,410.00	Bridge 33507 Engineering
21 Claims Totaling:	\$ 63,512.06	

Agenda Item #5

June 4, 2024

REQUEST FOR BOARD ACTION

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

f. Board action requested:

Resolution #__ – 6/4/24 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	\$908.56
Quality Disposal	\$3,104.00
Arthur Township	\$500.00
Total	\$4,512.56

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (April)	\$2,604.00	\$2,604.00
WASTE MANAGEMENT (April)	\$908.56	\$908.56
Sub-Total	\$3,512.56	\$3,512.56
Recycling Center Incentive Payments:		
Quality Disposal (April)	\$500.00	\$500.00
Arthur Township (April)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$4,512.56

Date received in County Coordinators Office: Various dates in May

January 1, 2024 SCORE Fund balance = \$121,734.95

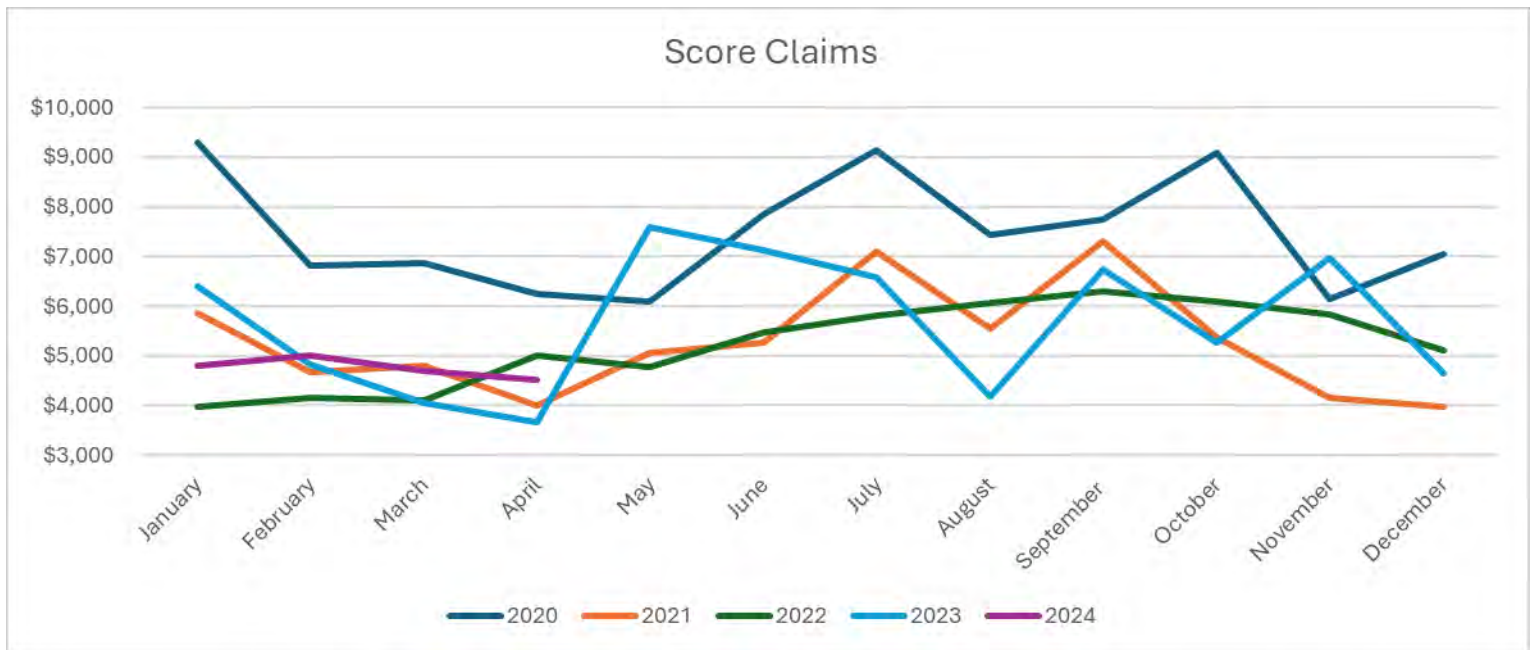
Revenue: 01-391-392-0000-5332 =

Expenditure: 01-391-392-0000-6211 = \$19,002.92

Current SCORE Funds balance is = \$102,732.03

SCORE Claims

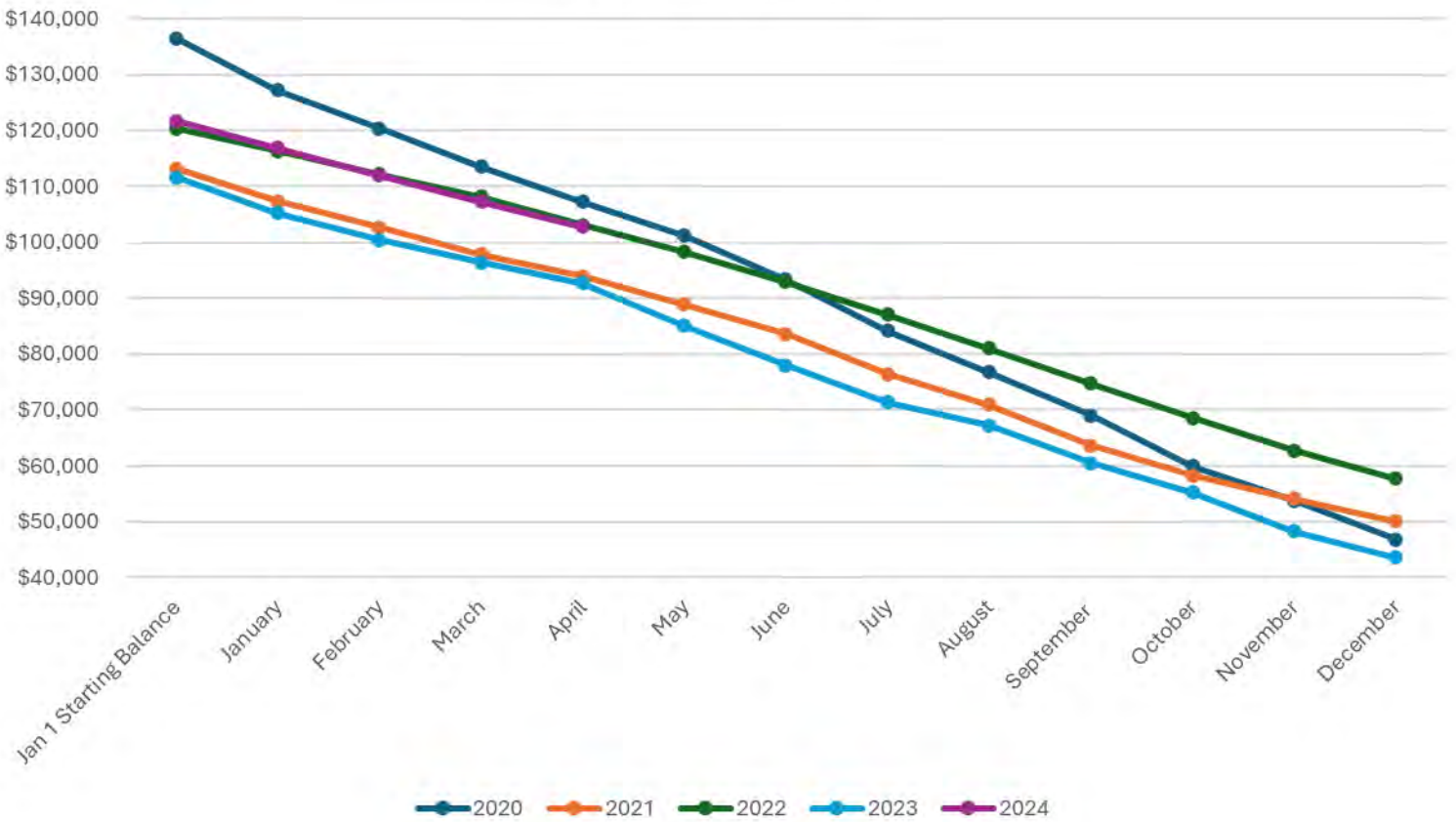
	2020	2021	2022	2023	2024
January	9,300.12	5,865.80	3,981.20	6,401.96	4,803.04
February	6,805.84	4,669.24	4,147.96	4,814.65	4,999.67
March	6,858.42	4,790.00	4,097.60	4,049.47	4,687.65
April	6,233.79	3,984.80	5,003.00	3,649.60	4,512.56
May	6,083.12	5,062.34	4,770.60	7,589.15	
June	7,842.70	5,272.32	5,477.81	7,125.02	
July	9,128.40	7,091.36	5,798.18	6,574.97	
August	7,433.67	5,557.65	6,054.56	4,180.49	
September	7,736.89	7,305.92	6,306.46	6,738.69	
October	9,089.98	5,355.02	6,094.20	5,265.00	
November	6,132.24	4,140.60	5,830.12	6,976.46	
December	7,038.75	3,981.20	5,113.82	4,645.91	



SCORE Fund Balance

	2020	2021	2022	2023	2024
Jan 1 Starting Balance	136,476.22	113,199.89	120,350.31	111,602.85	121,734.95
January	127,176.10	107,334.09	116,369.11	105,200.89	116,931.91
February	120,370.26	102,664.85	112,221.15	100,386.24	111,932.24
March	113,511.84	97,874.85	108,123.55	96,336.77	107,244.59
April	107,278.05	93,890.05	103,120.55	92,687.17	102,732.03
May	101,194.93	88,827.71	98,349.95	85,098.02	
June	93,352.23	83,555.39	92,872.14	77,973.00	
July	84,223.83	76,464.03	87,073.96	71,398.03	
August	76,790.16	70,906.38	81,019.40	67,217.54	
September	69,053.27	63,600.46	74,712.94	60,478.85	
October	59,963.29	58,245.44	68,618.74	55,213.85	
November	53,831.05	54,104.84	62,788.62	48,237.39	
December	46,792.30	50,123.64	57,674.80	43,591.48	

SCORE Fund Balance



Agenda Item #6

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Discuss Process, Draft Calendar, and Goals in Establishment of the 2025 Budget and Preliminary Levy	b. Origination: Coordinator's Office
c. Estimated time: 10-15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss the budgeting process, review the draft calendar, and set preliminary goals for department heads in preparing their respective 2025 budgets.

Approve the budget calendar.

f. Background:

2024 Budget= \$35,332,930
Levy= \$14,277,264 (+4.66% over 2023)

2023 Budget = \$32,169,317
Levy= \$13,641,336 (+3.26% over 2022)

2022 Budget= \$33,189,103
Levy= \$13,210,868 (+2.94% over 2021)

2021 Budget= \$34,225,922
Levy= \$12,833,651 (+1.75% over 2020)

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



2025 Budget Preparation Schedule- DRAFT #2

June 2024

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

06/04/24 (Tue)	Board of Commissioners sets preliminary budget goals for 2025
6/10-6/21	Coordinator's Office distributes budget worksheets and wage data to Department Heads (Year end 2023 + Rev/Exp through April 2024)
6/24-7/16	Department Heads prepare their 2025 preliminary budgets

July 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

7/1-7/16	Department Heads prepare their 2025 preliminary budgets
07/04/24 (Thu)	July 4th Holiday
07/17/24 (Wed)	2025 Budget drafts due to Coordinator's Office by NOON
07/23/24 (Tue)	Board Budget Work Session
7/29-8/2	No budget meetings

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

08/06/24 (Tue)	Board Regular Meeting/ Budget Work Session
08/13/24 (Tue)	Board Budget Work Session
08/20/24 (Tue)	Board Regular Meeting/Budget Work Session
8/22-8/30	No budget meetings

September 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

09/02/24 (Mon)	Labor Day Holiday
09/03/24 (Tue)	Regular Board Meeting/Budget Work Session
09/04/24 (Wed)	Budget Work Session (if needed)
09/17/24 (Tue)	Board certifies the PRELIMINARY maximum levy and proposed budget. Must be certified with the County Auditor/Treasurer by Sept 27th . Between Sept 27th and Dec 7th the Board works on corrections, considers changes and re-examines priorities
09/27/24 (Fri)	

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

10/01/24 (Tue)	Regular Board Meeting/ Budget Work Session (if needed)
10/15/24 (Tue)	Regular Board Meeting/ Budget Work Session (if needed)



Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11/05/24 (Tue)	Regular Board Meeting/ Budget Work Session (if needed)
11/08/24 (Fri)	Veteran's Day Holiday
11/12/24 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
11/19/24 (Tue)	Regular Board Meeting/ Budget Work Session (if needed)
11/26/24 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
11/28-11/29	Thanksgiving and Day After Thanksgiving Holidays

12/05/24 (Thu)	Regular Board Meeting 5pm & Truth in Taxation Hearing 6pm.
	Final budget approval on Dec 5th or a continued meeting thereof
12/10/24 (Tue)	Board Budget Work Session (if needed) to discuss any proposed revisions/refinements
12/17/24 (Tue)	Final budget approval or a continued meeting thereof
12/24-12/25	Christmas Eve and Christmas Day Holidays
12/27/24 (Fri)	Final budget and levy must be certified with the Department of Revenue by <i>Dec 27, 2024</i>

[illegible]

Agenda Item #7

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Discuss replacement of the Minnesota state flags and state seals at Kanabec County	b. Origination: State of MN, Court Administration
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Discuss new State flag and replacement cycle.

f. Background:

SAINT PAUL – On May 11, 2024, the new Great Seal of the State of Minnesota and State Flag of Minnesota approved by the State Emblems Redesign Commission in 2023 became the official state emblems. (Minnesota Statutes [1.135](#) and [1.141](#)) The flag and seal reflect Minnesota's best-known traits - the North Star and our many lakes and rivers – and were based on original designs submitted by Minnesotans.

The Sheriff's Office has staff uniforms with State flags/seals, plus badges, emergency vehicle decals, letterhead and promotional materials, etc. Sheriff Smith's plan is to update/replace these items in their natural replacement cycle.

The Recorder's Office has ordered a new seal but will use up their existing supply of secure paper before ordering more.

Court Administration has inquired about whether the County will pay to replace the flags and seals in the 3 court rooms or if that should be a State expense.

The County has 4 state flags to replace, not including the court rooms (3).

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

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #8

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: Consider revisions to the County's hiring process	b. Origination: County Department Heads
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Rescind Resolution #25-12/7/23- Board Approval Required for Filling Vacancies

WHEREAS, the Board of Commissioners is responsible for overseeing Kanabec County's management and administration, participating in long-range planning, and managing the county budget and finances; and

WHEREAS, the Board continuously looks for opportunities to run Kanabec County operations more efficiently and cost-effectively in the short and long-term; and

WHEREAS, as with most government agencies, employee wages and benefits are one of the County's primary expenses; and

WHEREAS, the Board currently requires all major expenditures to be reviewed and approved prior to purchase and desires to implement a similar process prior to filling vacancies;

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby requires County management and administration, including the County Sheriff, County Attorney, County Auditor-Treasurer, and all department heads, to receive approval from the Board prior to posting, advertising, and filling position vacancies effective immediately.

Adopt Resolution #__-6/4/24 Board Approval Required for Filling Vacancies

WHEREAS, the Board of Commissioners is responsible for overseeing Kanabec County's management and administration, participating in long-range planning, and managing the county budget and finances; and

WHEREAS, the Board continuously looks for opportunities to run Kanabec County operations more efficiently and cost-effectively in the short and long-term; and

WHEREAS, as with most government agencies, employee wages and benefits are one of the County's primary expenses; and

WHEREAS, the Board currently requires all major expenditures to be reviewed and approved prior to purchase and desires to implement a similar process prior to filling vacancies;

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby requires County management and administration, including the County Sheriff, County Attorney, County Auditor-Treasurer, and all department heads, to receive approval from the Board prior to filling position vacancies effective immediately.

f. Background:

Department Heads are requesting the authority to post, screen, and interview candidates for vacancies as they occur instead of waiting for Board authorization to begin the hiring process. Board authorization would continue to be required for filling the vacancy, but the initial steps of the process could start after written notice of a resignation/retirement is received. The current process is often causing the hiring process to be delayed due to the timing between board meetings.

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

Date received in County Coordinators Office:

Coordinators Comments:

Agenda Item #9

June 4, 2024

REQUEST FOR BOARD ACTION

a. Subject: AMC's District 5 Meeting	b. Origination: Association of MN Counties (AMC)
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Decide which commissioners will attend the AMC meeting on June 10th in Chisago County

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Monday, June 10, 2024

8:00 a.m. – Noon

**Chisago County Sheriff's Office Training Center
15230 Per Road, Center City ([map](#))**

Meeting Fee: \$50

8:00 A.M. Registration/Check-in

8:15 A.M. Call to Order

District Director: Genny Reynolds, Mille Lacs County
Term(s): 7/22-6/24

Alternate Director: Ed Popp, Benton County
Term(s): 7/22-6/24

Election of Director and Alternate Director: Commissioner Reynolds and Commissioner Popp are eligible to be elected to another term.

AMC Executive Committee Report

Commissioner Neal Gaalswyk, Cass County, AMC President

Executive Director's Report

Julie Ring, Executive Director

Local Topics

County Reports: Concerns, Priorities and Accomplishments

Break

University of Minnesota Extension – 2025-2027 MOA

Extension Regional Directors

AMC Departmental Updates

2024 Legislative Session Summary

AMC Government Relations Staff

Upcoming AMC Meetings & Events

- **NACo Annual Conference, Tampa, FL:** July 12-15, 2024
- **AMC Fall Policy Conference, Arrowwood, Alexandria:** September 12-13, 2024
- **AMC Annual Conference, DoubleTree, Bloomington:** December 9-11, 2024

Noon Lunch

Fall District 5 Meeting – Monday, October 14, 2024 – Crow Wing County