



# Kanabec County Board of Commissioners

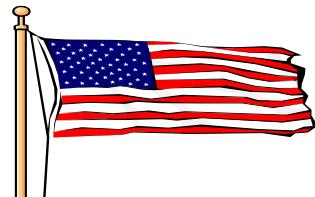
## Regular Meeting Agenda

October 1, 2024 9:00 a.m.

- The public may attend the meeting via WebEx or in-person in the boardroom.
- If attending the meeting in-person, the total number of persons (including commissioners) may be limited and social distancing/safety protocol may be in effect.

### **To be held via WebEx telephone call or video meeting:**

Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2498 762 8600



**Video Meeting link:** <https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mf77510c8baeb04534388615f9c965781>

Meeting number: 2498 762 8600

Meeting password: gAJXP8gWP36 (42597849 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: 2498 762 8600

9:20am      Recess County Board to a time immediately following the Community Health Board.  
**Community Health Board**

9:45am Britt Poser, Initiative Foundation Development Officer- Informational presentation

10:05am Chuck Hurd, Family Services Director- Request approval of filling an Office Support Specialist vacancy

10:10am Denise Snyder, Auditor/Treasurer - Resolution to create a Special Revenue Ditch Fund

10:20am Brian Smith, Sheriff -

- a. Request for Approval of 2025 TZD Enforcement Grant
- b. Request for Approval of Renewal of Medical Examiner Agreement

10:30am Ed Hamlin, Knife Lake Sportsmen's Club- Discussion on the Knife Lake rest stop and update on pull tabs

10:40am Chad Gramentz, Public Works Director

- a. Request to fill a HEO II vacancy
- b. Request to fill Accountant vacancy
- c. Request to accept quote for Public Service Building roof repair

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### **Other business to be conducted as time is available:**

1. Minutes- September 17, 2024
2. Paid Bills
3. Regular Bills- Revenue Fund
4. Regular Bills- Road & Bridge Fund
5. SCORE Claims – July & August
6. Accept Wayne Davis's EDA Board resignation
7. Request for authorization to enter into an agreement with Central Minnesota Housing Partnership to apply for a Small Cities Development Grant
8. Commissioner Reports
9. Future Agenda Items
10. Closed session: Labor Negotiation Strategy (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
11. Discuss any other matters that may come before the County Board
12. Adjourn

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, October 1, 2024**  
**9:20 a.m.**

- 1. Call meeting to order**
- 2. Agenda Approval** **page 1-2**
- 3. Presentation: Case Management – Farrah G., Adult Supr.** **page 3-4**  
**7 minutes**
- 4. Director's Report** **page 5**
  - Staffing – HHA;
  - Dental/UCare grant
  - Opioid Committee Update
  - Cannabis Committee Update
- 5. SHIP Agreements** **page 6-11**
  - Action requested
  - See attached Agreements & resolution**page 12**
- 6. Medical Director Agreement** **page 13-16**
  - Action requested
  - See attached resolution**page 17**
- 7. Vaccine Billboard Agreement with Lamar** **page 18-19**
  - Action requested
  - See attached resolution and Agreement**page 20**
- 8. Out of State Travel Request** **page 21**
  - Action requested
  - See attached resolution
- 9. Evidence Based Home Visiting Agreement** **page 22-24**
  - Infant Mental Health Consultant
  - Action requested
  - See attached resolution**page 25**
- 10. Request to hire RPC at a Higher Rate of Pay** **page 26**
  - Action requested
  - See attached resolution

**11. Agreement for Clinical Laboratory Experience** page 27-30  
-Action requested  
-See attached resolution page 31

**12. Financial Reports**  
- see attached  
- Trial Balance page 32-34  
- Financial Report page 35-38

**13. Abstract Approval**  
- Action Requested page 39  
- See attached Abstract and Vendor List page 40-47

**14. Other Business**

**15. Adjourn**

## **Case Management**

In Kanabec County, staff in both the Community Health Department and the Family Services Department provide case management. Community Health focuses more on individuals with acute medical conditions and provides services for 293 clients within our county. Case management is a program that helps coordinate services for Kanabec County residents that meet certain guidelines. There are income guidelines and assessment qualifications for someone to meet the criteria to be assigned a case manager. Assessors help the clients in difficult situations determine what kind of help they need and assist in determining if they qualify. If all guidelines are met, they are assigned a case manager. Often, our clients are not aware of what services we offer. Case managers may help them create plans for treatment, provide home safety evaluations, obtain medical equipment, coordinate rides to doctor appointments, obtain funding for necessary home modifications, provide emotional support and so much more. This program is so important because we strive to ensure our clients are living safely in their homes as long as possible and to provide home and community-based services. A home and community-based service is a type of Medicaid-funded care that allows people to receive services in their homes or communities instead of an institutional setting. This is a more cost-effective approach compared to an assisted living or a nursing home. Our goal is always to keep someone in their home, as long as we can, as long as they are safe.

Our nurses oversee the following programs for case management:

- EW or Elderly Waiver: This program serves members over the age of 65 and who are on medical assistance. This program provides home and community-based services for people who need the level of care provided in a nursing home but who choose to live in the community.
- Ability Care: This program serves members who are between the ages of 18-64 who are on medical assistance and Medicare. These members are special needs basic care based on social security disability.
- CADI or Community Access for Disability Inclusion: This program serves members who are less than 65 years of age, and who are on medical assistance that require nursing facility level of care. This service is for children and adults to help them live as independently as possible in community settings and promote optimal health, independence, safety and community integration.
- CAC or Community Alternative Care: This program provides home and community-based services to children and adults who are chronically or medically fragile and require the level of care provided in a hospital. These services are an alternative to institutionalization.
- AC or Alternative Care Program: This program serves members who are over the age of 65 and who are NOT on medical assistance but must have income and assets within guidelines. This service provides people and their families access to assessment, person-centered planning, referral linkage, support planning, coordination and advocacy related to waiver services.

- Nursing facility care coordination: This program serves our population who are over the age of 65 who reside in a nursing home care facility.
- Single Care: This program serves members who are certified disabled by the Social Security Administration or by the State Medical Review Team, who are between the ages of 18 and 65, and who are eligible for medical assistance but not Medicare.

### **Updates:**

Moving away from South Country Health Alliance at the end of the year will present some challenges. We will be taking over case management for 74 (this is subject to change depending on eligibility) members that are on the Shared Care program with South Country. We currently do not serve this population, but the program is very similar to the Single Care population which should be a seamless transition for the members.

All our Elderly waivered clients will be moving from South Country to BluePlus. We have been working with BluePlus so our Case Managers will be prepared as of 1/1/25. We are committed to ensuring our members do not lose services and that we can make it as simple for our members as possible.

MnChoice Revision is in full force. Revision is the program that all our assessments are completed in for our clients who have case managers. We also document other important information in Revision such as our clients' demographics, medications and much more.

### **Staffing:**

We are currently fully staffed. This has been a relief for our team knowing that there are a lot of changes coming in January.

### **Story:**

One of our Case Managers aided a client in moving to an assisted living facility. They recently lost their spouse and were really struggling at home alone. They were unable to pay their bills, unable to clean, and unable to cook for themselves. They needed help as quickly as possible. The Case Manager worked quickly to find the member a place to move to. This presented many challenges because the member had a cat, and they did not want to leave without their cat. The cat was very important to them. The Case Manager found a home that would accommodate both the member and the cat within a few days. The member moved into the assisted living into their own room and is doing well!

We recently received a referral from another program within the county. The member lost a spouse a few years ago. The member has really struggled since the spouse passed away with personal cares, hoarding and cleaning. The new case manager was able to immediately get meals in the members home and after just a couple of weeks, the member let the case manager into their home. The member and the case manager are working on getting a worker in the home to assist in cleaning and organizing so the member can have their home back and not feel crowded by their things. Although this will be a process, the member is ready to make some changes and the Case Manager is there to support them.

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

**Staffing (Public Health):**

- Home Health Aide** – potential for hiring a part-time intermittent
- Administrative Assistant** – completed interviews and job offer made and accepted, starting background process
- Regional Prevention Coordinator** – position vacated due to internal promotion. Interviewed, offered and accepted contingent on Board action.

**Dental Access** – The Family Health Supervisor applied to UCare for funding to continue the Dental Clinics that are offered twice a month at the Public Services Building. They provided \$13,392 for the period of 10/1/2024-9/30/2025. We are very thankful for the funding!

**Opioid Settlement Funding** – Committee met on September 25, 2024. Funding was not coming in as expected but has now arrived. Kanabec County has received \$359,015.84 and has awarded \$83,735.40. Funding was awarded to:

- Wellness in the Woods (up to \$12,803.40) – Peer Recovery Support in the Jail, also provided one Narcan training and is willing to provide additional training upon request.
- Kanabec County Community Health (up to \$45,892) – to support Coalition work around prevention.
- Mora Public Schools (up to \$2,000) – speaker on Opioids
- Mora and Ogilvie Public Schools (\$20,000) to support the School Resource Officer position
- Wilder Research – (\$3,000) to analyze data and provide reports from youth survey conducted last Spring

The Committee discussed future funding ideas and processes.

Also discussed was the Annual Meeting that is required to be held. It needs to be open to the public as well as include municipalities/townships. The Committee would like to gather input from the community on how they would like to see the funding prioritized based on the Memorandum of Agreement from the MN Attorney General. Once that input is gathered, we will use that information for further discussion at the Annual Meeting.

**Cannabis Committee** – Meeting was held on September 30.

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) BETWEEN ISANTI COUNTY COMMUNITY HEALTH BOARD AND

KANABEC COUNTY COMMUNITY HEALTH AS FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Isanti County Public Health Board (hereinafter Isanti County), Cambridge, MN 55008. The period of this agreement will be for the period of November 1, 20234 through October 31, 2025.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four-county region.

WHEREAS, Isanti County agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Pine, Kanabec, Isanti and Mille Lacs.
2. Assist with the evaluation of the **SHIP** strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide Community Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.
6. **Telecommunications Certification.** By signing this Agreement, Isanti County certifies that consistent with 2 CFR § 200.216, Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub L. 115-232 (Aug 13, 2018), Grantee will not use any funding covered by individual grant project agreements to procure, obtain, or to extend or renew a contract to procure or obtain “covered telecommunications equipment or services” (as defined in Section 889 of the Act).

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse Isanti County based on actual expenses within 45 days of receipt of invoice, not to exceed \$62,250.00 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation Isanti County shall be entitled to payment, determined on a pro rata basis, based on the work accomplished.

2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.
3. Isanti County agrees to supervise staff working with the chosen strategies.
4. Isanti County agrees to submit a 12-month budget to KCCH for approval. Budget not to exceed \$62,250.00.
5. KCCH will reimburse Isanti County based on their approved budget and actual expenses related to implementation of strategies not to exceed \$62,250.00.
6. Isanti County will provide a match of at least 10% of expenditures.
7. Isanti County agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, KCCH and Isanti County have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

Isanti County Public Health: Cambridge, Minnesota

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K.C. CHS Administrator

Date

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Isanti County Representative

Date

ATTESTED BY:

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) BETWEEN MILLE LACS COUNTY COMMUNITY HEALTH BOARD AND

KANABEC COUNTY COMMUNITY HEALTH AS FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the Mille Lacs County Community Health Board (hereinafter Mille Lacs County), Milaca, MN 56353. The period of this agreement will be for the period of November 1, 2024 through October 31, 2025.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four-county region.

WHEREAS, Mille Lacs County agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Pine, Kanabec, Isanti and Mille Lacs.
2. Assist with the evaluation of the **SHIP** strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide Community Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.
6. **Telecommunications Certification.** By signing this Agreement, Mille Lacs County certifies that consistent with 2 CFR § 200.216, Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub L. 115-232 (Aug 13, 2018), Grantee will not use any funding covered by individual grant project agreements to procure, obtain, or to extend or renew a contract to procure or obtain “covered telecommunications equipment or services” (as defined in Section 889 of the Act).

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse Isanti County based on actual expenses within 45 days of receipt of invoice, not to exceed \$62,250.00 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation Mille Lacs 8

County shall be entitled to payment, determined on a pro rata basis, based on the work accomplished.

2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.
3. Mille Lacs County agrees to supervise staff working with the chosen strategies.
4. Mille Lacs County agrees to submit a 12-month budget to KCCH for approval. Budget not to exceed \$62,250.00.
5. KCCH will reimburse Mille Lacs County based on their approved budget and actual expenses related to implementation of strategies not to exceed \$62,250.00.
6. Mille Lacs County will provide a match of at least 10% of expenditures.
7. Mille Lacs County agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

**IN WITNESS WHEREOF**, KCCH and Isanti County have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

Mille Lacs County CHB: Milaca, Minnesota

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K.C. CHS Administrator

Date

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Mille Lacs County Representative

Date

ATTESTED BY:

MEMORANDUM OF AGREEMENT TO PROVIDE SERVICES FOR THE STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) BETWEEN PINE COUNTY PUBLIC HEALTH BOARD AND

KANABEC COUNTY PUBLIC HEALTH AS FISCAL AGENT

This AGREEMENT made and entered into by and between Kanabec County Community Health (hereinafter KCCH), Mora, MN, 55051 and the PINE County Public Health Board (hereinafter PINE County), Pine City, MN 55063. The period of this agreement will be for the period of November 1, 2024 through October 31, 2025.

WITNESSETH

WHEREAS, KCCH has allocated and encumbered funds for the purpose of providing chosen strategies as part of the Statewide Health Improvement Program (SHIP) to communities /residents within the four-county region.

WHEREAS, PINE County agrees to provide the following services:

1. Provide, at a minimum, staffing equivalent to .8 FTE to fulfill the approved SHIP work plan that is to be implemented throughout the four counties: Isanti, Kanabec, Pine and Mille Lacs.
2. Assist with the evaluation of the **SHIP** strategies.
3. Report data to KCCH as requested to document strategy progress and to evaluate the strategy and outcomes and incorporate findings in order to refine and improve program effectiveness.
4. Provide PUBLIC Leadership Team (CLT) with requested information in order that the CLT can evaluate activities and progress of strategies.
5. Provide a detailed invoice to KCCH monthly.
6. **Telecommunications Certification.** By signing this Agreement, Pine County certifies that consistent with 2 CFR § 200.216, Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub L. 115-232 (Aug 13, 2018), Grantee will not use any funding covered by individual grant project agreements to procure, obtain, or to extend or renew a contract to procure or obtain “covered telecommunications equipment or services” (as defined in Section 889 of the Act).

WHEREAS, KCCH agrees to provide the following services:

1. Fiscal oversight for the overall SHIP budget.
2. To reimburse PINE County based on actual expenses within 45 days of receipt of invoice, not to exceed \$65,911 in the twelve (12) month period.
3. Administration of SHIP Grant.

NOW, THEREFORE, it is agreed by and between the parties hereto that:

1. This Agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) days' notice to the other party. In the event of such a cancellation Pine County .

shall be entitled to payment, determined on a pro rata basis, based on the work accomplished.

2. Any amendments to this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement, or their successors in office.
3. Pine County agrees to supervise staff working with the chosen strategies.
4. Pine County agrees to submit a 12-month budget to KCCH for approval. Budget not to exceed \$65,911.
5. KCCH will reimburse Pine County based on their approved budget and actual expenses related to implementation of strategies not to exceed \$65,911.
6. Pine County will provide a match of at least 10% of expenditures.
7. Pine County agrees to coordinate activities with the Grant Manager at KCCH and the rest of the SHIP Team.

It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

It is also understood that the SHIP project is a grant funded project. If the grant funding is reduced or eliminated, this contract may need to be amended or cancelled.

IN WITNESS WHEREOF, KCCH and PINE County have executed this Agreement as of the day and year first above written.

KCCH: Mora, Minnesota

Pine County Public Health: Pine City, Minnesota

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K.C. CHS Administrator

Date

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Pine County Representative

Date

ATTESTED BY:

**Resolution # KCCH – 10/1/2024**  
**Statewide Health Improvement Program (SHIP) contracts Resolution**

**WHEREAS**, Kanabec County Community Health has allocated and encumbered funds for the purpose of reducing obesity and tobacco use and exposure through increasing healthy eating, increased activity, and managing chronic disease through the Statewide Health Improvement Program (SHIP) grant, and

**WHEREAS**, as the fiscal agent for the grant, Kanabec County Community Health requests contracts for the purpose of providing staffing to implement the chosen strategies and carrying out the work plans, assisting with evaluation of the strategies, data reporting, and other duties as needed, and

**WHEREAS**, Isanti, Mille Lacs and Pine counties have qualified staff and are willing and able to provide these services.

**THEREFORE**, the Kanabec County Community Health Administrator requests contracts with Isanti, Mille Lacs and Pine counties to fulfill the duties of the SHIP grant.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves contracting with the Isanti County Community Health Board, Mille Lacs County Community Health Board and Pine County Public Health Board to provide staffing to carry out the chosen strategies of the Statewide Health Improvement Program grant effective November 1, 2024 through October 31, 2025.

## CONTRACT FOR SERVICE

### KANABEC COMMUNITY HEALTH MEDICAL DIRECTOR

THIS Contract shall be entered into and executed on this 1<sup>st</sup> day of October 2024, between the **KANABEC COUNTY COMMUNITY HEALTH BOARD**, by and through its Board of County Commissioners, hereinafter referred to as Board, and Dr. Kathleen Kroschel, M.D. (hereinafter Medical Director), witnesseth that:

**WHEREAS**, The Board has responsibility to and shall ensure responsible medical consultation and direction by employing or contracting with a practicing licensed physician pursuant to Minnesota Statute 145A.04, subdivision 3, and,

**WHEREAS**, The Medical Director, represents that he/she is a practicing licensed physician and is duly qualified and willing to perform the services and duties set forth herein.

#### **NOW, THEREFORE, IT IS AGREED:**

##### **I. MEDICAL DIRECTOR'S DUTIES:**

- A. The Medical Director shall provide responsible medical consultation and direction to the Board.
- B. The Medical Director shall promote Community Health Services Development.
- C. The Medical Director shall consult with and assist the Board and its Advisory Committee in the identification and development of the medical aspects of Community Health services and programs.
- D. The Medical Director shall assist in the development and maintenance of standards in the medical aspects of Community Health services and programs.
- E. The Medical Director shall maintain a liaison with area physicians.
- F. The Medical Director shall provide consultation relating to immunization services and other screening activities.

**Telecommunications Certification.** By signing this Agreement, Medical Director certifies that consistent with 2 CFR § 200.216, Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub L. 115-232 (Aug 13, 2018), Grantee will not use any funding covered by individual grant project agreements to procure, obtain, or to extend or renew a contract to procure or obtain “covered telecommunications equipment or services” (as defined in Section 889 of the Act).

II. TERMS

This Agreement shall be effective on the 1<sup>st</sup> day of October 2024, and shall remain in effect until the 31<sup>st</sup> day of December 2025.

III. SAFEGUARD OF CLIENT INFORMATION:

The Medical Director in providing all services hereunder, agrees to abide by the provisions of the Minnesota Government Data Practices Act, as amended.

IV. INDEMNITY:

A. The Board agrees to hold harmless, indemnify, and defend the Medical Director against any and all claims, losses, damages or lawsuits for damages arising from, or allegedly arising from, or related to, actions of the Board, its officers, agents, employees and volunteer workers except those actions taken at the medical advice or direction of the Medical Director.

B. The Medical Director agrees to hold harmless, indemnify and defend the health board, its officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or lawsuits for damages arising from, allegedly arising from, or related to, the provision of services hereunder by the Medical Director.

V. INSURANCE:

A. The Medical Director does further agree that in order to protect himself under the indemnity agreement provision herein above set forth, he will at all times during the term of this contract, have and keep in full force, a professional liability insurance policy.

VI. AUDIT AND RECORD DISCLOSURES:

A. The Medical Director covenants and agrees that it shall:

1. Allow personnel of the Kanabec County Community Board of Health, the Minnesota Department of Health access to the Medical Director's records of CHS activities at reasonable hours in order to exercise their responsibility for audit purposes.

VII. AGREEMENT:

A. It is understood and agreed that the entire agreement of the parties is contained herein, and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently relating to the subject matter hereof.

VIII. AMENDMENTS TO AGREEMENT:

A. Any alteration, amendments, deletions, waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.

IX. INDEPENDENT CONTRACTOR:

A. The parties hereto agree that nothing contained or expressed herein is intended, or shall be construed, so as to create or establish the relationship of agent, representative, or employee of the Community Health Services for any purpose whatsoever. The Medical Director is, and shall remain, for all purposes and services hereunder during the term of this agreement an independent contractor.

X. TERMS AND CONDITIONS OF PAYMENT:

A. Terms of Payment:

1. The County agrees to pay the Medical Director the sum of \$50 per hour plus expenses for services by the Medical Director on matters assigned

by the Community Health Services Administrator.

2. The Medical Director will submit an invoice to the Board monthly for hours and costs if he/she wishes to be compensated.
3. The Board will pay such bill monthly.

B. Conditions of Payment:

1. All services and duties performed by the Medical Director pursuant to this Agreement shall be performed to the satisfaction of the Board and in accord with all applicable federal, state and local laws, ordinances and rules.

XI.

CANCELLATION:

This Agreement may be cancelled by the Board or Medical Director at any time with or without just cause, upon sixty (60) days written notice to the other party.

XII.

ASSIGNMENTS:

The Medical Director shall neither assign nor transfer any rights under this Agreement without prior written consent of the Board.

MEDICAL Director

KANABEC COUNTY BOARD OF  
COMMUNITY HEALTH CHAIRMAN

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Date\_\_\_\_\_

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Date\_\_\_\_\_

**Resolution # KCCH – 10/1/2024**  
**Medical Director Replacement Resolution**

**WHEREAS**, Kanabec County Community Health is required by Statute to appoint, employ, or contract with a Medical Director, and

**WHEREAS**, the current Medical Director will be retiring from practice in the near future and has requested to be replaced.

**THEREFORE**, a search was conducted and conversations had with potential replacements and Kathleen Kroschel, M.D. is qualified and has agreed to provide Medical Director services for Kanabec County Community Health.

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves contracting with Kathleen Kroschel, M.D. for Medical Director Services commencing October 1, 2024.

St. Cloud  
P.O. Box 865  
St. Cloud, MN 56302  
Phone: 320-253-3000  
Fax: 320-253-3746



CONTRACT # 4721471

Date: 9/6/2024  
New/Renewal: NEW  
Account Executive: Darrin Christiansen  
Phone: 320-253-3000

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	834691-0
Name	KANABEC COUNTY COMMUNITY HEALTH
Address	317 EAST MAPLE AVENUE
City/State/Zip	MORA, MN 55051
Contact	Kate Mestnik
Email Address	kate.mestnik@co.kanabec.mn.us
Phone #	(320) 679-6440
Fax #	
P.O./ Reference #	
Advertiser/Product	KANABEC COUNTY COMMUNITY HEALTH
Campaign	Kanabec Cnty Comm Hlth Child Vax Fall Winter 2024 N 10.28.24

**Production/Other Services**

Department	Plant	Production Type	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
Poster Flex	157 St. Cloud, MN	One poster flex vinyl for panel 10390.		10/28/24	1	\$175.00	\$175.00
Vinyl	157 St. Cloud, MN	One 12' x 24' vinyl for panel 55397.		10/28/24	1	\$600.00	\$600.00
Poster Flex	157 St. Cloud, MN	One poster flex vinyl for panel 10390.		01/20/25	1	\$175.00	\$175.00
Total Production/Other Services Costs:							\$950.00

**Space**

# of Panels: 2								Billing Cycle: Every 4 weeks		
Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
10390 157-MORA, MN 30490698	HWY 65/23 500' S/O BRIDGE ES F/S		No	Poster	10' 6" x 22' 9"		10/28/24-04/13/25	6	\$550.00	\$3,300.00
55397 157-OGILVIE, MN 30490723	HWY47 699' N/HWY23 @MM69.08 WS F/N T		Yes	Junior Bulletin	12' 0" x 24' 0"		10/28/24-04/13/25	6	\$450.00	\$2,700.00
								Total Space Costs:		
								Total Costs:		
								\$6,000.00		
								\$6,950.00		

**Special Considerations:**

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

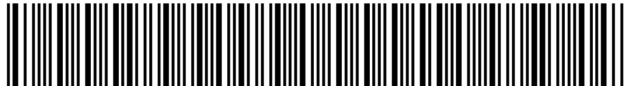
The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solido with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Health Promotions Crdntr  
(Officer/Title)

of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.

Customer:	KANABEC COUNTY COMMUNITY HEALTH
Signature:	(signature above)
Name:	(print name above)
Date:	(date above)

INITIALS



St. Cloud  
P.O. Box 865  
St. Cloud, MN 56302  
Phone: 320-253-3000  
Fax: 320-253-3746



**CONTRACT # 4721471**

Date: 9/6/2024  
New/Renewal: NEW  
Account Executive: Darrin Christiansen  
Phone: 320-253-3000

**THE LAMAR COMPANIES**

This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.

ACCOUNT EXECUTIVE: Darrin Christiansen

GENERAL MANAGER

DATE

## **STANDARD CONDITIONS**

1. Late Artwork: The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.
2. Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.
3. Payment Terms: Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.
4. Service Interruptions: If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.
5. Entire Agreement: This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.
6. Copy Acceptance: Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.
7. Termination: All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.
8. Materials/Storage: Production materials will be held at customer's written request. Storage fees may apply.
9. Installation Lead Time: A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.
10. Customer Provided Production: The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.
11. Bulletin Enhancements: Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.
12. Assignment: Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.

INITIALS



**Resolution # KCCH – 10/1/2024**  
**Lamar Advertising Contract resolution**

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

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

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

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Kanabec County Community Health Director to sign a service contract with Lamar for advertising vaccinations at a cost of no more than \$6,950 for a period of six months.

**Resolution # KCCH – 10/1/2024**  
**Out of State Travel Request Resolution**

**WHEREAS**, Kanabec County Community Health Preparedness coordinator has an opportunity to attend the NACCHO Preparedness Summit in San Antonio, TX April 29 – May 2, 2025, and

**WHEREAS**, The Preparedness Summit will benefit the Community Health Agency by allowing the Preparedness Coordinator to bring timely and relevant scientific information back to her day-to-day work, as well as providing an opportunity to ask questions and develop answers as the agency considers roles and responsibilities, and resources needed to undertake the crucial step of recovery after a disaster; and the Preparedness Coordinator would be learning directly from experts in the field, and

**WHEREAS**, the funding for this conference would come from the Response Sustainability grant which was received after the 2024 Budget approval and the conference was within the grant budget approved by MDH.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board approves the Community Health Preparedness Coordinator to attend the NACCHO Preparedness Summit in San Antonio, TX in 2025.

## **AGREEMENT WITH MENTAL HEALTH CONSULTANT**

THIS AGREEMENT shall be in effect from November 1, 2024 through December 31, 2025 by and between Kanabec County Community Health and Lisa Nos-Tollefson of Rise Up Psychological Services 1100 Holstein Dr. NE, Pine City, MN 55063 (hereinafter "Mental Health Consultant").

WITNESSETH:

WHEREAS, Kanabec County Community Health is responsible for ensuring that the terms of the Evidence-based Family Home Visiting Grant contract (hereinafter "EBFHV") are met.

WHEREAS, the Mental Health Consultant desires to function in the role of Infant Mental Health Consultant to Kanabec County Community Health for the EBFHV Program.

NOW, THEREFORE, Kanabec County Community Health and the Mental Health Consultant, in consideration of the mutual promises contained herein, agree as follows:

A. The Mental Health Consultant agrees:

1. To provide monthly reflective consultation with the Family Home Visiting (FHV) Coordinator,
2. To co-facilitate reflective practice case conferences with the FHV Coordinator and FHV Team,
3. To participate in MDH trainings and reflective practice mentoring,
4. To provide phone infant mental health consultation to FHV team and Coordinator as needed,
5. To provide in-home consultation to home visitors and supervisors requesting this consultation.

B. Kanabec County Community Health agrees:

1. To compensate for professional services and associated costs not to exceed \$4,800 from the EBFHV Grant from November 1, 2024 – December 31, 2025.

C. Kanabec County Community Health or the Mental Health Consultant may terminate this Agreement without cause and for any reason whatsoever upon giving at least (30) thirty days written notice thereof to the other party. In such event, the Mental Health consultant shall be entitled to receive compensation for the services provided in a satisfactory manner up to and including the effective date of termination.

D. Kanabec County Community Health reserves the right to terminate this agreement if the Mental Health Consultant fails to perform any of the provisions of this Agreement. Such termination shall occur thirty (30) days after receipt by the Mental Health Consultant of written notice specifying the grounds thereof unless, prior to that date, the Mental Health Consultant has cured the alleged non-performance of the

provisions of this Agreement. The Mental Health Consultant shall be deemed to have "received" any notice required under this section three days after such notice is mailed via first class, or certified mail to the Mental Health Consultant. Kanabec County Community Health is wholly responsible for determining whether the Mental Health Consultant has cured an alleged non-performance.

- E. It is agreed, and understood by the parties, that if EBFHV is not continued at a level sufficient to allow for the purchase of services from the Mental Health Consultant, the obligations of each party shall thereupon be terminated unless agreed to, or otherwise arranged, by mutual agreement of the parties. Any such agreement extending this contract beyond lapse or elimination of funding will not be valid unless reduced to writing.
- F. **Telecommunications Certification.** By signing this Agreement, Mental Health Consultant certifies that consistent with 2 CFR § 200.216, Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub L. 115-232 (Aug 13, 2018), Mental Health Consultant will not use any funding covered by individual grant project agreements to procure, obtain, or to extend or renew a contract to procure or obtain "covered telecommunications equipment or services" (as defined in Section 889 of the Act).
- G. **Assignment:** The Mental Health Consultant shall neither assign nor transfer any rights or obligations under this contract without prior written consent of Kanabec County Community Health.
- H. **Indemnification:** In the performance of this Agreement by the Mental Health Consultant, the Mental Health Consultant must indemnify, save and hold harmless Kanabec County Community Health, its agents and employees, from any claims or causes of action including attorney's fees incurred by Kanabec County Community Health to the extent caused by the Mental Health Consultant's intentional, willful, or negligent acts or omissions; or, actions that give rise to strict liability; or breach of contract or warranty.
- I. **State Audits:** Parties to this Agreement agree to keep books, records, documental and account procedures and practices relevant to this Agreement and make them available for audit and review as required by law.
- J. **Government Data Practices:** The Mental Health Consultant must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, to the extent it applies to any data provided, created, collected, received, stored, used, maintained or disseminated by the Mental Health Consultant under this Agreement. The civil remedies of Minnesota State §13.08 apply to the release of the data referred to in this clause by the Mental Health Consultant.

- K. **Amendments:** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
- L. **Merger:** All prior Agreements shall be null and void.
- M. The **Term** of this Agreement shall be from November 1, 2024 – December 31, 2025.

IN WITNESS WHEREOF, parties hereto have executed this Agreement by the signatures below:

---

Kanabec County Community Health Director

---

Date

---

Rise Up Psychological Services Director

---

Date

**Resolution # KCCH – 10/1/2024**  
Rise Up Psychological Services  
Infant Mental Health Consultant Agreement Resolution

**WHEREAS**, Kanabec County Community Health is responsible for ensuring that the terms of the Family Home Visiting Grant contract (hereinafter “EBHV”) are met, and

**WHEREAS**, the Mental Health Consultant desires to function in the role of Infant Mental Health Consultant to Kanabec County Community Health for the Evidence-Based Family Home Visiting Program.

**THEREFORE BE IT RESOLVED** to approve an agreement between Kanabec County Community Health and Lisa Nos-Tollefson or Rise Up Psychological Services for Infant Mental Health Consulting for the period of November 1, 2024 through December 31, 2025 and for the Community Health Administrator to sign said agreement.

## **Resolution # KCCH – 10/1/2024**

### **Request to Hire Regional Prevention Coordinator at Higher Pay Rate**

**WHEREAS**, Kanabec County Community Health has a contract with the Department of Human Services to employ a Regional Prevention Coordinator (RPC) for Region Four in MN, and

**WHEREAS**, the RPC position was vacated due to an internal promotion, and

**WHEREAS**, the RPC position was posted, interviews were held, and an offer has been made and subsequently a request was made to be hired at a level closer to her current wage and reflective of her experience, and

**WHEREAS**, the position is 100% grant funded and has been budgeted to accommodate the higher rate of pay for the current year and for 2025, and

**THEREFORE**, the Community Health Director is requesting to hire the RPC at a Step C, Range 13 or \$30.61/hour

**THEREFORE BE IT RESOLVED** that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire the Regional Prevention Coordinator at Step C, Range 13 or \$30.61/hour.

**AGREEMENT BETWEEN**  
**KANABEC COUNTY COMMUNITY HEALTH**  
**AND**  
**ISANTI COUNTY HEALTH AND HUMAN SERVICES**

Kanabec County Community Health (referred to hereafter as "KCCH") and Isanti County Health and Human Services (referred to hereafter as "ICHHS"), mutually agree to the following guidelines for the provision of clinical laboratory experiences for the Bethel University's nursing students as follows:

**DURATION OF AGREEMENT**

This Agreement shall be effective as of the date of final signature by all of the parties to the Agreement as indicated below in the signature block of this document. The duration of this Agreement shall be ongoing and indefinite until terminated or modified by the parties to the Agreement. Either party may terminate the Agreement at any time in its sole discretion upon 10 (ten) days written notice to the other party.

**JOINT RESPONSIBILITIES OF KCCH AND ICHHS**

1. KCCH and ICHHS agree to plan and work cooperatively towards the education of the Bethel University's nursing students by providing capstone experiences in the form of shadowing and observing a KCCH home care nurse. Representatives of each party shall engage in joint planning prior to each clinical experience and share all necessary information to ensure the clinical objectives of the program can be met.
2. Each party will identify a primary contact person to communicate with the other party concerning the day to day issues that may arise during the clinical experiences provided by this Agreement.
3. KCCH and ICHHS both specifically agree to abide by all applicable federal, state and local laws concerning nondiscrimination, including but not limited to, Title VII of the Civil Rights Act of 1964 and Minnesota Statutes Chapter 363A, the Minnesota Human Rights Act, all as amended.

**ICHHS RESPONSIBILITIES**

ICHHS will:

1. Uphold all responsibilities as listed in their Agreement with Bethel University.
2. Be responsible to coordinate any clinical experiences with KCCH and Bethel University's student.
3. Have access to proof of Bethel University's students' completion of Covid-19 vaccination

series.

4. Ensure that the Bethel University Students will comply with all policies and procedures of ICHHS, including, without limitation, health policies (including Mantoux tests, reporting of infectious diseases and accidents, etc.), and all HIPAA regulations and guidelines as established by ICHHS.
5. Ensure that the Bethel University Student adheres to the Minnesota Data Privacy Act, Minnesota Chapter 13, as amended; the Minnesota Rules implementing such Act now in force or as adopted; and applicable Federal Regulations on data privacy, including but not limited to, the Health Insurance Portability and Accountability Act where it applies. ICHHS will bring any and all violations to the attention of Bethel University and will withhold all further home visitation opportunities with both ICHHS and KCCH unless an investigation proves the allegation fraudulent and all Public Health Administrators agree to proceeding with home visitation opportunities for the Bethel University Student.
6. Be responsible for the quality of care given by student nurses to all patients or clients of the Agency.
7. Defend, indemnify, and hold harmless KCCH, its officers and employees against any and all liability, loss, costs, damages and expenses which the KCCH, its officers or employees may hereafter sustain, incur or be required to pay arising out of the acts or omissions of the University, its employees or students in performance of this Agreement.
8. Ensures that the Bethel University's student is covered through the University's Liability clause as stated in the Agreement between ICHHS and Bethel University.
  - a. That all faculty and students are insured for malpractice and general liability in the amount of at least \$3,000,000 per person and \$5,000,000 per occurrence and provide a Certificate of Insurance in favor of the agency in said amounts upon request.
  - b. That all faculty and students engaged in the program have necessary health insurance and agree that they are solely responsible for their own healthcare costs for accident or injury related to their clinical experience with the ICHHS and KCCH.
  - c. That the University provides workers' compensation insurance as required by Minnesota law for all employees; it is understood that the students and faculty engaged in this clinical experience are not employees of ICHHS nor KCCH for any purpose.
9. Upon request, produce KCCH's identified representative a copy of the signed Agreement between ICHHS and Bethel University.

## **KCCH RESPONSIBILITIES**

KCHHS will:

1. Request documentation of proofs from ICHHS representative.
2. Assure access to learning experiences appropriate and adequate, as negotiated between the parties, to fulfill the educational objectives and requirements for the student nurses.
3. Provide the use of available clinical resources and facilities at no cost to the University, faculty or students, or ICHHS; KCCH shall have no responsibility for the cost of meals, uniforms, housing, parking or other out-of-pocket expenses which may be incurred by Bethel University's faculty or student nurses.
4. Provide effective and reliable communication with ICHHS in regards to coordination of clinic experiences as well as any pertinent information, including any concerns, in regards to the nursing student and their experience with KCCH home visits.

## **IDENTIFIED REPRESENTATIVES**

Isanti County Health and Human Services Representative:

Maureen Spike, Public Health Supervisor, Community Health Services Administrator  
Isanti County Health and Human Services  
1700 E Rum River Dr. S., Suite A, Cambridge, MN 55008  
(763) 689-8272 – [Maureen.spike@co.isanti.mn.us](mailto:Maureen.spike@co.isanti.mn.us)

Kanabec County Community Health Representative:

Kathy Burski, Director  
Kanabec County Community Health  
905 East Forest Avenue, Suite 127, Mora, MN 55051  
(320) 679-6438 - [Kathryn.burski@co.kanabec.mn.us](mailto:Kathryn.burski@co.kanabec.mn.us)

In witness whereof, the parties have executed this Agreement as of the dates indicated below.

Dated: \_\_\_\_\_

**Isanti County Health and Human Services**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Title: \_\_\_\_\_

**Kanabec County Community Health**

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **Resolution # KCCH – 10/1/2024**

### **Agreement for Clinical Laboratory Experience – Isanti County**

**WHEREAS**, Bethel University has a nursing program and is in need of Clinical Laboratory training sites, and

**WHEREAS**, Isanti County Health and Human Services is the host agency for the agreement, and

**WHEREAS**, Kanabec County Community Health has facilities for providing suitable training experience that meets the educational needs of the students enrolled in those programs, and

**WHEREAS**, it is in the best interest of Kanabec County Community Health to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs;

**THEREFORE BE IT RESOLVED** to approve the Community Health Administrator to sign an Agreement with Isanti County Health & Human Services for Clinical Laboratory Training commencing upon all parties signing agreement and until terminated or modified by parties.

Sheila  
9/26/24 7:53AM

\*\*\*\*\* Kanabec County \*\*\*\*\*

As of Date: 08/2024

TRIAL BALANCE REPORT



Page 1

Report Basis: 2 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Save Report: N

Comment:

FUND            Range From 15        Thru 15

Sheila  
9/26/24 7:53AM

# \*\*\*\* Kanabec County \*\*\*\*



15 Community Health Fund

## TRIAL BALANCE REPORT As of 08/2024

Report Basis: Modified Accrual

Page 2

<u>Account</u>		<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
<b>-----Assets-----</b>					
1001	Cash	705,196.15	10,403.70-	224,393.20	929,589.35
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
	<b>Total Assets</b>	<b>1,224,057.48</b>	<b>10,403.70-</b>	<b>294,468.13-</b>	<b>929,589.35</b>
<b>---Liabilities and Balance-----</b>					
	<b>Liabilities</b>				
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
	<b>Total Liabilities</b>	<b>98,351.58-</b>	<b>0.00</b>	<b>97,828.41</b>	<b>523.17-</b>
	<b>Fund Balance</b>				
2881	Assigned Fund Balance	1,125,705.90-	0.00	0.00	1,125,705.90-
2910	Revenue Control	0.00	213,891.26-	1,640,771.83-	1,640,771.83-
2925	Expenditure Control	0.00	224,294.96	1,837,411.55	1,837,411.55
	<b>Total Fund Balance</b>	<b>1,125,705.90-</b>	<b>10,403.70</b>	<b>196,639.72</b>	<b>929,066.18-</b>
	<b>Total Liabilities and Balance</b>	<b>1,224,057.48-</b>	<b>10,403.70</b>	<b>294,468.13</b>	<b>929,589.35-</b>
488	Kanabec Pine Community Health (fka 59)				
	<b>-----Assets-----</b>				
	<b>Total Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>---Liabilities and Balance-----</b>				
	<b>Liabilities</b>				
	<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Liabilities and Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
15	Community Health Fund				

Sheila  
9/26/24 7:53AM

15 Community Health Fund

Account

# \*\*\*\* Kanabec County \*\*\*\*

## TRIAL BALANCE REPORT As of 08/2024

Report Basis: Modified Accrual



Page 3

	<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

Through August 2024

15-484	cash basis	Total	year to date/ % of budget	8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%
Department	Budget			January	February	March	April	May	June	July	August
<b>Pilt-Housing Authority</b>											
Rev	0	80.23		0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.23
Exp	0	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Local Public Health Infrastructure</b>											
Rev	498,428.00	64.20%	319,999.05	23,163.57	12,901.34	38,372.92	4,471.45	209,092.86	45.61	26,245.06	5,706.24
Exp	381,933.00	67.16%	256,509.12	24,767.41	68,543.85	23,653.87	23,983.69	36,468.14	33,071.29	23,321.04	22,699.83
<b>Prevent Infectious Disease</b>											
Rev	30,502.00	28.85%	8,798.99	916.87	399.80	662.04	285.50	4,422.28	0.00	1,655.20	457.30
Exp	34,377.00	19.48%	6,695.15	749.19	831.71	415.47	1,437.58	1,476.62	287.36	786.58	710.64
<b>Environmental Health</b>											
Rev	36.00	47.22%	17.00	3.00	0.00	0.00	3.00	0.00	6.00	5.00	0.00
Exp	5,545.00	7.18%	398.28	0.00	0.00	0.00	0.00	0.00	0.00	310.51	87.77
<b>Healthy Communities-Adult Health</b>											
Rev	176,781.00	101.86%	180,067.08	15,401.48	59,796.96	12,050.61	27,978.06	12,711.97	28,315.62	11,703.44	12,108.94
Exp	173,472.00	96.94%	168,172.17	22,193.38	21,034.44	19,595.11	19,861.95	28,775.26	19,306.08	18,262.83	19,143.12
<b>Healthy Communities-Health Improvement</b>											
Rev	632,346.00	78.26%	494,898.66	108,413.95	61,020.12	46,059.08	65,801.92	45,113.69	56,269.77	68,771.01	43,449.12
Exp	598,642.00	66.39%	397,412.88	51,178.83	47,002.09	41,787.42	53,127.08	55,355.28	46,669.92	48,218.41	54,073.85
<b>Healthy Communities-Family Health</b>											
Rev	653,351.00	67.72%	442,453.71	117,916.27	29,985.47	49,433.94	95,978.39	32,420.24	36,535.67	50,854.82	29,328.91
Exp	600,263.00	56.66%	340,100.42	37,262.76	45,414.40	37,811.78	36,297.60	65,629.70	38,444.30	39,218.94	40,020.94
<b>Emergency Preparedness</b>											
Rev	108,151.00	97.75%	105,720.51	8,528.10	25,151.00	0.00	29,715.67	0.00	0.00	0.00	42,325.74
Exp	100,117.00	69.15%	69,231.08	8,926.08	9,478.31	8,463.72	8,393.85	10,562.90	8,182.29	7,694.54	7,529.39
<b>Assure Access-Case Management</b>											
Rev	366,400.00	70.46%	258,149.10	29,111.75	41,229.27	24,736.01	29,564.82	36,212.06	30,383.73	24,493.48	42,417.98
Exp	354,443.00	70.45%	249,696.48	26,848.13	26,913.28	24,515.93	26,003.76	49,435.57	32,011.22	31,152.12	32,816.47
<b>Assure Access-Home Care</b>											
Rev	551,500.00	61.17%	337,360.74	48,249.04	43,402.18	24,654.09	50,468.49	36,876.13	49,608.05	46,085.96	38,016.80
Exp	768,703.00	56.58%	434,936.29	53,496.17	50,222.72	53,872.66	53,240.62	71,527.30	57,361.72	48,002.15	47,212.95
<b>Agency Totals</b>											
Rev	3,017,495.00	71.17%	2,147,545.07	351,704.03	273,886.14	195,968.69	304,267.30	376,849.23	201,164.45	229,813.97	213,891.26
Exp	3,017,495.00	63.73%	1,923,151.87	225,421.95	269,440.80	210,115.96	222,346.13	319,230.77	235,334.18	216,967.12	224,294.96

amount has changed

75.00%	83.33%	91.67%	100.00%
September	October	November	December

**outstanding payments/payments not yet posted**

Workforce Dev.

CTC

FAP

LCTS

LPHG 15,000.00

MCH

SF/cap bldg 70,967.12

RSG

RPC 11,997.01

SHIP 22,474.96

TANF

WIC 9,968.00

PHEP

mental hlth 16,655.26

Suicide Prev 7,189.64

Covid Federal

Home care 40,676.85 estimate only see note below

194,928.84

SCHA Connector - We get reimbursed twice a year. Not included above.

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Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by

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0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00

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

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## Kanabec County Community Health - Board Financial Report

Through August 2024

15-484	modified accrual basis										
Department	Budget	Total year to date/ % of budget	Total	8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%
			January	February	March	April	May	June	July	August	
<b>Pilt-Housing Authority</b>											
Rev	0		80.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.23
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Local Public Health Infrastructure</b>											
Rev	498,428.00	59.55%	296,835.48	0.00	12,901.34	38,372.92	4,471.45	209,092.86	45.61	26,245.06	5,706.24
Exp	381,933.00	45.34%	173,161.99	-57,853.79	67,817.92	23,653.87	23,983.69	36,468.14	33,071.29	23,321.04	22,699.83
<b>Prevent Infectious Disease</b>											
Rev	30,502.00	22.98%	7,009.02	0.00	92.63	96.11	285.50	4,422.28	0.00	1,655.20	457.30
Exp	34,377.00	19.48%	6,695.15	749.19	831.71	415.47	1,437.58	1,476.62	287.36	786.58	710.64
<b>Environmental Health</b>											
Rev	36.00	47.22%	17.00	3.00	0.00	0.00	3.00	0.00	6.00	5.00	0.00
Exp	5,545.00	7.18%	398.28	0.00	0.00	0.00	0.00	0.00	0.00	310.51	87.77
<b>Healthy Communities-Adult Health</b>											
Rev	176,781.00	66.60%	117,735.77	801.00	12,066.13	12,050.61	27,978.06	12,711.97	28,315.62	11,703.44	12,108.94
Exp	173,472.00	96.87%	168,047.28	22,193.38	20,909.55	19,595.11	19,861.95	28,775.26	19,306.08	18,262.83	19,143.12
<b>Healthy Communities-Health Improvement</b>											
Rev	632,346.00	54.16%	342,503.69	0.00	17,039.10	46,059.08	65,801.92	45,113.69	56,269.77	68,771.01	43,449.12
Exp	598,642.00	66.36%	397,250.31	51,016.26	47,002.09	41,787.42	53,127.08	55,355.28	46,669.92	48,218.41	54,073.85
<b>Healthy Communities-Family Health</b>											
Rev	653,351.00	47.03%	307,255.44	0.00	12,703.47	49,433.94	95,978.39	32,420.24	36,535.67	50,854.82	29,328.91
Exp	600,263.00	56.49%	339,093.92	36,896.37	44,774.29	37,811.78	36,297.60	65,629.70	38,444.30	39,218.94	40,020.94
<b>Emergency Preparedness</b>											
Rev	108,151.00	66.61%	72,041.41	0.00	0.00	0.00	29,715.67	0.00	0.00	0.00	42,325.74
Exp	100,117.00	68.80%	68,879.85	8,574.85	9,478.31	8,463.72	8,393.85	10,562.90	8,182.29	7,694.54	7,529.39
<b>Assure Access-Case Management</b>											
Rev	366,400.00	59.84%	219,268.51	2,945.00	29,097.04	24,154.40	29,564.82	36,212.06	30,383.73	24,493.48	42,417.98
Exp	354,443.00	70.38%	249,448.42	26,779.50	26,733.85	24,515.93	26,003.76	49,435.57	32,011.22	31,152.12	32,816.47
<b>Assure Access-Home Care</b>											
Rev	551,500.00	50.41%	278,025.28	0.00	35,500.95	21,468.90	50,468.49	36,876.13	49,608.05	46,085.96	38,016.80
Exp	768,703.00	56.52%	434,436.35	52,997.49	50,221.46	53,872.66	53,240.62	71,527.30	57,361.72	48,002.15	47,212.95
<b>Agency Totals</b>											
Rev	3,017,495.00	54.38%	1,640,771.83	3,749.00	119,400.66	191,635.96	304,267.30	376,849.23	201,164.45	229,813.97	213,891.26
Exp	3,017,495.00	60.89%	1,837,411.55	141,353.25	267,769.18	210,115.96	222,346.13	319,230.77	235,334.18	216,967.12	224,294.96

amount has changed

75.00%	83.33%	91.67%	100.00%
September	October	November	December

**outstanding payments/payments not yet posted**

Workforce Dev.

CTC

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LPHG 15,000.00

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Home care 40,676.85 estimate only see note below  
194,928.84

SCHA Connector - We get reimbursed twice a year. Not included above.

Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by

0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Board Meeting 10/01/2024

### Abstract Totals for Commissioner Vouchers

<b>Board Meeting 10/01/24</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	\$37,383.97	44	102
Abstract #2			
<b>Totals</b>	<b>\$37,383.97</b>	<b>44</b>	<b>102</b>

### Abstract Totals for Auditor Vouchers

<b>Board Meeting 10/01/24</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

\*\*\*\* Kanabec County \*\*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 1

Print List in Order By: 1

- 1 - Fund (Page Break by Fund)
- 2 - Department (Totals by Dept)
- 3 - Vendor Number
- 4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name

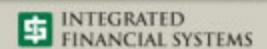
on Audit List?: N

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

Save Report Options?: N

Sheila  
9/26/24 10:44AM  
15 Community Health Fund

\*\*\*\*\* Kanabec County \*\*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Behalf #	Account/Formula Description		1099 On Behalf of Name
						1099 On Behalf of Name		
90	1619 Amazon Capital Services 15-484-481-8481-6411		39.90	swiffer wet mop refill	113-0777042-87C	Supplies		N
77	15-484-450-8410-6411		9.99	charging block	1316-X7NQ-PMG4	Program Supplies		N
89	15-484-487-8461-6411		9.89	mailing envelopes	1JG3-JTMR-R179	Supplies		N
88	15-484-487-8456-6411		9.89	mailing envelopes	1JG3-JTMR-R179	Supplies		N
75	15-484-481-8481-6411		17.99	dremel batteries	1KDQ-W3DL-3JXV	Supplies		N
85	15-484-450-8410-6411		16.99	iphone case	1KKH-T9PV-PHJD	Program Supplies		N
87	15-484-450-0000-6411		84.58	kleenix	1LXH-RL96-QQYH	Supplies		N
86	15-484-450-8410-6411		114.99	27" monitor	1PX9-76HC-FRVM	Program Supplies		N
81	15-484-450-8410-6411		98.95	pluggable home	1QQN-9LKN-X31P	Program Supplies		N
82	15-484-450-8410-6411		24.96	laptop bag	1QQN-9LKN-X31P	Program Supplies		N
83	15-484-450-8410-6411		5.95	iphone screen protector	1QQN-9LKN-X31P	Program Supplies		N
84	15-484-450-8410-6411		16.99	iphone case	1QQN-9LKN-X31P	Program Supplies		N
80	15-484-450-8410-6411		28.99	dual monitor desk mount	1R1L-R6TM-337G	Program Supplies		N
78	15-484-450-8410-6411		109.99	24" monitor	1WCT-HJQH-PVQ1	Program Supplies		N
79	15-484-450-8410-6411		193.96	2 pluggables FPHR staff invoic	1WCT-HJQH-PVQ1	Program Supplies		N
76	15-484-450-8410-6411		9.99	charging block	1YNG-3PCC-MMX9	Program Supplies		N
	1619 Amazon Capital Services		794.00		16 Transactions			
47	538 Berg/Ashley 15-484-487-8453-6331		113.90	September mileage		Mileage & Meals		N
	538 Berg/Ashley		113.90		1 Transactions			
44	1396 Biever/Laurie 15-484-496-8449-6331		264.65	Aug/Sep mileage		Mileage & Meals		N
	1396 Biever/Laurie		264.65		1 Transactions			
43	1275 Bromwich/Amanda 15-484-496-8449-6331		257.28	Aug/Sep mileage		Mileage & Meals		N
	1275 Bromwich/Amanda		257.28		1 Transactions			
101	3094 Burski/Kathy 15-484-490-8489-6411		21.00	mailing data loggers		Progam Supplies		N
	3094 Burski/Kathy		21.00		1 Transactions			
91	1695 Chapala Mexican Restaurant 15-484-487-8453-6411		80.00	2 gift cards - incentives		Supplies		N
	1695 Chapala Mexican Restaurant		80.00		1 Transactions			
	1644 Eklund/Nicole							

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15 Community Health Fund

# \*\*\*\* Kanabec County \*\*\*\*



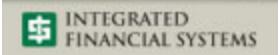
## Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor No.	Name	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099 On Behalf of Name
70	15-484-487-8450-6331		5.36	September mileage				Mileage & Meals	N
72	15-484-487-8457-6331		8.04	September mileage				Mileage & Meals	N
71	15-484-493-8452-6331		21.44	September mileage				Mileage & Meals	N
	1644 Eklund/Nicole		34.84		3 Transactions				
	1838 Family Pathways								
27	15-484-485-8468-6211		1,938.50	Parner Award MN Eats-shelving				Services & Charges	G
	1838 Family Pathways		1,938.50		1 Transactions				
	1298 Gajewski/Farrah								
61	15-484-493-8452-6331		58.96	September mileage				Mileage & Meals	N
62	15-484-496-8447-6331		81.74	September mileage				Mileage & Meals	N
	1298 Gajewski/Farrah		140.70		2 Transactions				
	8040 Hamilton-Smith, Patti								
73	15-484-485-8480-6331		439.52	Aug/Sep mileage				Mileage & Meals	N
	8040 Hamilton-Smith, Patti		439.52		1 Transactions				
	324 Healthcare First								
36	15-484-496-8447-6211		111.02	September HHCAHPS fee		INV5467423		Services & Charges	N
	324 Healthcare First		111.02		1 Transactions				
	234 Holland/Jeff								
98	15-484-496-8447-6331		293.46	Aug/Sep mileage				Mileage & Meals	N
	234 Holland/Jeff		293.46		1 Transactions				
	434 Inovalon Provider, Inc.								
30	15-484-487-8453-6211		187.31	Sept billing svc/eligibility		24M-0112739		Services & Charges	N
29	15-484-493-8452-6211		158.93	Sept billing svc/eligibility		24M-0112739		Services & Charges	N
28	15-484-496-8447-6211		221.36	Sept billing svc/eligibility		24M-0112739		Services & Charges	N
	434 Inovalon Provider, Inc.		567.60		3 Transactions				
	3095 Isanti County Public Health								
51	15-484-485-8468-6880		861.11	August Eats strategy				Grant Admin- Pass thru	N
52	15-484-485-8468-6880		851.32	August Moves strategy				Grant Admin- Pass thru	N
53	15-484-485-8468-6880		1,007.89	August Well-Being strategy				Grant Admin- Pass thru	N
54	15-484-485-8468-6880		958.96	August Tobacco strategy				Grant Admin- Pass thru	N
	3095 Isanti County Public Health		3,679.28		4 Transactions				
	1694 Isanti Intermediate/C-I STEAM School								

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9/26/24 10:44AM  
15 Community Health Fund

\*\*\*\*\* Kanabec County \*\*\*\*\*



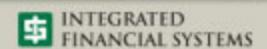
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description		1099 On Behalf of Name
						Account/Formula	On Behalf of Name	
49	15-484-485-8468-6211		1,899.00	Partner Award-Moves gaga equip			Services & Charges	N
	1694 Isanti Intermediate/C-I STEAM School		1,899.00	1 Transactions				
95	1323 Johnstone/Kristi 15-484-496-8447-6331		324.28	Aug/Sep mileage			Mileage & Meals	N
	1323 Johnstone/Kristi		324.28	1 Transactions				
63	1617 Jones/Taylor 15-484-496-8447-6331		108.54	September mileage			Mileage & Meals	N
	1617 Jones/Taylor		108.54	1 Transactions				
24	1318 Kanabec County AT ACH_VISA 15-484-450-0000-6331		277.02	Breezy Point-Partners in PH			Mileage & Meals	N
23	15-484-485-8444-6331		204.40	Black Bear Casino 09/25/2024 09/25/2024			Mileage & Meals	N
25	15-484-487-8453-6289		105.00	Lakewood Health System-Kirsten			Staff Development	N
26	15-484-487-8453-6289		105.00	Lakewood Health System-Autumn			Staff Development	N
102	15-484-487-8453-6411		20.00	Little N Playground-incentive			Supplies	N
	1318 Kanabec County AT ACH_VISA		711.42	5 Transactions				
22	132 Kanabec Publications 15-484-450-0000-6450		61.00	Annual subscription			Publications & Subscriptions	N
	132 Kanabec Publications		61.00	1 Transactions				
58	1070 Kev's Depot 15-484-487-8453-6411		40.00	gift card - incentive			Supplies	G
	1070 Kev's Depot		40.00	1 Transactions				
46	1308 Lejonvarn/Kirsten 15-484-469-8440-6331		33.50	September milege			Mileage & Meals	N
45	15-484-469-8440-6411		8.45	supply-benadryl			Program Supplies	N
	1308 Lejonvarn/Kirsten		41.95	2 Transactions				
92	667 Lighthouse Child & Family Services LLC 15-484-487-8453-6211		300.00	2 hours reflective practice	7356		Services & Charges	N
93	15-484-487-8453-6211		60.30	travel	7356		Services & Charges	N
	667 Lighthouse Child & Family Services LLC		360.30	2 Transactions				
32	377 Marco Inc 15-484-450-8250-6341		399.67	Sharp BP-70C55 copier agmt	37422500		Rental & Service Contracts	N

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9/26/24 10:44AM  
15 Community Health Fund

\*\*\*\*\* Kanabec County \*\*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor No.	Name	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description		1099 On Behalf of Name
						Account/Formula	On Behalf of Name	
	377 Marco Inc		399.67			1 Transactions		
74	1604 McClellan/Brianne 15-484-485-8444-6331		153.43	Aug/Sep mileage			Mileage & Meals	N
	1604 McClellan/Brianne		153.43			1 Transactions		
97	1143 McKesson Medical-Surgical Govt Solution 15-484-496-8447-6411		10.26	zip lock gallon size	22553368	Supplies		N
56	15-484-469-8440-6432		6.00	alcohol prep pads	22653721	Medical Supplies		N
57	15-484-496-8447-6411		45.00	medium gloves	22653721	Supplies		N
55	15-484-481-8481-6411		30.56	sanding disks	22655250	Supplies		N
	1143 McKesson Medical-Surgical Govt Solution		91.82		4 Transactions			
17	198 Mille Lacs Co. Community & Veterans Ser 15-484-485-8468-6880		3,446.10	August Eats strategy			Grant Admin- Pass thru	N
18	15-484-485-8468-6880		742.62	August Moves strategy			Grant Admin- Pass thru	N
19	15-484-485-8468-6880		855.06	August Well-Being strategy			Grant Admin- Pass thru	N
20	15-484-485-8468-6880		1,186.18	August Tobacco strategy			Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		6,229.96		4 Transactions			
21	1269 Mille Lacs County Justice center 15-484-485-8468-6211		2,839.90	Partner Award-MN Moves			Services & Charges	N
	1269 Mille Lacs County Justice center		2,839.90		1 Transactions			
34	4134 Mora Area Chamber Of Commerce 15-484-450-0000-6240		75.00	Annual membership dues	2024-1	Advertising		N
33	15-484-450-0000-6245		75.00	Annual membership dues	2024-1	Registration & Membership Dues		N
	4134 Mora Area Chamber Of Commerce		150.00		2 Transactions			
35	736 Naccho 15-484-490-8407-6331		750.00	NACCHO Preparedness Summit	393631	Mileage & Meals		N
	736 Naccho		750.00		1 Transactions			
67	52 Olson/Autumn 15-484-487-8451-6331		8.04	September mileage			Mileage & Meals	N
68	15-484-487-8453-6331		209.71	Aug/Sep mileage			Mileage & Meals	N
69	15-484-487-8457-6331		16.08	Aug/Sep mileage			Mileage & Meals	N
	52 Olson/Autumn		233.83		3 Transactions			
	632 Pine County Health & Human Services							

Sheila  
9/26/24 10:44AM  
15 Community Health Fund

\*\*\*\*\* Kanabec County \*\*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor No.	Name	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099 On Behalf of Name
50	15-484-485-8468-6211		464.00	ptnr award Support Staff Lacat				Services & Charges	N
	632 Pine County Health & Human Services		464.00		1 Transactions				
64	2712 Raudabaugh/Carey		75.04	Aug/Sep mileage				Mileage & Meals	N
	15-484-493-8452-6331		75.04		1 Transactions				
	2712 Raudabaugh/Carey								
94	3174 Rosburg/Diane		316.91	Aug/Sep mileage				Mileage & Meals	N
	15-484-496-8447-6331		316.91		1 Transactions				
	3174 Rosburg/Diane								
65	1452 Sandberg/Debbie		79.06	Jul-Sep mileage				Mileage & Meals	N
66	15-484-493-8452-6331		12.06	August mileage				Mileage & Meals	N
	15-484-496-8447-6331		91.12		2 Transactions				
	1452 Sandberg/Debbie								
7	2841 Sanofi Pasteur, Inc		4,478.53	Fluzone HD 24-25		7141468577		Drugs & Medicine	N
8	15-484-469-8440-6430		52.50	excise tax surcharge		7141468577		Drugs & Medicine	N
9	15-484-469-8440-6430		353.46	Fluzone 24-25		7141468577		Drugs & Medicine	N
10	15-484-469-8440-6430		15.00	excise tax surcharge		7141468577		Drugs & Medicine	N
11	15-484-469-8440-6430		1,919.37	FLUBLOK 24-25		7141468577		Drugs & Medicine	N
12	15-484-469-8440-6430		22.50	excise tax surcharge		7141468577		Drugs & Medicine	N
13	15-484-469-8440-6430		67.15-	vaccineshop savings		7141468577		Drugs & Medicine	N
14	15-484-469-8440-6430		125.16	tax discounts		7141468577		Drugs & Medicine	N
15	15-484-469-8440-6430		133.74-	prompt pay discount		7141468577		Drugs & Medicine	N
16	15-484-469-8440-6430		593.79-	credit memo		7155008055		Drugs & Medicine	N
	2841 Sanofi Pasteur, Inc		6,171.84		10 Transactions				
1	105 St. Clare Living Community of Mora		2,210.00	August PT visits				Services & Charges	Y
2	15-484-496-8447-6211		255.00	August PT-Asst visits				Services & Charges	Y
3	15-484-496-8447-6211		85.00	August OT visits				Services & Charges	Y
4	15-484-496-8447-6211		15.00	August consult time				Services & Charges	Y
5	15-484-496-8447-6211		587.50	August drive time				Services & Charges	Y
6	15-484-496-8447-6211		241.20	August mileage				Services & Charges	Y
	105 St. Clare Living Community of Mora		3,393.70		6 Transactions				
99	1315 Sundsvold/Miranda		14.07	September mileage				Mileage & Meals	N
	15-484-493-8452-6331								

Sheila  
9/26/24 10:44AM  
15 Community Health Fund

\*\*\*\*\* Kanabec County \*\*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates		Invoice # Paid On Behf #	Account/Formula Descripti On Behalf of Name	1099 N
				Service Dates	Warrant Description			
100	15-484-493-8452-6331		64.99	August mileage			Mileage & Meals	N
	1315 Sundsvold/Miranda		79.06		2 Transactions			
48	1083 Swanson/Lori		39.53	September mileage			Mileage & Meals	N
	15-484-485-8468-6331		39.53		1 Transactions			
59	1083 Swanson/Lori		59.80	4 blood lead analysis		124352	Medical Supplies	N
	1893 Tamarac Medical,Inc		59.80		1 Transactions			
31	1372 TEAMS Cambridge Inc		2,999.99	Partner award raised bed			Services & Charges	N
	15-484-485-8468-6211		2,999.99		1 Transactions			
	1372 TEAMS Cambridge Inc							
60	167 Telander/Sarah		24.12	Aug/Sep mileage			Mileage & Meals	N
	15-484-450-0000-6331		24.12		1 Transactions			
	167 Telander/Sarah							
42	1268 Tomczak/Kristi		56.28	Aug/Sep mileage			Mileage & Meals	N
41	15-484-496-8448-6331		186.93	Aug/Sep mileage			Mileage & Meals	N
	1268 Tomczak/Kristi		243.21		2 Transactions			
96	1692 Walborn/Jodi		46.90				Mileage & Meals	N
	15-484-450-8410-6331		46.90		1 Transactions			
	1692 Walborn/Jodi							
37	452 Zaiser/Kelly		5.36	September mileage			Mileage & Meals	N
38	15-484-487-8451-6331		13.40	September mileage			Mileage & Meals	N
39	15-484-487-8453-6331		227.80	Aug/Sep mileage			Mileage & Meals	N
40	15-484-493-8452-6331		1.34	September mileage			Mileage & Meals	N
	452 Zaiser/Kelly		247.90		4 Transactions			
15 Fund Total:			37,383.97	Community Health Fund		44 Vendors	102 Transactions	
Final Total:			37,383.97	44 Vendors		102 Transactions		

\*\*\*\*\* Kanabec County \*\*\*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	15	37,383.97	Community Health Fund
All Funds		37,383.97	Total
			Approved by, .....
			.....

# 9:45am Appointment

October 1, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Initiative Foundation Informational Presentation	<b>b. Origination:</b> Initiative Foundation
<b>c. Estimated time:</b> 15-20 minutes	<b>d. Presenter(s):</b> Britt Poser, Initiative Foundation Development Officer

**e. Board action requested:**

Information only

**f. Background:**

Supporting Documents: None: Attached:

Date received in County Coordinators Office:

Coordinators Comments:



**Initiative  
FOUNDATION**

Initiative Foundation at work in  
**KANABEC COUNTY**

**\$286,721**

in local donations to the Initiative Foundation.

**\$2.8 MILLION**

returned in grants and loans.

**Our Mission:**

To empower people throughout Central Minnesota to build a thriving economy, vibrant communities, and a lasting culture of generosity.

**Return on Investment**

For every local dollar contributed, the Initiative Foundation has invested **\$9.82** back into Kanabec County.

**Economic Impact**

[1986 to present]

- Delivered 158 grants totaling **\$1.2 million**
- Partnered on 25 loans totaling **\$741,950**
- Created or retained **149 quality jobs**
- Leveraged in outside capital **\$2.4 million**
- County-based Partner Funds **3**

**Initiative Foundation**

405 First Street SE  
Little Falls, MN 56345  
(877) 632-9255

[ifound.org](http://ifound.org)

# Investment Highlights KANABEC COUNTY

## Grants Thriving Economy, Thriving Communities

Kanabec County Economic Development Commission	Senior Housing Market Study
Ogilvie Tower Museum	Strategic Planning
True Directions, Inc., Mora	Outpatient Peer Recovery Support Services Program

## Business Financing Local Ownership, Quality Jobs

K & R Retail Meats, Mora	Grocery
--------------------------	---------

## Charitable Funds Activating Generosity

Bachman Engelking Scholarship Fund | Housing Fund of the Greater Mora Area | Childcare & Early Childhood Education Fund

## Nonprofit Assistance Helping Organizations Thrive

Lakes and Pines CAC, Inc., Mora	Marketing Training
---------------------------------	--------------------

## Community Action The Power of Partnership

→ Water tower or castle? That's a question you might ask yourself when you see the historic Ogilvie water tower. Built in 1918 to resemble a European castle, the decommissioned water tower is on the National Register of Historic places and was among the first towers in Minnesota constructed from reinforced concrete. An Initiative Foundation grant is helping the Ogilvie Tower Museum Association raise funds and connect with supporters.

→ For some business owners, nontraditional financing is the only option. A Sept. 6 forum at the Braham Event Center gave more than 50 bankers, lenders, business owners and entrepreneurs the opportunity to explore nontraditional lending options available in East Central Minnesota. As a Community Development Financial Institution, the Initiative Foundation proudly sponsored this event in collaboration with local partners to help spark economic opportunities in the region.

→ K&R Retail Meats in Mora opened its doors more than 10 years ago with a range of fresh and smoked meats, jerky, beef sticks, seafood—and a deli that serves daily lunch specials. A recent lending partnership with the Initiative Foundation and First Citizens Bank helped a long-time employee buy into the business, ensuring that quality cuts and comfort-food offerings will continue to be a mainstay in Mora.

**PROJECTS FUNDED IN KANABEC COUNTY**
**2021-2023**

GRANT AWARDS	Project Title	Funding Source	Amount
Char's Daycare	Char's Daycare	Central Minnesota Emergency Relief & Recovery Fund	\$1,500
Kanabec County Economic Development Commission	Senior Housing Market Study	3321 Economic Development	\$2,500
Ogilvie Tower Musuem	Ogilvie Tower Musuem	Innovation Fund	\$2,500
New Generation Bakery	New Generation Bakery	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Linda's Hair Design	Otto Bremer Trust Microenterprise Grant	Central Minnesota Emergency Relief & Recovery Fund	\$5,000
Lakes & Pines Community Action Council, Inc.	Lakes & Pines Community Action Council, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$100,000
AMA Enterprises, LLC	AMA Enterprises, LLC	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
The Market on Main, LLC	The Market on Main, LLC	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Big O Racing, LLC	Wallace W. Wagamon	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Charlotte Brown	Helping Parents Keep Their Families Fed at Least One Night Per Week	Central Minnesota Emergency Relief & Recovery Fund	\$3,600
Kanabec County EDA	Summer School-Age Care: Learning Recovery Through Technology	Central Minnesota Emergency Relief & Recovery Fund	\$4,000
NorthPost, Inc.	NorthPost, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Kanabec Publications, Inc.	Kanabec Publications, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
MK & L, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central MN Emergency Relief & Recovery Fund	\$10,000
Cherscot, Inc.	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central MN Emergency Relief & Recovery Fund	\$10,000
Diversified Bronze & Manufacturing, Inc.	Diversified Bronze & Manufacturing, Inc.	Central Minnesota Emergency Relief & Recovery Fund	\$15,000
Apple Blossom Naturals, LLC	Apple Blossom Naturals, LLC	Central Minnesota Emergency Relief & Recovery Fund	\$10,000
Minnesota Safe Ride	Sober Cab Program in Kanabec and Pine Counties	John & Bonnie Schlage Endowment Fund	\$1,800
True Directions, Inc.	True Directions Outpatient Peer Recovery Support Services Program	Innovation Fund	\$5,000
Charlotte L. Brown	School-age Summer Care	Central Minnesota Emergency Relief & Recovery Fund	\$4,750

## PROJECTS FUNDED IN KANABEC COUNTY

2021-2023

Kanabec County EDA	2021 Kanabec County EDA Strategic Plan Update	Economic Development	\$2,500
Lisa Gall	Minnesota Department of Employment and Economic Development Emergency Business Relief Grants	Central MN Emergency Relief & Recovery Fund	\$10,000
<b>BUSINESS FINANCE INVESTMENTS</b>			
K & R Custom Meats, Mora	First Citizens Bank	Grocery	
Hamilton Funeral Homes, Inc., Mora	Frandsen Bank	Service	
Love the Journey, Mora	Neighborhood National Bank	Service	
Dairy Queen, Mora	Small Business Emergency Relief Loan Program	Restaurant	

# **10:05am Appointment**

## **October 1, 2024**

### **REQUEST FOR BOARD ACTION**

<b>a. Subject:</b> Request to Fill an Office Support Specialist Vacancy	<b>b. Originating Department/Organization/Person:</b> Family Services
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> Chuck Hurd, Family Services Director

#### **e. Board action requested:**

Approve the following resolution:

#### **Resolution #\_\_ – 10/1/24**

#### **Approval to Fill Office Support Specialist Vacancy**

**WHEREAS** as a result of a resignation, there is a vacancy in the position of the Office Support Specialist, and

**WHEREAS** the Board desires to refill this budgeted, vacant position;

**THEREFORE, BE IT RESOLVED** that the County Board authorizes the Family Services Director and the County Personnel Director to hire a full-time Office Support Specialist to fill the position at Grade 5, Step A of the pay plan which is \$17.37 per hour or the rate set by internal promotion.

**BE IT FURTHER RESOLVED** the County Board approves the backfill of any position that may be vacated by internal movement within positions.

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

---

#### **f. Background:**

**Supporting Documents:**  **Attached:**

<b>Date Received in County Coordinator's Office:</b>	
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**Coordinators Comments:**

# 10:10am Appointment

October 1, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution to Create a Special Revenue Ditch Fund	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

**e. Board action requested:**

**Resolution #** -10/1/24  
**Creation of a Special Revenue Ditch Fund**

**WHEREAS** Kanabec County is re-establishing and maintaining existing County and Judicial ditches within Kanabec County; and

**WHEREAS** the construction costs involved in the re-establishment and maintenance of these ditches will be assessed to the properties that benefit from such projects; and

**THEREFORE, BE IT RESOLVED** to create a Special Revenue Fund called Ditch Fund (22) for receipts and expenses used to maintain ditch construction projects.

---

**f. Background:**

**Supporting Documents:** None:  Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 10:20am Appointment

## Item a.

**October 1, 2024**

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2025 TZD Enforcement Grant	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 5 min	<b>d. Presenter(s):</b> Sheriff Brian Smith

**e. Board action requested:**

Approve the following resolution:

### **Resolution #    - 10/1/24**

#### RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

**BE IT RESOLVED** that Kanabec County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2024 through September 30, 2025.

**BE IT FURTHER RESOLVED** that the Kanabec County Sheriff and P.S.A.P. Administrator/Emergency Management Director are hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Kanabec County and to be the fiscal agent and administer the grant.

---

**f. Background:**

The Toward Zero Death program is a joint public safety venture focused on reducing traffic fatalities in the State of Minnesota. It provides funding for extra traffic enforcement focusing on impaired driving, seat belt use and inattentive driving.

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

<b>Date Received in County Coordinator's Office:</b>	9/24/24
--	---------

**Coordinators Comments:**



## 2025 Enforcement Budget

### Kanabec County Sheriff's Office

#### Traffic Enforcement

Impaired Driving Enforcement	\$	4,500.00
Seat Belt Enforcement	\$	1,800.00
Speed Enforcement	\$	3,000.00
Distracted Enforcement	\$	2,200.00
Move Over Enforcement	\$	350.00
Pedestrian		
<b>Subtotal</b>	<b>\$</b>	<b>11,850.00</b>

#### Enforcement Support

Dispatch & Admin Impaired:	\$	-
Dispatch & Admin Other:	\$	-
<b>Subtotal</b>	<b>\$</b>	<b>-</b>

#### Optional Activities

Special Projects Enforcement or Education	<b>Impaired</b>	
Traffic Safety Equipment (50% match required)	\$	-
Training	<b>Other</b>	
	\$ 800.00	\$ 800.00

**Total Grant Award** \$ **12,650.00**

<b>Minnesota Department of Public Safety (“State”)</b> Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	<b>Grant Program:</b> 2025 Enforcement  <b>Grant Contract Agreement No.:</b> A-ENFRC25-2025-KANABECO-005
<b>Grantee:</b> Kanabec County Sheriff's Office 316 Maple Avenue East Mora, Minn. 55051-1633	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> Oct. 1, 2024 <b>Expiration Date:</b> Sept. 30, 2025
<b>Grantee’s Authorized Representative:</b> Ashley Meier Kanabec County Sheriff's Office 316 Maple Avenue East Mora, Minn. 55051-1633 (320)679-8421 ashley.meier@co.kanabec.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 12,650.00 Matching Requirement* \$0.00 See special conditions
<b>State’s Authorized Representative:</b> Aimee Eggen Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 (651) 600-8018 aimee.eggen@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: 20.608, 20.600 <b>FAIN:</b> 69A37523300004020MNO, 69A37523300001640MNA <b>State Funding:</b> N/A  <b>*Special Conditions:</b> If equipment is purchased, a 50 percent match of the item is required. Refer to program manual.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2025 Enforcement Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2025 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the

matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

#### **1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No.  
A-ENFRC25-2025-KANABECO-005/3000098221

Project No. 25-04-01

#### **2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Organization: Kanabec County

A-ENFRC25-2025-KANABECO-005

## Budget Summary

Budget			
Budget Category	State Reimbursement	Local Match	
Enforcement- Distract/Speed/MO/Belt			
Enforce Distr/Spd/MO/Belt	\$7,350.00	\$0.00	
<b>Total</b>	<b>\$7,350.00</b>	<b>\$0.00</b>	
Enforcement- Impaired			
Enforcement - Impaired	\$4,500.00	\$0.00	
<b>Total</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	
Match – Mileage Expenses			
Match Mileage Expense	\$0.00	\$0.00	
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Optional Activities- Other			
Optional Activities - Other	\$800.00	\$0.00	
<b>Total</b>	<b>\$800.00</b>	<b>\$0.00</b>	
<b>Total</b>	<b>\$12,650.00</b>	<b>\$0.00</b>	

# 10:20am Appointment

## Item b.

**October 1, 2024**

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Renewal of Medical Examiner Contract Agreement	<b>b. Origination:</b> Kanabec County Sheriff's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Brian Smith, Sheriff

**e. Board action requested:** Review and approve the attached agreement for 2025 medical examiner services.

#### Resolution #\_\_\_\_ – 10/1/24

Medical Examiner Contract

**WHEREAS** the terms of the contract with River Valley Forensic Services, P.A. expire December 31, 2024, and

**WHEREAS** River Valley Forensic Services, P.A. has agreed to contract for services in 2025; and

**WHEREAS** the County Sheriff is satisfied with the services provided by River Valley Forensic Services, P.A.; and

**BE IT RESOLVED** to approve the Medical Examiner Contract Agreement with River Valley Forensic Services, P.A. for services provided by or under Dr. Kelly Mills as Kanabec County Medical Examiner effective January 1, 2025 for a term ending December 31, 2025.

---

**f. Background:**

Supporting Documents: None      Attached:

Date received in County Coordinators Office:

Coordinators Comments:

## **MEDICAL EXAMINER CONTRACT AGREEMENT**

Agreement entered into this **1st day of January 2025**, by and between the County of Kanabec, a political subdivision of the State of Minnesota, and River Valley Forensic Services, P.A. for the services of Dr. Kelly Mills, M.D. as Medical Examiner of Kanabec County.

### **I. Relationship of Parties**

- A. Pursuant to County Board action that took place on October 1, 2024 and the authority of Minnesota Statutes Ch. 390, the board of Kanabec County commissioners designates Dr. Kelly Mills, M.D., as Medical Examiner for Kanabec County, hereinafter "the Medical Examiner."
- B. It is agreed that nothing contained in the Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures or an association or an employer/employee relationship between Kanabec County and Dr. Kelly Mills, M.D., River Valley Forensic Services, P.A., or their employees or designee. River Valley Forensic Services, P.A. is an independent contractor, and neither River Valley Forensic Services, P.A. it, its officers, agents or employees shall be considered agents or representatives of the County. The County is interested only in the results to be achieved. The manner and means of conducting the works are under the control of the Medical Examiner, except to the extent they are limited by statute or regulation and the express terms of this Agreement. None of the benefits provided by the County to its employees, including, without limitation, unemployment insurance, workers' compensation insurance, retirement and deferred compensation plans, vacation and sick leave, are available from the County to the Medical Examiner, River Valley Forensic Services, P.A., or the employees, agents or contractors of either. No civil service status shall attach to the Medical Examiner, Medical Staff, agent of contractors of the Medical Examiner or River Valley Forensic Services, P.A. and the County shall make no deductions from sums payable under the terms of this Agreement for state or federal income taxes, FICA, PERA or other payroll type deductions which are associated with an employer-employee relationship.

### **II. Personnel**

- A. The Medical Examiner will designate Dr. Kirstin Howell, Dr. Victor Froloff and Dr. Butch Huston to assist in performing the contract and shall be under the control and supervision of the Medical Examiner. Dr. Howell, Dr. Froloff and Dr. Huston shall not be considered employees of the County, nor have a contractual relationship with the County. The County shall be notified prior to the effective date of any changes thereto.
- B. The non-medical personnel necessary to support the Medical Examiner in the performance of his duties under this Agreement shall be provided through the County Sheriff's Department. The compensation, benefits, and other terms of employment of these non-medical personnel shall be determined and paid solely by the county.

### **III. Scope of Duties**

- A.** The Medical Examiner shall be responsible for conducting a modern medico-legal investigative system for Kanabec County applying the standards of the National Association of Medical Examiners, as they may be amended from time to time. The Medical Examiner shall periodically consult with the County Attorney's Office, police agencies, and others concerned with forensic pathology to review procedures and formats for preparing medical reports and protocols. The Medical Examiner shall perform all duties imposed by Minnesota Statutes Chapter 390, as well as the duties imposed by other statutes applicable to the Medical Examiner's activities. The Medical Examiner shall testify, as required, at inquests, hearings and trials.
- B.** The Medical Examiner shall be responsible for the final determination of the cause and manner of death, and the signing of certificates attesting the cause and manner of death. During the temporary absence of the Medical Examiner, a qualified person designated by the Medical Examiner may make the final determination of death, and sign a certificate attesting to the cause and manner of death.
- C.** The Medical Examiner shall be entitled to perform other gainful activities which do not interfere with the performance of her duties hereunder.

### **IV. Compensation**

- A.** All payments made under this agreement for services rendered by or at the designation of Dr. Kelly Mills, M.D., shall be made to River Valley Forensic Services, P.A.
- B.** The County will be responsible for the payment for each complete autopsy or external examination performed by Dr. Kelly Mills, M.D., or her assistants, as the Medical Examiner pursuant to this agreement and billed to Kanabec County upon completion of each examination in keeping with the past practice of the County Medical Examiner's Office.
- C.** Compensation for the services under this contract shall be \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$3,000, and (2) external examination with basic toxicology at approximately \$1000.
- D.** Additionally, the County will be responsible for court related preparation / consultation and out of office charges, billed on an hourly basis of \$300/hr., including travel to and from Kanabec County in order to provide testimony in legal proceedings arising out of the duties of the Medical Examiner.

### **V. Facilities**

The facility, together with all the necessary equipment, the supplies, shall

be the responsibility of Dr. Kelly Mills, M.D. It is represented by Dr. Kelly Mills, M.D., and understood by the County that Ramsey County Morgue shall be available to Dr. Kelly Mills, M.D., for the performance of this agreement.

## VI.

### **Insurance and Indemnification**

- A. River Valley Forensic Services, P.A. agrees to indemnify and hold harmless the County of Kanabec, its officials, employees and agents from any and all liability, loss or damage, that the County of Kanabec, its officials, employees and agents may suffer as a result of claims, demands, costs of judgments, including without limitation reasonable attorney's fees arising out of the provision of professional services by Dr. Kelly Mills, M.D., as the Medical Examiner of Kanabec County pursuant to Minnesota Statutes Ch. 390, provided, however, that this indemnification shall be limited to the extent of such claims, demands, costs or judgments, including, without limitation, reasonable attorney's fees are covered by insurance.
- B. The County of Kanabec agrees to indemnify and hold harmless River Valley Forensic Services, P.A., Dr. Kelly Mills, M.D., its and their agents, officers or employees from any and all liability, loss or damage, it, he, its agents, officers or employees may suffer as a result of claims, demands, costs or judgments, including without limitation reasonable attorney's fees, arising from the Medical Examiner's or his agents' performance of his or their duties under this Agreement.
- C. River Valley Forensic Services, P.A. shall obtain and keep in effect the following insurance coverage:
  - 1) Comprehensive General Liability Insurance:
    - (a) Minimum Combined Single Limit
      - \$2,000,000 per occurrence
      - \$4,000,000 aggregate
    - (a) The following coverage must be specifically insured and certified with no internal sublimits.
      - 1. Independent Contractors' Contingent Liability
      - 2. Products/Completed Operations Liability
      - 3. Contractual Liability
      - 4. Personal Injury Liability including claims related to employment and coverage (a) through (e).
      - 5. Broad Form Property Damage Liability, or deletion of the "Care, Custody and Control" Exclusion
      - 6. Aircraft Liability (if applicable)
      - 7. Watercraft Liability (if applicable)
    - (b) The Contractual Liability is to be either on a blanket basis for all written and oral contracts or specifically endorsed to

acknowledge the contract between the insured and the County.

2. Professional Liability Insurance

Minimum Limits

\$2,000,000 per occurrence  
\$4,000,000 aggregate

3. Automobile Liability Insurance on Vehicles Owned by River Valley Forensic Services, P.A., or Kelly Mills, M.D., Kirstin Howell, M.D., Victor Froloff, M.D., or Butch Huston, M.D.

- D. All certificates of insurance shall provide that the insurance company shall give the County thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.
- E. The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of River Valley Forensic Services, P.A. to purchase and maintain additional insurance that may be necessary in connection with this contract.
- F. The Medical Examiner shall provide a certificate of insurance to the County in a form acceptable to Kanabec County. All insurance policies shall be submitted to the County upon written request.
- G. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.

**VII. Transportation**

- A. Transportation of the deceased bodies from Kanabec County to the Ramsey County Morgue shall be the responsibility of Kanabec County.

**VIII. Miscellaneous Provisions**

- A. The Medical Examiner and all the members of the Medical Staff must be licensed to practice in Minnesota, with the Medical Examiner holding certification by the American Board of Pathology.
- B. At the termination of this Agreement, the Medical Examiner shall return all files, records and objects related to cases completed, or in progress, to the County upon written request.

**IX. Term and Termination**

- A. This agreement shall continue for a period ending **12/31/2028** unless terminated sooner pursuant hereto.

- B. This Agreement may be terminated by either party on forty-five (45) days written notice to the other.
- C. This Agreement may be renewed on an annual or up to four (4) year basis upon agreement of both parties.

**X. Entire Agreement, Modification**

- A. It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof.
- B. This Agreement shall be altered, varied, modified or amended only in writing duly executed by the parties and attached hereto.

**COUNTY OF KANABEC**

\_\_\_\_\_  
(date)

By \_\_\_\_\_  
Kanabec County Board Chair

\_\_\_\_\_  
(date)

By \_\_\_\_\_  
Kanabec County Coordinator

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Kelly Mills, M.D.  
Medical Examiner

**River Valley Forensic Services, P.A.**

\_\_\_\_\_  
(date)

By \_\_\_\_\_  
Kelly Mills, President

# 10:30am Appointment

October 1, 2024

## REQUEST FOR BOARD ACTION

a. Subject:	Knife Lake Sportsmen's Club Updates	b. Origination:	Knife Lake Sportsmen's Club
c. Estimated time:	10 minutes	d. Presenter(s):	Ed Hamlin, KLSC President

e. Board action requested:

Discuss the Knife Lake Rest Stop and information about pull tabs.

f. Background:

Supporting Documents: None:  Attached:

Date received in County Coordinators Office:

Coordinators Comments:

# 10:40am Appointment

## Item a.

October 1, 2024

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> HEO II Vacancy	<b>b. Originating Department/Organization/Person:</b> Public Works- Road & Bridge
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> Chad Gramentz, Public Works Director

**e. Board action requested:**

Approve the following resolution:

#### Resolution #\_\_ – 10/1/24

**WHEREAS** as a result of a retirement there is a vacancy in the position of Heavy Equipment Operator II, and

**WHEREAS** this position is budgeted as a full-time position; and

**WHEREAS** the Board desires to refill this vacant position.

**THEREFORE, BE IT RESOLVED** that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time Heavy Equipment Operator II at Grade 10, Step A of the pay plan which is \$23.24 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.

---

**f. Background:**

Mark Dooley retired after 25 years of service to the County.

**Supporting Documents:** None  Attached: \_\_\_\_\_

<b>Date Received in County Coordinator's Office:</b>	
--	--

**Coordinators Comments:**

# 10:40am Appointment

## Item b.

October 1, 2024

### REQUEST FOR BOARD ACTION

a. Subject:	Accountant Vacancy	b. Originating Department/Organization/Person:	Public Works- Road & Bridge
c. Estimated time:	5 Minutes	d. Presenter(s):	Chad Gramentz, Public Works Director

#### e. Board action requested:

Approve the following resolution:

#### Resolution #\_\_ – 10/1/24

**WHEREAS** as a result of a resignation, there is a vacancy in the position of Accountant, and

**WHEREAS** this position is budgeted as a full-time position; and

**WHEREAS** the Board desires to refill this vacant position.

**THEREFORE, BE IT RESOLVED** that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time Accountant at Grade 10, Step A of the pay plan which is \$23.24 per hour or the rate set by internal promotion, and

**BE IT FURTHER RESOLVED** the County Board approves the backfill of any position that may be vacated by internal movement within positions.

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

#### f. Background:

Charles Hippen-Koch resigned.

Supporting Documents: None  Attached:

Date Received in County Coordinator's Office:

Coordinators Comments:

# 10:40am Appointment

## Item c.

**October 1, 2024**

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request to accept quote for Public Service Building roof repair	<b>b. Origination:</b> Public Works – Road & Bridge
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Chad Gramenz, Public Works Director

**e. Board action requested:** Approve the following resolution:

**Resolution #    - 10/1/24**

**WHEREAS** the following quotes were received for roof repair at the public service building

Jamar Roofing Services	\$21,891.00
McDowall Company	\$25,700.00

**WHEREAS** the low quote of \$21,891.00 was provided by Jamar Roofing Services.

**THEREFORE BE IT RESOLVED** to accept the low quote of \$21,891.00 by Jamar Roofing Services for repair of the Public Service Building roof.

---

**f. Background:**

Supporting Documents: None      Attached:

Date received in County Coordinators Office:

Coordinators Comments:

## Site bid 25758

Date 9/5/24



### Failed Edge Flashing And 15 Scuppers 600 LF (Emergency)

Quantity: 600 LF

#### Deficiency:

During our leak investigation on (8/8/24) we noted a significant amount of failed edge flashing and scuppers that are causing leakage. We recommend immediate repair.

#### Corrective Action:

- Load materials and equipment to roof area
- Set up safety equipment as required
- Move back rock ballast from roughly 600' of failed edge flashing and (15) Scuppers
- Remove all 1/4" hex head screws
- Refasten metal edge with appropriate fasteners
- Clean, prime and install new EPDM coverstrip material to roughly 600' of failed edge flashing
- Sump, clean, prime and reflash (15) scuppers
- Reflash (1) roughly 3'x6' curb
- Move back rock ballast as required
- Remove all project related debris
- Provide photo documentation with invoice

#### Estimated Repair Cost:

\$21,891.00

Description	Amount
Repairs	\$21,891.00

## Terms and Conditions

1. Customer shall permit and provide Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services/work. All planned work under these Terms and Conditions will be performed during Contractor's normal working hours unless agreed to otherwise. 2. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder unless a tax exempt certificate is provided prior to the work being performed. 3. Customer will pay invoices upon receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work being performed under these Terms and Conditions without notice at which time the entire amount owed shall become due and payable immediately upon demand. All invoices not paid in 30 days will be charged 1 1/2% interest per month on the unpaid balance as well as any fees incurred resulting from collection efforts. A 3.5% surcharge is added to all credit card payments to cover the cost of processing the transaction. This surcharge is not greater than our total cost of accepting credit card payments. There is no surcharge for debit card payments. 4. Due to the current market and the unexpected changes in material and equipment pricing, Suppliers/Vendors will not guarantee their prices; therefore, prices are subject to change from the date of the proposal. If the price of material or equipment significantly increases, through no fault of Contractor, the price shall be adjusted by the amount necessary to cover the increase. 5. Any approved work performed outside the scope of this Agreement will be performed in accordance with these terms and conditions subject to mutual agreement of scope of work and rates/compensation. 6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorney's fees incurred by Contractor. 7. Any claims relating to Contractor's workmanship shall be commenced within 30 days following completion of work or be deemed barred. 8. Contractor shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control. Any loss or damage from any cause, not by the fault of the Contractor, to the materials onsite or work in place shall be borne by the Customer. Customer assumes no responsibility whatsoever on account of damage to or theft of Contractor's tools and/or

equipment, unless said tools and equipment are damaged or stolen by negligence of the Customer. 9. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under the Agreement. 10. Contractor's obligation and any subsequent agreement does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Contractor's sole obligation will be to notify the Owner of the existence of such products and materials. Contractor shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are safely removed. The time for completion of the work shall be extended to the extent caused by the suspension and the agreement price equitably adjusted. 11. The work will be performed based on the applicable union labor agreements. 12. Contractor shall procure and maintain the following insurance limits with coverages to the extent caused by the Contractor's negligent acts, errors or omissions in the performance of the Work; Workers Compensation Employer's Liability, including "Stop Gap", \$1,000,000 each accident, Commercial General Liability \$2,000,000 each occurrence, \$2,000,000 products/completed operations, \$4,000,000 general aggregate (per project); Commercial Automobile Liability bodily injury and property damage combined single limit \$2,000,000. A certificate of insurance will be provided upon request. If insurance coverage is required above the levels listed above, they can be provided with additional premium costs paid for by the Customer with a change to the Agreement. 13. TO THE FULLEST EXTENT PERMITTED BY LAW, CUSTOMER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS CONTRACTOR AND ITS AFFILIATES, AGENTS AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, LOSSES, INJURIES OR LIABILITIES, OF ANY KIND INCLUDING ATTORNEY'S FEES, RESULTING FROM OR IN ANY MANNER RELATED TO OR CONNECTED WITH THE WORK PERFORMED BY THE CONTRACTOR UNDER THIS AGREEMENT (WHETHER ARISING DURING OR FOLLOWING THE PERFORMANCE OF THE WORK), AND ALL ACTIVITIES RELATED THERETO, OR OCCURRING OR RESULTING FROM THE USE BY THE CONTRACTOR OR ITS AGENTS OR EMPLOYEES OF MATERIALS, EQUIPMENT, INSTRUMENTALITIES OR OTHER PROPERTY, WHETHER THE SAME BE OWNED BY THE CUSTOMER, THE CONTRACTOR OR THIRD PARTIES, EXCEPT FOR AND TO THE EXTENT OF CLAIMS AND LIABILITIES ARISING SOLELY OUT OF THE CONTRACTOR'S NEGLIGENT ACTS OR OMISSIONS BUT SUBJECT TO THE LIMITATION IN PARAGRAPH 13.a BELOW. CUSTOMER SHALL INDEMNIFY CONTRACTOR FOR COMPANY'S LEGAL FEES, COSTS AND DISBURSEMENTS PAID OR INCURRED TO ENFORCE THE PROVISIONS OF THIS PARAGRAPH. CUSTOMER FURTHER AGREES TO OBTAIN MAINTAIN AND PAY FOR SUCH INSURANCE COVERAGE AND ENDORSEMENTS, INCLUDING COMPLETED OPERATIONS COVERAGE, AS WILL INSURE THE PROVISIONS OF THIS PARAGRAPH AND, UPON REQUEST, SHALL PROVIDE CONTRACTOR WITH EVIDENCE THEREOF. IF THE ABOVE INDEMNIFICATION IS UNENFORCEABLE IN THE STATE IN WHICH THE WORK IS PERFORMED, THEN THE FOLLOWING LIMITED LIABILITY LANGUAGE APPLIES: 13.a. CUSTOMER AGREES THAT THE LIABILITY OF CONTRACTOR, IT'S OFFICERS, DIRECTORS, EMPLOYEES, PARENT COMPANY, SUBSIDIARIES, AFFILIATES, CONSULTANTS, SUBCONTRACTORS AND VENDORS TO CUSTOMERS AND OR OTHER OCCUPANTS OR VISITORS OF THE PROPERTY, ARISING OUT OF THE CONTRACTOR'S

NEGLIGENT ACTS OR OMISSIONS, SHALL BE LIMITED TO THE LESSER OF \$10,000.00 OR THE AMOUNT OF THE AGREEMENT PRICE OF WORK PERFORMED BY THE CONTRACTOR. THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL JUDGMENTS, CLAIMS, LIABILITY, COSTS, EXPENSES, LEGAL FEES AND ALL DAMAGES OR LOSSES OF ANY NATURE, SUSTAINED BY CUSTOMER, CONTRACTOR OR SUBCONTRACTOR, OR ANY OTHER PARTY CLAIMING BY OR THROUGH THEM. THIS LIMITATION DOES NOT APPLY TO CLAIMS OF INTENTIONAL, WILLFUL OR WANTON ACTS. IT IS UNDERSTOOD AND AGREED BY THE CUSTOMER THAT THE CONTRACTOR IS NOT AN INSURER AND THAT INSURANCE COVERAGE SHALL BE OBTAINED BY THE CUSTOMER AND THAT THE AMOUNTS PAYABLE TO THE CONTRACTOR HEREUNDER ARE BASED UPON THE VALUE OF THE SERVICES TO BE RENDERED AND ARE UNRELATED TO THE VALUE OF THE CUSTOMER'S PROPERTY AND THE PROPERTY OF OTHERS LOCATED ON THE PREMISES. CUSTOMER AGREES TO LOOK EXCLUSIVELY TO THE CUSTOMER'S INSURANCE TO RECOVER FOR INJURY OR DAMAGE IN THE EVENT OF ANY LOSS OR INJURY AND THE CUSTOMER RELEASES AND WAIVES ALL RIGHT OF RECOVERY AGAINST CONTRACTOR ARISING BY WAY OF SUBROGATION. 14. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT, (INCLUDING NEGLIGENCE) EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES. THIS WAIVER OF DAMAGES SHALL SURVIVE THE TERMINATION OF AGREEMENT. 15. The Customer specifically acknowledges they have read and reviewed these Terms and Conditions in their entirety, understood them and agreed to their contents before the Work begins. Further, the person executing these Terms and Conditions represents they have the full authority of the Customer to bind the Customer to these Terms and Conditions. 16. The Contractor will be permitted, at all reasonable times, to enter the property to conduct the work as outlined in this Agreement. Contractor warrants all material furnished hereunder to be free from defects in workmanship and materials provided Customer notified Contractor in writing of such defect within ninety (90) days from acceptance of the work. Contractor's sole obligation on any warranty claim is limited to replacement or repair of the defective part or material. No other express warranty is given and no affirmation of Contractor, by words or actions, shall constitute a warranty. THIS LIMITED WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. 17. Customer agrees to require its insurance policies to be endorsed so as to waive all rights of subrogation against Contractor. 18. This Agreement may not be assigned by Customer without the written consent of the Contractor. 19. As the Contractor is not a Disadvantaged Business Enterprise, no DBE, MWBE or other minority program participation goals or requirements are included or inferred. Should this project involve DBE, MWBE or other minority program participation goals or requirements, please advise in writing regarding the specific nature of those goals or requirements and specifically how they impact the Contractor. 20. If any provision hereof shall be invalid, the remaining provisions shall survive and be enforceable against the parties. The law of the state where the work is performed will govern. This Agreement supersedes all prior agreements. This Agreement may be modified only by a written instrument signed by both parties. 21. If Customer wishes Contractor to make any additional repairs,

alterations, or replacements as a result of the work performed, the Contractor will do so for additional compensation to be agreed upon by the parties. 22. No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's reasonable control including, without limitation, the following force majeure events: a) COVID 19 Pandemic; b) flood, fire, earthquake or explosion; c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; d) government order, law or actions; e) embargoes or blockades in effect on or after the date of this Contract; f) national or regional emergency; g) strikes, labor stoppages or slowdowns or other industrial disturbances; h) shortage of adequate power or transportation facilities; i) acts of God and j) other similar events beyond the reasonable control of the impacted party.

## Work Authorization

I hereby authorize the work indicated in this document and agree to Jamar's terms and conditions

### Site Bid No.

25758

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

PO#: \_\_\_\_\_



MASTERING THE ELEMENTS™

September 27, 2024

Kanabec County Courthouse  
317 Maple Ave E  
Ste 181  
Mora, MN 55051  
Attention: Dave Mulvaney

Dear Dave:

RE: Kanabec County Public Service Bldg

The following is a quote for roof repairs at the Kanabec County Service Building at 905 Forest Ave E Mora, MN:

- 1) Recover approximately 500 feet of gravel stop roof edge.
  - a. Move ballast from the edge.
  - b. Remove hex head fasteners
  - c. Install proper fasteners for the sheet metal gravel stop edge.
  - d. Clean and prime the area to be recovered.
  - e. Install cured cover strip flashing over the edge.
  - f. Install all necessary elastoform flashings.
  - g. Push back ballast.
- 2) Sump and reflash seventeen scuppers.
  - a. Remove flashing and membrane on the existing sheet metal scupper.
  - b. Cut out the membrane as needed.
  - c. Remove some of the insulation to create a small sump.
  - d. Install a new piece of membrane over the area.
  - e. Flash in scupper per roofing manufacturer's specifications.
- 3) Reflash one (1) curb that has a split in the membrane at one corner.

Quote for the above roofing work is TWENTY-FIVE THOUSAND SEVEN HUNDRED DOLLARS (\$25,700.00).

If you have any questions give me a call. If you would like to proceed with the repairs sign and date this repair quote and return it to McDowall Company so we can get you on the schedule.

Thank you,

McDOWALL COMPANY

*Mike Illies*

Mike Illies

Approved by \_\_\_\_\_ Date \_\_\_\_\_

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**September 17, 2024**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, September 17, 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 Peter Ripka, seconded by Alison Holland and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the September 3, 2024 minutes as presented.

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
City of Mora	24,350.75
Kanabec County Auditor HRA	1,782.67
Marco Inc	3,953.98
VC3, Inc.	13,766.72
Verizon Wireless Aircards	1,724.40
East Central Energy	275.85
Minnesota Department of Finance	6,231.50

Quadient Finance USA, Inc	267.90
Borntreger, John	500.00
Holter, Doug	500.00
Lambright, Levi	500.00
Lombard, Michael	500.00
Quality Disposal	224.79
Cigna Health & Life Insurance Company	774.46
Dearborn National Life Insurance Co	474.09
MetLife	6,010.10
The Hartford Priority Accounts	6,364.66
VSP Insurance Co	612.00

**17 Claims Totaling: \$ 68,813.87**

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

<b>Vendor</b>	<b>Amount</b>
A & E Cleaning Services	600.00
Accurate Controls Inc	205.00
ACE Hardware	21.08
ACE Hardware	9.98
ACE Hardware	24.99
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	21,975.14
Amazon Capital Services	26.24
Amazon Capital Services	55.43
Amazon Capital Services	39.95
Amazon Capital Services	86.84
Amazon Capital Services	299.94
Amazon Capital Services	44.99
Amazon Capital Services	229.98
Amazon Capital Services	17.97
Barlow, Jeffery	1,148.38
Clifton Larson Allen LLP	26,775.00
Curtis, Michael	594.29
East Central Regional Juvenile Center	4,957.00
East Central Solid Waste Commission	172.59
Eric Hanson Consulting	1,856.25

Eric Hanson Consulting	9,429.75
Eric Hanson Consulting	1,039.50
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
G & N Enterprises	71.40
Glen's Tire	952.15
Glen's Tire	35.00
Government Forms and Supplies	401.89
Government Management Group	3,750.00
Grainger	9.26
Granite City Jobbing Co	899.68
Handyman's Inc	319.99
Hilton Garden Inn	506.72
Hilton Garden Inn	176.30
Hoefert, Robert	235.84
Isanti County Sheriff's Office	70.00
Kanabec Publications	611.00
Kanabec Publications	127.00
Kanabec Publications	498.36
KnowBe4 Inc.	4,285.33
Kroschel Land Surveyors, Inc	2,600.00
Marco, Inc.	244.79
MEI Total Elevator Solutions	1,290.22
Metropolitan Mechanical Contractors, Inc.	1,741.00
Metropolitan Mechanical Contractors, Inc.	1,741.00
Motorola Solutions	2,115.00
Northland Business Systems	5,489.94
O'Reilly Auto Parts	96.83
Peace Township	40.00
Peterson, Ronald	91.08
Premier Map Company	360.00
Regents of the University of MN	199.05
RELX Inc. DBA LexisNexis	238.70
RELX Inc. DBA LexisNexis	220.00
RELX Inc. DBA LexisNexis	231.00
Sawatzky, Fred	88.35
Schmitt, Kelly	409.88

Sea Change Print Innovations	453.70
Snyder, Denise	198.62
Stellar Services	531.51
Strickland Jr., Charlie	84.78
Summit Companies	291.00
Summit Companies	355.00
Summit Companies	140.00
Summit Companies	350.00
Summit Food Service Management	4,052.42
Sunburst Chemicals, Inc	765.23
Union Grill	485.80
Union Grill	1,000.00
Van Alst, Lillian	912.54
WEX Health, Inc	451.00
Zaudtke, Wayne	79.02

**74 Claims Totaling: \$ 118,201.67**

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A and E Cleaning Services	\$ 1,200.00
Ace Hardware	172.28
Amazon Capital Services	149.98
Auto Air & Accessories Inc.	203.34
Auto Value Mora	302.86
B&F Fastener Supply	152.20
Beaudry Oil & Service, Inc	7,154.78
Blum Sand & Gravel	4,317.15
Central Pension Fund	576.00
Molin/Sandra	150.00
Endangered Resource Services, LLC	3,333.00
Fluegge's Ag	621.00
Glen's Tire, Inc.	100.00
JAMAR Technologies, Inc.	277.20
Johnsons Hardware	228.93
Kern, Brittany	35.36

Knife River Corporation North Central	766,542.46
Kwik Trip Inc	213.14
Minnesota Elevator Inc	648.08
MN Department Of Transportation	4,463.22
Nuss Truck & Equipment Inc	995.39
Olsen Chain & Cable, Inc.	246.07
Oslin Lumber Co. Inc	83.20
Power Plan	180.36
Summit Fire Protection	944.00
Trueman Welters	529.99
USIC Locating Services, LLC	160.00
Vestis Group, Inc.	296.50
Ziegler, Inc.	326.83

**29 Claims Totaling: \$ 794,603.32**

**9:03am** – The Chairperson called for public comment three times. There were no responses.

**9:04am** – The Chairperson closed public comment.

Action #6 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #6 – 9/17/24**

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	\$0
Quality Disposal	\$5,779.20
Arthur Township	\$500.00

Total	\$6,279.20
-------	------------

County Coordinator Kris McNally presented a request from the Minnesota Department of Corrections to approve a resolution acknowledging the Kanabec County Minnesota Department of Corrections Adult Felony Comprehensive Plan.

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

## **Resolution #7 - 9/17/24**

### **Resolution Acknowledging the Kanabec County Minnesota Department of Corrections Adult Felony Comprehensive Plan**

**WHEREAS**, Minnesota Statute 401.06 Subd. 1(c). requires the Minnesota Department of Corrections to present their comprehensive plan to county boards of commissioners, and

**WHEREAS**, on 9/3/24, staff from the Minnesota Department of Corrections presented their Adult Felony Comprehensive Plan for Kanabec County and answered questions from the Board of Commissioners.

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby acknowledges that the Minnesota Department of Corrections has met their statutory obligation to present their comprehensive plan to the Kanabec County Board of Commissioners.

Action #8 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

## **Resolution #8 – 9/17/24**

### **Resolution to set the Maximum Levy and Proposed Preliminary Budget for FY2025**

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the following proposed fiscal year 2025 levies and proposed budget be adopted:

<b>FUND</b>	<b>PROPOSED BUDGET</b>	<b>PROPOSED LEVY</b>
<i>a.</i> Revenue Fund	16,089,752	8,725,408
<i>b.</i> Family Services Fund	7,163,690	2,778,553

<i>c.</i> Community Health	3,411,314	437,414
<i>d.</i> Road & Bridge Fund	11,320,347	2,155,000
<i>e.</i> Railroad Authority Fund	2,021	1,121
<i>f.</i> Debt Service "Bond Fund"	1,063,991	1,003,991
<i>g.</i> SUB-TOTALS ( <i>total of a. through f.</i> )	\$39,051,115	\$15,101,487
<b><i>h.</i> + EDA Levy</b>		\$12,706
<b><i>j. TOTAL PRELIMINARY PAYABLE Y2024 LEVY (total=g +h)</i></b>		<b>\$15,114,193</b>

**BE IT FURTHER RESOLVED** that the budget reflects revenue of \$ 1,452,690 in County Program Aid.

Action #9 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 9:11am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:11am on Tuesday, September 17, 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 #FS10 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS11 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #FS11 - 9/17/24**

CaseWorks Subscription and Services Agreement resolution

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

human services programs, and

**WHEREAS**, CaseWorks can provide a “Host Environment” and

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

**THEREFORE, BE IT RESOLVED** Kanabec County Family Services Board approves the Family Services Director entering into an Agreement with CaseWorks NCT, for Subscription and Services.

Action #FS12 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the payment of 97 claims totaling \$161,155.52 on Family Services Funds.

Action #FS13 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn Family Services Board at 9:18am. The Family Services Board will meet again on Tuesday, October 15, 2024 at 9:20am.

The Board of Commissioners reconvened.

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

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

## **Resolution #14 - 9/17/24**

### **GMG Agreement**

**WHEREAS** Kanabec County annually has an audit performed for all county programs that receive federal funding and supported by county support services paid from County appropriated funds to identify those county support services performed that the federal government will pay a fair share for these support services, and

**WHEREAS** this audit produces a Federal reimbursement to the Revenue Fund, and

**WHEREAS** the Kanabec County Board of Commissioners wishes to contract for the preparation of an indirect cost allocation plan to continue to receive Federal reimbursement, and

**WHEREAS** Government Management Group currently prepares cost allocation plans for over 30 Minnesota Counties and they have worked well with Kanabec County in the past, and

**WHEREAS** the Government Management Group is the lowest responsible cost provider found;

**BE IT RESOLVED** to approve an agreement with Government Management Group for the preparation of indirect cost allocation plans for the following years and rates:

2024 plan year at a cost of \$4,000  
2025 plan year at a cost of \$4,000  
2026 plan year at a cost of \$4,000  
2027 plan year at a cost of \$4,000  
2028 plan year at a cost of \$4,000

**BE IT FURTHER RESOLVED** to authorize Auditor/Treasurer Denise Snyder to sign the agreement on behalf of the county board.

County Auditor/Treasurer Denise Snyder gave her semi-annual report and department update. Information only, no action was taken.

County Assessor Tina Von Eschen met with the Board to discuss matters concerning her department.

Action #15 – Tom Roeschlein introduced the following resolution and moved its adoption:

### **Resolution #15 - 9/17/24**

#### **Reappointment of the Kanabec County Assessor**

**WHEREAS**, Minn. Stat. §273.061 declares that the term of office as County Assessor shall begin on January 1 of every fourth year after 1973; and

**WHEREAS**, January 1, 2025, will begin a new term of office for county assessors statewide.

**THEREFORE, BE IT RESOLVED**, that the Kanabec County Board reappoints:

Tina Von Eschen, Kanabec County Assessor

to a four-year term beginning on January 1, 2025, through December 31, 2028, pursuant to the provisions of Minn. Stat. § 273.061, subject to the approval of the Commissioner of Revenue.

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

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

Whereupon the resolution was declared duly passed and adopted.

Action #16 – Wendy Caswell introduced the following resolution and moved its adoption:

### **Resolution #16 - 9/17/24**

#### **True County Assessment**

**WHEREAS** Minnesota Statute 273.055 provides for the county to elect that the County Assessor provide the assessment of property in the county;

**WHEREAS** the County Assessor has deemed it to be a cost saving measure to adopt a resolution effective for the January 2, 2026 assessment to permanently provide assessment services throughout the county;

**THEREFORE BE IT RESOLVED** Kanabec County will become a True County assessment provider as of January 2, 2026.

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

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

Whereupon the resolution failed for lack of majority vote.

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

## **Resolution #17 - 9/17/24**

Resolution Approving the Stipulation for Settlement of the RHTC Tax Court Petition for the Payable 2023, 2024 and 2025 Tax Years

**WHEREAS**, Kanabec County and Recovering Hope Treatment Center are parties in a tax court petition for the payable 2023, 2024 and 2025 tax years, and

**WHEREAS**, the parties have agreed to the attached stipulation;

**THEREFORE, BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves the stipulation and resulting refund.

**BE IT FURTHER RESOLVED** that the Kanabec County Board of Commissioners authorizes Attorney Rick Hodsdon to sign on behalf of Kanabec County.

HR Specialist Kim Christenson met with the Board to discuss matters concerning Human Resources.

Action #18 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #18 – 9/17/24**

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

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

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal and proposed County contributions.

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the health insurance contract with Minnesota Healthcare Consortium for

the following plans at the following rates:

Medica Passport Plan	<b>Proposed Rates</b>	
	Single	Family
\$850 Deductible	\$796.50	\$2,126.22
\$2,000 Deductible	\$707.72	\$1,889.20

Medica Elect Plan	<b>Proposed Rates</b>	
	Single	Family
\$850 Deductible	\$696.94	\$1,860.44
\$2,000 Deductible	\$619.24	\$1,653.04

**BE IT FURTHER RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee for the County single and family contribution amounts.

Action #19 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #19a – 9/17/24**

LIFE INSURANCE

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

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

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

### **Resolution #19b – 9/17/24**

LTD INSURANCE

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

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

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

## **Resolution #19c – 9/17/24**

DENTAL INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary dental insurance, and

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Dental Insurance Contract with MetLife.

## **Resolution #19d – 9/17/24**

SHORT TERM DISABILITY INSURANCE

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

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

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

## **Resolution #19e – 9/17/24**

VISION INSURANCE

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance

Committee and renew the voluntary Vision Insurance with VSP pool plan.

## **Resolution #19f – 9/17/24**

ACCIDENT, CRITICAL ILLNESS, & HOSPITAL INSURANCE

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

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

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

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

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

## **Resolution #20 - 9/17/24**

**Approval of Duty Disability Settlement Agreement and Release**

**WHEREAS**, Kanabec County is a party in a claim related to duty disability and continued healthcare coverage; and

**WHEREAS**, legal counsel has recommended a settlement agreement and release; and

**WHEREAS**, the parties involved have agreed upon the recommended settlement and release;

**THEREFORE, BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves said settlement agreement and release.

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to execute said agreement and release on behalf of Kanabec County.

Information Systems Director Lisa Blowers met with the Board to give a department update. Information only, no action was taken.

County Sheriff Brian Smith met with the Board to request approval to hire a Correctional Officer/Dispatcher above a Step A.

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

## **Resolution #21 - 9/17/24**

### **Approval to Hire a Correctional Officer/Dispatcher Above Step A**

**WHEREAS**, Kanabec County Sheriff's Office has a vacancy for a full-time Correctional Officer/Dispatcher, and

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

**WHEREAS**, said candidate has 5+ years of current corrections experience, including 12 months with the Kanabec County Sheriff'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 Sheriff is recommending hiring this candidate at Grade 10, Step C (\$24.99/hour);

**THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby approves the Sheriff and Human Resources to hire this Correctional Officer/Dispatcher candidate at Grade 10, Step C contingent on successful completion of the background study update.

Environmental Services Supervisor Ryan Carda met with the Board to request approval of an Interim Use Permit Application.

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

## **Resolution #22 – 9/17/24**

### **IUP Application – Jake & Taylor Behnke, 2076 Kendall Loop**

**WHEREAS**, Jake & Taylor Behnke at 2076 Kendall Loop, Mora, MN 55051 applied for an Interim Use Permit for a short term rental; and

**WHEREAS**, said application was reviewed by the Planning Commission on August 26, 2024 and was recommended for approval with the condition that the conditions listed in the variance from MDH be followed for the bedroom partially below grade.

**BE IT RESOVLED** that the Kanabec County Board of Commissioners hereby approves the Interim Use Permit for Jake & Taylor Behnke at 2076 Kendall Loop, Mora, Minnesota with the following conditions:

- That the conditions listed in the variance from MDH be followed for the bedroom partially below grade; and
- Any maintenance and snow removal done for Kendall Loop shall not impede on Knife Lake Township's maintenance and snow removal of Peninsula Drive, a township road

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

Action #23 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the following resolution:

### **Resolution #23 – 9/17/24** **MnDOT Limited Use Permit for Snowmobile Trail**

**WHEREAS** the EC Riders snowmobile club has requested use of portions of TH 70 and TH 107 roadside ditches for snowmobile trail, and

**WHEREAS** Kanabec County, the fiscal sponsor for the EC Riders snowmobile club, wishes to facilitate trails for the use and enjoyment of the residents, and

**THEREFORE BE IT RESOLVED** that the County of Kanabec enter into Limited Use Permit No. 3306-0008 with the State of Minnesota, Department of Transportation for the following purposes: To provide for maintenance and use by the County of Kanabec upon, along and adjacent to Trunk Highway No. 107, 70 the limits of which are defined in said Limited Use Permit.

**IT IS FURTHER RESOLVED** that the Kanabec County Board of Commissioners does hereby approve said Limited Use Permit and authorizes and directs the County Board Chairperson to execute, on behalf of County of Kanabec, the aforesaid Limited Use Permit and its amendments.

Action #24 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #24 – 9/17/24**

### **Snow Removal Bids**

**WHEREAS** the following quotes were received for 2024 / 2025 snow removal on Kanabec County building grounds:

	\$/Snow Event
MKJ Trucking & Snow Removal	\$1,110.00

**WHEREAS** the low quote of \$1,110.00/event was submitted by MKJ Trucking & Snow Removal, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$1,110.00 by MKJ Trucking & Snow Removal and authorize the Public Works Director to sign the contract.

Public Works Director Chad Gramentz gave a department update. Information only, no action was taken.

**10:45am** – The Board took a break.

**10:59am** – The Board reconvened.

Action #25 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:00am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 11:00am on Tuesday, September 17, 2024 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka.

Public Works Director/Ditch Inspector Chad Gramentz presented the Drainage Authority Board Agenda.

County Ditch Inspector Chad Gramentz presented the Assessment orders for the County Ditch 2 Project.

The Chairperson allowed public comment regarding County Ditch 2. The following responded:

Loren Barnick	Comments regarding the original grade of County Ditch 2, a broken tile line, and beavers in the County Ditch.
Daryl Erickson	Comments regarding a culvert on County Road 4.

Action #26 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #26 – 9/17/24**

**WHEREAS**, Statutes section 103E.725 provides, all fees and costs incurred relating to a drainage system, including maintenance, inspections, engineering, and publications, are costs of the drainage system and must be assessed against the property and entities benefited; and

**WHEREAS**, Statutes section 103E.655 requires the costs for drainage project proceedings and construction to be paid from the drainage system account by drawing on the account. Statutes section 103E.645 requires the payment of fees and expenses; and

**WHEREAS**, the drainage system account for CD 2 does not contain sufficient funds to pay current and future costs; and

**THEREFORE**, the Kanabec County Board of Commissioners, Drainage Authority for CD 2, adopts the following drainage system assessments, installment schedules, interest rates and directs certification thereof to the Kanabec County Auditor for collection:

### **Kanabec County Ditch 2:**

Repair costs:	\$614,806.15
Maintenance fund:	\$ 20,000.00

<b>Total to be assessed:</b>	<b>\$634,806.15</b>
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### **Installments:**

Total assessment of \$500 or less:	1 year, no interest
Total assessment of \$501-\$4,000:	5 years, 4% Interest
Total assessment of \$4,001-\$12,000:	10 years, 4% Interest
Total assessment greater than \$12,000:	15 years, 4% Interest

Drainage Authority Staff shall notify affected property owners of their anticipated total assessment and offer the opportunity to pre-pay the assessment to avoid incurring interest on the assessment.

The Auditor-Treasurer shall prepare and file a drainage assessment lien on all properties subject to installment payment of the assessments certified herein.

This resolution shall serve as the Board's assessment order as required by Minnesota statutes chapter 103E.

Action #27 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn the Drainage Authority Board at 11:20am.

The Board of Commissioners reconvened.

Future Agenda Items: None

Action #28 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to close the meeting at 11:23am pursuant to MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #29 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to return to open session at 11:49am.

Action #30 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:50am and to meet again in regular session on Tuesday, October 1, 2024 at 9:00am.

*Signed*

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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>
AT&T Mobility	1,544.31	Monthly Service	Various
Carda, Lloyd	500.00	Driveway Permit Deposit Refund	Highway
East Central Energy	1,717.61	Intersection Lighting	Highway
Kanabec County Auditor - Treasurer	16,644.79	County Vehicle Leases & Maintenance	Various
Kanabec County Treasurer, Blaze	4,568.81	See Below	
Kern, Brittany	35.36	Reimbursement for DVS New Hire Background	Highway
Kwik Trip	14,670.59	County Fuel Cards	Various
Marco	376.65	Printer Lease	Highway
Midcontinent Communications	1,601.68	Monthly Service	Various
Minnesota Energy Resources Corp	51.40	Natural Gas for Garage	Highway
Office of MN.IT Services	1,338.65	Monthly Service	IS
Quality Disposal	858.70	Solid Waste Service	Various
VC3, Inc.	8,037.79	Monthly Service, Maintenance Labor	IS
Verizon Wireless Cell Phones	3,804.23	Monthly Service	Various
<b>14 Claims Totaling: \$ 55,750.57</b>			

Kanabec County Treasurer, Blaze	161.20	Amazon - NNO Supplies	Sheriff
	290.40	Amazon - NNO Supplies	Sheriff
	200.00	Assoc of MN Emer Man - Dues (KS)	E911
	112.60	Chewy.com - K9 Food	Sheriff
	102.36	Chewy.com - K9 Food	Sheriff
	790.00	PIX4D Inc - Drone Perpet License	Sheriff
	200.00	Assoc of MN Emer Man - Dues (AM)	E911
	225.00	Assoc of MN Emer Man - Conf (KS)	E911
	425.00	Priority Dispatch - Trn & Cert (CA)	E911
	425.00	Priority Dispatch - Trn & Cert (LL)	E911

149.94	Under Armour - Tactical T's (6)	Sheriff
274.94	Home Depot - Husky Toolbox	Sheriff
70.00	Little North Playland - GC Incentive	Community Health
40.00	PerfectGift.com - GC Incentive	Community Health
709.85	Hotels.com - SP Conf Loge (BM)	Community Health
25.60	Availity Subscription 7.2024	Community Health
22.40	Availity Subscription 7.2024	Community Health
32.00	Availity Subscription 7.2024	Community Health
256.63	Sticker Mule - SHIP BF Eval Proj	Community Health
22.40	Amazon - Wellness Snack Supplies	Employee Wellness
17.97	Amazon - Wellness Snack Supplies	Employee Wellness
15.52	Amazon - Wellness Snack Supplies	Employee Wellness

**22 Claims Totaling: \$ 4,568.81**

# Agenda Item #3

## Regular Bills - Revenue Fund

### Bills to be approved: 10/1/24

<b>Department Name</b>	<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
ASSESSOR	Amazon Capital Services	95.23	Labels, Tote Bag, Clipboards, Notepads
ASSESSOR	Von Eschen, Tina	333.75	Mileage, Meals & Registration for Meetings 3/6-3/7, 5/21-5/22, 7/18
		<b>428.98</b>	
BUILDINGS MAINTENANCE	Amazon Capital Services	15.10	2025 Wall Calendar - Courthouse
BUILDINGS MAINTENANCE	Amazon Capital Services	383.11	Honeywell IO Module, Blower Motor Assembly - Jail
BUILDINGS MAINTENANCE	Amazon Capital Services	(126.42)	Return Honeywell IO Module - Jail
BUILDINGS MAINTENANCE	Amazon Capital Services	241.89	Hands-Free Arm Pull (11) - Courthouse
BUILDINGS MAINTENANCE	Amazon Capital Services	(74.97)	Return Hands-Free Arm Pull (4) - Courthouse
BUILDINGS MAINTENANCE	Amazon Capital Services	43.98	Hands-Free Arm Pull (2) - Courthouse
BUILDINGS MAINTENANCE	Grainger	368.28	Mop Handles (6), Replacement Aluminum Filter (2) - Jail
BUILDINGS MAINTENANCE	Grainger	66.27	Absorbent Sock 3" Dia. (12) - Courthouse
BUILDINGS MAINTENANCE	Johnsons Hardware	41.24	Screw Sheet Metal, Elbow PVC, CAP 2in - Courthouse
BUILDINGS MAINTENANCE	Mid-American Research Chemical	156.53	Weed Killer - Courthouse
BUILDINGS MAINTENANCE	Mid-American Research Chemical	156.53	Weed Killer - PSB
BUILDINGS MAINTENANCE	Mid-American Research Chemical	156.55	Weed Killer - Jail
BUILDINGS MAINTENANCE	R.M. Cotton Company	2,064.68	Ignition Stepper Board - Jail
		<b>3,492.77</b>	
COMMISSIONERS	Ripka, Peter	<b>38.06</b>	Mileage to September County Board Meetings
		<b>38.06</b>	
COUNTY ATTORNEY	Amazon Capital Services	33.80	Security Envelopes
COUNTY ATTORNEY	Booth, Jessica	115.37	Mileage and Meals for Training in St. Cloud

COUNTY ATTORNEY	Sartell Police Dept	65.00	Paper Service, CHIPS Case
COUNTY ATTORNEY	Stolarzyk, Jenae	132.00	Reimbursement for MN Lawyer Registration Fee
COUNTY ATTORNEY	Terhaar, Cheryl	71.02	Mileage to MN Alliance on Crime General Meeting in St. Cloud
		<b>417.19</b>	
COUNTY COORDINATOR	Amazon Capital Services	103.66	Laminator Sheets, 2025 Wall Calendars (3), Monthly Planners
		<b>103.66</b>	
COUNTY CORONER	Hamilton Funeral Homes	395.00	Removal
COUNTY CORONER	Hamilton Funeral Homes	400.00	Removal & Transport
COUNTY CORONER	Ramsey County	2,966.00	Post Mortem Exam/Toxicology (2)
		<b>3,761.00</b>	
COUNTY EXTENSION	Amazon Capital Services	24.84	Cardstock
		<b>24.84</b>	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	750.00	Juvenile Safety & Placement Fees
COURT ADMINISTRATOR	Anoka County Sheriff's Office - Civil Unit	80.00	Juvenile Safety & Placement Fees
COURT ADMINISTRATOR	Michael K. Pepin Law Offices	637.50	Juvenile Safety & Placement Fees
COURT ADMINISTRATOR	Samuel Johnson Law	820.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Samuel Johnson Law	440.00	Court Appt Attorney Fees
		<b>2,727.50</b>	
ELECTIONS	Lakeland Printers Inc	99.00	New Reg Voter Receipts 3200
		<b>99.00</b>	
EMPLOYEE WELLNESS	Amazon Capital Services	56.28	Trail Mix & Cracker Variety Pack for Wellness Snack Stations
EMPLOYEE WELLNESS	McKesson Medical Surgical Gov Solutions	614.92	Cholestech Lipid Pro, Optics Check, Capillary Tubes,
EMPLOYEE WELLNESS	Printeez & Promotion	432.25	5Kish T-Shirts, Wellness Walk
		<b>1,103.45</b>	

HUMAN RESOURCES	American DataBank	197.74	Background Studies for New Employees (2)
HUMAN RESOURCES	Ratwik,Roszak & Maloney, PA	132.00	Professional Fees - August 2024
		<b>329.74</b>	
INFORMATION SYSTEMS	Amazon Capital Services	71.03	Office Supplies
INFORMATION SYSTEMS	Amazon Capital Services	28.65	Office Supplies
INFORMATION SYSTEMS	Amazon Capital Services	14.99	Office Supplies
INFORMATION SYSTEMS	Amazon Capital Services	17.49	Office Supplies
		<b>132.16</b>	
OPIOID SETTLEMENT	Mora Public Schools	12,000.00	SRO Support - Mora Schools
OPIOID SETTLEMENT	Ogilvie Public Schools	8,000.00	SRO Support - Ogilvie Schools
OPIOID SETTLEMENT	Wellness in the Woods	125.40	Jail Peer Support - August 2024
		<b>20,125.40</b>	
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc.	376.00	Remote Electronic Alcohol Monitoring 8/1/24 - 8/31/24
PROBATION & JUVENILE PLACEMENT	RS Eden	24.05	Urine Samples Sent to Lab (3)
		<b>400.05</b>	
PUBLIC TRANSPORTATION	Amazon Capital Services	46.57	Flash Drives (10), Car Headliner Rivets
PUBLIC TRANSPORTATION	Barlow, Jeffery	1,185.23	Volunteer Mileage 9/9/24 - 9/22/24
PUBLIC TRANSPORTATION	Burski, Kathy	79.06	Mileage to Statewide TAC in Shoreview 9/18/24
PUBLIC TRANSPORTATION	Curtis, Michael	688.76	Volunteer Mileage 9/9/24 - 9/22/24
PUBLIC TRANSPORTATION	Granite City Jobbing Company	182.32	Office Supplies
PUBLIC TRANSPORTATION	Hoefer, Robert	1,017.06	Volunteer Mileage 9/9/24 - 9/22/24
PUBLIC TRANSPORTATION	Novus Glass	65.00	2016 Ford Transit Repairs
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,078.03	Volunteer Mileage 9/9/24 - 9/22/24
PUBLIC TRANSPORTATION	Vye	420.00	Annual Website Fee 9/1/24 - 8/31/25
		<b>4,762.03</b>	
SANITATION	Kanabec Publications	469.00	HHW Advertisement, Advertiser 9/8/24

SANITATION SANITATION	Kanabec Publications Kanabec Publications	469.00 444.00 <u>1,382.00</u>	HHW Advertisement, Advertiser 9/15/24 HHW Advertisement, Times 9/12/24
SHERIFF	Amazon Capital Services	9.89	Mouse Pad Set
SHERIFF	Eleven 10	965.75	Rigid TQ Case Duty Belt Tool (25)
SHERIFF	Gratitude Farms	500.00	Animal Control Services 8/1/24 - 8/31/24
SHERIFF	McLalwain, Shanna	92.33	Tactical Flashlight
SHERIFF	Oak Gallery	20.02	UPS Shipping to BCA
SHERIFF	Streicher's	1,544.90	SWAT Magazines, Pants, Belts, Boots, Pants
SHERIFF	Streicher's	475.97	SWAT Tactical Pouches, Belt, Pants
SHERIFF	Streicher's	723.00	SWAT Holsters, Shirt, Pants
SHERIFF	Sunset Law Enforcement, LLC	4,841.23	SWAT Firearm Supplies
SHERIFF	Thomsen, Brandon	25.71	Reimbursement for MagLink Coupler
SHERIFF	Tinker & Larson Inc	<u>1,996.06</u> <b>11,194.86</b>	Squad Oil Changes & WS Fluid (9), Fuse, Brake Hose, Brakes
SHERIFF - DISPATCH	Inventory Trading Company	800.00 <b>800.00</b>	Polo Shirts, Uniform Allowance (32)
SHERIFF - JAIL/DISPATCH	Amazon Capital Services	127.49	Shredder
SHERIFF - JAIL/DISPATCH	ASLIS	102.20	Over the Phone Interpreting 7/4/24, 7/25/24
SHERIFF - JAIL/DISPATCH	Bob Barker	737.45	Boxers, Deodorant, Petroleum Jelly, Dental Floss
SHERIFF - JAIL/DISPATCH	Stellar Services	98.97	Canteen 9/9/24
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,044.74	Inmate Meals 8/31/24 - 9/6/24
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,066.62	Inmate Meals 9/7/24 - 9/13/24
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,043.64	Inmate Meals 9/14/24 - 9/20/24
SHERIFF - JAIL/DISPATCH	Welia Health	<u>137.00</u> <b>13,358.11</b>	Hospital Services
STATE FISCAL RECOVERY ARP	Amazon Capital Services	59.12	CAT6 Connectors (100), Project 9.00
STATE FISCAL RECOVERY ARP	Ratwik, Roszak & Maloney, PA	1,584.00	Employee Handbook/Personnel Policy Review

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1,643.12

VETERAN SERVICES	SHI	<hr/> 857.68	MDVA Operation Grant ProBook Laptop
		<b>857.68</b>	
<b>81 Claims Totaling: <u>\$ 67,181.60</u></b>			

# Agenda Item #4

## Regular Bills - Road & Bridge

### 10/1/2024

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
A&M Aggregate	\$ 3,433.87	Class 5 gravel
Ace Hardware	33.99	Repair parts
Amazon Capital Services	291.93	Office supplies and maintenance batteries
Auto Value Mora	302.86	Repair parts / Shop supplies
B&F Fastener Supply	172.93	Shop supplies
Beaudry Oil & Service, Inc	15,131.17	Diesel/Gasoline purchases
Berndt/Steve	400.00	Clothing allowance reimbursement
Central McGowan, Inc	60.10	Welding supplies
Federated Coop	276.98	Grass and rye seed
Fluegge's Ag	370.00	2303 Repair parts
Glen's Tire, Inc.	801.00	Repair labor, multiple units
Wes Houtsma	300.00	Nuisance beaver removal
JAMAR Technologies, Inc.	278.50	Repair parts
Kanabec Publications	48.25	Snow removal bids
Mille Lacs County	964.78	Snowplowing/grass mowing services
MN Department Of Transportation	3,855.87	Material testing and inspection
ODP Business Solutions LLC	103.25	Office supplies
Rinke Noonan	484.00	Legal consultation
Power Plan	809.02	Repair parts and labor
Trueman Welters	723.28	Repair parts
Vestis Group, Inc.	452.45	Coverall, uniforms, and janitorial services
WiarCom, Inc	675.30	Truck wireless service/tracking
<b>22 Claims Totaling:</b>		<b><u>\$ 29,969.53</u></b>

# Agenda Item #5

October 1, 2024

## REQUEST FOR BOARD ACTION

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

f. Board action requested:

**Resolution #    – 10/1/24**

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	\$767.67
Quality Disposal	\$3,959.92
Arthur Township	\$500.00
Total	\$5,227.59

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (August)	\$3,459.92	\$3,459.92
WASTE MANAGEMENT (July)	\$767.67	\$767.67
<b>Sub-Total</b>	<b>\$4,227.59</b>	<b>\$4,227.59</b>
<b>Recycling Center Incentive Payments:</b>		
Quality Disposal (August)	\$500.00	\$500.00
Arthur Township (August)	\$500.00	\$500.00
<b>TOTAL PAYMENTS =</b>		<b>\$5,227.59</b>

Date received in County Coordinators Office: Various dates in September

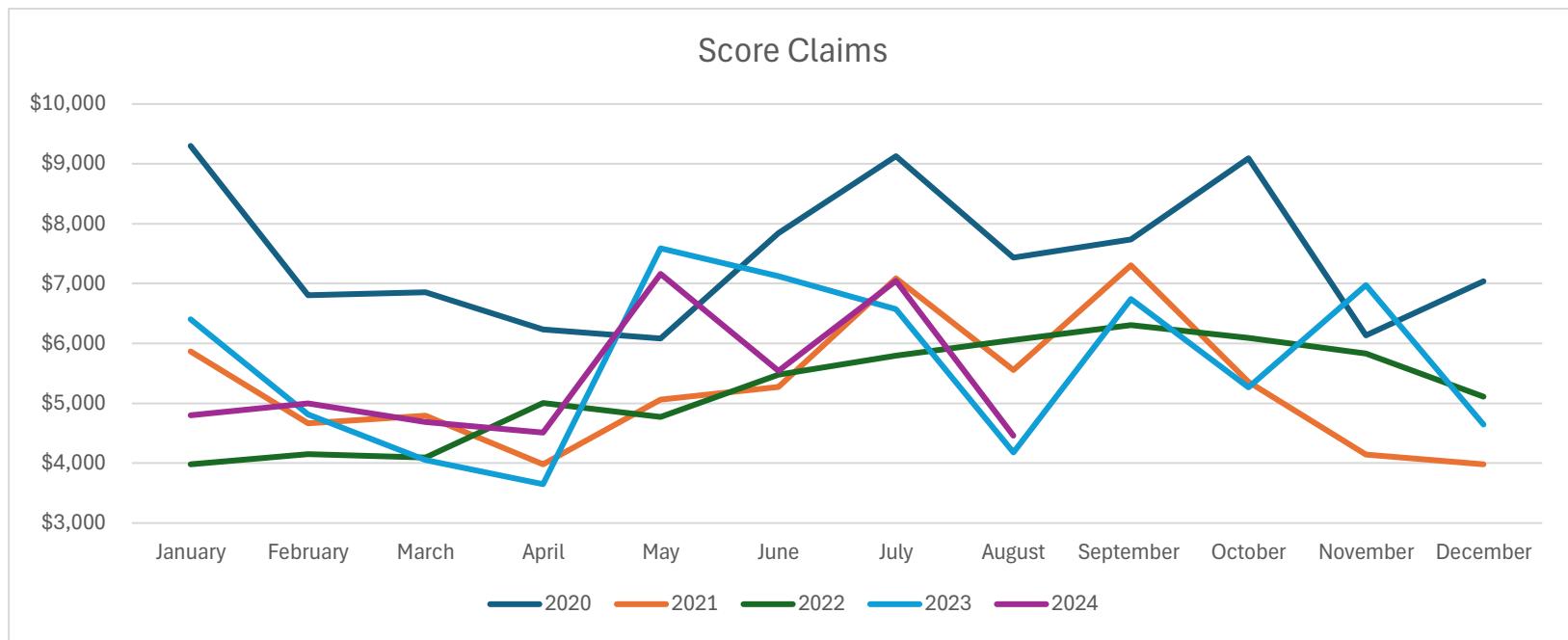
**January 1, 2024 SCORE Fund balance = \$121,734.95**

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

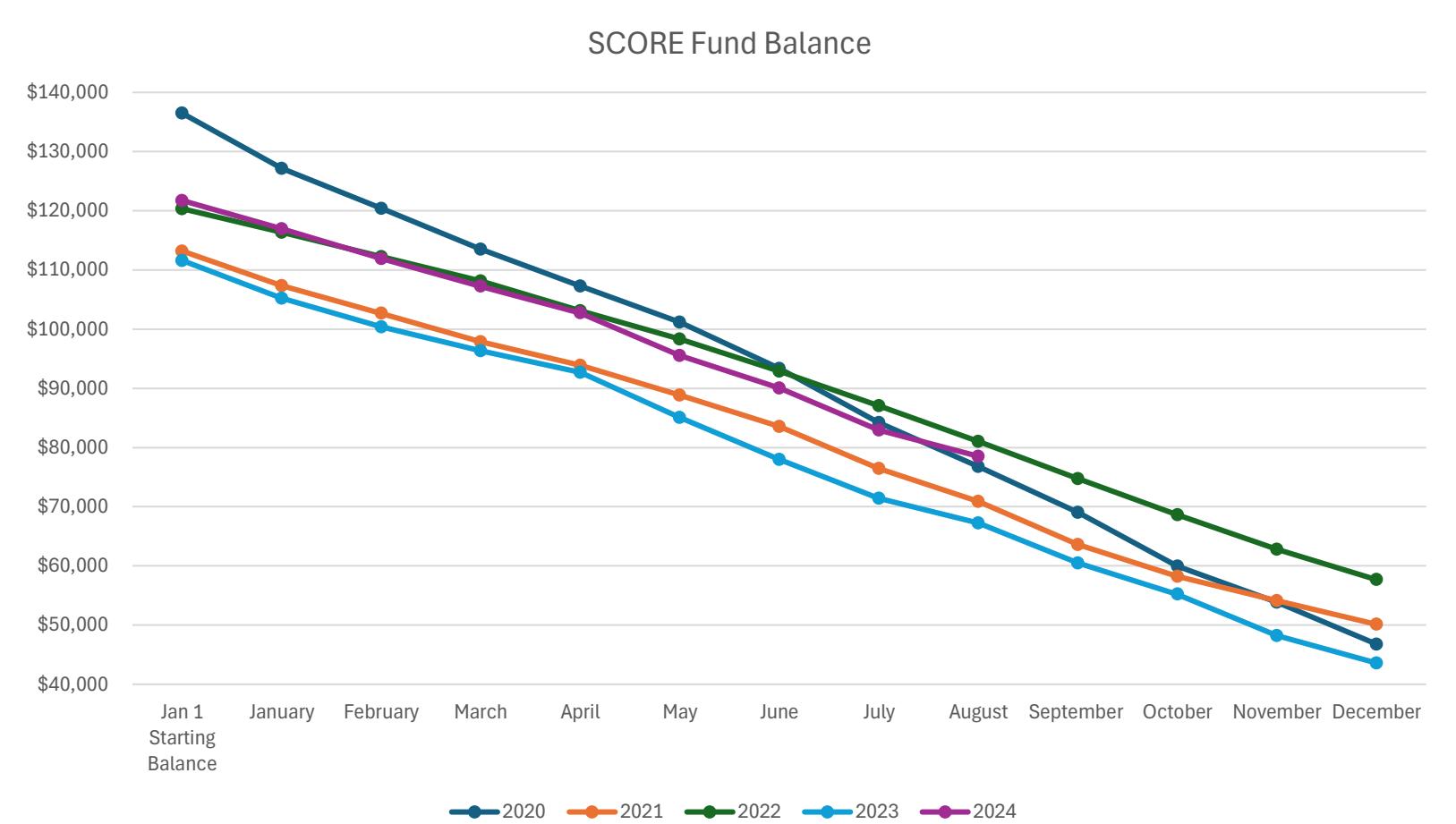
Expenditure: 01-391-392-0000-6211 = \$43,214.28

**Current SCORE Funds balance is = \$78,520.67**

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	7,162.33
June	7,842.70	5,272.32	5,477.81	7,125.02	5,542.24
July	9,128.40	7,091.36	5,798.18	6,574.97	7,046.87
August	7,433.67	5,557.65	6,054.56	4,180.49	4,459.92
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 Balai	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	95,569.70
June	93,352.23	83,555.39	92,872.14	77,973.00	90,027.46
July	84,223.83	76,464.03	87,073.96	71,398.03	82,980.59
August	76,790.16	70,906.38	81,019.40	67,217.54	78,520.67
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	



# Agenda Item #6

October 1, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request Acceptance of an EDA Board member resignation and approval to refill the position	<b>b. Origination:</b> EDA Board/Coordinator's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #** 10/1/24

**Acceptance of EDA Board Member Resignation**

**WHEREAS** the Kanabec County Board of Commissioners appointed members to the Kanabec County Economic Development Authority Board (EDA), and

**WHEREAS** at-large member Wayne Davis submitted his resignation letter, and

**WHEREAS** the on 9/11/24, the EDA Board accepted Mr. Davis's resignation.

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby accepts the resignation of Wayne Davis from the Kanabec County Economic Development Board.

**BE IT FURTHER RESOLVED** that the Kanabec County Board of Commissioners approves proceeding with filling the at-large vacancy as recommended by the EDA Board.

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**f. Background:**

**Supporting Documents:** None:  Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #7

October 1, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request for approval to enter into an agreement with CMHP to apply for a Small Cities Development Grant through DEED	<b>b. Origination:</b> Affordable Housing Committee
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Approve the following:

### Resolution # -10/1/24

#### Approval of the Agreement with CMHP to Apply for a Small Cities Development Grant

**WHEREAS** Kanabec County has received Statewide Affordable Housing Aid (SAHA) funds, and

**WHEREAS** Kanabec County has formed a committee to develop recommendations for the use of said funds to maximize the benefit to Kanabec County residents, and

**WHEREAS** the Kanabec County Board of Commissioners has approved partnering with Central Minnesota Housing Partnership for administration of the SAHA funds, and

**WHEREAS** the Affordable Housing Committee met and recommended pursuing a Small Cities Development Program (SCDP) grant through the Department of Employment and Economic Development to enable the County to help more residents rehabilitate existing structures, and

**WHEREAS** the Central Minnesota Housing Partnership is experienced in applying for SCDP grants and is able to provide this service to Kanabec County.

**THEREFORE, BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby approves entering into an agreement with Central Minnesota Housing Partnership to apply for a Small Cities Development Program grant.

**BE IT FURTHER RESOLVED** that the County Coordinator is authorized to execute said agreement and all other documents as needed for the SCDP grant.

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**f. Background:**

The Affordable Housing Committee met with representatives from CMHP on 9/26/24. After discussion, the committee's recommendations were:

1. For the County to enter into an agreement with CMHP to apply for a Small Cities Development Program grant; and
2. For CMHP to continue to explore options with their DEED partners for Kanabec County to define the parameters of a possible project that would assist rehabilitation efforts in the cities of Ogdensburg, Quamba, and Grasston, as well as rehabilitation projects outside of city limits.
3. For CMHP's grant application and program administration fees to be paid out of the County's EDA budget or fund balance.

The committee's rationale was based on the fact that the County is modeling the SAHA program after the SCDP program, the SCDP funds are available, through CMHP the County has been encouraged to apply, and, if the grant is approved, the County could help fund substantially more rehabilitation programs with CMHP administering both funds/programs.

The timing is excellent to pursue a SCDP grant, as the 2025 application has not yet been released by DEED. If granted funds, the SCDP program would align with the deadline for utilization of the 2023 SAHA allocation.

Counties with under 200,000 residents are eligible to apply for SCDP grants. The maximum grant award for a single purpose project is \$600,000. The maximum grant award for a comprehensive project is \$1.4 million.

CMHP's fee to complete the preliminary grant proposal is \$2,250 and an additional \$2,250 if approved to submit a full application.

**Supporting Documents: None      Attached:**

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# **Central Minnesota Housing Partnership, Inc.**

## **Small Cities Development Program Services**

### **Preliminary Proposal Full Application Writing General Program Administration**

Central Minnesota Housing Partnership provides the following grant writing services to cities or counties wishing to apply for funding through the Department of Employment & Economic Development Small Cities Development Program.

#### **Preliminary Proposal Prep & Submission**

- Work with city to define the proposed activities of the program
- Conduct windshield surveys to determine condition of housing stock/commercial properties and estimate per unit rehabilitation cost
- Work with city and/or other local groups to design program financing and determine matching resources
- Research and compile demographic data pertaining to residents and properties
- Determine initial program budget based on average costs, matching resources and number of units proposed
- Conduct community meetings and provide additional outreach to generate interest lists
- Write narrative section of preliminary proposal and organize demographic information
- Submit completed preliminary proposal to DEED by **[application deadline date]**.

#### **Preliminary Proposal preparation fee:**

\$1,750 - city located within 30 miles of CMHP office

\$2,000 - city located 31-60 miles of CMHP office

\$2,250 - city located over 60 miles of CMHP office

#### **Full Application Prep & Submission**

- Collection of all housing and household data requested in the full application
- Attending city council meeting(s) to provide program and application updates, and to request the required city resolution approving participation in the program
- Work with city to finalize program policies and procedures
- Conduct a public hearing(s) as required
- Conduct additional initial outreach and marketing as needed to create interest in the program
- Compile all data to complete all narrative sections of the application
- Organize all required addendums to full application
- Submit completed application to DEED by **[application deadline date]**.

#### **Full Application preparation fee:**

\$1,750 - city located within 30 miles of CMHP office

\$2,000 - city located 31-60 miles of CMHP office

\$2,250 - city located over 60 miles of CMHP office

Central Minnesota Housing Partnership may provide the following general administrative services to cities or counties receiving funding through the Department of Employment & Economic Development Small Cities Development Program.

**Implementation/General Administrative Services** (*information applies only if the grant application is awarded by DEED*)

CMHP will provide implementation services for the SCDP grant award, as well as general and field administration services for all applicable rehabilitation activities. Costs associated with administration of the grant will be shared by the City and covered as part of the SCDP grant award. A request for general administration funds is included with the program budget submitted with the application. A per unit administrative cost is multiplied by the total number of proposed units to determine full administration request, typically \$2,800-\$3,000 per project/unit. The City will be responsible for \$8,000.00 to be paid to CMHP for administrative costs not covered by the grant. The payments will be broken down over the three-year life of the grant as follows: \$2,000.00 on June 15<sup>th</sup>, 20xx, \$3,000.00 June 15<sup>th</sup>, 20xx, and \$3,000.00 June 15<sup>th</sup>, 20xx. The \$8,000.00 will be used as leveraged funds in the grant application.

**General Administration:** this includes the initial implementation activities and overall project management throughout the grant period. Services provided by CMHP staff include:

- Environmental clearance
- Fair Housing Equal Opportunity requirements
- Development of specific policies and procedures for rehab activities
- Marketing of program
- Labor standards requirements (if applicable)
- Financial requirements
- Annual Reporting to DEED

General administration will include all field administration activities. Services provided by CMHP staff include:

- Applicant application processing and approval/denial
- Property inspections
- Scope of work creation
- Bid package preparation
- Contractor selection with owner
- Loan origination/match funds
- Construction management
- Partial payment and final inspections
- Final project close-out

Additional information pertaining to field administration activities:

**Application:** Interested property owners are required to complete a program application. Third party verifications are performed to document eligibility.

**Property Inspection:** Each property will be inspected by CMHP staff to identify required repairs and determine other repairs deemed necessary through communication with the owner.

**Scope of Work:** CMHP will develop specifications outlining in detail the work to be done and how the work will be done. CMHP will get final scope of work approval from owners and bid packets will be sent to local contractors selected by owners.

**Bid Awards:** It is the owner's responsibility to accept or reject bids. CMHP staff will provide guidance to applicants during the bid selection process.

**Construction Contract:** The construction contract is between the owner and the selected contractor. CMHP will facilitate the execution of the contract.

**Repayment Agreement:** The owner will enter into a repayment agreement with the city. Loan terms are determined by what has been established by the city and CMHP during the grant application process.

**Notice to Proceed:** Once a contract is signed, loan documents are executed and all project funding is secured, CMHP will provide a letter to the contractor stating they may start construction on the project.

**Payments:** Payments can be made by progress draws or when all work has been completed. In order to receive payment contractors must submit an invoice for payment, provide signed lien waivers and participate in a draw inspection. Owners sign off on release of funds for work done.

**Project Completion:** Upon completion, the repayment agreement is filed at the County Recorder's Office and all final paperwork is completed and filed.

**CONTRACT FOR SERVICES**  
**PREPARATION AND SUBMISSION OF SMALL CITIES DEVELOPMENT PROGRAM**  
**PRELIMINARY PROPOSAL & FULL APPLICATION TO THE**  
**MN DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT**

**THIS CONTRACT** for Small Cities Development Program Grant Application Writing Services is entered into on \_\_\_\_\_ by and between the County of Kanabec, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Applicant", and Central Minnesota Housing Partnership, Inc., a non-profit corporation under the laws of the State of Minnesota, hereinafter referred to as "CMHP".

**WHEREAS**, The Applicant has requested that CMHP prepare and submit a Preliminary Proposal to the Minnesota Department of Employment and Economic Development Small Cities Development Program for Owner-Occupied rehabilitation activities.

**WHEREAS**, The Applicant, upon correspondence from the Minnesota Department of Employment and Economic Development of a marginally competitive or competitive Preliminary Proposal determination, has requested that CMHP prepare and submit a Full Application to the Minnesota Department of Employment and Economic Development Small Cities Development Program for Owner-Occupied rehabilitation activities.

**WITNESSED:** In consideration of the mutual covenants and agreements containing herein, the Applicant and CMHP agrees as follows:

**CMHP Preliminary Proposal Responsibilities:**

1. CMHP will work with Applicant to create initial program parameters pertaining to proposed rehabilitation activities, target area(s) and funding parameters.
2. CMHP will conduct windshield surveys in proposed and designated target area(s) to determine the condition of properties within target area(s).
3. CMHP will perform research to collect demographic data required in the Preliminary Proposal.
4. CMHP will work with Applicant to conduct community outreach to generate interest in the proposed program, collect owner surveys and letters of interest and document the need for the proposed rehabilitation activities.
5. CMHP will incorporate all information and data into the designated Preliminary Proposal format and provide a draft to Applicant for final review before submission.
6. Upon Applicant's final review, CMHP will submit the Preliminary Proposal to the Minnesota Department of Employment and Economic Development on or before the Preliminary Proposal submission deadline of \_\_\_\_\_.

**Applicant Preliminary Proposal Responsibilities:**

1. Applicant will submit to CMHP a payment of \$ 2,250.00 for the preparation and submission of the Preliminary Proposal to the Minnesota Department of Employment and Economic Development upon execution of this contract.
2. Applicant will provide to CMHP all relevant available data and/or information to assist with the preparation of the Preliminary Proposal.
3. Applicant will review the Preliminary Proposal and provide signature of approval before submission to the Minnesota Department of Employment and Economic Development.

**UPON** receipt of correspondence from the MN Department of Employment and Economic Development confirming marginal or full competitive status of the Preliminary Proposal, CMHP will write and submit a Full Application to the Minnesota Department of Employment and Economic Development, based on the following responsibilities of each party;

**CMHP Full Application Responsibilities:**

1. CMHP will work with applicant to finalize program parameters pertaining to proposed rehabilitation activities, target area(s) and funding parameters.
2. CMHP will update windshield surveys within revised target area(s), if applicable, to support impact data.
3. CMHP will perform research to collect demographic and environmental data required in the Full Application.
4. CMHP will provide outreach to generate and record interest in the program to support documentation showing the need for the proposed rehabilitation activities.
5. CMHP will participate in the required Applicant public hearing and will be present at a City Council Meeting(s) to confer information resulting in an Application Resolution.
4. CMHP will incorporate all information and data into the designated Full Application format and provide a draft to Applicant for final review before submission.
6. Upon Applicant's final review, CMHP will submit Full Application to the Minnesota Department of Employment and Economic Development by the Full Application submission deadline of \_\_\_\_\_.

**Applicant Full Application Responsibilities:**

1. Applicant will submit to CMHP a payment of \$2,250.00 for the preparation and submission of the Full Application to the Minnesota Department of Employment and Economic Development upon correspondence from the MN Department of Employment and Economic Development confirming marginal or full competitive status of the proposal.

2. Applicant will provide to CMHP all relevant available data and/or information to assist with the preparation of the Full Application.
3. Applicant will review the Full Application and provide signature of approval before CMHP's submission to the Minnesota Department of Employment and Economic.

**COUNTY OF KANABEC, APPLICANT**

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Authorized Official Signature

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Printed Name & Title

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Date

**CENTRAL MINNESOTA HOUSING PARTNERSHIP, INC.**

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Authorized Official Signature

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Printed Name & Title

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Date