



# Kanabec County Board of Commissioners

## Organizational & Regular Meeting Agenda

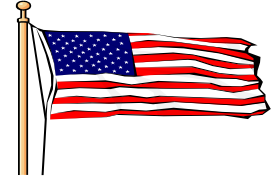
January 4, 2022 9:00 a.m.

The Meeting will be in-person and via WebEx (video / phone conference).  
The public may join the meeting via WebEx or in person at the meeting room.  
If joining the meeting in person, the total number of persons including commissioners will 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: 2496 348 2082



### **Video Meeting link:**

<https://kanabecounty.webex.com/kanabecounty/j.php?MTID=mf50821db9883d6566023ce33ff5d37a7>

Meeting number: 2496 348 2082

Password: xNif7P2hX6E

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*

**To be held at:** Kanabec County Courthouse  
Basement Meeting Rooms 3 & 4  
18 North Vine Street  
Mora, MN 55051

**Please use the Maple Ave Entrance. Stairs and an elevator to the basement level are accessible through the entrance lobby.**

**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 **ORGANIZATIONAL MEETING**

1. Meeting called to order by Board Clerk
2. Pledge of Allegiance
3. Elect Chairperson
4. Turn the gavel over to the Chairperson
5. Elect Vice-Chairperson
6. Approve the Agenda
7. 2022 Board Meeting Dates
  - a. Regular Meetings
  - b. Board of Appeal & Equalization
  - c. Truth in Taxation
8. 2022 Family Services Board and Community Health Board Meeting Dates
9. Committee Appointments
10. Official Newspaper
11. Elected Officials Wages
  - a. Minimum Salaries
  - b. County Auditor/Treasurer
  - c. County Sheriff
  - d. County Recorder
  - e. County Attorney
12. County Commissioner Wages
13. Appoint Association of Minnesota Counties (AMC) Appointments/Delegates
14. County Mileage Reimbursement Rate (.585)
15. County Per Diems
16. 2022 HRA
  - a. Meeting Dates and Times
  - b. Elect Officers
    - i. Chairperson
    - ii. Vice Chairperson
    - iii. Secretary
  - c. Official Newspaper
  - d. Depository Bank
  - e. Mileage Reimbursement Rate (.585)
17. 2022 Railroad Authority Board
  - a. Meeting Dates and Times
  - b. Elect Officers

- i. Chairperson
  - ii. Vice Chairperson
  - iii. Secretary
  - c. Official Newspaper
  - d. Depository Bank
  - e. Mileage Reimbursement Rate (.585)
18. 2022 Drainage Authority Board  
19. County Coroner Appointment

10:00a.m **Recess County Board to a time immediately following the Community Health Board.**  
Community Health Board, Community Health Director Kathy Burski

**Reconvene County Board- REGULAR MEETING**

10:30 a.m. Public Comment Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2496 348 2082

10:45 a.m. Barb McFadden, County Attorney- Proposed Mandatory MNOSHA Vaccination,  
Testing, Face Covering Policy

11:05a.m. Teresa Wickham, Environmental Services - Retainer for Legal Services

11:10a.m. Todd Eustice, Probation Director- Introduction of new Probation Director, Luke Athey

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[Other business to be conducted as time is available:](#)

1. Minutes
2. Paid Bills
3. Regular Bills
  - a. Revenue Fund
  - b. Road & Bridge
4. Gambling Request – Ann Lake Watershed Alliance
5. Discuss Purchasing Road & Bridge Equipment
6. Potential Reinstatement of CMS Mandatory Vaccination Policy for Public Health Employees
7. Resolution to Approve Collective Bargaining Agreements
  - a. Law Enforcement Labor Services, Inc. Local 107 (2022-2024)
  - b. Minnesota Teamsters Public and Law Enforcement Employees’ Union, Local 320 (2022-2024)
8. Board Operating Guidelines Draft
9. Future Agenda Items
10. Discuss any other matters that may come before the County Board

ADJOURN

# 9:00am Organizational Meeting

## Agenda Item #7

January 4, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Board Meeting dates	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

Set the meeting dates of the Kanabec County Board of Commissioners for 2022.  
See Resolution #1, Page two.

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**f. Background:**

The attached resolution assumes normal meeting days being the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month at 9:00am.

The Board of Appeal and Equalization recommended dates from the Assessor and Auditor/Treasurer are Wednesday, June 14<sup>th</sup> or Thursday June 15<sup>th</sup> with a start time of 6:30PM.

The Truth in Taxation meeting recommended dates are Wednesday, December 7<sup>th</sup> or Thursday December 8<sup>th</sup> at 6:00PM.

Supporting Documents: None    Attached:

<b>Date Received in County Coordinator's Office:</b>	n/a - originating department
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**Coordinators Comments:**

January dates are always a little unusual because the board does not determine its annual meeting dates until the first meeting.

Some January meeting dates:

- January 4 is the statutory meeting day pursuant to §375.07.
- January 18 will be posted as a meeting for regular business at 9:00am unless determined otherwise at the January 4 meeting.
- The regular board meeting will be recessed to its next date and time.

## **Resolution #\_\_ – 1/4/22**

### **Regular Meeting Dates**

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 4, 2022, regular meetings of the Kanabec County Board of Commissioners shall be held in the County Courthouse in the City of Mora, Minnesota on the first and third Tuesday of each month, and

**BE IT FURTHER RESOLVED** that all meetings shall commence at 9:00am, and

**BE IT FURTHER RESOLVED** that the Board of Equalization and Truth in Taxation Hearings shall be scheduled separately from the regular County Board Meetings, and

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

**BE IT FURTHER RESOLVED**, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

## **Resolution #\_\_ - 1/4/22**

### **Board of Appeals & Equalization**

**BE IT RESOLVED** to set the date for the County Board of Appeals and Equalization Meeting to be Wednesday, June 14<sup>th</sup> or Thursday June 15<sup>th</sup> with a start time of 6:30PM.

**BE IT FURTHER RESOLVED** to offer appointments until 7:00pm to meet statutory requirements pursuant to Minnesota Statutes Section 274.14.

## **Resolution #\_\_ - 1/4/22**

### **Truth-in-Taxation Meeting**

**BE IT RESOLVED** to set the date for the Truth-in-Taxation Meeting to be Wednesday, December 7<sup>th</sup> or Thursday December 8<sup>th</sup> at 6:00PM.

# 2022 County Board Meeting Calendar

Green: 9am Board Meeting

Purple: Holiday

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# 9:00am Organizational Meeting

## Agenda Item #8

January 4, 2022

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> FSB & CHB Meeting Dates	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

**Resolution #\_\_ - 1/4/22**

Family Service Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 4, 2022, regular meetings of the Kanabec County Family Service Board shall be held in the County Courthouse in the City of Mora, Minnesota on the third Tuesday of each month.

**BE IT FURTHER RESOLVED** that the meetings shall be held commencing at approximately 9:05am, and

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the Family Service Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

**BE IT FURTHER RESOLVED**, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

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**f. Background:**

This assumes that the Family Service Board will be held on the second meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item 8. 2021 Board Meeting Dates.

**Resolution #\_\_ - 1/4/22**

Community Health Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 4, 2022, regular meetings of the Kanabec County Community Health Board shall be held in the County Courthouse in the City of Mora, Minnesota on the first Tuesday of each month.

**BE IT FURTHER RESOLVED** that the meetings shall be held commencing at approximately 9:05am, and

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the Community Health Board falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called by posting notice of the meeting on the county's principal bulletin board and with 72 hours-notice to each person who has filed a written request for such meetings, and

**BE IT FURTHER RESOLVED**, Emergency Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

This assumes that the Community Health Board will be held on the First meeting of the month and that the board will meet on the dates described in Organizational Meeting Agenda Item #7. 2022 Board Meeting Dates.

Supporting Documents: None  Attached:

<b>Date Received in County Coordinator's Office:</b>	n/a - originating department
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**Coordinators Comments:**

None

# 9:00am Organizational Meeting

## Agenda Item #9

January 4, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Committee Appointments	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally

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

#### Regular Committee Appointments:

#### Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to re-appoint Ronald Peterson as an alternate to the Board of Adjustment for a three year term commencing immediately and expiring January 7, 2025.

#### Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to re-appoint Chuck Hurd to the Emergency Food and Shelter Program Board (formally the FEMA Board) for a three year term commencing immediately and expiring January 7, 2025.

#### Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to re-appoint Michael Currie to the Insurance Committee for a three year term commencing immediately and expiring January 7, 2025.

#### Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to appoint Luke Athey to the Juvenile Detention Center Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to appoint Luke Athey to the Juvenile Detention Center Operation Sub-Committee for a three year term commencing immediately and expiring January 7, 2025.

#### Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to re-appoint Linda Holida to the Personnel Board of Appeals for a three year term commencing immediately and expiring January 7, 2025.



**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to re-appoint Earl Bracewell to the Planning Commission for a three year term commencing immediately and expiring January 7, 2025.

**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to re-appoint Lanny Stegeman to the Railroad Advisory Committee for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to appoint Teri Huro to the Railroad Advisory Committee for a three year term commencing immediately and expiring January 7, 2025.

**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to re-appoint Dave Mulvaney to the Safety Committee for a three year term commencing immediately and expiring January 7, 2025.

**Commissioner Committee Appointments:**

**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the Central Minnesota Council on Aging for a three year term commencing immediately and expiring January 7, 2025.

**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the E-911 Committee for a three year term commencing immediately and expiring January 7, 2025.

**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the East Central Regional Development Commission for a three year term commencing immediately and expiring January 7, 2025.

**Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the East Central Regional Library Board for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the East Central Solid Waste Commission for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to appoint/re-appoint \_\_\_\_\_ as an alternate to the East Central Solid Waste Commission for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the Economic Development Advisory for a three year term commencing immediately and expiring January 4, 2028.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint Chairperson \_\_\_\_\_ to the Extension Committee for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the Hospital Board for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Dennis McNally to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Craig Smith to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Les Nielsen to the Housing Redevelopment Authority Board for a one year term commencing immediately and expiring January 2, 2023.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the Insurance Committee for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the Lakes & Pines Community Action Council Board for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the Law Library Board for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the North TH 65 Corridor Coalition for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the Outlook Health Services Board for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint Rick Mattson to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Dennis McNally to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Craig Smith to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

**BE IT FURTHER RESOLVED** to appoint Les Nielsen to the Railroad Authority Board for a one year term commencing immediately and expiring January 2, 2023.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the Rum River One Watershed, One Plan for a three year term commencing immediately and expiring January 7, 2025.

## **Resolution #\_\_ - 1/4/22**

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the Snake River Water Management Board Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

## Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the Substance Abuse Coalition for a three year term commencing immediately and expiring January 7, 2025.

## Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to appoint/re-appoint \_\_\_\_\_ to the Timber Trails Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

**BE IT FURTHER RESOLVED** to appoint \_\_\_\_\_ as an alternate to the Timber Trails Advisory Board for a three year term commencing immediately and expiring January 7, 2025.

## Resolution #\_\_ - 1/4/22

**BE IT RESOLVED** to appoint \_\_\_\_\_ to the Water Plan Committee for a three year term commencing immediately and expiring January 7, 2025.

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### f. Background:

Terms that have expired are highlighted in yellow. Letters have been sent to committee members asking if they would like to serve another term.

Terms highlighted in blue have agreed to another term.

Terms highlighted in red have declined reappointment.

Letters of interest have been received for the following boards (see attached):

**Board of Adjustment – Alternate (need 1):** Ronald Peterson

**City/County Airport Zoning Board (need 1):** No applicants

**Economic Development Authority (need 3):** Lisa Holcomb, Sarah Treiber, Ivan Black, Lowell Sedlacek. Action pending recommendation from the EDA after their annual meeting on January 12, 2022.

**Emergency Food and Shelter Program Board (Formally FEMA) (need 1):** Chuck Hurd

**Emergency Medical Services Board Advisory Committee (need 2):** No applicants

**Health and Human Services Advisory Committee (need 3):** No applicants

**Insurance Committee (need 1):** Michael Currie

**Insurance Committee Alternates (need 4):** No applicants

**Personnel Board of Appeals (need 1):** Linda Holida

**Planning Commission (need 2):** Earl Bracewell

**Railroad Advisory Committee (need 3):** Lanny Stegeman, Teri Huro

**Safety Committee (need 2):** Dave Mulvaney

**Water Plan (need 1):** No Applicants

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

<b>Date received in County Coordinators Office:</b> n/a – originating department
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**Coordinators Comments:**

Request permission to re-advertise for the following:

- City/County Airport Zoning Board
- Emergency Medical Services Advisory Committee
- Health and Human Services Advisory Committee
- Planning Commission
- Railroad Advisory Committee
- Water Plan Committee

# 2022 - COMMITTEE MEMBERSHIP

## AQUATIC INVASIVE SPECIES COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	09/09/15		1 <sup>st</sup>

## ASSOCIATION OF MN COUNTIES

### VOTING DELEGATES (Annual appointment)

All Five (5) Commissioners, plus;

1. Kristine McNally
2. Barbara McFadden
3. Kathy Burski

[Description:](#) At the Annual AMC Conference, each county is allowed eight delegates; usually the five commissioners and three staff people.

### POLICY COMMITTEE MEMBERS

Environment & Natural Resources:	Teresa Wickeham
General Government:	Kris McNally
Health & Human Services:	Kathy Burski
Public Safety:	Brian Smith
Transportation & Infrastructure:	Chad Gramentz

[Description:](#) Counties must appoint one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.

## BOARD OF ADJUSTMENT

### Regular Members:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Pat O'Brien Position A, Planning Commission Member	01/05/21	01/02/24	3 <sup>rd</sup>
Fred Sawatzky Position B, Unincorporated Area	10/06/20	01/03/23	1 <sup>st</sup> partial
Gene Carda Position C, Regular Member	01/05/21	01/02/24	3 <sup>rd</sup>

### Alternate Member:

Ronald Peterson Position D, Alternate	02/27/19	01/03/22	1 <sup>st</sup>
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[Description:](#) Collects information and conducts public hearings on variance requests pertaining to shoreline regulations as defined by the Kanabec County Shoreline Ordinance. One must be from the Planning Commission. One must be from an unincorporated area of the county (not in a city). The implication in Statute is that the others be county residents, but it doesn't explicitly state this.

## CAFETERIA (SECTION 125) PLAN COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Board Chairperson	05/28/97	n/a	
County Auditor	05/28/97	n/a	
Personnel Director	05/28/97	n/a	

Description: Considers exceptions and hardship cases under the county pre-tax spending plan for out of pocket medical expenses, insurance premiums and childcare.

## CENTRAL MINNESOTA COUNCIL ON AGING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	4 <sup>th</sup>
Rick Mattson (alternate)	01/05/21	01/03/23	1 <sup>st</sup> partial

## CENTRAL MINNESOTA JOBS & TRAINING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/05/21	01/02/24	7 <sup>th</sup>

## CITY/COUNTY AIRPORT ZONING BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Bruce Burk	01/08/19	01/03/22	1 <sup>st</sup>
Greg Yankowiak	01/05/21	01/02/24	2 <sup>nd</sup>

Description: This board is designated under state statute and consists of members appointed by the City of Mora and the county. The board meets to make, revise and approve airport zoning. This is a Joint Airport Zoning Board pursuant to §360.063, Subd. 3.

## COUNTY ASSESSOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tina Diedrich-Von Eschen	01/01/21	12/31/24	n/a

4 year appointments. 90 day notice to not reappoint. Must have Senior Accreditation from the State Board of Assessors or be able to obtain accreditation within 2 years. Appointment must be approved by the State Commissioner of Revenue.

## COUNTY CORONER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dr. Kelly Mills, M.D.	1/5/21	12/31/21	n/a

Must have successfully completed academic courses in pharmacology, surgery, pathology, toxicology, and physiology. Must appoint 30 days prior to expiration. Appointment must be made no later than 30 days before expiration.

## COUNTY ENGINEER

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz Appointed per §163.07	05/31/19	05/30/23	n/a

## COUNTY SURVEYOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tyler Kroschel Must be licensed in Minnesota as a Land Surveyor. (30 day notice to not reappoint)	01/08/19	01/09/23	n/a

### DITCH INSPECTOR

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chad Gramentz	01/07/20	01/03/23	n/a

### DRAINAGE AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/05/21	01/03/22	N/A
<b>District 2 Representative</b>			<b>N/A</b>
Les Nielsen	01/05/21	01/03/22	N/A
Rick Mattson	01/05/21	01/03/22	N/A
Craig Smith	01/05/21	01/03/22	N/A

### E-911 COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<b>Craig Smith</b>	<b>01/08/19</b>	<b>01/03/22</b>	<b>1<sup>st</sup></b>
Dennis McNally( <i>alternate</i> )	01/05/21	01/02/24	3 <sup>rd</sup>

[Description:](#) Works with the County Sheriff on issues regarding implementing Enhanced 911 emergency phone service in Kanabec County.

### EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<b>Gene Anderson</b>	<b>01/05/21</b>	<b>01/02/24</b>	<b>1<sup>st</sup></b>

### EAST CENTRAL REGIONAL LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<b>Gene Anderson</b>	<b>01/08/19</b>	<b>01/03/22</b>	<b>3<sup>rd</sup></b>
Rhonda Olson	01/07/20	01/03/23	1 <sup>st</sup>
Karen Rasmusson	01/05/21	01/02/24	2 <sup>nd</sup>

[Description:](#) These three people represent Kanabec County on the six county East Central Regional Library Board. This library system serves Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties. Must be a resident of Kanabec County. Not more than one commissioner.

### EAST CENTRAL SOLID WASTE COMMISSION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<b>Dennis McNally</b>	<b>01/08/19</b>	<b>01/03/22</b>	<b>2<sup>nd</sup></b>

#### Alternate

<b>Les Nielsen</b>	<b>01/08/19</b>	<b>01/03/22</b>	<b>2<sup>nd</sup></b>
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### ECONOMIC DEVELOPMENT ADVISORY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Role</u>	<u>Term</u>
Kathi Ellis	01/19/21	01/02/27	At-large Representative	1 <sup>st</sup>
Lonnie Ness	01/07/20	01/03/23	At-large Representative	1 <sup>st</sup>
Jerry Tvedt	01/07/20	01/03/23	Electric Utility Representative	3 <sup>rd</sup>
<b>Lisa Holcomb</b>	<b>02/13/19</b>	<b>01/03/22</b>	<b>Township Elected Official</b>	<b>2<sup>nd</sup></b>
<b>Sara Treiber</b>	<b>02/13/19</b>	<b>01/03/22</b>	<b>City Representative</b>	<b>2<sup>nd</sup></b>
Wayne Davis	02/18/20	01/03/23	At-large Representative	1 <sup>st</sup>
<b>Ivan Black</b>	<b>02/13/19</b>	<b>01/03/22</b>	<b>City Representative</b>	<b>2<sup>nd</sup></b>
<b>Gene Anderson</b>	<b>01/05/21</b>	<b>01/02/24</b>	<b>County Commissioner</b>	<b>3<sup>rd</sup></b>



Description: The EDA shall consist of a governing body of nine members. A maximum of two of the members shall be members of the Kanabec County Board of Commissioners, one of which will represent the HRA. In addition, there shall be one township elected official selected from those townships choosing to participate in the EDA; two city representatives including one from the City of Mora and one selected from the other participating city's; one electric utility representative; and three At-large representatives with preference being given to participating cities within Kanabec County.

Of those initially appointed, two each shall be appointed for terms of one, two, or three years respectively and one each for terms of four, five, or six years, respectively. Therefore all members shall be appointed for six-year terms.

**EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Chuck Hurd	01/08/19	01/03/22	1 <sup>st</sup>

Description: The Federal Government gives counties money for emergency use. FEMA meets once a year to decide how the money should be spent. Applications are obtained by agencies and groups that need assistance (ie: food shelves). This money is intended to alleviate housing and food shortages.

**EMERGENCY MEDICAL SERVICE BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/05/21	01/02/24	2 <sup>nd</sup>
Les Nielsen	01/05/21	01/02/24	2 <sup>nd</sup>

2 year terms. Limited to 3 terms.

Advisory Committee

Dan Wilder	01/08/19	01/03/22	2 <sup>nd</sup>
<i>alternate - Vacant</i>	01/10/07	01/04/10	

Advisory Committee meets 6 times per year.

**EXTENSION COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>District</u>	<u>Term</u>
Terry Salmela	01/05/21	01/02/24	5	3 <sup>rd</sup>
Jennifer Ernest	01/07/20	01/03/23	2	2 <sup>nd</sup>
Jean Mattson	01/05/21	01/02/24	5	4 <sup>th</sup>
Kelsey Schiferli	01/07/20	01/03/23	4	2 <sup>nd</sup>
Barbara McFadden	01/05/21	01/02/24	1	2 <sup>nd</sup>
Jane Schmidt	01/05/21	01/02/24	At large	1 <sup>st</sup>
Rick Mattson	01/05/21	01/02/24	Commissioner	1 <sup>st</sup>
Gene Anderson	2021 Chairperson of the County Board (Statutory)			
Lisa Holcomb	Auditor/Treasurer Designee (Statutory)			

Description: The Minnesota State Legislature established County Extension Committees in 1923. The statute mandates a committee of nine:

1. The chair of the County Board of Commissioners,
2. One other commissioner
3. The County Auditor (or their designee) as Secretary
4. Six county residents selected by the County Board.

Committee responsibilities include: attending Extension Committee meetings, Performance evaluation of the educators, program development, assist in marketing Extension programs, and evaluation and budget development.

## HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Jenny Danielson	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Randy Hall	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Carol Peterson	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Charlie Strickland, Jr.	8/18/20	01/03/23	Recipient of Service	1 <sup>st</sup>
Steve Hansberry	8/18/20	01/03/23	Citizen of the County	1 <sup>st</sup>
Vacant			Citizen of the County	
Jack Doughty			Citizen of the County	
Vacant			Citizen of the County	
Bob Benes	8/18/20	01/03/23	Lakes and Pines CAC, Inc.	1 <sup>st</sup>
Desi Panek	8/18/20	01/03/23	7 County Senior Federation	1 <sup>st</sup>
Diane Bankers	8/18/20	01/03/23	Welia Health	1 <sup>st</sup>
Les Nielsen	8/18/20	01/03/23	County Commissioner	1 <sup>st</sup>
Chuck Hurd	8/18/20	01/03/23	Human Services Director	1 <sup>st</sup>
Kathy Burski	8/18/20	01/03/23	Community Health Director	1 <sup>st</sup>
Kathy Belsheim	8/18/20	01/03/23	Ogilvie Schools Superintendent	1 <sup>st</sup>
Dan Voce	8/18/20	01/03/23	Mora Schools, Superintendent	1 <sup>st</sup>
Lindy Crawford	8/18/20	01/03/23	Mora City Administrator	1 <sup>st</sup>

Description: 2 Year terms. Pursuant to MN Statute 402.03 this advisory committee shall actively participate in the formulation of the plan for the development, implementation and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget and implementation of the plan in the ensuing year.

## HIGHWAY 23 COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Dennis McNally	01/07/20	01/03/23	1 <sup>st</sup>
<u>Alternate</u>			
Les Nielsen	01/07/20	01/03/23	1 <sup>st</sup>

## HOSPITAL BOARD:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/23/19	01/03/22	1 <sup>st</sup>

Description: This is the governing board of the Kanabec Hospital. Must be a resident of Hospital Service area. Limit 3 3-year terms- excluding commissioners.

## HOUSING REDEVELOPMENT AUTHORITY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
District 2 Representative			N/A
Rick Mattson	01/05/21	01/03/22	N/A
Dennis McNally (Vice-Chair)	01/05/21	01/03/22	N/A
Craig Smith	01/05/21	01/03/22	N/A
Les Nielsen	01/05/21	01/03/22	N/A

Kristine McNally, Board Secretary Appointed 01/05/21 non-voting

Description: Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County Board of Commissioners.

## INSURANCE COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
<b>Members:</b>				
Craig Smith	01/08/19	01/03/22	[Commissioners]	1 <sup>st</sup>
Roberta Anderson	01/05/21	01/02/24	[Local 320]	2 <sup>nd</sup>
Michael Currie	10/09/19	01/03/22	[Local 49]	1 <sup>st</sup> partial
Susan Coon	01/07/20	01/03/23	[Local 107]	2 <sup>nd</sup>
Tammy Owens	01/07/20	01/03/23	[Local 363]	2 <sup>nd</sup>
Chad Gramentz	01/05/21	01/02/24	[Dept Heads]	1 <sup>st</sup>
Kate Mestnik	01/05/21	01/02/24	[Non-union]	3 <sup>rd</sup>
Justin Frisch	01/07/20	01/03/23	Local 106	2 <sup>nd</sup>
Kim Christenson	[Secretary]	indeterminate term		
Kristine McNally	n/a	ex officio		

### **Insurance Committee Alternates:**

Rick Mattson	01/05/21	01/02/24	[Commissioners]	1 <sup>st</sup>
Marie Sward	01/07/20	01/03/23	[Local 320]	1 <sup>st</sup>
Nicholas Frisch	10/11/19	01/03/22	[Local 49]	1 <sup>st</sup> partial
Vacant			[Local 106]	
Vacant			[Local 107]	
Jennifer Anderson	01/07/20	01/03/23	[Local 363]	1 <sup>st</sup>
Vacant	01/07/20	01/03/23	[Non-union]	
Lisa Blowers	01/07/20	01/03/23	[Dept Heads]	2 <sup>nd</sup>

## JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Advisory Board</u>			
Les Nielsen	01/07/20	01/03/23	7 <sup>th</sup>
Todd Eustice	01/05/21	01/02/24	7 <sup>th</sup>

### Operations Sub-Committee

Todd Eustice	01/07/20	01/03/23	7 <sup>th</sup>
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[Description:](#) Part of the East Central Regional Juvenile Detention Center Joint Powers Board to set policy and make financial decisions for the Juvenile Detention Center in Lino Lakes.

## LAKES & PINES COMMUNITY ACTION COUNCIL BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/08/19	01/03/22	4 <sup>th</sup>

## LAW LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Gene Anderson	01/07/20	01/03/23	3 <sup>rd</sup>

## MAGIC FUND DESIGNEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Denise Snyder	02/25/98	Indefinite	n/a

[Description:](#) This is the person designated by the board to manage funds in the Association of Minnesota Counties investment pool.

## MINNESOTA COUNTIES COMPUTER COOPERATIVE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Karen McClellan	04/12/95	no term limit	
<u>Alternates:</u>			
Denise Snyder	01/04/98	no term limit	
Marie Sward	03/15/19	no term limit	

Description: MCCC is a joint power organization providing services, software and other cost-effective measures, to substantially reduce the cost of data processing for Minnesota Counties. MCCC cooperatively provides for establishment, operation and maintenance of data processing facilities and management information systems. MCCC uses regionally elected representatives on various committees to conduct day-to-day operations. Several user groups are organized around the use of common business needs, software products and systems. The Board of Directors is made up of one delegate from each member county and meets annually to set policies and the budget. The user group committees are elected regionally and hold monthly or as needed meetings.

## MINNESOTA COUNTIES INFORMATION SYSTEMS (MCIS)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Director</u>			
Tina Von Eschen	08/18/20	no term limit	
<u>Alternates:</u>			
Karen McClellan	08/18/20	no term limit	
Katie Koenigs	08/18/20	no term limit	

Description: MCIS is a joint powers organization dedicated to providing quality, integrated information solutions through customized computer applications and responsive support. MCIS is a governmental organization, established in 1975 as a joint powers under MN Statutes §471.59. There are eleven (11) "Full" members and four (4) "Associate" members. A "Full Member" is a governmental unit who participates fully in the joint powers agreement, and has a vote on the MCIS Board. An "Associate Member" is a governmental unit purchasing services from MCIS through an executed service agreement, but are not signatories to joint powers agreement and has no voting rights on the MCIS Board. The MCIS Board meets quarterly in July, October, January and April at such time and place as designated by the Board.

## NORTH TH 65 CORRIDOR COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Delegate</u>			
Gene Anderson	01/07/20	01/03/23	1 <sup>st</sup>
<u>Alternates:</u>			
Dennis McNally	01/07/20	01/03/23	1 <sup>st</sup>

VISION STATEMENT: The general purpose of this agreement is to create an organization through which the members that are parties to this Agreement may jointly and cooperatively plan for and maximize the opportunities for sub-regional transportation and transit development, quality growth and diversification along TH 65 through a system of collaboration, pursuant to Minnesota Statutes, 2004, Section 471.59.

## OUTLOOK HEALTH SERVICES BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/05/21	01/03/22	1st partial

## PERSONNEL BOARD OF APPEALS

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
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Linda Holida	02/13/19	01/03/22	1 <sup>st</sup>
Liane Heupel	01/05/21	01/02/24	2 <sup>nd</sup>
Leona Dressel	01/05/21	01/02/24	3 <sup>rd</sup>

Description: Three county residents who are not county employees or elected officials. The Board of Appeals meets upon call to hear the filing of an appeal by an applicant for county job or a county employee concerning discrimination practices, alleged arbitrary capricious action on the part of the County Board with respect to rules included in the Act, or other matters or grievances under the authority of this Act (M.S. §375.65 & 375.66).

**PERSONNEL COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Les Nielsen (interim)			
<u>Alternate</u>			
Dennis McNally	2021 Vice Chairperson of the County Board		
Kristine McNally	County Coordinator - ex officio		

**PLANNING COMMISSION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rhonda Olson	01/21/20	01/03/23	1 <sup>st</sup>
Earl Bracewell	02/13/19	01/03/22	1 <sup>st</sup>
Dennis McNally	01/05/21	01/02/24	3 <sup>rd</sup>
Ron Hallin	01/08/19	01/03/22	2 <sup>nd</sup>
Douglas Sabinash	01/05/21	01/02/24	1 <sup>st</sup>
Wayne Zaudtke	09/01/20	01/03/23	1 <sup>st</sup>
Chad Gramentz (non-voting)	01/05/21	01/02/24	3 <sup>rd</sup>
Pat O'Brien (Board of Adjustment member)			

Must be a resident of Kanabec County. At least two must be from unincorporated areas of the county (not in a city). No more than one shall be an employee or elected official of the County. One must be from the Board of Adjustment. No voting member shall have received, during the 2 years prior to appointment, any substantial portion of income from business operations involving the development of land within the county for urban and urban related purposes.

Description: Reviews proposed plats and makes recommendations to the County Board concerning implementation of the Kanabec County Subdivision and Platting Ordinance. Periodically, the Planning Commission reviews existing County Ordinances and makes recommendations to the County Board regarding changes.

**PUBLIC WORKS COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally (interim)			
Craig Smith			

**RAILROAD AUTHORITY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/07/20	01/03/23	N/A
District 2 Representative			N/A
Les Nielsen	01/07/20	01/03/23	N/A
Rick Mattson	01/05/21	01/06/25	N/A

Kristine McNally, Board Clerk Appointed 01/08/19 non-voting

### RAILROAD AUTHORITY ADVISORY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Gene Anderson - Chairperson	ex officio (voting)			
Jody Anderson	01/05/21	01/02/24	City of Mora	2 <sup>nd</sup>
Vacant			Whited Township	
Bruce Anderson	01/05/21	01/02/24	Comfort Township	6 <sup>th</sup>
Mike Papenhausen	01/05/21	01/02/24	At Large	6 <sup>th</sup>
Lanny Stegeman	02/27/19	01/03/22	At Large	5 <sup>th</sup>
Gordon Gullixson	01/08/19	01/03/22	City of Quamba	3 <sup>rd</sup>

Kristine McNally, Advisory Committee Clerk Appointed 01/08/19 non-voting

### REGIONAL RADIO BOARD (Commissioner needs to be the primary representative)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/05/21	01/02/24	3 <sup>rd</sup>
Brian Smith (Alternate)	01/05/21	01/02/24	3 <sup>rd</sup>

### RUM RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Dennis McNally	01/23/19	01/03/22	1 <sup>st</sup>

### SAFETY COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Chad Gramentz	11/09/11	n/a, Ex-Officio (Safety Officer)		
Chris Bergwick	01/07/20	01/03/23	Sheriff's Office	2 <sup>nd</sup>
Robin Etter	01/05/21	01/02/24	Sheriff's Office	6 <sup>th</sup>
Dave Mulvaney	01/08/19	01/03/22	Courthouse	2 <sup>nd</sup>
Lisa Holcomb	01/21/20	01/03/23	Courthouse	1 <sup>st</sup>
Kathy Burski	01/05/21	01/02/24	Public Service Bldg	4 <sup>th</sup>
Patricia Kruse	01/05/21	01/02/24	Public Service Bldg	1 <sup>st</sup>
Nate Westling	01/07/20	01/03/23	Highway Building	1 <sup>st</sup>
Trent Terpstra	01/23/19	01/03/22	Highway Building	1 <sup>st</sup>

### SNAKE RIVER WATER MANAGEMENT BOARD ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Eric Renstrom	01/05/21	01/02/24	1 <sup>st</sup>
Gene Anderson	01/05/21	01/02/24	2 <sup>nd</sup>

### SNAKE RIVER WATERSHED

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	01/08/19	01/03/22	1 <sup>st</sup>

### SNAKE RIVER ONE WATERSHED, ONE PLAN

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Craig Smith	10/23/19	01/03/22	1 <sup>st</sup>
Rick Mattson (Alternate)	01/05/21	01/03/22	1 <sup>st</sup> partial

**SOUTHERN MINNESOTA COUNTY BASED PURCHASING (SOUTH COUNTRY HEALTH ALLIANCE)**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/05/21	01/02/24	1 <sup>st</sup>
Dennis McNally (alternate)	01/05/21	01/02/24	3 <sup>rd</sup>

**STATE COMMUNITY HEALTH SERVICES ADVISORY COMMITTEE (SCHSAC)**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u> Rick Mattson	02/02/21	01/02/24	1 <sup>st</sup>
<u>Alternate</u> Kathy Burski			

Description: SCHSAC voting members represent Minnesota's community health boards. Each community health board selects one member and one alternate to represent its board within SCHSAC.

**SUBSTANCE ABUSE COALITION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Les Nielsen	01/08/19	01/03/22	5 <sup>th</sup>

**TIMBER TRAILS ADVISORY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u> Craig Smith	01/08/19	01/03/22	1 <sup>st</sup>
<u>Alternate</u> Gene Anderson	01/05/21	01/02/24	3 <sup>rd</sup>

**UNION NEGOTIATION COMMITTEES: 2022**

- County Coordinator plus;
- LELS Local 107 (Jailers/Dispatchers): Craig Smith, Rick Mattson (interim)
- LELS Local 106 (Deputies): Rick Mattson, Craig Smith (interim)
- Teamsters Local 320 (Courthouse): Dennis McNally, Craig Smith
- Oper. Engineers Local 49 (Highway): Les Nielsen, Dennis McNally
- Laborers Local 363 (Welfare): Rick Mattson, Les Nielsen

**VETERAN SERVICE OFFICER**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Erica Bliss	01/05/21	01/02/24	n/a

(90 day notice to not reappoint)

**WATER PLAN**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Chad Gramentz	01/05/21	01/02/24		4 <sup>th</sup>
Teresa Wickeham	ex-officio		Water Plan Coordinator	
Ellen White			Public Health	
Deanna Pomije			Kanabec Soil & Water	

Allan Ambrose	02/13/19	01/03/22	Citizen Appointee	2 <sup>nd</sup>
Jon Sanford	01/21/20	01/03/23	Citizen Appointee	1 <sup>st</sup>
Gene Anderson	01/05/21	01/02/24	County Board	4 <sup>th</sup>

Description: Recommendations regarding the Kanabec County Comprehensive Local Water Plan occurs through the Kanabec County Water Plan Task Force Committee. This committee meets upon the request of the County Board and makes recommendations on the coordination and implementation of the plan. There is technical advice assigned to the Soil & Water Conservation District, Natural Resources Conservation Service, County Extension, County Public Health, County Zoning, County Wetland Administrator, DNR, etc. as requested by the Task Force.

\*\* UPDATED: 12/30/21

S:\Public\Word>Listings\Committe Listing.doc



## County Commissioner Appointments, as of 3/18/21

Appointment	Dennis McNally	Gene Anderson	Les Nielsen	Rick Mattson	Craig Smith
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee	X				
Central Minnesota Council on Aging		X			
<i>Central Minnesota Council on Aging Alternate</i>				X	
Central Minnesota Jobs & Training			X		
Drainage Authority Board	X	X	X	X	X
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development		X			
East Central Regional Library		X			
East Central Solid Waste Commission	X				
<i>ECSWC Alternate</i>			X		
Economic Development Advisory		X			X
Emergency Medical Service Board					X
<i>Emergency Medical Alternate</i>			X		
Extension Committee		X		X	
Health & Human Services Advisory Committee			X		
Highway 23 Coalition	X				
<i>Highway 23 Coalition Alternate</i>			X		
Hospital Board			X		
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee					X
<i>Insurance Comm. Alternate</i>				X	
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board		X			
Law Library		X			
North Highway 65 Corridor Coalition		X			
<i>North Highway 65 Corridor Coalition Alternate</i>	X				
Outlook Health Services Board				X	
Personnel Committee	X	X			
Planning Commission	X				
Public Works Committee		X			X
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee		X			
Regional Radio Board	X				
Rum River One Watershed, One Plan	X				
Snake River One Watershed, One Plan					X
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Water Management Advisory Board		X			
Snake River Watershed					X
State Community Health Services Advisory Cmte (SCHSAC)				X	
Southern MN County Based Purchasing			X		
<i>Southern MN County Based Purchasing Alternate</i>	X				
Substance Abuse Coalition			X		
Timber Trails Advisory Board					X
<i>Timber Trails Alternate</i>				X	
Negotiating Team: Local 107 (Jail/Dispatcher)		X			X
Negotiating Team: Local 320 (Courthouse)	X				X
Negotiating Team: Local 106 (Deputies)		X		X	
Negotiating Team: Local 49 (Highway)	X		X		
Negotiating Team: Local 363 (Welfare)			X	X	
Water Plan		X			
<b>TOTAL APPOINTMENTS</b>	<b>16</b>	<b>19</b>	<b>15</b>	<b>13</b>	<b>14</b>

RECEIVED DEC 20 2021

December 16, 2021

Kanabec County Coordinator  
18 North Vine Street Suite 181  
Mora, Minnesota 55051

REUR: Letter of December 6,2021

Greetings,

I will gladly serve again on the Kanabec County Board of  
Adjustment.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ronald Peterson".

Ronald Peterson  
1086 Imperial Street  
Ogilvie, Minnesota 56358

**Kelsey Schiferli**

---

**From:** Bruce Burk <burk2209@gmail.com>  
**Sent:** Friday, December 10, 2021 8:44 AM  
**To:** Kelsey Schiferli  
**Subject:** Board position

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello,

I am not interested in re-appointment to the City/County Airport Zoning Board.

Thank You,

Bruce Burk

**Kelsey Schiferli**

---

**From:** Lisa Holcomb  
**Sent:** Friday, December 10, 2021 8:19 AM  
**To:** Kelsey Schiferli  
**Subject:** EDA

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I would like to be re-appointed to the EDA board.

*Lisa Holcomb*

Kanabec County Recorder  
18 N. Vine Street, Suite 261B  
Mora MN 55051  
320-679-6466  
[www.kanabecounty.org](http://www.kanabecounty.org)

The Kanabec County Recorder's office does not offer legal advice or assistance preparing documents. Questions should be directed to a real estate attorney.

## Kelsey Schiferli

---

**From:** Sara J. Treiber <streiber@mlcv.com>  
**Sent:** Thursday, December 9, 2021 2:47 PM  
**To:** Kelsey Schiferli  
**Cc:** Alan Skramstad; Heidi Steinmetz  
**Subject:** EDA Term

**Importance:** High

Good afternoon – this email is in response to your letter dated December 6<sup>th</sup>, which I received today. It is my understanding from the Mayor of Mora, that I should continue to serve on this Board for the next term. I have copied him on this email if you need his approval.

Please let know what else you need from me on this matter. Thanks! ST

Sara Jayne Treiber  
Business Planner and Property Officer  
MLCV and Circle Sage Property Management  
320.532.8807 (office) 320.279.0548 (cell) [streiber@mlcv.com](mailto:streiber@mlcv.com)  
MLCV – *"Connecting People, ideas and Capital"*  
Circle Sage Property Management – *"Helping people connect and thrive where they live and work"*

## Kelsey Schiferli

---

**From:** Rosemary Black <roseivanblack@gmail.com>  
**Sent:** Wednesday, December 22, 2021 4:34 PM  
**To:** Kelsey Schiferli  
**Subject:** Helo Kelsey,

I have decided to stay on the EDA board. As none of the other elected on Ogilvie Council felt they could handle any more.

Now that I am retired I will try my best to do A better job.

Sincerly Ivan

RECEIVED DEC 20 2021

Letter of interest

To: Kanabec County Coordinator  
18 North Vine Street Suite 181  
Mora, MN 55051

From: Lowell Sedlacek *LDS*  
1131 Frankie Lane  
Mora, MN 55051

RE: Economic Development Authority Committee

I wish to be considered for the Economic Development Authority Advisory Board.

November 16, 2021

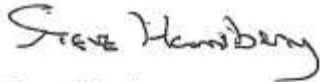
Mr. Gene Anderson  
Chairperson, Kanabec County Board of Commissioners  
Kanabec County Courthouse  
101 Locus Street  
Mora, MN 550951

Mr. Chairperson:

I am writing to advise of my resignation as Chairperson and Member of the Kanabec County Health and Human Services Advisory Committee, effective this date. My wife and I are planning an extended absence from Kanabec County. I do not feel I can effectively serve during that absence, particularly given the complexities that have arisen in the Committee environment.

The Board's ongoing support of Human Services programs in Kanabec County is genuinely appreciated. It has been a pleasure to serve. My thanks to the Board for the opportunity.

Sincerely,



Steve Hansberry  
513 Fair Avenue West  
Mora, MN 55051

Past and present affiliations:

Essentia Health Mental Health Advisory Group  
State Rural Health Advisory Committee  
State Advisory Council on Mental Health  
Childrens' Subcommittee for Mental Health  
SAC Subcommittee for Local Advisory Committees  
Minnesota Department of Health Suicide Prevention Task Force  
Region 7E Adult Mental Health Initiative Committee  
Lakes and Pines FHPAP Advisory Committee  
Welia Health Community Health Outreach Committee  
Wellness In The Woods, Outreach Associate



## **Kelsey Schiferli**

---

**From:** Michael Currie  
**Sent:** Thursday, December 9, 2021 3:08 PM  
**To:** Kelsey Schiferli  
**Subject:** Re: Insurance Committee Term

Yes I will stay on the insurance committee.

---

**From:** Kelsey Schiferli  
**Sent:** Monday, December 6, 2021 3:24 PM  
**To:** Michael Currie  
**Subject:** Insurance Committee Term

Dear Michael,

Your term with the Insurance Committee will expire on January 3, 2022. This would be the end of your first partial term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please reply to this email or respond in writing to the Coordinator's Office no later than Wednesday, December 22, 2021 at 4:30pm.

The County Board and the Employees of Kanabec County thank you for volunteering for this service to our county.

Sincerely,

*Kelsey Schiferli*

Administrative Assistant  
Kanabec County Coordinator's Office  
18 N Vine Street Suite 181  
Mora, MN 55051  
320-679-6440  
Fax: 320-679-6441

**Kelsey Schiferli**

---

**From:** Nicholas Frisch  
**Sent:** Wednesday, December 8, 2021 3:34 PM  
**To:** Kelsey Schiferli  
**Subject:** Re: Insurance Committee Term

Hi Kelsey,

I would like to discontinue my appointment on the 3rd of January. Please let me know if you need anything further from me. Thanks.

Respectfully,

Nicholas Frisch

---

**From:** Kelsey Schiferli  
**Sent:** Monday, December 6, 2021 3:25 PM  
**To:** Nicholas Frisch  
**Subject:** Insurance Committee Term

Dear Nicholas,

Your term with the Insurance Committee as an alternate member will expire on January 3, 2022. This would be the end of your first partial term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please reply to this email or respond in writing to the Coordinator's Office no later than Wednesday, December 22, 2021 at 4:30pm.

The County Board and the Employees of Kanabec County thank you for volunteering for this service to our county.

Sincerely,

*Kelsey Schiferli*

Administrative Assistant  
Kanabec County Coordinator's Office  
18 N Vine Street Suite 181  
Mora, MN 55051  
320-679-6440  
Fax: 320-679-6441

## Kelsey Schiferli

---

**From:** Linda <linda.holida@gmail.com>  
**Sent:** Tuesday, December 21, 2021 6:56 PM  
**To:** Kelsey Schiferli  
**Subject:** Board of Appeals

I would like to continue serving on this Board.

Linda Holida

Sent from [Mail](#) for Windows

**Kelsey Schiferli**

---

**From:** EARL BRACEWELL <ewpkbrace@gmail.com>  
**Sent:** Monday, December 20, 2021 8:29 AM  
**To:** Kelsey Schiferli  
**Subject:** Planning Commission appointment

I'd be pleased to serve another term on the Commission.  
Sincerely  
Earl W Bracewell

**Kelsey Schiferli**

---

**From:** hallin@q.com  
**Sent:** Friday, December 17, 2021 10:06 AM  
**To:** Kelsey Schiferli  
**Subject:** Planning Commission term expiring.

I will not be seeking re-appointment to the board for another term. I have also called Commissioner Dennis McNally to let him know I will not seek re-appointment. I will be at the Dec 20<sup>th</sup> meeting.  
Ron Hallin

## Kelsey Schiferli

---

**From:** Rhonda Stegeman <rhondastegeman@gmail.com>  
**Sent:** Thursday, December 9, 2021 5:49 PM  
**To:** Kelsey Schiferli  
**Subject:** Railroad Advisory Committee

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Kelsey,

I received your letter concerning my term on the Railroad Advisory Committee expiring January 3, 2022. I would like to continue serving on this Committee. Please keep me informed.

Thank you,  
Lanny Stegeman

Sent from my iPad

**Kelsey Schiferli**

---

**From:** Terri Huro <quambamayor@gmail.com>  
**Sent:** Wednesday, December 22, 2021 3:41 PM  
**To:** Kelsey Schiferli  
**Subject:** Railroad authority

I received your letter about serving on the railroad authority committee. I am interested in doing this.

Let me know what you need from me

Terri Huro  
City of Quamba Mayor

Personal cell 320-209-1096

**Kelsey Schiferli**

---

**From:** Dave Mulvaney  
**Sent:** Monday, December 6, 2021 3:54 PM  
**To:** Kelsey Schiferli  
**Subject:** Re: Safety Committee Term

I would like to continue.

Sent from my iPhone

On Dec 6, 2021, at 3:36 PM, Kelsey Schiferli <kelsey.schiferli@co.kanabec.mn.us> wrote:

Dear Dave,

Your term with the Safety Committee will expire on January 3, 2022. This would be the end of your second term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please reply to this email or respond in writing to the Coordinator's Office no later than Wednesday, December 22, 2021 at 4:30pm.

The County Board and the Employees of Kanabec County thank you for volunteering for this service to our county.

Sincerely,

*Kelsey Schiferli*

Administrative Assistant  
Kanabec County Coordinator's Office  
18 N Vine Street Suite 181  
Mora, MN 55051  
320-679-6440  
Fax: 320-679-6441



## Kelsey Schiferli

---

**From:** Trent Terpstra  
**Sent:** Tuesday, December 28, 2021 12:51 PM  
**To:** Kelsey Schiferli  
**Subject:** RE: Safety Committee Term

I would like to discontinue.

*Thanks,*  
*Trent Terpstra*  
Highway Accountant  
Kanabec County Public Works  
320-679-6300  
Fax 320-679-6304

---

**From:** Kelsey Schiferli  
**Sent:** Tuesday, December 28, 2021 12:35 PM  
**To:** Trent Terpstra <Trent.Terpstra@co.kanabec.mn.us>  
**Subject:** RE: Safety Committee Term

Would you like to continue or discontinue serving on the Safety Committee?

*Kelsey Schiferli*  
Administrative Assistant  
Kanabec County Coordinator's Office  
18 N Vine Street Suite 181  
Mora, MN 55051  
320-679-6440  
Fax: 320-679-6441

---

**From:** Kelsey Schiferli  
**Sent:** Monday, December 6, 2021 3:38 PM  
**To:** Trent Terpstra <Trent.Terpstra@co.kanabec.mn.us>  
**Subject:** Safety Committee Term

Dear Trent,

Your term with the Safety Committee will expire on January 3, 2022. This would be the end of your first term on this board. If you are interested, you are eligible for re-appointment to this board for another three year term.

If you would like to continue or discontinue serving on this board, please reply to this email or respond in writing to the Coordinator's Office no later than Wednesday, December 22, 2021 at 4:30pm.

The County Board and the Employees of Kanabec County thank you for volunteering for this service to our county.

Sincerely,

**Kelsey Schiferli**

---

**From:** Allan Ambrose <aja11854@gmail.com>  
**Sent:** Sunday, December 12, 2021 10:59 AM  
**To:** Kelsey Schiferli  
**Subject:** Water plan committee

Kelsey,

Please remove me from the Water Planning Committee.

Allan Ambrose

# 9:00am Organizational Meeting

## Agenda Item #10

January 4, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Official Newspaper	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 3 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:**

Approve the following resolution:

#### Resolution #\_\_ - 1/4/22

Official Newspaper

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the offer submitted by the Kanabec County Times for all legal publications during the year 2022 is hereby accepted, and

**BE IT FURTHER RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices and that the Kanabec County Times is hereby designated as the official newspaper for the publication of the 2021 Financial Statement, and

**BE IT FURTHER RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the newspaper in which the notice and list of Real Estate Taxes remaining delinquent on the first Monday in January, 2022, shall be published.

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd 5 and that the notice must remain on the Web site during the notice's full publication period.

#### f. Background:

See attached:

Page 2, Rate history

Page 2, M.S. §375.12: requirement to award an official newspaper

Page 3 & 4, M.S. §331A.02: newspaper qualifications

Supporting Documents: None Attached:

Date received in County Coordinators Office: n/a - originating department

Coordinators Comments:

Rate History with the Times:

YEAR	Rate per column-inch	Change
1996	\$5.65	
1997	\$6.00	6.19%
1998	\$6.20	3.33%
1999	\$6.40	3.23%
2000	\$6.50	1.56%
2001	\$6.50	0
2002	\$6.75	3.85%
2003	\$6.75	0
2004	\$6.75	0
2005	\$6.75	0
2006	\$6.95	2.96%
2007	\$6.95	0
2008	\$7.15	2.88%
2009	\$8.60	20.28%
2010	\$8.60	0
2011	\$8.60	0
2012	\$8.60	0
2013	\$8.60	0
2014	\$8.60	0
2015	\$8.60	0
2016	\$8.65	0
2017	\$8.60	.50%
2018	\$8.65	.50%
2019	\$8.65	0
2020	\$8.75	1.16%
2021	\$8.75	0
2022	\$8.85	1.14%

**375.12 PROCEEDINGS IN QUALIFIED PAPER WITHIN 30 DAYS; LET BY BID.**

Subdivision 1. **Summary; in daily or weekly.** The county board shall have the official proceedings of its sessions published in a qualified newspaper of general circulation in the county. The publication shall be let annually by contract to the lowest bidder, at the first regular session of the board in January each year. If the county board determines that publication of a summary of the proceedings would adequately inform the public of the substance of the proceedings, the county board may direct that only a summary be published, conforming to the requirements of section [331A.01, subdivision 10](#). In each county whose population exceeds 600,000, the proceedings shall be published in a daily newspaper. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer. In any county whose population exceeds 50,000, and is less than 250,000, the proceedings may be published in one daily and one weekly newspaper at the county seat. If the official newspaper of the county ceases to exist for any reason except consolidation with another newspaper, the county board may designate another newspaper for the remainder of the year. The publication shall occur within 30 days of the meeting to which the proceedings relate.

Subd. 2. **Small claims totaled.** Individualized itemized accounts, claims or demands allowed by the county board pursuant to section [471.38, subdivision 1](#), need not be published pursuant to subdivision 1, if the amount

allowed from each claim is \$300 or less. The official proceedings following the itemization of accounts required shall contain a statement showing the total number of claims that did not exceed \$300 and their total dollar amount.

### **331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.**

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

- (a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches, or 800 square inches if the political subdivision the newspaper purports to serve has a population of under 1,300 and the newspaper does not receive a public subsidy;
- (b) if a daily, be distributed at least five days each week. If not a daily, the newspaper may be distributed twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;
- (c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;
- (d) be circulated in the political subdivision which it purports to serve, and either have at least 500 copies regularly delivered to paying subscribers, or 250 copies delivered to paying subscribers if the political subdivision it purports to serve has a population of under 1,300, or have at least 500 copies regularly distributed without charge to local residents, or 250 copies distributed without charge to local residents if the political subdivision it purports to serve has a population of under 1,300;
- (e) have its known office of issue established in either the county in which lies, in whole or in part, the political subdivision which the newspaper purports to serve, or in an adjoining county;
- (f) file a copy of each issue immediately with the State Historical Society;
- (g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;
- (h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;
- (i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from the date of the filing described in paragraph (j) through December 31 of that year; and
- (j) after publication, submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2.[Repealed, 2004 c 182 s 33]

Subd. 3. **Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

- (a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.
- (b) The consolidation of one newspaper with another published in the same county, or a change in its name or ownership, or a temporary change in its known office of issue.
- (c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue from one county to another, or failure to maintain its known office of issue in the county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

Subd. 4. **Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

Subd. 5. **Posting notices on Web site.** If, in the normal course of its business, a qualified newspaper maintains a Web site, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its Web site at no additional cost. The notice must remain on the Web site during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's Web site does not affect the validity of the public notice.

RECEIVED DEC 03 2021  
RECEIVED DEC 03 2021

KANABEC COUNTY  
**TIMES**

107 Park Street South, Mora, MN 55051 • 320-679-2661 • www.moraminn.com

December 1, 2021

Kristine McNally, County Coordinator  
Kanabec County  
18 N. Vine St, Suite 181  
Mora, MN 55051

Dear Ms McNally,

Please accept our 2022 bid for the official newspaper designation for Kanabec County.

The *Kanabec County Times* meets all of the requirements of a legal newspaper for Kanabec County as set forth in MN Statute 331A.02. The *Kanabec County Times* is mailed weekly to subscribers with about 2,000 copies purchased weekly.

Our rate is \$8.85 per column inch with a 7 point type and 9 lines per inch. We post all legal notices to our website: [www.moraminn.com](http://www.moraminn.com), at no additional charge and free to all viewers.

We would prefer legal notices emailed to [notices@moraminn.com](mailto:notices@moraminn.com). Our deadline is 4 p.m. on Mondays for Thursday publication.

We appreciate the long-standing relationship we have had with Kanabec County and look forward to continuing to serve its residents. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres  
Group Publisher  
*Kanabec County Times*  
Kanabec Publications, Inc.

# 9:00am Organizational Meeting

## Agenda Item #11

January 4, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Elected Officials Wages	<b>b. Origination:</b> County Coordinator
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Approve the 2022 minimum salaries for certain elected officials and set 2022 wages for the County Auditor/Treasurer, County Sheriff, County Recorder and County Attorney.

**f. Background:**

Resolution A- Minimum Annual Salaries for Certain Elected Officials

Resolution B – County Auditor/Treasurers wage

Resolution C – County Sheriff wage

Resolution D - County Recorder wage

Resolution E – County Attorney wage

Supporting Documents: None Attached:

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

### RESOLUTION A – 01/04/22

**WHEREAS** Minnesota Statutes require counties to establish the minimum salaries that will be paid to certain elected officials within the county, and

**WHEREAS** said minimum salaries must be set at the January meeting in the year that individuals may file for elected offices within the county;

**BE IT RESOLVED** by the Kanabec County Board of Commissioners, that the minimum annual salary in 2022 for the following elected positions shall be set as follows:

County Attorney	\$111,134	M.S. 388.18
County Auditor/Treasurer	\$ 95,264	M.S. 384.151
County Recorder	\$ 70,012	M.S. 386.015
County Sheriff	\$102,897	M.S. 387.20



## **RESOLUTION B – 01/04/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Auditor/Treasurer, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Auditor/Treasurer;

**BE IT RESOLVED** to set the Y2022 annual wage of County Auditor/Treasurer Denise Snyder at \$116,688.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$56.10 per hour.

---

## **RESOLUTION C – 01/04/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Sheriff, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Sheriff;

**BE IT RESOLVED** to set the Y2022 annual wage of County Sheriff Brian Smith at \$126,027.20, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$60.59 per hour.

---

## **RESOLUTION D – 01/04/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Recorder, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Recorder;

**BE IT RESOLVED** to set the Y2022 annual wage of County Recorder Lisa Holcomb at \$85,779.20 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$41.24 per hour.

---

## **RESOLUTION E – 01/04/22**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2022 for the County Attorney, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Attorney;

**BE IT RESOLVED** to set the Y2022 annual wage of County Attorney Barb McFadden at \$136,115.20 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2022 = \$65.44 per hour.

# 9:00am Organizational Meeting

## Agenda Item #12

January 4, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Commissioners Wage Order	<b>b. Originating Dept:</b> County Coordinator
<b>c. Estimated time:</b> 2 minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:**

**Resolution # \_\_\_\_\_ – 1/4/22**

**WHEREAS**, Minnesota Statute 375.055 requires that the County Commissioners' compensation be set by resolution in the year preceding the action;

**WHEREAS**, the Kanabec County Board of Commissioners approved Y2022 compensation for the County Commissioners by Resolution #22 – 12/21/21;

**BE IT HEREBY RESOLVED** to confirm the annual wage for the year 2022 for Kanabec County Commissioners at \$23,678.20.

**f. Background:**

Previous Wages:

	<u>Hourly</u>	<u>Annual</u>
2021 rate	\$12.69	\$23,096
2020 rate	\$12.69	\$23,096
2019 rate	\$12.47	\$22,695
2018 rate	\$12.47	\$22,695
2017 rate	\$12.05	\$22,027
2016 rate	\$11.59	\$21,107
2015 rate	\$11.21	\$20,492
2014 rate	\$11.21	\$20,492
2013 rate	\$11.05	\$20,199
2012 rate	\$11.09	\$20,261
2011 rate	\$11.09	\$20,261
2010 rate	\$11.09	\$20,261
2009 rate	\$11.39	\$20,810

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

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

# 9:00am Organizational Meeting

## Agenda Item #13

January 4, 2022

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> AMC Delegation	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 min	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Appoint delegates to AMC Policy Committees and voting representatives

---

**Background:**

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

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



## AMC 2022 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

### 2022 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least one commissioner or county official to each of the five AMC policy committees. Individuals may not serve as a voting member on more than one policy committee.*

<b>2022 County Board Chair</b>	
--------------------------------	--

Policy Committee	2022 Policy Committee Member
<b>Environment &amp; Natural Resources Policy Committee</b>	Teresa Wickeham
<b>General Government Policy Committee</b>	Kris McNally
<b>Health &amp; Human Services Policy Committee</b>	Kathy Burski
<b>Public Safety Policy Committee</b>	Brian Smith
<b>Transportation &amp; Infrastructure Policy Committee</b>	Chad Gramentz

### 2022 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2022 in the spaces below. Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

<b>1</b>	District 2 Commissioner (TBD)
<b>2</b>	Dennis McNally
<b>3</b>	Rick Mattson
<b>4</b>	Craig Smith
<b>5</b>	Les Nielsen
<b>6</b>	Kris McNally
<b>7</b>	Barbara McFadden
<b>8</b>	Kathy Burski

**ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS**  
**Section 1. Association Delegates** Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ [lkupacs@mncounties.org](mailto:lkupacs@mncounties.org)

# 9:00am Organizational Meeting

## Agenda Item #14

January 4, 2022

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County Mileage Reimbursement Rate	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 min	<b>d. Presenter(s):</b> Kris McNally

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

#### Resolution #\_\_ – 1/4/22 Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.585 per mile is the official rate for Kanabec County mileage reimbursements.

**Background:**

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

**Date Received in County Coordinator's Office:**

**Coordinators Comments:**

The Internal Revenue Service (IRS) has issued its 2022 standard mileage rates. Beginning on January 1, 2021, the standard mileage rates for the use of a car, van, pickup or panel truck will be: 58.5 cents per mile for business miles driven (up from 56 cents in 2021) ~ Dec 17, 2021

# 9:00am Organizational Meeting

## Agenda Item #15

January 4, 2022

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County Per Diems	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 5 min	<b>d. Presenter(s):</b> Kris McNally

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

### Resolution #\_\_ – 1/4/22

**BE IT RESOLVED** that appointees by the Board of Commissioners that attend meetings of paid county committees and boards shall receive a per diem of \$75.00 per meeting.

**BE IT FUTHER RESOLVED** that County Commissioners may personally accept per diems for all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

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**Background:**

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

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

# 9:00am Organizational Meeting

## Agenda Item #16

January 4, 2022

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> HRA Meeting	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.585)

---

**f. Background:**

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

**Date Received in County Coordinator's Office:**

n/a - originating department

**Coordinators Comments:**

## Resolution a

### **Resolution #HRA\_\_ - 1/4/22** Housing and Redevelopment Authority Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 31, 2022, regular meetings of the Kanabec Housing and Redevelopment Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

**BE IT FURTHER RESOLVED** meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

## Resolution b

### **Resolution #HRA – 1/4/22** Appointment of HRA Officers

#### RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT OF KANABEC COUNTY, MINNESOTA

**BE IT RESOLVED** by the Kanabec County Housing and Redevelopment Authority (the “Authority”) of Kanabec County, Minnesota, as follows:

**APPOINTMENT OF OFFICERS:** The following are appointed to hold the HRA offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary\*     Kris McNally, County Coordinator

\*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:



**Resolution c**

**Resolution #HRA – 1/4/22**  
Official Newspaper

**BE IT RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Housing and Redevelopment Authority, and

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

**Resolution d**

**Resolution #HRA – 1/4/22**  
Official Depository Bank

**BE IT RESOLVED** that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Housing and Redevelopment Authority.

**Resolution e**

**Resolution #HRA – 1/4/22**  
Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.585 per mile is the official rate for the Housing and Redevelopment Authority's mileage reimbursements.

# 9:00am Organizational Meeting

## Agenda Item #17

January 4, 2022

---

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2022 Railroad Authority Board	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Approve the following:

- a. Meeting Dates and Times
- b. Elect Officers
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.585)

---

**f. Background:**

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

**Date Received in County Coordinator's Office:**

n/a - originating department

**Coordinators Comments:**

**Resolution a**

**Resolution # \_\_\_ - 1/4/22**

Railroad Authority Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 31, 2022, regular meetings of the Kanabec Railroad Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

**BE IT FURTHER RESOLVED** meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

**Resolution b**

**Resolution #\_\_ – 1/4/22**

Appointment of Railroad Authority Board Officers

RESOLUTION APPOINTING OFFICERS OF THE RAILROAD AUTHORITY BOARD OF  
KANABEC COUNTY, MINNESOTA

**BE IT RESOLVED** by the Kanabec County Railroad Authority Board of Kanabec County, Minnesota, as follows:

**APPOINTMENT OF OFFICERS:** The following are appointed to hold the Railroad Authority Board offices set forth opposite their respective names:

Chair:

Vice-Chair

Secretary\* Kris McNally, County Coordinator

\*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

**Resolution c**

**Resolution #\_\_ – 1/4/22**  
Official Newspaper

**BE IT RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Railroad Authority Board, and

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute 331A.02, Subd. 5 and that the notice must remain on the Web site during the notice's full publication period.

**Resolution d**

**Resolution #\_\_ – 1/4/22**  
Official Depository Bank

**BE IT RESOLVED** that First Citizens Bank is hereby designated as the official depository bank of the Kanabec County Railroad Authority Board.

**Resolution e**

**Resolution #\_\_ – 1/4/22**  
Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.585 per mile is the official rate for the Railroad Authority Board's mileage reimbursements.

# 9:00am Organizational Meeting

## Agenda Item #18

January 4, 2022

---

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2022 Drainage Authority Board	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally

**e. Board action requested:**

Approve the following resolution:

### Resolution # \_\_ - 1/4/22

Drainage Authority Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 31, 2022, regular meetings of the Kanabec Drainage Authority Board shall be held in the County Courthouse in the City of Mora, Minnesota, and

**BE IT FURTHER RESOLVED** meetings shall be held as necessary with proper notice commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary, and

**BE IT FURTHER RESOLVED**, Special Meetings may be called when circumstances require immediate consideration by the board; in such case, a good faith effort will be made to contact the media and to each person who has filed a written request for such meetings.

---

**f. Background:**

**Supporting Documents:** None

**Attached:**

**Date Received in County Coordinator's Office:**

n/a - originating department

**Coordinators Comments:**

**9:00 Appointment**  
**Agenda Item #19**  
**January 4, 2022**

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REQUEST FOR BOARD ACTION

<b>a. Subject:</b> County Coroner Appointment	<b>b. Origination:</b> Sheriff's Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

**Resolution #\_\_\_ – 1/4/22**  
County Coroner

**WHEREAS** the term of office for County Coroner expired December 31, 2021, and

**WHEREAS** Minnesota Statute §390.005 requires that the county board appoint a Coroner, and

**WHEREAS** the County Sheriff recommends appointment of Dr. Kelly Mills;

**BE IT RESOLVED** to appoint Dr. Kelly Mills as Kanabec County Coroner effective January 4, 2022 for a term ending December 31, 2022.

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**f. Background:**

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

<b>Date received in County Coordinators Office:</b>
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<b>Coordinators Comments:</b>
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**Kanabec County Community Health Board**

**AGENDA**

**Tuesday, January 4, 2022**

~~9:05 a.m.~~

10:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing –HHA, PHN, Grant-funded Nurse
  - Coronavirus Update/Response Activities
4. Annual SHIP Contracts page 3
  - Action requested
  - See attached consent resolution
5. Pokegama Lake Association Funding Request page 4
  - Action requested
  - See attached resolution
6. Financial Reports page 5-7
  - see attached
  - Trial Balance page 8-9
  - Nov 2021 Financial Report
7. Abstract Approval page 10-17
  - Action Requested
  - See attached Abstract and Vendor List
8. Other Business
9. Adjourn

Kanabec County Community Health/Timber Trails  
Director's Report  
January 2022

**Community Health Report**

**Staffing:**

**HHA** – still trying to fill a position that was vacated due to a retirement

**PHN** – filled position with an experienced nurse who will be able to pick up where the other nurse left off without needing more than a refresher on policies, procedures and charting.

**Grant Funded Nurse position** – discussed the options of employee vs. contracted employee and decided to advertise for a part-time position to start. If the workload will require more than part-time hours, we will revisit.

**Coronavirus information and response activities:**

Please refer to the County dashboard for current numbers.



**Kanabec County Community Health # 1/4/2022**  
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 through October 31, 2022.

**Resolution # KCCH – 1/4/2022**  
Grant Application for Pokegama Lake Association

**WHEREAS**, a representative of the Pokegama Lake Association reached out to the Kanabec County Coordinator regarding availability of grant funds; and

**WHEREAS**, the Kanabec County Coordinator passed on the information and concurred that an application could be sent with information provided to the board in January; and

**WHEREAS**, the Community Health applied for funds to support the Children’s Dental Health Services Contract and support for family in the park activities and outreach during the summer;

**THEREFORE BE IT RESOLVED** the Community Health Board approves the Kanabec County Community Health Director to accept grant funds if approved, to continue having Children’s Dental Services provide dental services for children and pregnant women up to age 27 in Kanabec County and outreach and family activities in the park in the summer.

Sheila  
12/28/21 9:12AM

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



TRIAL BALANCE REPORT

As of Date: 11/2021  
Report Basis: 2 1 - Cash  
                  2 - Modified Accrual  
                  3 - Full Accrual

Save Report: N

Comment:

FUND           Range From 15       Thru 15

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



Sheila  
12/28/21 9:12AM

TRIAL BALANCE REPORT  
As of 11/2021

Report Basis: Modified Accrual

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	540,918.70	59,407.33	47,988.88-	492,929.82
1003 Audit Adjustments To Cash	5,251.83	0.00	5,251.83-	0.00
1110 Taxes Receivable - Prior & Delinquent	10,616.61	0.00	10,616.61-	0.00
1201 Accounts Receivable (Acc)	71,096.44	0.00	71,096.44-	0.00
1261 Due From Other Funds (Acc)	20,629.47	0.00	20,629.47-	0.00
1281 Due From Other Governments (Acc)	222,169.55	0.00	222,169.55-	0.00
Total Assets	870,682.60	59,407.33	377,752.78-	492,929.82
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17-	0.00	0.00	523.17-
2021 Accounts Payable (Acc)	34,257.16-	0.00	34,257.16	0.00
2030 Salaries Payable	81,027.18-	0.00	81,027.18	0.00
2091 Due To Other Funds (Acc)	1,144.59-	0.00	1,144.59	0.00
2100 Due To Other Governments	5,282.24-	0.00	5,282.24	0.00
2101 Due To Other Governments (Acc)	25,671.24-	0.00	25,671.24	0.00
2230 Deferred Inflows	10,616.61-	0.00	10,616.61	0.00
2231 Deferred Inflows (Acc)	70,248.00-	0.00	70,248.00	0.00
Total Liabilities	228,770.19-	0.00	228,247.02	523.17-
Fund Balance				
2881 Assigned Fund Balance	641,912.41-	0.00	0.00	641,912.41-
2910 Revenue Control	0.00	300,957.12-	2,327,599.54-	2,327,599.54-
2925 Expenditure Control	0.00	241,549.79	2,477,105.30	2,477,105.30
Total Fund Balance	641,912.41-	59,407.33-	149,505.76	492,406.65-
Total Liabilities and Balance	870,682.60-	59,407.33-	377,752.78	492,929.82-
488 Kanabec Pine Community Health (fka 59)				
-----Assets-----				
Total Assets	0.00	0.00	0.00	0.00
---Liabilities and Balance-----				
Liabilities				
Total Liabilities	0.00	0.00	0.00	0.00
Total Liabilities and Balance	0.00	0.00	0.00	0.00
15 Community Health Fund	0.00	0.00	0.00	0.00

Sheila  
12/28/21 9:12AM  
15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 11/2021

Report Basis: Modified Accrual



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

Through November 2021

Department	Budget	Total year to date/		8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%
		% of budget	Total	January	February	March	April	May	June	July	August	September
Pilt-Housing Authority												
Rev	0		87.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		-16,854.00	0.00	0.00	0.00	-8,109.00	0.00	-8,745.00	0.00	0.00	0.00
Cares Act COVID-19 Grant												
Rev	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Exp	0		162.35	162.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	458,691.00	92.82%	425,761.45	9,463.33	38.95	27,790.92	120.80	22,209.08	195,041.49	19,705.85	3,859.84	16,999.00
Exp	376,178.00	83.32%	313,421.69	54,699.23	42,977.75	22,418.66	22,798.20	33,289.92	23,832.18	29,577.86	21,953.82	22,278.97
Prevent Infectious Disease												
Rev	21,050.00	139.03%	29,265.37	236.41	4,097.74	2,922.66	13,254.68	2,168.00	991.75	909.17	67.31	75.62
Exp	30,058.00	124.42%	37,398.24	5,356.16	3,092.93	2,559.26	2,884.18	4,122.97	1,593.79	1,417.08	2,607.99	5,841.07
Environmental Health												
Rev	25.00	140.00%	35.00	12.00	11.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00
Exp	5,202.00	5.12%	266.45	0.00	0.00	15.90	37.36	0.00	31.80	141.29	24.20	15.90
Healthy Communities-Adult Health												
Rev	250,123.00	98.33%	245,954.54	12,642.85	9,964.08	54,566.81	9,864.35	1,666.57	29,270.15	9,971.95	72,157.51	13,281.17
Exp	252,252.00	74.32%	187,472.37	15,269.67	14,421.17	16,979.68	17,817.22	15,259.93	17,862.90	16,769.90	23,479.65	16,880.40
Healthy Communities-Health Improvement												
Rev	524,408.00	80.34%	421,286.70	16,568.86	33,211.24	55,972.75	10,144.26	53,074.32	18,233.53	69,877.32	49,853.65	29,686.07
Exp	498,327.00	82.88%	412,994.96	30,808.36	25,192.40	27,516.77	29,567.33	30,551.62	65,814.23	34,539.09	39,829.73	42,191.42
Healthy Communities-Family Health												
Rev	928,933.00	56.44%	524,256.12	42,630.43	82,964.98	35,146.08	25,016.06	25,735.02	55,503.62	59,301.95	82,590.12	14,587.54
Exp	771,717.00	53.22%	410,711.48	31,090.59	23,800.13	27,790.85	29,146.53	30,956.38	40,566.36	70,012.67	37,007.22	46,434.81
Emergency Preparedness												
Rev	45,924.00	330.18%	151,633.15	0.00	0.00	0.00	407.40	45,033.78	0.00	14,855.03	28,816.56	39,567.30
Exp	43,559.00	531.07%	231,328.19	12,127.62	32,393.86	27,303.84	26,694.62	32,141.43	20,671.35	15,040.05	9,983.78	12,515.03
Assure Access-Case Management												
Rev	377,900.00	92.93%	351,172.58	24,513.16	41,412.51	27,032.54	30,120.08	31,839.86	23,193.85	29,142.30	43,743.99	24,453.78
Exp	370,972.00	90.96%	337,452.43	26,098.66	25,070.62	28,150.60	32,861.89	34,438.45	35,239.69	41,696.91	24,251.44	28,760.15
Assure Access-Home Care												
Rev	544,000.00	77.81%	423,262.60	43,528.80	37,301.95	29,304.90	43,387.26	52,519.10	28,209.37	39,026.72	39,194.26	36,074.84
Exp	802,789.00	87.99%	706,350.20	73,075.00	61,198.05	69,670.69	56,722.68	50,709.91	58,186.12	86,392.46	65,254.00	65,384.81
<b>Agency Totals</b>												
Rev	3,151,054.00	81.65%	2,572,715.48	149,595.84	209,002.45	232,742.66	132,320.89	234,245.73	350,443.76	242,790.29	320,283.24	174,725.32
Exp	3,151,054.00	83.17%	2,620,704.36	248,687.64	228,146.91	222,406.25	210,421.01	231,470.61	255,053.42	295,587.31	224,391.83	240,302.56

amount has changed

83.33%	91.67%	100.00%
October	November	December

**outstanding payments/payments not yet posted**

		Hep A grant	
87.97	0.00	VSO	
0.00	0.00	CTC	
		DFC	
0.00	0.00	FAP	
0.00	0.00	LCTS	
		LPHG	3,976.41
3,089.91	127,442.28	MCH	
20,142.27	19,452.83	MIECHV	
		PHEP	10,447.96
3,514.02	1,028.01	RPC	5,046.54
5,927.15	1,995.66	SHIP	58,809.53
		TANF	
0.00	0.00	WIC	8,199.00
0.00	0.00	Covid State	
		CMCOA	
10,904.23	21,664.87	MN Choice	3,125.00
16,775.80	15,956.05	Admin asst	2,665.60
		mental hlth	8,566.94
38,435.32	46,229.38	Suicide Prev	8,136.35
35,145.30	51,838.71	Covid Federal	
		Home care	40,965.85 estimate only see note below
82,459.56	18,320.76		
38,687.53	35,218.41		149,939.18
		SCHA Connector - We get reimbursed twice a year. Not included above.	
22,953.08	0.00		
16,564.19	25,892.42		
		Home Care-This is the billed amount and we are paid a percentage of that and that percentage varies by paysource. Also, VA may pay up to two years after the date of service.	
29,101.19	46,619.32		
30,925.73	29,958.29		
35,062.90	39,652.50		
58,519.06	61,237.42		
<hr/>			
225,608.18	300,957.12	0.00	
222,687.03	241,549.79	0.00	
<hr/>			

**Board Meeting 01/04/22**

**Abstract Totals for Commissioner Vouchers**

<b>Board Meeting 01/04/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1	45,534.47	37	61
Abstract #2			
<b>Totals</b>	<b>45,534.47</b>	<b>37</b>	<b>61</b>

**Abstract Totals for Auditor Vouchers**

<b>Board Meeting 01/04/22</b>	<b>Amount</b>	<b>Vendors</b>	<b>Transactions</b>
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			



Sheila  
12/30/21 10:38AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Sheila  
 12/30/21 10:38AM  
 15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
25	434 Ability Network Inc 15-484-487-8453-6211	P	217.04	December billing svc/eligibil	21M-0191015	Services & Charges	N
24	15-484-493-8452-6211	P	181.38	December billing svc/eligibil	21M-0191015	Services & Charges	N
23	15-484-496-8447-6211	P	259.18	December billing svc/eligibil	21M-0191015	Services & Charges	N
	434 Ability Network Inc		657.60	3 Transactions			
1	104 Ace Hardware 15-484-487-8453-6411	P	13.77	batteries	293793	Supplies	N
	104 Ace Hardware		13.77	1 Transactions			
35	1418 Association Of Minnesota Counties 15-484-450-0000-6245		1,507.00	2022 LPHA annual dues	60710	Registration & Membership Dues	N
	1418 Association Of Minnesota Counties		1,507.00	1 Transactions			
45	1293 Bayerle/Anna 15-484-496-8448-6331	P	32.48	Nov/Dec HM mileage		Mileage & Meals	N
44	15-484-496-8449-6331	P	231.28	Nov/Dec HHA mileage		Mileage & Meals	N
	1293 Bayerle/Anna		263.76	2 Transactions			
46	538 Berg/Ashley 15-484-490-8489-6331	P	56.56	Nov/Dec covid mileage		Mileage & Meals	N
	538 Berg/Ashley		56.56	1 Transactions			
47	185 Bergstadt/Jennifer 15-484-496-8449-6331	P	388.08	Nov/Dec HHA mileage		Mileage & Meals	N
	185 Bergstadt/Jennifer		388.08	1 Transactions			
48	1396 Biever/Laurie 15-484-496-8449-6331	P	329.84	Nov/Dec HHA mileage		Mileage & Meals	N
	1396 Biever/Laurie		329.84	1 Transactions			
49	1275 Bromwich/Amanda 15-484-496-8449-6331	P	77.84	Nov/Dec HHA mileage		Mileage & Meals	N
	1275 Bromwich/Amanda		77.84	1 Transactions			
51	1312 Campbell/Mindy 15-484-496-8448-6331	P	6.72	Nov HM mileage		Mileage & Meals	N
50	15-484-496-8449-6331	P	222.32	Nov/Dec HHA mileage		Mileage & Meals	N
	1312 Campbell/Mindy		229.04	2 Transactions			

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
2	1101 Card Services		P	5.32		HB 278	Supplies	N
	15-484-496-8447-6411							
	1101 Card Services			5.32	1 Transactions			
16	1314 Career/Life Alliance Services, Inc.		P	50.00	travel time WW hlthy eat/activ	2532	Mileage & Meals	N
	15-484-485-8468-6331							
	1314 Career/Life Alliance Services, Inc.			50.00	1 Transactions			
57	3646 Felland/Becky		P	125.44	Nov/Dec home care mileage		Mileage & Meals	N
	15-484-496-8447-6331							
	3646 Felland/Becky			125.44	1 Transactions			
52	3501 Fratzke/Michelle		P	186.48	Nov/Dec home care mileage		Mileage & Meals	N
	15-484-496-8447-6331							
	3501 Fratzke/Michelle			186.48	1 Transactions			
3	4184 Health Dimension Rehabilitation Inc		P	13,077.88	November PT		Services & Charges	N
	15-484-496-8447-6211							
36	4184 Health Dimension Rehabilitation Inc		P	10,547.62	October PT services		Services & Charges	N
	15-484-496-8447-6211							
37	4184 Health Dimension Rehabilitation Inc		P	7.65	Oct attempted visit credit		Services & Charges	N
	15-484-496-8447-6211							
	4184 Health Dimension Rehabilitation Inc			23,617.85	3 Transactions			
4	324 Healthcare First		P	104.74	December HHCAHPS fee	5250195	Services & Charges	N
	15-484-496-8447-6211							
	324 Healthcare First			104.74	1 Transactions			
5	1306 Henry Schein		P	117.18	case respirator mask	13670664	Medical Supplies	N
	15-484-496-8447-6432							
6	1306 Henry Schein		P	14.25	shipping	13670664	Medical Supplies	N
	15-484-496-8447-6432							
	1306 Henry Schein			131.43	2 Transactions			
7	12990 Innovative Office Solutions		P	483.61	paper, envelopes, batteries	SO-3554115	Office Supplies	N
	15-484-450-0000-6412							
	12990 Innovative Office Solutions			483.61	1 Transactions			
27	3095 Isanti County Public Health		P	920.17	Nov hlthy eat/active living		Grant Admin- Pass thru	N
	15-484-485-8468-6880							
28	3095 Isanti County Public Health		P	920.17	Nov well-being strategy		Grant Admin- Pass thru	N
	15-484-485-8468-6880							
	3095 Isanti County Public Health			1,840.34	2 Transactions			

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 15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
26	2162 Kanabec County Information Systems						
	15-484-450-0000-6203	P	616.53	4th qtr 2021 phone svc	6240	Telephone	N
	2162 Kanabec County Information Systems		616.53	1 Transactions			
32	667 Lighthouse Child & Family Services LLC						
	15-484-487-8453-6211	P	16.80	11/10/21 MIECHV mileage	6166	Services & Charges	Y
33	15-484-487-8453-6211	P	300.00	11/10/21 MIECHV sessions	6166	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		316.80	2 Transactions			
34	377 Marco Inc						
	15-484-450-0000-6341		787.11	MX5070v copier agmt	30729941	Rental & Service Contracts Copier	N
	377 Marco Inc		787.11	1 Transactions			
8	14361 Marco Technologies LLC.						
	15-484-487-8453-6341	P	18.54	Sharp MX-M3571 copier agmt	9406846	Rental & Service Contracts	N
	14361 Marco Technologies LLC.		18.54	1 Transactions			
9	1143 McKesson Medical-Surgical Govt Solution						
	15-484-496-8447-6432	P	418.00	home care supplies	18831647	Medical Supplies	N
10	15-484-490-8489-6411	P	300.00	COVID supplies	18831647 18831	Progam Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		718.00	2 Transactions			
29	198 Mille Lacs Co. Community & Veterans Ser						
	15-484-485-8468-6880	P	1,553.49	Nov hlthy eat/active living		Grant Admin- Pass thru	N
30	15-484-485-8468-6880	P	854.28	November tobacco strategy		Grant Admin- Pass thru	N
31	15-484-485-8468-6880	P	854.28	November well-being strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		3,262.05	3 Transactions			
19	8040 Miller, Patti						
	15-484-485-8444-6331	P	148.40	CTL mileage		Mileage & Meals	N
20	15-484-485-8444-6331	P	16.00	CTL overnight meal		Mileage & Meals	N
21	15-484-485-8444-6411	P	63.88	CTL supply above agmt		Supplies	N
22	15-484-490-8489-6411	P	75.00	COVID supplies		Progam Supplies	N
	8040 Miller, Patti		303.28	4 Transactions			
11	610 Minnesota Homecare Association						
	15-484-496-8447-6289		1,387.48	2022 membership dues		Staff Development	N
	610 Minnesota Homecare Association		1,387.48	1 Transactions			
	1311 Nelson/Erika						

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 15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
17	15-484-493-8452-6331	P	22.40	October CM mileage		Mileage & Meals	N
18	15-484-493-8452-6331	P	11.76	November CM mileage		Mileage & Meals	N
	1311 Nelson/Erika		34.16		2 Transactions		
	927 Neumen/Cami						
53	15-484-496-8447-6331	P	236.88	December home care mileage		Mileage & Meals	N
	927 Neumen/Cami		236.88		1 Transactions		
	632 Pine County Health & Human Services						
12	15-484-485-8468-6880	P	1,504.91	Nov Hlthy eat/active living		Grant Admin- Pass thru	N
13	15-484-485-8468-6880	P	1,318.16	November tobacco		Grant Admin- Pass thru	N
14	15-484-485-8468-6880	P	2,671.93	November well-being		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		5,495.00		3 Transactions		
	1227 Pivec/Michelle						
15	15-484-485-8468-6411	P	20.50	food item WW hlth eat/active		Supplies	N
	1227 Pivec/Michelle		20.50		1 Transactions		
	2712 Raudabaugh/Carey						
61	15-484-493-8452-6331	P	15.12	December CM mileage		Mileage & Meals	N
	2712 Raudabaugh/Carey		15.12		1 Transactions		
	16326 Sarkisyan/Amber						
54	15-484-496-8449-6331	P	30.24	November HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		30.24		1 Transactions		
	167 Telander/Sarah						
55	15-484-450-0000-6331	P	63.84	Sep-Dec Admin mileage		Mileage & Meals	N
	167 Telander/Sarah		63.84		1 Transactions		
	4116 The Grand Event Center						
39	15-484-490-8489-6411	P	250.00	vacc clinic 11/10/21	12/22/2021	Progam Supplies	N
40	15-484-490-8489-6411	P	250.00	vacc clinic 12/8/21	12/22/2021	Progam Supplies	N
41	15-484-490-8489-6411	P	250.00	vacc clinic 12/15/21	12/22/2021	Progam Supplies	N
43	15-484-490-8489-6411	P	68.72	tax	12/22/2021	Progam Supplies	N
42	15-484-490-8489-6411	P	250.00	vacc clinic 12/22/21	12/22/21	Progam Supplies	N
	4116 The Grand Event Center		1,068.72		5 Transactions		
	1268 Tomczak/Kristi						
56	15-484-496-8449-6331	P	278.88	Nov/Dec HHA mileage		Mileage & Meals	N

Sheila  
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 15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1268 Tomczak/Kristi		278.88	1 Transactions		
38 1401 VA CCN Refunds 15-484-496-8447-6880	P	670.40	refund control 42134000229	Medicare Pass Thru	N
1401 VA CCN Refunds		670.40	1 Transactions		
58 452 Zaiser/Kelly 15-484-487-8453-6331	P	103.04	Sep-Dec MIECHV mileage	Mileage & Meals	N
60 15-484-490-8489-6331	P	13.44	November COVID mileage	Mileage & Meals	N
59 15-484-493-8452-6331	P	25.76	Sep-Dec CM mileage	Mileage & Meals	N
452 Zaiser/Kelly		142.24	3 Transactions		
15 Fund Total:		45,534.47	Community Health Fund	37 Vendors	61 Transactions
Final Total:		45,534.47	37 Vendors	61 Transactions	

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	45,534.47	Community Health Fund	
	All Funds	45,534.47	Total	Approved by, .....
				.....
				.....

# 10:45am Appointment

January 4, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Proposed Vaccination, Testing and Face Covering Policy	<b>b. Origination:</b> Federal OSHA/MNOSHA, County Attorney
<b>c. Estimated time:</b> 20 minutes	<b>d. Presenter(s):</b> Barb McFadden, County Attorney

### e. Board action requested:

**WHEREAS**, Federal OSHA issued the [COVID-19 Vaccination and Testing Emergency Temporary Standard \(ETS\)](#) requiring employers with 100 or more employees to implement and enforce a mandatory COVID-19 vaccination policy; and

**WHEREAS**, the United States Supreme Court is scheduled to hear challenges to said ETS on January 7, 2022; and

**WHEREAS**, MNOSHA plans to adopt the ETS as soon as January 3, 2022; and

**WHEREAS**, Kanabec County is required to comply with MNOSHA standards; and

**WHEREAS**, the Kanabec County Attorney has developed a policy to comply with the ETS;

**BE IT THEREFORE RESOLVED** that the Kanabec County Board of Commissioners hereby recommends adoption of this policy IF the Supreme Court allow these mandates to proceed; and

**BE IT RESOLVED** that IF the Supreme Court allows these mandates to proceed, the effective date of the policy shall be the date of the Supreme Court ruling; and

**BE IT FURTHER RESOLVED** that the Board grants the Coordinator authority to begin implementation and enforcement the required Vaccination, Testing and Face Covering Policy on the effective date.

### f. Background:

#### MINNESOTA OSHA RULEMAKING

##### Federal OSHA issues emergency temporary standard

On Nov. 5, 2021, federal OSHA issued the [COVID-19 Vaccination and Testing Emergency Temporary Standard \(ETS\)](#) to protect unvaccinated employees of large employers (100 or more employees) from the risk of contracting COVID-19 by strongly encouraging vaccination. Covered employers must develop, implement and enforce a mandatory COVID-19 vaccination policy, with an exception for employers that instead adopt a policy requiring employees to either get vaccinated or elect to undergo regular COVID-19 testing and wear a face covering at work in lieu of vaccination. Minnesota Statutes § 182.655, subdivision 13, requires that Minnesota OSHA (MNOSHA) adopt standards that are "at least as effective as" federal OSHA.



On Dec. 17, 2021, the U.S. Court of Appeals for the Sixth Circuit dissolved the Fifth Circuit's stay of the ETS. MNOSHA now plans to adopt the ETS by reference as soon as Jan. 3, 2022. The U.S. Department of Labor has indicated OSHA will not issue citations for noncompliance with any of the requirements until Jan. 10, 2022, and it will not issue citations for the testing requirements until Feb. 9, 2022, so long as businesses are making "good faith" efforts to implement the rules. To account for any uncertainty created by the stay, MNOSHA will exercise similar enforcement discretion with respect to the compliance dates and will follow federal OSHA's timeline.

The U.S. Court of Appeals decision dissolving the stay of the ETS has been appealed to the U.S. Supreme Court. MNOSHA will react accordingly to further judicial determination as the current litigation makes its way through the process.

Supporting Documents: None Attached:

<b>Date received in County Coordinators Office:</b>	12/30/21
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**Coordinators Comments:**

**Kanabec County**  
**COVID-19 Vaccination, Testing and Face Covering Policy**

Effective Date: \_\_/\_\_/\_\_

**Purpose:**

The County of Kanabec hereby adopts this policy on mandatory vaccination and testing in accordance with the U.S. Occupational Safety and Health Administration (OSHA) Emergency Temporary Standard (ETS) (29 CFR §1910.501).

**Scope:**

This Policy applies to all employers with a total of 100 or more employees, and those employees, at any time the ETS is in effect.

The requirements of this policy do not apply to the employees of covered employers:

- a. who do not report to a workplace where other individuals such as coworkers or customers are present;
- b. while working from home; or
- c. who work exclusively outdoors.

Consistent with the ETS and other federal and state laws and regulations, including the Americans with Disability Act (ADA) and Title VII of the Civil Rights Act of 1964, all mandates contained herein are subject to exception and reasonable accommodation.

**Vaccination Requirements:**

Any Kanabec County employee who is required to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022. Any employee not fully vaccinated by February 9, 2022, may be subject to the regular testing and face covering requirements of this policy.

Schedule. All employees of Kanabec County who are required to be vaccinated shall be fully vaccinated by the dates set forth below:

- Obtain the first dose of a two-dose Pfizer-BioNTech or Comirnaty vaccine no later than DATE; and the second dose no later than DATE; or
- Obtain the first dose of a two-dose Moderna vaccine no later than DATE; and the second dose no later than DATE; or
- Obtain one dose of a single dose vaccine no later than DATE.

Definition of Fully Vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such

as the Johnson & Johnson vaccine; or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series.

Definition of Partially Vaccinated. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Status. All employees subject to the vaccination, testing, and face covering mandate are required to submit written documentation of their vaccination status along with proof of vaccination to HR Specialist located in the Coordinator's Office at 18 North Vine Street, Suite 181, Mora, MN 55051 in person or via email at [kim.christenson@co.kanabec.mn.us](mailto:kim.christenson@co.kanabec.mn.us), or via fax at (320) 679-6441.

Proof of Vaccination. Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Kanabec County will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

“I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties.”

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

If an employee received the vaccination outside of the U.S., a reasonable equivalent to any of the examples of acceptable proof above is sufficient.

Employees who do not submit their vaccination status will be considered unvaccinated and may be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

Vaccine Availability. Kanabec County Public Health shall offer free COVID-19 vaccination to all covered employees who are required to be vaccinated by this Policy. Public Health shall make the labeled fully and approved licensed Pfizer Comirnaty vaccine available to said employees.

Supporting COVID-19 Vaccination. An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send [their supervisor] an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., PTO, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of EMB immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. This exception to the EMB Policy is exclusive to this MNOSHA mandate.

The following table outlines the requirements for submitting vaccination status documentation.

<b><i>Vaccination Status</i></b>	<b><i>Instructions</i></b>	<b><i>Deadline(s)</i></b>
<i>Employees who are fully vaccinated.</i>	<b><i>Submit</i></b> proof of vaccination that indicates full vaccination.	<i>January 10, 2022</i>
<i>Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).</i>	<b><i>Submit</i></b> proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	<i>January 10, 2022</i>
<i>Employees who are not vaccinated.</i>	<i>Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.</i>	<i>January 10, 2022</i>
	<i>Submit statement that you are unvaccinated and not planning to receive a vaccination.</i>	<i>January 10, 2022</i>

**All Employees.** All employees, both vaccinated and unvaccinated, must inform Kanabec County of their vaccination status by January 10, 2022. The following table outlines the requirements for submitting vaccination status documentation.

**COVID-19 Testing:**

**Test Requirement.** Beginning February 9, 2022 or the date on which the mandatory testing requirement in the ETS becomes legally enforceable against the County, whichever occurs later, any employee who is not fully vaccinated must participate in weekly COVID-19 testing. Any employee who is not fully vaccinated and who reports to the workplace at least once every seven days:

- Must be tested for COVID-19 at least once every seven days; and
- Must provide documentation of the most recent COVID-19 test result to the tie no later than the seventh day following the date on which the employee last provided a test result.

**Test Result Submission.** All employees subject to the vaccination, testing, and face covering mandate are required to submit written documentation of their test results to HR Specialist located in the Coordinator’s Office at 18 North Vine Street, Suite 181, Mora, MN 55051 in person or via email at kim.christenson@co.kanabec.mn.us, or via fax at (320) 679-6441.

**Testing Following Longer Absences.** Any employee who is not fully vaccinated and who does not report to the workplace during a period of seven or more days:

- Must be tested for COVID-19 within seven days prior to returning to the workplace; and
- Must provide documentation of that COVID-19 test result to the County in the manner to be determined by the superintendent upon return to the workplace.

**Failure to Provide Test Result.** If an employee who is not fully vaccinated does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

**Exemption for Recent Infection.** Employees who are not fully vaccinated and who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

**Record of Testing.** The County will maintain a record of each test result provided by each employee under this policy. These records are considered to be employee medical records and will be maintained in a confidential manner as required by law.

**Cost of Testing.** The County will pay for the costs of COVID-19 testing when the test is obtained from a test location and provider approved by the County.

**Availability of Testing.** The County will provide information to employees about test locations and scheduling arranged by the County.

Employees may schedule their own testing appointments at an alternative location. Information about testing locations is available online at: <https://mn.gov/covid19/get-tested/testing-locations/index.jsp>.

## **Mandatory Reporting of COVID-19 Diagnosis Or Positive Test:**

Reporting and Removal from Workplace Following Positive Test. Regardless of an employee's vaccination status:

- The County requires all employees to promptly notify HR Specialist Kim Christenson when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider; and
- The County will immediately remove from the workplace any employee who receives a positive COVID-19 test or is diagnosed with COVID-19 by a licensed healthcare provider and keep the employee removed until the employee:
  - Receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to use a NAAT test for confirmatory testing;
  - Meets the return to work criteria in CDC's "Isolation Guidance" (available online at [https://www.osha.gov/sites/default/files/CDC's\\_Isolation\\_Guidance.pdf](https://www.osha.gov/sites/default/files/CDC's_Isolation_Guidance.pdf)); or
  - Receives a recommendation to return to work from a licensed healthcare provider.

Return to Work after Positive Test. Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If the CDC's Isolation Guidance changes following the adoption of this policy, the County will follow the current version of the guidance for purposes of this policy.

Status of Leave After Positive Test. The County will not provide any paid time off to any employee for removal from the workplace as a result of a positive COVID-19 test or diagnosis of COVID-19. Employees may use accrued paid leave to receive pay for their absences.

Exposure to COVID-19. Employees who are exposed to an individual with a confirmed case of COVID-19 will be subject to the quarantine protocols set forth in the County's overall COVID-19 mitigation strategy.

## **Wearing a Face Covering Exceptions and Accommodation:**

Kanabec County will require all employees who are not fully vaccinated to wear a face covering.

Face coverings must:

- (i) completely cover the nose and mouth;
- (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to Kanabec County's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Kanabec County has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
5. Where the employee has received an exemption.

### **Vaccination, Testing and/or Wearing a Face Covering Exceptions and Accommodation:**

The ETS does not require vaccination of the following employees:

- a. Employees for whom a vaccine is medically contraindicated;
- b. Employees for whom medical necessity requires a delay in vaccination; or
- c. Employees who are legally entitled to a reasonable accommodation under federal civil rights laws because they have a disability or sincerely held religious beliefs, practices, or observances that conflict with the vaccination requirement.

Employees may request an exception from applicable mandatory vaccination, testing or face covering policy if any of the above is medically contraindicated for them or medical necessity requires a delay in vaccination.

Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination and/or testing and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance.

Requests for exceptions and reasonable accommodations must be initiated by contacting Human Resources. All such requests will be handled in accordance with applicable laws and regulations and Kanabec County's personnel policy.

Kanabec County's policies, procedures, and standards for exemption requests and the approval process are outlined below.

#### A. Exemptions Generally

Review Panel. All requests for exemptions or accommodations, medical or religious, shall be reviewed no later than by the end of three business days following the date of submission by a panel comprised of the following Kanabec County employees and officials: the County Coordinator/Human Resources Director, the HR Specialist, a County Commissioner, the Public Health Director, and the Kanabec County Attorney.

Standard of Review. All reviews shall be conducted pursuant to federal guidance issued by the Equal Employment Opportunity Commission and in accordance with the ADA and Title VII of the Civil Rights Act of 1964, as amended.

Decision. A final decision shall be reached by the majority vote of the review panel members. A requesting Employee shall be notified verbally and electronically regarding the status and outcome of the request by the end of the business day following the date of the Review Panel's decision.

Employee's Right to be Present. A requesting employee shall be given the right to be present at all stages of review by the panel, including any hearings upon request for reconsideration. The employee shall not be required to provide any additional evidence.

Review of Decision. A requesting employee may appeal a decision of the review panel by submitting a written request seeking reconsideration. Such requests shall be made in writing within one business day of notification of the panel's decision. Reconsideration hearings shall be conducted by the Kanabec County Personnel Committee plus the County Attorney at the request of the employee seeking accommodations, and shall be scheduled to occur within three business days of the request. The employee may, but shall not be required to, provide additional information to the review panel upon reconsideration. A written decision shall be issued by the end of the day of the next business day following the hearing, and any decision issued upon reconsideration shall be final, subject to review by the courts in an independent civil action commenced by a complaining party.

Employment Status While Under Review. If a completed and timely exemption application has been submitted, the requesting employee shall remain at his or her currently existing employment status and may be placed on leave pending final decision. The nature and location of the employment



may be modified by the employer as a temporary accommodation to the employee's non-vaccinated status.

## B. Medical Exemption

Subject employees may request consideration of a medical exemption to any or all three of the mandates in this policy, including vaccination, testing and/or wearing of face coverings, by submitting a written request along documentation confirming recognized clinical contraindications to COVID-19 vaccinations, testing or masks. Requests for a medical exemption shall be signed and dated by a licensed practitioner, who is not the individual requesting the exemption, and is acting within their respective scope of practice based on applicable state and local laws. The panel shall presume that a licensed practitioner who signs such an exemption form is acting within his or her scope of practice. This documentation must contain all information specifying which of the authorized COVID-19 vaccines, tests or face coverings are clinically contraindicated for the employee to receive and the recognized clinical reasons for the contraindications.

## A. Religious Exemption

Title VII of the Civil Rights Act of 1964 and similar state statutes prohibit employment discrimination based on religion, which includes all aspects of religious beliefs, practices, or observances. These statutes require an employer to consider an employee's or applicant's request for an exception, called a religious or reasonable accommodation, from an employer requirement that conflicts with their sincerely held religious beliefs, practices, or observances. Subject employees may request consideration of a religious exemption to vaccination, testing and/or wearing of face coverings by submitting a written request.

Employees must inform the employer if they are requesting an exception to a COVID-19 vaccination, testing and/or face covering requirement because of a conflict between that requirement and their sincerely-held religious beliefs, practices or observations. Employees do not, however, need to use "magic words" to so inform their employer.

The review panel shall operate under the standard that presumes a religious exemption request is based on a sincerely-held belief; however, if an employer has an objective basis for questioning either the religious nature or the sincerity of a particular belief, the employer would be justified in making a limited factual inquiry (including how the employee's religious belief conflicts with the employer's COVID-19 vaccine, testing and/or wearing of a face covering requirement) and seeking additional supporting information. Prior to making any inquiries, the panel shall make written findings regarding the basis for questioning or inquiring as to the employee's religious beliefs. The written findings shall be provided to the employee prior to making further inquiries.

## D. Reasonable Accommodations.

Kanabec County shall assess undue hardship on a case-by-case basis by considering the specific facts of each situation. Accommodations which are granted are subject to modification in the future based on changing circumstances.

Accommodations, if any, such as social distancing, relocation of personnel and equipment, and other accommodations shall be discussed and determined on a case-by-case basis for those employees who have been granted an exemption to the vaccine, testing or face covering mandate.

**Discipline:**

Employees who violate the provisions contained in this policy may be subject to discipline.

An employee who fails to complete these scheduled vaccination, testing and face covering requirements (except for employees who have pending requests for, or who have been granted, exemptions or accommodations to the vaccination requirements of this section, or those staff for whom COVID19 vaccination must be temporarily delayed, as recommended by the CDC, due to clinical precautions and considerations) may be subject to other discipline.

**New Hires:**

All new employees are required to comply with the vaccination, testing and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

**Contingency Plan:**

The County reserves the right to bypass this rule in the event of an emergency or unforeseen change in circumstance that necessitates the County's temporary use of unvaccinated workers.

**Confidentiality and Privacy:**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

**Dissemination of Policy and Information to Employees:**

Dissemination of Policy. The County Coordinator will distribute a copy of this policy to all employees via the County's e-mail system following its adoption.

Other Required Disclosures to Employees. The ETS requires the County to provide the following information to employees:

The full text of OSHA's ETS is available online at:

<https://www.federalregister.gov/documents/2021/11/05/2021-23643/covid-19-vaccination-and-testing-emergency-temporary-standard>.

The CDC has published information about COVID-19 vaccine efficacy, safety, and the benefits of being vaccinated. This information can be accessed by visiting:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html>.

Federal regulations, specifically 29 CFR § 1904.35(b)(1)(iv), prohibits the County from discharging or in any manner discriminating against an employee for reporting a work-related injury or illness.

Section 11(c) of the OSH Act prohibits the County from discriminating against an employee for exercising rights under, or as a result of actions that are required by, the ETS. Section 11(c) also protects the employee from retaliation for filing an occupational safety or health complaint, reporting a work-related injury or illness, or otherwise exercising any rights afforded by the OSH Act.

Federal law, specifically 18 U.S.C. § 1001 and of section 17(g) of the OSH Act, prohibits employees from knowingly supplying false statements or documentation in accordance with this Policy. Anyone who violates those provisions may be subject to criminal penalties.

**Questions:**

Please direct any questions regarding this policy to the Human Resources Department.

# 11:05am Appointment

January 4, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Retainer for Legal Services	<b>b. Origination:</b> Environmental Services
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Environmental Services Supervisor Teresa Wickeham

**e. Board action requested:**

### Resolution #\_\_ - 1/4/22

**WHEREAS** Kanabec County wishes to continue to retain legal services for specialized land and environmental issues, and

**WHEREAS** Scott Anderson, of Rupp, Anderson, Squires and Waldspurger, P.A. has previously provided these services in a cost effective manner, and

**WHEREAS** a retainer fee of \$5,000, is proposed for 2022, and

**THEREFORE BE IT RESOLVED** to approve renewing a retainer with Scott Anderson of Rupp, Anderson, Squires and Waldspurger, P.A. for calendar year 2022 at a cost of \$5,000 paid from wetland funds and authorize the chairperson and Public Works Director to sign the agreement.

**f. Background:**

Supporting Documents: None  Attached:

Date received in County Coordinators Office:

Coordinators Comments:

**From:** Scott T. Anderson [<mailto:Scott.Anderson@raswlaw.com>]  
**Sent:** Thursday, December 23, 2021 10:49 AM  
**To:** Teresa Wickeham <[teresa.wickeham@co.kanabec.mn.us](mailto:teresa.wickeham@co.kanabec.mn.us)>  
**Cc:** Barbara McFadden <[barbara.mcfadden@co.kanabec.mn.us](mailto:barbara.mcfadden@co.kanabec.mn.us)>; Kris McNally <[Kris.McNally@co.kanabec.mn.us](mailto:Kris.McNally@co.kanabec.mn.us)>  
**Subject:** 2022 Zoning Retainer Agreement

Teresa:

Here is the proposed 2022 zoning retainer agreement. I have proposed no change in the yearly amount. The hourly rate for things off retainer has gone up, consistent with hourly rate increases for all county work. Partner and Associate rates have increased \$15 per hour.

I have executed the agreement. If the county finds the agreement and the amount agreeable, I'd ask that the appropriate county official execute the agreement and that you return the executed copy to my attention.

Thanks and have a happy holidays.

Scott



**Rupp, Anderson, Squires  
& Waldspurger, P.A.**

**Scott T. Anderson**  
*Attorney at Law*  
333 South Seventh Street, Suite 2800  
Minneapolis, MN 55402  
**Office: (612) 436-4300**  
**Direct: (612) 244-2758**  
**Cell: (612) 597-7912**  
**Fax: (612) 436-4340**  
[www.raswlaw.com](http://www.raswlaw.com)

## **RETAINER AGREEMENT FOR LEGAL SERVICES**

This Agreement is entered between Kanabec County ("County"), and Rupp, Anderson, Squires & Waldspurger, P.A., attorneys at law ("Attorneys").

**WHEREAS**, the County desires professional legal services relating to land use and zoning issues; and

**WHEREAS**, the Attorneys provide services relating to land use to Counties, and have the skill and expertise necessary to perform the duties as set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Scope of Services: The Attorneys shall provide advice and consultation upon issues relating to zoning matters pursuant to an annual Retainer Agreement for the sum of \$5000.00. The primary attorney to render all such advice will be Scott T. Anderson. If Scott T. Anderson is not available, then Kristin Nierengarten, or their delegates, shall render such advice.

For purposes of this Retainer Agreement, advice and consultation shall consist of telephone conversations, e-mail communications, and/or short letters on non-recurrent matters, but shall not include any research and/or drafting beyond the above that may be requested by the County, except as may be otherwise set forth in this Agreement. Any requested research and/or drafting will be billed at hourly rates set forth herein. The County and the Attorneys may conclude that a particular matter or issue will not be resolved through one or several telephone calls. If so, then upon agreement of the County and the Attorneys, the Attorneys will open a separate file for the matter and perform the work on hourly basis, to be billed at the hourly rates set forth herein.

The advice and consultation covered under this Agreement shall include the follow areas:

- A. Questions relating to the permitting process for all permits called for under the County's land use ordinances, as well as questions relating to rezoning;
- B. Questions pertaining to conducting hearing processes on land use requests including, but not limited to, any questions pertaining to the Open Meeting Law or Minnesota Government Data Practices Act, as they may pertain to such hearings;

- C. Questions pertaining to EAW's, EIS's, or any other environmental review;
- D. Questions pertaining to enforcement of land use ordinances; and
- E. Questions relating to ordinance and statutory interpretation.

It is the intent of the parties to this Agreement that the scope of this Retainer Agreement shall include short written letters confirming telephone advice and consultation, as deemed necessary by the County and/or the Attorneys, to the extent that such letters do not involve any additional research or other drafting.

- 2. Authorized Contact Persons: Those County personnel who will be authorized to contact the Attorneys for services included within this Agreement are the Planning and Zoning Administrator, the County Coordinator, the County Attorney, the County Board Chair, and/or their delegates.
- 3. Term: From January 1, 2022 through December 31, 2022.
- 4. Payment for Services: The Attorneys shall bill the County quarterly in equal installments for the amount due under the retainer. Payment is due thirty (30) days after the receipt of the bill. Each quarterly bill for retainer services will include within it a statement of costs and disbursements incurred during that quarterly period that are to be paid by the County under this Agreement.
- 5. Costs: In addition to the annual retainer amount, the County agrees to pay actual, necessary and reasonable costs and expenses incurred by the Attorneys in the performance of the services under this Agreement. Those costs include mileage at the I.R.S. rates; photocopying at 20 cents per page; facsimile at \$1.00 per page/\$5.00 maximum per transmission; and the actual costs of long distance phone calls and postage. If additional services are rendered under Paragraph 7 herein, the County also recognizes that it would be responsible for costs and disbursements incurred by the Attorneys, including, but not limited to, costs for messengers, court costs, arbitration, or mediation expenses, deposition expenses, and/or other trial or administrative hearing related expenses.
- 6. In-Service Training: The Attorneys will provide up to three hours of on-site in-service training to County officials, officers, and/or staff. This in-service training will occur in one three-hour session, upon any subject relating to the

area of land use or, at the choice of the County, upon any other topic(s) mutually agreed to by the County and the Attorneys that are within the normal working areas of Rupp, Anderson, Squires & Waldspurger.

7. Services at Hourly Rates: Any special projects or services provided by the Attorneys that are outside the scope of services covered by the retainer will be provided at the hourly rates set forth below. Any services contracted at hourly rates will be billed on a monthly basis. Payment is due 30 days after the receipt of the bill. Invoices will be in the standard format of Rupp, Anderson, Squires & Waldspurger, and will indicate the amount of time spent on each legal issue, the attorney providing the service, the nature of the work done, and the exact amount of time spent.

**Hourly Rates:**

Scott T. Anderson	\$220.00/hour
Jay T. Squires	\$220.00/hour
Amy E. Mace	\$220.00/hour
Trevor S. Helmers	\$220.00/hour
John P. Edison	\$220.00/hour
Liz Vieira	\$220.00/hour
Kristin C. Nierengarten	\$220.00/hour
Tessa S. Wagner	\$205.00/hour
Zachary J. Cronen	\$205.00/hour
Michael J. Ervin	\$205.00/hour
Abbi R. Kelzer	\$205.00/hour
Ryan P. Supple	\$205.00/hour
Marcus Jardine	\$205.00/hour
Nathan S. Froemming	\$205.00/hour
Katherine J. Marshall	\$205.00/hour
Jessica M. Anderson	\$205.00/hour



COUNTY OF KANABEC

RUPP, ANDERSON, SQUIRES &  
WALDSPURGER, P.A.

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

By: Scott T. Anderson

Its: \_\_\_\_\_

Scott T. Anderson  
333 South Seventh St., Suite 2800  
Minneapolis, MN 55402

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

Date: December 23, 2021

# 11:10am Appointment

January 4, 2022

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Introduction of New Probation Director, Luke Athey	<b>b. Origination:</b>
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Probation Director Todd Eustice

**e. Board action requested:**

Information Only

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**f. Background:**

Supporting Documents: None  Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**UNAPPROVED MINUTES**

**December 21, 2021**

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, December 21, 2021 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Absent: Gene Anderson. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Vice Chairperson led the assembly in the Pledge of Allegiance.

The Vice Chairperson called for a moment of silence in honor and memory of Chairperson Gene Anderson”

Action #1 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the agenda with the following changes: Remove item 8a, Resolution to approve collective bargaining agreements, Law Enforcement Labor Services, Inc. Local 107.

Action #2 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the Regular Meeting Minutes of December 7, 2021 as presented.

Action #3 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the Truth in Taxation Hearing Minutes of December 8, 2021 with the following changes: Change “The Chairperson led the assembly in the Pledge of Allegiance” to “The Vice Chairperson led the assembly in the Pledge of Allegiance”. Add “The Vice Chairperson called for a moment of silence in honor and memory of Chairperson Gene Anderson”.

Action #4 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:07am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:07am on Tuesday, December 21, 2021 pursuant to adjournment with the following Board Members Present: Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Absent: Gene Anderson. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS5 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the Family Services Board Agenda as presented.

Family Services Director Chuck Hurd gave the Director’s Report.

Action #FS6 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #FS6a - 12/21/21**

Psychiatric Services Contract – Dr. Paul Richardson

**WHEREAS**, the Family Services Agency does contract for psychiatric services, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2022;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychiatric services for the year 2022 with Dr. Paul Richardson for 4 hours per week at \$250 per hour for the time period January 1, 2022 through December 31, 2022.

### **Resolution #FS6b - 12/21/21**

Psychological Services Contract –Karissa Ignaszewski

**WHEREAS**, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2022 and ending December 31, 2022, and

**WHEREAS**, this position is fully funded by the Regional Adult Mental Health Initiative Funds;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychiatric services for the period beginning January 1, 2022 and ending December 31, 2022 with Karissa Ignaszewski at the rate of \$92.65 not to exceed 416 hours quarterly.

### **Resolution #FS6c - 12/21/21**

Mille Lacs County Psychiatric Services Resolution

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

**WHEREAS**, Mille Lacs County Community and Veterans Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

**WHEREAS**, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Mille Lacs County.

**NOW, THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2022 through December 31, 2022 with Mille Lacs County.

### **Resolution #FS6d - 12/21/21**

Psychiatric Services Contract Jenny Bliss– resolution

**WHEREAS**, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2022 and ending December 31, 2022, and

**WHEREAS**, this position is fully funded by the Regional Adult Mental Health Initiative Funds;

**THEREFORE BE IT RESOLVED** to approve an agreement for psychiatric services for the period beginning January 1, 2022 and ending December 31, 2022 with Jenny Bliss at a rate of \$87.50 per hour not to exceed 390 hours per quarter.

### **Resolution #FS6e - 12/21/21**

Pine County Psychiatric Services Resolution

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

**WHEREAS**, Pine County health and Human Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

**WHEREAS**, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Pine County.

**NOW, THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2022 through December 31, 2022 with Pine County.

### **Resolution #FS6f - 12/21/21**

#### Regional AMHI Medication Management/Client Outreach Resolution

**WHEREAS**, the Region 7E Adult Mental Health Initiative has funds available to provide regional adult mental health outpatient medication management and client outreach services through management of the Region 7E’s website, and

**WHEREAS**, Isanti County, as fiscal agent for the Regional Adult Mental Health Initiative (AMHI) is also the contracting entity and wishes to contract with Kanabec County, through its Family Services Agency to provide said medication management services and management of the Region 7E website, and

**WHEREAS**, Kanabec County Family Services is willing and able to provide said medication management services and management of the Region 7E website.

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves entering into an agreement with Isanti County, on behalf of the Region 7E Adult Mental Health Initiative for regional adult mental health outpatient medication management and client outreach services through management of the Region 7E mental health website for the period January 1, 2022 through December 31, 2022.

### **Resolution #FS6g - 12/21/21**

#### Detoxification Services – Central MN Mental Health Center

**WHEREAS**, Kanabec County Family Services contracts for detoxification services, and

**WHEREAS**, Central Minnesota Mental Health Center agrees to accept appropriate referrals from Kanabec County for the purpose of providing detoxification services, and

**WHEREAS**, such an agreement has been presented to the Kanabec County Board of Commissioners, for the year 2022;

**THEREFORE BE IT RESOLVED** to approve an agreement for detoxification services for the year 2022 at a daily rate of \$500.00 per client, with Central Minnesota Mental Health Center for the time period January 1, 2022 through December 31, 2022 and for the Health & Human Services Director to sign such Agreement.

Action #FS7 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the payment of 108 claims totaling \$233,743.34 on Welfare Funds.

Action #FS8 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:16am.

The Board of Commissioners reconvened.

Action #9 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following paid claims:

<b>Vendor</b>	<b>Amount</b>
Beaudry Oil Company	501.90
Card Services (Coborn's)	133.59
Chamberlain Oil	1,271.01
Consolidated Communications	1,130.85
CW Technology	1,315.40
East Central Energy	191.78
Eicher, Reuben	500.00
Kanabec County Auditor/Treasurer	8,406.84
Kwik Trip Inc.	10,637.69
Midcontinent Communications	471.64
Minnesota Department of Finance	5,710.50
Minnesota Energy Resources Corp	12,287.72
Mora Municipal Utilities	972.12
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	1,500.00
Spire Credit Union	4,255.52

Verizon Wireless	5,229.36
VISA	316.85
Wilber, Shane	500.00
<b>19 Claims Totaling:</b>	<b><u><u>\$56,671.42</u></u></b>

Action #10 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
Advanced Correctional Healthcare	337.40
Akkerman Ingebrand Funeral Home	430.00
Anne M. Carlson Law Office, PLLC	1,079.50
Aspen Mills	1,450.69
AT&T Mobility	929.40
AT&T Mobility	44.67
Auto Value	133.99
Auto Value	236.95
Black, Ivan	200.00
Bliss, Erica	523.87
Coborn's	2,235.70
Coborn's	22.46
Curtis, Michael	796.66
Daniels Health	220.06
Davis, Wayne	300.00
Department of Transportation	16,276.24
East Central Exterminating	250.00
East Central Solid Waste Commission	150.82
ECM Publishers	228.50
EDAM	295.00
Ellis, Kathi	250.00
Federated Co-ops	499.95
Galls	190.00
Glen's Tire	209.80
Glen's Tire	36.50
Glen's Tire	1,516.67
Hohn's Auto Body & Glass	1,644.00



Hoisington Koegler Group Inc.	2,617.50
Holcomb, Lisa	300.00
Horizon Towing	912.04
IT SAVVY LLC	574.51
IT SAVVY LLC	1,329.93
J.P. Cooke Co.	70.90
JP Morgan Chase Bank, N.A.	189.08
K&R Meats	120.00
Kanabec County Auditor/Treasurer	1,928.21
Kanabec County Auditor/Treasurer	1,928.21
Kanabec County Highway Dept	456.47
Kanabec County Soil and Water	8,821.00
Kanabec Publications	62.00
Kanabec Publications	242.30
Kanabec Publications	37.10
Kanabec Publications	645.00
Labels Direct	67.50
League of MN Cities	126.50
MACPZA	170.00
Manthie, Wendy	873.04
Marco	134.68
Marco	70.35
Marco	190.07
Marco	159.00
Marco	711.53
Marco	93.75
Marco	106.29
Marco	3,216.80
Marco	452.70
McFadden, Barb	125.56
McKinnis & Doom PA	121.50
McKinnis & Doom PA	127.50
McNally, Dennis	304.64
Michael Keller, Ph.D., L.P.	1,300.00
Minnesota County Attorneys Association	2,865.00
MN Counties Intergovernmental Trust	6,913.00
MN Counties Intergovernmental Trust	(5,856.00)
MN Counties Intergovernmental Trust	3,470.00

MN Counties Intergovernmental Trust	801.00
Mora Bakery	47.49
MRA	1,675.00
Ness, Lonnie	125.00
Nielsen, Les	197.12
Office Depot	22.65
Office Depot	51.78
O'Reilly Auto Parts	99.54
Premium Waters, Inc	54.34
Quality Disposal	199.35
Quality Disposal	24.15
Ramsey County	2,107.50
RandiAnn C. Harvey	92.00
Regents of the University of MN	18,814.00
SHI	14,250.00
Smith, Craig	911.68
Soft N Gentle Healing Touch	193.28
Steller Services	160.20
Stenstrom Jewelry	158.38
Summit Food Service Management	11,447.47
Sunshine Printing	172.00
Tierney	59.26
Treiber, Sara	275.00
Tvedt, Jerry	225.00
Van Alst, Lillian	112.56
Veolia Environmental Services	921.46
<b>91 Claims Totaling:</b>	<b><u><u>\$ 119,663.70</u></u></b>

**Road & Bridge**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	39.96
Aramark	452.26
Bjorklund	706.32
Caswell Cycle	74.97
Central McGowan	53.80
Central Pension Fund	189.10
DeJong, George	12.59

Dooley, Mark	300.00
DLT	1,200.00
Dultmeier Sales	838.76
EATI	1,275.10
Glens Tire	1,345.00
Gopher State One-Call	17.55
Granite Ledge Electrical	192.46
Hass Construction	197.16
Hjort	8,440.00
Houston Engineering	6,909.00
Johnson Hardware	1,135.46
Kanabec County Highway Dept	79.50
Knife River Corporation	1,942.74
Kwik Trip	10.00
Minnesota Energy	1,165.05
Mora Chevrolet	34.95
Northpost	265.00
Novus Glass	425.00
Office Depot	125.78
Power Plan (RDO)	11,081.40
Premier Outdoor Services	755.00
Quality Disposal	164.25
Ringler, Jeremy	300.00
Schiferli, Kevin	230.01
Tomlinson, Tim	24.69
Wallace, Bruce	147.12
Widseth Smith Nolting	2,940.00
Wiacom	675.30
Yotter, Timothy	300.00

**36 Claims Totaling: \$ 44,045.28**

*Action #11* – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

**Resolution #11 -12/21/21**  
**Donation Acknowledgement**

**WHEREAS** Knife Lake Concrete made a donation of materials and labor to the Kanabec County K-9 Unit for a concrete slab needed for the canine's kennel; and

**WHEREAS** Knife Lake Concrete assigned a value of the donation at \$1,381.55;

**BE IT THEREFORE RESOLVED** that the Kanabec County Board of Commissioners hereby acknowledges said donation and extends its gratitude to Knife Lake Concrete for their generosity and support of the K-9 Unit.

Community Health Director Kathy Burski met with the County Board to discuss matters concerning her department.

Action #12 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #12 - 12/21/21**

Refill R.N. position Resolution

**WHEREAS**, an R.N. in Community Health has given her notice of resignation effective January 3, 2022, and

**WHEREAS**, Kanabec County Community Health has an opportunity to rehire a certified public health nurse (PHN) who resigned less than a year ago and is willing to return to public health, and

**WHEREAS**, this person left public health employment in good standing, was a dedicated and well-respected member of the home care team and would come to us with about eight years of home care experience; and

**WHEREAS**, the number of home care referrals is increasing as the stress on hospitals and skilled nursing facilities is increasing, and

**WHEREAS**, the ability to hire a Public Health Nurse with experience and requiring very little training will minimize any loss of income as this person can start doing visits right away.

**THEREFORE**, the Kanabec County Community Health director is recommending rehiring this person at a level 15D, which is \$34.68 per hour in order to save the time and money of training a less experienced person when demand for home care services is increasing and current staff at capacity.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director and the Human Resources Director hiring said Certified Public Health Nurse at a level 15D at \$34.68 per hour full-time.

Action #13 - It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve hiring a grant funded RN or PHN position to help with COVID-19 vaccines, testing, contact tracing, case investigation and other duties related to the pandemic restricted to an end date of 2023 or until grant funding is no longer available- whichever comes first.

Transit Director Helen Pieper met with the County Board to discuss matters concerning her department.

Action #14 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #14 -12/21/21**

### **Transit Operations Facility Lease Resolution 2022 - 2023**

**WHEREAS**, Kanabec County has contracted with the State of Minnesota to provide public transportation in Kanabec County, and

**WHEREAS**, Kanabec County as a strong commitment to transit and the community; and the community supports and needs transit, and

**WHEREAS**, the Transit Department needs adequate space to conduct operations and to house vehicles, and

**WHEREAS**, a market study has been completed to determine a fair market value for a transit facility lease;

**THEREFORE, BE IT RESOLVED** that Kanabec County agrees to utilize the county-owned facilities for transit operations, and

**BE IT FURTHER RESOLVED** that Kanabec County agrees to provide these facilities at a cost of \$26,400 for each of the years 2022 and 2023, and

**BE IT FURTHER RESOLVED** that Kanabec County Board of Commissioners authorizes the CHS Administrator or the Transit Director to execute the aforementioned financial transactions.

County Coordinator Kris McNally presented the Final Budget and Levy for 2022.

Action #15 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

**Resolution #15 – 12/21/21**  
**Resolution to set the Final Budget and Levy for 2022**

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the following proposed fiscal year 2022 maximum levy and final budget be adopted:

FUND	2022 FINAL BUDGET	2022 MAXIMUM LEVY
<i>a.</i> Revenue Fund	14,743,869	7,743,798
<i>b.</i> Family Services (Welfare) Fund	6,346,205	2,265,305
<i>c.</i> Community Health	3,064,301	212,024
<i>d.</i> Road & Bridge Fund	7,372,189	1,798,502
<i>e.</i> Railroad Authority Fund	1,025	925
<i>f.</i> Debt Service – Tax Capacity based ( <i>not including market value levy</i> ) “ <i>Building Fund</i> ”	1,040,314	861,574
<i>g.</i> SUB-TOTALS ( <i>total of a. through f.</i> )	32,567,903	12,882,128
<i>i.</i> + Debt Service For Market Based Referendum Levy		\$178,740
<i>ii.</i> + EDA Levy		\$150,000
<i>j.</i> TOTAL PRELIMINARY PAYABLE Y2022 LEVY ( <i>total=f+i+ii</i> )		<b>\$13,210,868</b>

**BE IT FURTHER RESOLVED** that \$861,574 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

**BE IT FURTHER RESOLVED** that the budget reflects revenue of **\$1,183,396** in County Program Aid.

Auditor/Treasurer Denise Snyder met with the Board to discuss the process of holding a special election for fill a vacancy on the Kanabec County Board of Commissioners.

Action #16 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #16 – 12/21/21**

Special Election and/or Special Primary

**WHEREAS**, there is a vacancy in the District #2 County Commissioner position caused by an unexpected death on December 8, 2021;

**WHEREAS**, the remaining term for the vacant position exceeds one year;

**WHEREAS**, in order to fill the vacancy as expediently as possible, the County Board of Commissioners must hold a special election pursuant to MN Statute 375.101;

**BE IT RESOLVED** to declare the District #2 Board of Commissioner seat vacant as of December 9, 2021; and

**BE IT FURTHER RESOLVED** that the Kanabec County Board of Commissioners hereby calls for a Special Election to be held to fill said vacancy; and

**BE IT FURTHER RESOLVED** that the filing period for said Special Election shall occur between 8:00am January 18, 2022 and 5:00pm February 1, 2022; and

**BE IT FURTHER RESOLVED** should the County receive two or less affidavits of candidacy during the filing period that a Special Election to fill the vacant seat shall be held April 12, 2022; and

**BE IT FURTHER RESOLVED** should the County receive more than two affidavits of candidacy during the filing period, a Special Primary would be statutorily required and would be held on April 12, 2022 with the Special Election to be held on August 9, 2022.

County Attorney Barb McFadden met with the board to discuss matters concerning her department.

Action #17 - It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #17a – 12/21/21**

**WHEREAS**, the City of Braham desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney’s Office; and

**WHEREAS**, the County of Kanabec agrees to provide the services of the Kanabec County Attorney’s Office to provide such prosecution services on behalf of the City of Braham; and

**WHEREAS**, the City of Braham and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

**NOW, THEREFORE**, the City of Braham and the County of Kanabec hereto agree to the retainer agreement for criminal prosecution services for the period of January 1, 2022 through December 31, 2022.

### **Resolution #17b – 12/21/21**

**WHEREAS**, the City of Ogilvie desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney’s Office; and

**WHEREAS**, the County of Kanabec agrees to provide the services of the Kanabec County Attorney’s Office to provide such prosecution services on behalf of the City of Ogilvie; and

**WHEREAS**, the City of Ogilvie and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

**NOW, THEREFORE**, the City of Ogilvie and the County of Kanabec hereto agree to the retainer agreement for criminal prosecution services for the period of January 1, 2022 through December 31, 2022.

Action #18 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #18 - 12/21/21**

**Authorizing the County Attorney and county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors**



**and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d).**

**WHEREAS**, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

**WHEREAS**, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

**WHEREAS**, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

**WHEREAS**, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the "State-Subdivision Agreement"); and

**WHEREAS**, during negotiations of the State-Subdivision Agreement, representatives of Minnesota's counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

**WHEREAS**, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state's settlement allocation to county social service agencies for statutorily-prescribed use(s); and

**WHEREAS**, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota; now, therefore,

**BE IT RESOLVED**, Kanabec County supports and agrees to the State-Subdivision Agreement; and

**BE IT FURTHER RESOLVED**, Kanabec County supports and opts in to the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson; and

**BE IT FURTHER RESOLVED**, Kanabec County authorizes the County Attorney and county staff to execute all necessary documents to ensure County participation in the multistate settlements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement; and

**BE IT FURTHER RESOLVED**, Kanabec County, supports the amending of Minn. Stat. § 256.043, subd. 3(d), to remove a provision which would appropriate approximately 50 percent of the state’s settlement allocation to county social service agencies via the existing Opiate Epidemic Response Fund distribution mechanism for statutorily-prescribed use(s).

Deputy Auditor Tax, Karen McClellan met with the board to present a resolution to ratify the MCCC Agreement.

*Action #19* – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #19 – 12/21/21**

**WHEREAS** Kanabec County is currently using the Trimin IFSpi system and

**WHEREAS** the current maintenance and support contract for Trimin ends December 31, 2021 and

**WHEREAS** we will continue to need the Trimin IFSpi system.

**BE IT RESOLVED**, that the County Board approves signing the Ratification Statement for Trimin IFSpi Maintenance and Support for January 1, 2022 through January 1, 2021 through December 31, 2024.

HR Specialist Kim Christenson met with the board to discuss 2022 wages.

*Action #20* – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #20 – 12/21/21**

**ORDER OF THE BOARD**

**BE IT RESOLVED** to approve the following wage scale for non-union employees and elected officials effective January 1, 2022:

**2022 - 2.5% Increase**

<b>Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>Grade</b>
<b>1</b>	\$ 13.03	\$ 13.52	\$ 14.01	\$ 14.50	\$ 14.99	\$ 15.48	\$ 15.97	<b>1</b>
<b>2</b>	\$ 13.81	\$ 14.33	\$ 14.85	\$ 15.37	\$ 15.89	\$ 16.41	\$ 16.93	<b>2</b>
<b>3</b>	\$ 14.65	\$ 15.20	\$ 15.74	\$ 16.29	\$ 16.84	\$ 17.39	\$ 17.94	<b>3</b>
<b>4</b>	\$ 15.52	\$ 16.11	\$ 16.69	\$ 17.26	\$ 17.85	\$ 18.43	\$ 19.02	<b>4</b>
<b>5</b>	\$ 16.45	\$ 17.07	\$ 17.69	\$ 18.30	\$ 18.92	\$ 19.54	\$ 20.15	<b>5</b>
<b>6</b>	\$ 17.44	\$ 18.10	\$ 18.75	\$ 19.41	\$ 20.06	\$ 20.71	\$ 21.37	<b>6</b>
<b>7</b>	\$ 18.49	\$ 19.18	\$ 19.87	\$ 20.57	\$ 21.26	\$ 21.95	\$ 22.64	<b>7</b>
<b>8</b>	\$ 19.59	\$ 20.33	\$ 21.06	\$ 21.80	\$ 22.54	\$ 23.27	\$ 24.01	<b>8</b>
<b>9</b>	\$ 20.77	\$ 21.55	\$ 22.33	\$ 23.11	\$ 23.89	\$ 24.67	\$ 25.45	<b>9</b>
<b>10</b>	\$ 22.02	\$ 22.85	\$ 23.67	\$ 24.49	\$ 25.32	\$ 26.15	\$ 26.97	<b>10</b>
<b>11</b>	\$ 23.56	\$ 24.44	\$ 25.33	\$ 26.22	\$ 27.09	\$ 27.98	\$ 28.86	<b>11</b>
<b>12</b>	\$ 25.21	\$ 26.15	\$ 27.10	\$ 28.05	\$ 28.99	\$ 29.94	\$ 30.88	<b>12</b>
<b>13</b>	\$ 26.97	\$ 27.99	\$ 29.00	\$ 30.00	\$ 31.02	\$ 32.03	\$ 33.05	<b>13</b>
<b>14</b>	\$ 28.87	\$ 29.95	\$ 31.03	\$ 32.10	\$ 33.19	\$ 34.27	\$ 35.35	<b>14</b>
<b>15</b>	\$ 31.17	\$ 32.34	\$ 33.51	\$ 34.68	\$ 35.85	\$ 37.02	\$ 38.19	<b>15</b>
<b>16</b>	\$ 33.66	\$ 34.93	\$ 36.19	\$ 37.45	\$ 38.72	\$ 39.97	\$ 41.24	<b>16</b>
<b>17</b>	\$ 36.36	\$ 37.72	\$ 39.09	\$ 40.45	\$ 41.81	\$ 43.18	\$ 44.54	<b>17</b>
<b>18</b>	\$ 39.27	\$ 40.74	\$ 42.21	\$ 43.69	\$ 45.16	\$ 46.63	\$ 48.10	<b>18</b>
<b>19</b>	\$ 42.41	\$ 44.00	\$ 45.59	\$ 47.18	\$ 48.77	\$ 50.36	\$ 51.96	<b>19</b>
<b>20</b>	\$ 45.80	\$ 47.52	\$ 49.24	\$ 50.95	\$ 52.67	\$ 54.39	\$ 56.10	<b>20</b>
<b>21</b>	\$ 49.47	\$ 51.32	\$ 53.18	\$ 55.03	\$ 56.88	\$ 58.74	\$ 60.59	<b>21</b>
<b>22</b>	\$ 53.43	\$ 55.43	\$ 57.43	\$ 59.44	\$ 61.44	\$ 63.44	\$ 65.44	<b>22</b>

*Action #21* – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #21 – 12/21/21**

**WHEREAS** the State of Minnesota’s minimum wage has increased to \$10.33 per hour effective January 1, 2022, and

**WHEREAS** the starting wage for a Homemaker with Kanabec County is currently

\$10.08, and

**WHEREAS** Kanabec County needs to be in compliance as of January 1, 2022, and

**NOW, THEREFORE BE IT RESOLVED**, that the new pay scale per the new minimum wage is adopted for the Homemaker position:

**2022 Homemaker Pay Scale**

A	B	C	D	E	F	G
\$10.33	\$10.64	\$10.98	\$11.35	\$11.74	\$12.15	\$12.56

*Action #22* – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

**Resolution #22 – 12/21/21**

**WHEREAS**, Minnesota Statute 375.055 requires that the County Commissioners’ compensation be set by resolution in the year preceding the action;

**BE IT HEREBY RESOLVED** to set the annual wage for the year 2022 for Kanabec County Commissioners set at \$23,678.20 annually.

*Action #23* – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

**Resolution #23 - 12/21/21**

Jail Sergeant

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Jail Sergeant position is on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	Old Rating		New Rating
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Category	Grade 13			Grade 14	
	Rank	Points		Rank	Points
Qualifications	q45	91		q45	91
Decisions	d30	52		d31	63
Problem Solving	p14	55		p15	74
Relationships	r19	79		r19	79
Effort A	ea9	5		ea9	5
Effort B	eb12	17		eb12	17
Hazards	h15	30		h18	25
Environment	n15	29		n15	29
<b>TOTAL POINTS</b>		<b>358</b>			<b>383</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Jail Sergeant” position, which results in Pay Range 14, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

*Action #24* – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #24 - 12/21/21**

Jail Programmer

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Jail Programmer position was placed on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	Old Rating Grade 11		New Rating Grade 12

Category	Rank	Points		Rank	Points
Qualifications	q46	100		q46	100
Decisions	d16	36		d23	43
Problem Solving	p14	55		p14	55
Relationships	r13	48		r13	48
Effort A	ea9	5		ea9	5
Effort B	eb11	12		eb11	12
Hazards	h14	20		h18	25
Environment	n15	29		n15	29
<b>TOTAL POINTS</b>		<b>305</b>			<b>317</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Jail Programmer” position, which results in Pay Range 12, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

*Action #25* – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

### **Resolution #25 - 12/21/21**

Correctional Officer/Dispatcher

**WHEREAS** Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

**WHEREAS** the Correctional Officer/Dispatcher position was placed on the rotation schedule for 2021, and

**WHEREAS** the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

**WHEREAS** the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	<b>Old Rating Grade 9</b>		<b>New Rating Grade 10</b>
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Category	Rank	Points		Rank	Points
Qualifications	q33	63		q32	57
Decisions	d16	36		d17	43
Problem Solving	p10	41		p10	41
Relationships	r13	48		r13	48
Effort A	ea5	4		ea10	8
Effort B	eb12	17		eb12	17
Hazards	h14	20		h18	25
Environment	n15	29		n15	29
<b>TOTAL POINTS</b>		<b>258</b>			<b>268</b>

**BE IT RESOLVED** that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

**BE IT FUTHER RESOLVED** to accept the ranking for the “Correctional Officer/ Dispatcher” position, which results in Pay Range 10, and

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2022.

EDA Director Heidi Steinmetz met with the board to give an update regarding broadband.

Action #26 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the article proposed by EDA staff to be distributed by the EDA in early January 2022 regarding the status of broadband development in Kanabec County.

**10:33am** – The Vice Chairperson called for public comment three times. None responded.

**10:34am** – The Vice Chairperson closed public comment.

Kanabec County Soil & Water Conservation District Manager Deanna Pomije met with the board to discuss AIS Grant Administration.

Action #27 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to allow Kanabec Soil and Water a 20% administration fee for the administration of the AIS Grant. The Board will re-evaluate in August of 2022 during budget discussions.

Kanabec History Center Executive Director Barb Barnes and Larry Brettingen met with the board to request putting an item on the ballot for the upcoming general election (2022) pursuant to MN Statute 138.052.

Action #28 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

## **Resolution #28 – 12/21/21**

**WHEREAS** the Kanabec History Center has presented its annual proposed budget, and

**WHEREAS** the Kanabec History Center has requested a significant increase in funding,

**BE IT RESOLVED** that the Kanabec County Board of Commissioners supports the addition of a question to the 2022 ballot pursuant to MN Statute 139.052 to determine whether or not Kanabec County taxpayers would support a special levy to assist with financial support of the Kanabec History Center,

**BE IT FURTHER RESOLVED** that the Kanabec History Center is directed to work with the Kanabec County Auditor/Treasurer, who is also the Election Administrator on the necessary steps in the ballot question process.

PSAP Administrator/Emergency Management Director Kelly Schmitt met with the board to request authorizing participation in the Department of Public Safety’s Hazard Mitigation Planning Process and Execution of Agreement.

Action #29 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #29 – 12/21/21**

### **RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS AND EXECUTION OF AGREEMENT**

**WHEREAS**, the County of Kanabec is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

**WHEREAS**, the county will lead the planning effort with the assistance of consultants and State



of Minnesota mitigation staff.

**WHEREAS**, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

**WHEREAS**, the plan must include a risk assessment including past hazards, hazards that threaten the county, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

**WHEREAS**, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

**WHEREAS**, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

**WHEREAS**, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

**NOW THEREFORE**, Be it resolved that Kanabec County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Kanabec County Hazard Mitigation plan.

Environmental Services/GIS Technician Ryan Carda met with the board to present Ordinance #11 with proposed revisions.

Action #30 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #30 – 12/21/21**

Waste Tire Ordinance No. 11

**BE IT RESOLVED** that the Kanabec County Board of Commissioners does hereby ordain the following amended ordinance:

## **ORDINANCE #11, Regulating Waste Tires and Used Tires**

**Subdivision 1. Purpose.** This ordinance regulates waste tires and used tires, the establishment, construction, modification, ownership, or operation of waste tire facilities, and the storage, use, processing and disposal of waste tires and waste tire products in Kanabec County; and further regulates used tires, and the establishment, construction, modification, ownership, or operation of sites in which used tires are stored, collected, kept, or deposited in Kanabec County.

### **Subdivision 2. Definitions.**

- 2.1 "County Board" means the Kanabec County Board of Commissioners.
- 2.2 "Zoning Administrator" means the Kanabec County Zoning Administrator.
- 2.3 Unless otherwise denoted, all other terms shall have the definitions given by Minnesota Agency Rules 9220.0210 and other sources incorporated therein by reference.
- 2.4 "Tire" means a pneumatic tire or solid tire.
- 2.5 "Waste Tire" means a tire that is no longer suitable for its original intended purpose because of wear, damage, or defect.
- 2.6 "Tire-derived products" means the usable materials produced from the chemical or physical processing of a waste tire, including tire shreds and tire crumbs. "Tire-derived products" does not include manufactured consumer products including but not limited to, cow mats, door mats and mulch rings.
- 2.7 "Used Tire" means any tire that is no longer mounted on a vehicle or airplane, is suitable for its original intended purpose, and is not a "waste tire," as defined in 2.5.
- 2.8 "Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.
- 2.9 "Tire retailer" means any business registered with the Minnesota Secretary of State which is actively engaged in the retail sale of new or used tires for use on vehicles or airplanes, operating out of a permanent structure open for and catering to the general public.

2.10 “Agricultural Use” means the use of land for the growing and/or storage of field crops.

**Subdivision 3. Waste Tire Facility Permit Required.**

3.1 Except as provided in 3.2, no person may do any of the following within Kanabec County without obtaining and possessing a valid Waste Tire Facility Permit from the Minnesota Pollution Control Agency and the Kanabec County Board of Commissioners:

3.1.1 Store, process or dispose of waste tires or tire-derived products; or

3.1.2 Establish, construct, modify, own or operate a waste tire facility.

3.2 Exclusions. The following persons are not required to obtain a Waste Tire Facility Permit:

3.2.1 A registered and trademarked retail tire seller who is located in Kanabec County for the retail selling site if no more than 500 waste tires are kept on the business premises;

3.2.2 A permitted landfill operator with less than 500 waste tires stored above ground at the permitted site for 90 days or less.

3.2.3 A person using waste tires for agricultural purposes, in connection with property being put to an agricultural use, as that term is defined in this Ordinance, if the waste tires are kept on the site of use and are cut and split, or, if not split, no more than 100 tires on site and if said property changes to a non-agricultural use, then waste tires must be removed within 120 days; or

3.2.4 A person conducting abatement activities under an abatement order or stipulation agreement entered into under part 7035.8020 of Minnesota Agency Rules. This exemption does not exempt the person from the duty to obtain a waste tire facility permit for activities other than the abatement action.

3.2.5 A person storing 12 waste tires or less, on property owned or occupied by the person.

**Subdivision 4. Issuance of Waste Tire Facility Permit.**

4.1 A Waste Tire Facility Permit may be issued to an applicant who does all of the following:

4.1.1 Submits an application to the Zoning Administrator on an approved form accompanied by an application fee, which shall be established by the County Board by resolution.

4.1.2 Files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution

Control Agency, or properly and adequately demonstrates that the applicant has Permit by Rule status with the Minnesota Pollution Control Agency.

4.1.3 Demonstrates compliance with all applicable zoning and use ordinance.

4.2 All facilities shall have an approved fire plan on record with the Kanabec County Environmental Services from the local fire official.

**Subdivision 5. Terms and Conditions of Waste Tire Facility Permit.** Permits shall be valid for one year from the date of issuance or until the license From Minnesota Pollution Control becomes invalid, whichever occurs first.

**Subdivision 6. Tire Shreds.**

- 6.1 The use of tire-derived products as lightweight fill or for other engineering benefits for Township and County projects and Township, County or State Roads/Highways is permitted only when used in compliance with MN DOT standards and Minn. Stat §115A.912, Subd. 4.
- 6.2 A tire shred permit may be issued to an applicant who files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution Control Agency, or properly and adequately demonstrates that the applicant has Standing Beneficial Use status with the Minnesota Pollution Control Agency.
- 6.3 A permit or inspection verification from the Minnesota Pollution Control Agency and a Kanabec County permit is required for all tire shred projects.
- 6.4 The use of tire-derived products for an aggregate substitute or as light weight fill on driveways and field roads will be allowed if it is an engineered design and the data shows a need for their use. The use of tire shreds for any other purposes, such as retaining wall backfill, soil stabilization, foundation insulation, and storm water storage is not allowed unless approved by the Kanabec County Board of Commissioners and a permit is issued.
- 6.5 Under no circumstances will shredded tires be permitted to be placed below the normal groundwater elevation.
- 6.6 All projects shall have an approved fire plan provided by the local fire official included with their permit application.

**Subdivision 7. Tire Shreds Driveway/Field Road Specifications and Inspection.**

7.1 Specifications:

- Maximum finished top width: 20 feet
- Maximum bottom width of shredded tire fill: 26 feet
- Maximum thickness of shredded tires: 3 feet
- Minimum cover over tire shreds: 1.5 feet granular fill and 0.5 feet of Class 5 aggregate
- Finished side slopes: 3:1
- Tire fill side slopes: 1:1
- Shredded tires must be encapsulated in an approved geotextile fabric and placed above the normal ground water elevation

7.2 Shredded tires must:

- 80% by weight pass a 6" screen
- Be free of oil, grease, and other contaminants
- Have metal fragments firmly attached and 98% embedded to the tire material
- Have at least one (1) sidewall severed from the face of the tire

7.3 Project must be engineer designed and prepared by an engineer licensed by the State of Minnesota.

7.4 Project must show that there is an engineering need for the use of waste tire material.

7.5 Inspections:

7.5.1 Inspection will be conducted by the Kanabec County Engineer or representative. Inspections will require a 24 hour advance notice from the installer.

7.5.2 The following inspections are required:

7.5.2.1 Review and approval of plan.

7.5.2.2 Inspection of trench prior to placement of geotextile.

7.5.2.3 Inspection of geotextile and tire shreds prior to placement of cover material.

7.5.2.4 Inspection of finished project.

### **Subdivision 8. Used Tires.**

8.1 Except as provided in 8.4 and 8.5, no person may store, process, sell, or dispose of used tires, or establish, construct, modify, own, or operate a used tire business or facility, without obtaining a used tire permit from the County.

8.2 Used tires shall be collected, stored, kept, or deposited on a site only in accordance with this ordinance.

8.2 Used tires must be inventoried and marketed in substantially the same fashion as a new tire is inventoried and marketed. Any permitted used tire business, facility, or site must be able to provide satisfactory evidence that a used tire market exists, and that the used tires stored or maintained at the permitted premises are in fact being marketed.

8.4 A used tire permit is required for any business, facility, or site on which more than 500 used tires are collected, stored, kept, processed, or deposited, unless exempt from permitting under 8.5.

8.5 Notwithstanding 8.4 a used tire permit is not required for any tire retailer that collects, stores, keeps, processes, or deposits less than 5,000 used tires on site (see 2.9 for reference).

8.6 A used tire permit may be issued to an applicant who submits all of the following information to Kanabec County Environmental Services:

8.6.1 An application to the Zoning Administrator on an approved form accompanied by an application fee, which shall be established by the County Board by resolution.

8.6.2 A map depicting the site and location of the used tires to be collected, stored, or deposited.

8.6.3 An approved fire plan from the local fire official.

8.6.4 The name and contact information for the owner of the site.

8.6.5 The applicant must demonstrate compliance with all applicable requirements in the zoning and use ordinance.

8.7 Used tire permits shall be valid for one year from the date of issuance by Kanabec County Environmental Services.

### **Subdivision 9. Applicability to existing facilities.**

9.1 All waste and used tire businesses, facilities and sites in existence on the effective date of this ordinance are required to apply for and obtain County permits as required under the provisions of this ordinance within 6 months of the effective date of this ordinance.

**Subdivision 10. Penalties.**

10.1 In addition to any civil remedy available, the violation of any provision of this ordinance shall constitute a misdemeanor, punishable by a maximum penalty of a \$1,000.00 fine or 90 days imprisonment, or both.

10.2 After notification and failure to terminate and abate the operation, each day of operation subsequent to the initial charge shall constitute a separate offense.

**Subdivision 11. Effective Date.**

Adopted on July 13<sup>th</sup>, 1988 with an effective date of September 1<sup>st</sup>, 1988.

A one-year interim waste tire ordinance approved on December 8<sup>th</sup>, 2010.

Amended on September 28<sup>th</sup>, 2011 with an effective date of November 1<sup>st</sup>, 2011.

Amended on December 21<sup>st</sup>, 2021 with an effective date of January 1<sup>st</sup>, 2022.

County Coordinator Kris McNally led a discussion regarding filling some of the existing board committee vacancies.

The Board expressed consensus to appoint Commissioner McNally for an interim appointment on the Public Works Committee.

The Board expressed consensus to appoint Commissioner Nielsen for an interim appointment on the Personnel Committee.

The Board expressed consensus to appoint Commissioner Smith for an interim appointment on the Local 106 Negotiating Committee.

The Board expressed consensus to appoint Commissioner Mattson for an interim appointment on the Local 107 Negotiating Committee.

County Coordinator Kris McNally led a discussion regarding a resolution to approve a

collective bargaining agreement with the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320.

The Board expressed consensus to delay the vote on the approval of the bargaining agreement with the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320 until the signed agreement is received.

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

Action #31 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #31 – 12/21/21**  
**KCP 17-07**  
**Final Payment**

**WHEREAS** the following projects have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises:

KCP 17-07 Microsurfacing	CSAH 6
KCP 17-06 Microsurfacing	CSAH 3

**THEREFORE BE IT RESOLVED** that we do hereby accept said completed projects for and on behalf of the County of Kanabec and authorize final payment to Astech Asphalt, in the amount of \$21,093.70.

Action #32 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #32 – 12/21/21**  
**KCP 21-10, KCP 21-09**  
**Final Payment**

**WHEREAS** the following projects have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises:



KCP 21-10 Microsurfacing  
KCP 21-09 Microsurfacing

CSAH 17  
CSAH 16

**THEREFORE BE IT RESOLVED** that we do hereby accept said completed projects for and on behalf of the County of Kanabec and authorize final payment to Astech Asphalt, in the amount of \$22,443.87.

Future agenda items: Discuss AIS Grant Administration in August 2022 during budget time; hosting the Highway 23 Coalition spring meeting

Action #33 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 11:41am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk

## Agenda Item #2 Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
CW Technology	1,488.00	Service Contract	IS
Chamberlain Oil	1,018.56	Shop Supplies	Highway
JCF Properties LLC	2,100.00	2021 Tax Rebate	EDA
Kanabec County Auditor HRA	47,186.30	4Q 2021 HRA County Contrib	Various
CW Technology	150.00	Service Contract	IS
MNPEIP	11,250.43	Health Reserves	HR
Quality Disposal	394.21	Solid Waste Fees, Courthouse & PSB	Building Maintenance
Verizon Wireless	1,285.35	Aircards	Various
Mora Municipal Utilities	1,205.79	Electric Utilities	Highway
City of Quamba	3,312.82	Q13 Sewer Payoff (4)	Taxes & Penalties
Kanabec County Auditor-Treas	100.00	COJ Payment 2021	Prepaid Tax Fund
Dearborn National Life Insurance Co	802.01	Short Term Disability Premiums	Employee Benefits
Health Partners	6,466.68	Dental Premiums	Employee Benefits
Life Insurance Company of North America	877.41	Accident, Group Hospital, Critical Illness Insurance	Employee Benefits
MNPEIP	149,295.83	Health Insurance Premiums	Employee Benefits
The Hartford	2,203.33	Long Term Disability Premiums	Employee Benefits
VSP Insurance Co	564.04	Vision Insurance Premiums	Employee Benefits
<b>17 Claims Totaling:</b>	<b><u>\$229,700.76</u></b>		

28 Claims Totaling:           \$0.00

# Agenda Item #3a

## Regular Bills - Revenue Fund

### Bills to be approved: 1/4/22

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Granite Electronics	373.50	Service Call & Labor
911 EMERGENCY TELEPHONE SYSTEM	Kanabec County Information Systems	<u>7,000.00</u>	Contracted Labor CJDN Network
		<b>7,373.50</b>	
ASSESSOR	Marco	<u>352.70</u>	BW/Color Contract
		<b>352.70</b>	
AUDITOR	Information Systems Corporation	989.16	Aud/Treas share of 2022 AppExt Maint. Agree.
AUDITOR	IT Savvy LLC	1,052.44	PC Tim AT Office
AUDITOR	Office Depot	<u>188.66</u>	Office Supplies
		<b>2,230.26</b>	
BUILDINGS MAINTENANCE	Ace Hardware	30.72	Float, Grout, 6' 1/2 Copper
BUILDINGS MAINTENANCE	FBG Service Corporation	6,410.24	November 2021 Cleaning
BUILDINGS MAINTENANCE	Grainger	268.31	Chair Mat, Elec Tape, Wire Connector, Glow Rod
BUILDINGS MAINTENANCE	Granite City Jobbing Co	798.18	Cleaning & Paper Supplies
BUILDINGS MAINTENANCE	Jamar Company	7,145.00	PSB Roof Repairs
BUILDINGS MAINTENANCE	Johnsons Hardware	17.48	Cover Square Weatherproof, Box Outlet
BUILDINGS MAINTENANCE	Northland Chemical Corp	<u>191.64</u>	Disinfectant & Stainless Steel Cleaner
		<b>14,861.57</b>	
COMMISSIONERS	Association of Minnesota Counties	<u>9,655.00</u>	AMC 2022 Annual Dues
		<b>9,655.00</b>	

COUNTY ATTORNEY	Office Depot	83.46	Envelopes, Kleenex, File Folders, Pens
COUNTY ATTORNEY	Office Depot	<u>50.29</u>	DVD's, Calculator, Manila Envelopes
		<b>133.75</b>	
COUNTY COORDINATOR	Information Systems Corporation	2,375.09	Coordinator share of 2022 AppExt Maint. Agree.
COUNTY COORDINATOR	MACA	<u>771.00</u>	MACA Annual Membership Dues 2022
		<b>3,146.09</b>	
COUNTY CORONER	Ingebrand Funeral Home	430.00	Removal and Transport
COUNTY CORONER	Methven Funeral and Cremation Service	250.00	Removal and Transport
COUNTY CORONER	River Valley Forensic Services, P.A.	<u>2,000.00</u>	Post Mortem Exam (4), Montly Contract
		<b>2,680.00</b>	
COUNTY RECORDER	Information Systems Corporation	795.00	Scanner Maintenance Agreement
COUNTY RECORDER	Information Systems Corporation	<u>6,672.14</u>	Recorder share of 2022 AppExt Maint. Agree.
		<b>7,467.14</b>	
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	918.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	1,037.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	578.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	425.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	1,105.00	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	586.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	Anne M. Carlson Law Office, PLLC	722.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	<u>93.50</u>	Court Appt Attorney Fees
		<b>5,465.50</b>	
ECONOMIC DEVELOPMENT	Association of Minnesota Counties	275.00	MAPCED 2022 Membership
ECONOMIC DEVELOPMENT	Initiative Foundation	1,550.00	Initiative Foundation 2022 Donation
ECONOMIC DEVELOPMENT	Northern Technology Initiative	<u>1,000.00</u>	GPS 45::93 2022 Membership Dues
		<b>2,825.00</b>	

HUMAN RESOURCES	Further	644.65	Administrative Fees for December
HUMAN RESOURCES	League of MN Cities	149.50	Online Job Advertising, CADD Tech
HUMAN RESOURCES	MRA	236.25	Compensation Services
		<b>1,030.40</b>	
INFORMATION SYSTEMS	CW Technology	7,000.00	Labor Invoice
		<b>7,000.00</b>	
PROBATION & JUVENILE PLACEMENT	Eustice, Todd	40.32	December 2021 Mileage
		<b>40.32</b>	
PUBLIC TRANSPORTATION	A and E Cleaning Services	500.00	Cleaning Timber Trails Offices
PUBLIC TRANSPORTATION	East Central Exterminating	270.00	Trap & Remove Woodchuck, Monthly Service for November
PUBLIC TRANSPORTATION	Kanabec County Highway Department	527.95	Bus & Van Repairs, Bus Fuel
PUBLIC TRANSPORTATION	Manthie, Wendy	917.24	Volunteer Driver
PUBLIC TRANSPORTATION	Rolstad, Roxanne	40.32	Mileage for Random Drug Test
PUBLIC TRANSPORTATION	Van Alst, Lillian	627.28	Volunteer Driver
		<b>2,882.79</b>	
SHERIFF	Dahlberg, America	72.00	Spanish Interpretation for Book and Release
SHERIFF	Horizon Towing	209.38	Towing Services (1)
SHERIFF	IT Savvy LLC	890.49	Laptop
SHERIFF	Kanabec County Highway Department	70.38	Jump Start and Fix Wires
SHERIFF	Office Depot	55.43	Manilla Folders, Paper Clips, Expo Markers, Post It Notes
SHERIFF	SHI	3,114.28	Panasonic Hardware, RAM
		<b>4,411.96</b>	
SHERIFF - JAIL/DISPATCH	FBG Service Corporation	584.80	November 2021 Cleaning
SHERIFF - JAIL/DISPATCH	Granite City Jobbing Co	265.02	Paper Towels, Sanitizing Wipes, TP
SHERIFF - JAIL/DISPATCH	Marco	91.00	Standard Payment
SHERIFF - JAIL/DISPATCH	Mattson Electric	588.58	Dispatch Power, Labor & Materials
SHERIFF - JAIL/DISPATCH	OnSolve LLC	7,987.50	CodeRED Standard, Weather Warning, IPAWS

SHERIFF - JAIL/DISPATCH	Stellar Services	203.17	Canteen
SHERIFF - JAIL/DISPATCH	Summit Companies	210.00	Semi-Annual Service
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>7,497.66</u>	Inmate Meals 12/11/21-12/24/21
		<b>17,427.73</b>	
STATE FISCAL RECOVERY ARP	Accurate Controls, Inc.	12,277.95	VMS System Upgrade, Part of New Camera System in Jail
STATE FISCAL RECOVERY ARP	Ratwik, Roszak & Maloney, PA	<u>340.00</u>	Professional Fees for November
		<b>12,617.95</b>	
UNALLOCATED	Central MN Council on Aging	1,520.00	2022 Memorandum of Agreement
UNALLOCATED	Clifton Larson Allen LLP	1,837.50	FY2021 Audit Services
UNALLOCATED	Highway 23 Coalition	1,500.00	2022 Advocate Membership
UNALLOCATED	Kanabec Soil & Water Cons.	12,760.73	SWCD Staff Time Qtr 3, Boat Inspector May-Sept
UNALLOCATED	Quadient Leasing USA, Inc.	<u>2,086.20</u>	Postage Machine Lease, Courthouse & PSB
		<b>19,704.43</b>	
VETERAN SERVICES	Information Systems Corporation	<u>422.36</u>	Veterans share of 2022 AppExt Maint. Agree.
		<b>422.36</b>	
WELFARE	Information Systems Corporation	<u>2,565.25</u>	Family Services share of 2022 AppExt Maint. Agree.
		<b>2,565.25</b>	
<b>68 Claims Totaling:</b>		<u><u><b>\$ 124,293.70</b></u></u>	

**Agenda Item #3b**  
**Regular Bills - Road & Bridge**  
**Bills to be approved: 1/4/22**

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>
A & E Cleaning	950.00	Office cleaning
Beaudry Oil & Propane	18,172.45	Diesel
Caswell Cycle	59.91	Shop supplies
Frisch, Nick	39.98	Uniform Allowance
Frontier Precision	846.00	Engineering Software
Granite Ledge Electrical	210.14	Light repair
Kanabec County Highway Dept	48.55	Petty Cash, Postage
MCEA	210.00	2022 Registration
MN Department of Transportation	193.53	Material testing
M-R Sign	2,864.65	Sign order
Office Depot	367.98	Office Supplies
Trueman Welters	171.01	Repair parts
<b>12 Claims Totaling:</b>	<b><u><u>24,134.20</u></u></b>	



# Agenda Item #4

January 4, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Gambling Request	<b>b. Originating Department/Organization/Person:</b> Ann Lake Watershed Alliance
<b>c. Estimated time:</b> 2 Minutes	<b>d. Presenter(s):</b> None

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

### Resolution #\_\_ – 1/4/22

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the Application for Exempt Permit for Ann Lake Watershed Alliance for a raffle event to be held on the ice near Firepit Bar & Grill, 1434 Ann Lake Rd, Ogilvie, MN 56358 on January 29, 2022.

**f. Background:**

Supporting Documents: None: Attached:

**Date received in County Coordinators Office:** 12/23/21

**Coordinators Comments:**

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: <u>Ann Lake Watershed Alliance</u>	Previous Gambling Permit Number: <u>XB-03662-19-001</u>
Minnesota Tax ID Number, if any: _____	Federal Employer ID Number (FEIN), if any: <u>41-1441738</u>
Mailing Address: <u>PO Box 1</u>	
City: <u>Ogilvie</u>	State: <u>MN</u> Zip: <u>56358</u> County: <u>Kanabec</u>
Name of Chief Executive Officer (CEO): <u>Jeff Hamme</u>	
CEO Daytime Phone: <u>320-272-6567</u>	CEO Email: <u>jch4629@gmail.com</u> (permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): <u>walt.smith@charter.net</u>	

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal     Religious     Veterans     Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): On ice near Firepit Bar & Grill

Physical Address (do not use P.O. box): 1434 Ann Lake Rd

Check one:

- City: Ogilvie Zip: 56358 County: Kanabec
- Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): January 29, 2022

Check each type of gambling activity that your organization will conduct:

- Bingo     Paddlewheels     Pull-Tabs     Tipboards     Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

**LG220 Application for Exempt Permit**

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	---

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Date: December 20, 2021

(Signature must be CEO's signature; designee may not sign)

Print Name: Jeff Hamme

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
---------------------	---

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**Mail application with:**

\_\_\_\_\_ a copy of your proof of nonprofit status; and

\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**Office of the Minnesota Secretary of State**  
**Minnesota Nonprofit Corporation/Annual Renewal**  
*Minnesota Statutes, Section 5.34*



Annual Renewal Year: **2021**

Annual Renewal Filing Date: **10/6/2021**

Nonprofit Corporation Name: **Ann Lake Watershed Alliance**

Original Filing Number: **G-1020**

Home Jurisdiction: **Minnesota**

Filing Party Information:

Party Type:	Name:	Address:
<b>President</b>	<b>Jeff Hamme</b>	<b>PO Box 1 Ogilvie MN 56358</b>
Registered Office Address		<b>1434 Ann Lake Rd Ogilvie MN 56358</b>



**Work Item 1261772900025**  
**Original File Number G-1020**

STATE OF MINNESOTA  
OFFICE OF THE SECRETARY OF STATE  
FILED  
10/06/2021 11:59 PM

*Steve Simon*

Steve Simon  
Secretary of State

## Business Record Details »

Minnesota Business Name

**Ann Lake Watershed Alliance**

**Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

G-1020

**Home Jurisdiction**

Minnesota

**Filing Date**

02/05/1968

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2022

**Registered Office Address**

1434 Ann Lake Rd  
Ogilvie, MN 56358  
USA

**Number of Shares**

NONE

**Registered Agent(s)**

(Optional) Currently No Agent

**President**

Jeff Hamme  
PO Box 1  
Ogilvie, MN 56358  
USA

Filing History

## Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	02/05/1968	Original Filing - Nonprofit Corporation (Domestic)	
	02/05/1968	Nonprofit Corporation (Domestic) Business Name (Business Name: Ann Lake Sportsman Club, Inc.)	
<input type="checkbox"/>	09/20/2005	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/18/2006	Annual Reinstatement - Nonprofit Corporation (Domestic)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	09/30/2008	Amendment - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	07/21/2009	Nonprofit Corporation (Domestic) Business Name (Business Name: Ann Lake Watershed Alliance)	
<input type="checkbox"/>	10/28/2015	Registered Office - Nonprofit Corporation (Domestic)	

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# Agenda Item #5

January 4, 2022

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Discuss Purchasing Road & Bridge Equipment	<b>b. Origination:</b>
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Commissioner Craig Smith

**e. Board action requested:**

Discussion Only

---

**f. Background:**

Supporting Documents: None  Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**



# Agenda Item #6

January 4, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy Potential Reinstatement	<b>b. Origination:</b> United States Supreme Court
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

### RESOLUTION #\_\_\_-1/4/22

**BE IT RESOLVED** that if the Supreme Court reinstates the CMS vaccine mandate, the Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy (revised) shall be reinstated.

**BE IT FURTHER RESOLVED** that the reinstatement date shall be the date of the Supreme Court's ruling.

**f. Background:**

Supporting Documents: None    Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**

## **Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy**

### **Purpose:**

The County of Kanabec, through its Public Health Department (“Department”) hereby adopts this policy on mandatory vaccination in accordance with the U.S. Department of Health and Human Service’s Centers for Medicare and Medicaid Services (CMS) Interim Final Rule with Comment Period on Omnibus COVID-19 Health Care Staff Vaccination (42 CFR §484.70(d)).

### **Scope:**

This Policy applies only to the Medicare and Medicaid-certified providers identified in the rule, which includes Home Health Agencies. For purposes of this policy, all staff working at a facility that participates in the Medicare and Medicaid programs, regardless of clinical responsibility or patient contact, including:

- a. employees of the public health department;
- b. licensed practitioners;
- c. students, trainees, and volunteers; and
- d. individuals who provide care, treatment, or other services for the Department and/or its patients, under contract or by other arrangement.

The following individuals are excepted from the provisions of this policy mandating COVID-19 vaccination pursuant to the federal CMS mandate:

- a. exclusively provide telehealth or telemedicine services outside of the settings where home health services are directly provided to patients, families, and caregivers, or other staff within the scope of this policy; or
- b. provide support services for the Department that are performed exclusively outside of the settings where home health services are directly provided to patients and who do not have any direct contact with patients, families, and caregivers, or other staff within the scope of this policy.

### **Mandatory Vaccination Requirements:**

All employees defined by this policy as being within the scope of “staff working at a facility that participates in the Medicare and Medicaid programs” are required to be fully vaccinated as a term and condition of employment at the Kanabec County Public Health Department.

Schedule. All employees of the Public Health department must be fully vaccinated by the dates set forth below:

- Obtain the first dose of a two-dose vaccine within 30 days of the regulation being published (no later than **than January 27, 2022**); and the second dose within 30 days of the regulation being published (no later than **February 28, 2022**);

OR

- Obtain one dose of a single-dose vaccine with 30 days of the regulation being public (no later than **January 27, 2022**).

Definition of Fully Vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine; or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series.

Status. All employees subject to the vaccination mandate are required to report their vaccination status along with proof of vaccination to HR Specialist located in the Coordinator's Office at 18 North Vine Street, Suite 181, Mora, MN 55051 or via email at [kim.christenson@co.kanabec.mn.us](mailto:kim.christenson@co.kanabec.mn.us), or via fax at (320) 679-6441. Employees must provide truthful and accurate information about their COVID-19 vaccination status.

Vaccine Availability. Kanabec County Public Health shall offer free COVID-19 vaccination to all covered employees who are required to be vaccinated by this Policy. Public Health shall make the labeled fully and approved licensed Pfizer Comirnaty vaccine available to said employees.

Proof of Vaccination. Examples of acceptable forms of proof of vaccination include:

- CDC COVID-19 vaccination record card (or a legible photo of the card);
- Documentation of vaccination from a health care provider or electronic health record;
- or
- State immunization information system record.

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Human Resources will still accept the state immunization record as acceptable proof of vaccination.

If an employee received the vaccination outside of the U.S., a reasonable equivalent to any of the examples of acceptable proof above is sufficient.

**Each covered employee must inform Human Resources of his or her vaccination status no later than the end of business on **January 24, 2022**.**

The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination to Human Resources.	January 24, 2022, <del>or</del> as soon as possible after receiving a vaccination.
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained, to Human Resources.	January 24, 2022, <del>or</del> as soon as possible after receiving a vaccination.
Employees who have not yet been vaccinated.	Submit statement that you are unvaccinated to Human Resources and submit Exemption Form when applicable.	January 24, 2022.

**Vaccination Exemptions and Accommodation:**

The CMS IFC requires facilities to allow for exemptions to staff as a reasonable accommodation for a disability or a sincerely held religious belief, observance, or practice and for medical reasons. Providers and suppliers should establish exceptions as a part of its policies and procedures and in alignment with federal law.

Employees may request an exemption from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination conflict with a sincerely held religious belief, practice, or observance.

Accordingly, Kanabec County’s policies, procedures, and standards for exemption requests and the approval process are outlined below.

A. Exemptions Generally

Review Panel. All requests for exemptions or accommodations, medical or religious, shall be reviewed by the end of the next business day following the date of submission by a panel comprised of the following Kanabec County employees and officials: the County Coordinator/Human Resources Director, the HR Specialist, the Public Health Director, one Commissioner of the Kanabec County Board, and the Kanabec County Attorney.

Standard of Review. All reviews shall be conducted pursuant to federal guidance issued by

the Equal Employment Opportunity Commission and in accordance with the ADA and Title VII of the Civil Rights Act of 1964, as amended.

Decision. A final decision shall be reached by the majority vote of the review panel members. A requesting Employee shall be notified verbally and electronically regarding the status and outcome of the request by the end of the business day following the day of submission.

Employee's Right to be Present. A requesting employee shall be given the right to be present at all stages of review by the panel, including any hearings upon request for reconsideration. The employee shall not be required to provide any additional evidence.

Review of Decision. A requesting employee may appeal a decision of the review panel by submitting a written request seeking reconsideration. Such requests shall be made in writing within one business day of notification of the panel's decision. Reconsideration hearings shall be conducted by the Kanabec County Board of Commissioners at the request of the employee seeking accommodations, and shall be scheduled to occur within three business days of the request. The employee may, but shall not be required to, provide additional information to the review panel upon reconsideration. A written decision shall issue by the end of the day of the next business day following the hearing, and any decision issued upon reconsideration shall be final, subject to review by the courts in an independent civil action commenced by a complaining party.

Employment Status While Under Review. If a completed and timely exemption application has been submitted, the requesting employee shall remain at his or her currently existing employment status, and shall not be placed on leave or be subject to discipline or any negative employment action arising solely from this policy, pending final decision. The nature and location of the employment may be modified by the employer as a temporary accommodation to the employee's non-vaccinated status.

#### B. Medical Exemption

Subject employees may request consideration of a medical exemption to vaccination by submitting a written request along documentation confirming recognized clinical contraindications to COVID-19 vaccinations. Requests for a medical exemption shall be signed and dated by a licensed practitioner, who is not the individual requesting the exemption, and is acting within their respective scope of practice based on applicable state and local laws. The panel shall presume that a licensed practitioner who signs such an exemption form is acting within his or her scope of practice. This documentation must contain all information specifying which of the authorized COVID-19 vaccines are clinically contraindicated for the staff member to receive and the recognized clinical reasons for the contraindications.

#### C. Religious Exemption

Title VII of the Civil Rights Act of 1964 and similar state statutes prohibit employment discrimination based on religion, which includes all aspects of religious beliefs, practices, or observances. These statutes require an employer to consider an employee's or applicant's request for an exception, called a religious or reasonable accommodation, from an employer requirement that conflicts with their sincerely held religious beliefs, practices, or observances. Subject employees may request consideration of a religious exemption to vaccination by submitting a written request.

Employees must inform the employer if they are requesting an exception to a COVID-19 vaccination requirement because of a conflict between that requirement and their sincerely-held religious beliefs, practices or observations. Employees do not, however, need to use “magic words” to so inform their employer.

The review panel shall operate under the standard that presumes a religious exemption request is based on a sincerely-held belief; however, if an employer has an objective basis for questioning either the religious nature or the sincerity of a particular belief, the employer would be justified in making a limited factual inquiry (including how the employee’s religious belief conflicts with the employer’s COVID-19 vaccine requirement) and seeking additional supporting information. Prior to making any inquiries, the panel shall make written findings regarding the basis for questioning or inquiring as to the employee’s religious beliefs. The written findings shall be provided to the employee prior to making further inquiries.

D. Reasonable Accommodations.

Kanabec County shall assess undue hardship on a case-by-case basis by considering the specific facts of each situation. Accommodations which are granted are subject to modification in the future based on changing circumstances.

Accommodations, if any, such as social distancing, masking, relocation of personnel and equipment, and other accommodations shall be discussed and determined on a case-by-case basis for those employees who have been granted an exemption to the vaccine mandate.

**Discipline :**

Employees who violate the provisions contained in this policy may be subject to discipline.

An employee who fails to complete these scheduled vaccination requirements (except for employees who have pending requests for, or who have been granted, exemptions or accommodations to the vaccination requirements of this section, or those staff for whom COVID19 vaccination must be temporarily delayed, as recommended by the CDC, due to clinical precautions and considerations) may be prohibited from providing any care, treatment, or other services for the Department and/or its patients, and may be subject to other discipline.

Public Health employees who fail to provide proof of vaccination status to Human Resources by **January 24, 2022** will be subject to a mandatory leave of absence effective **January 28, 2022** for up to 30 calendar days or until the exhaustion of their accrued PTO and/or vacation time, whichever comes first. In this circumstance, public health employees are not eligible for the PTO donation program. Employees may submit proof of vaccination status to Human Resources within the mandatory leave of absence period to be eligible for reinstatement. Failure to provide proof of vaccination status at the time of the exhaustion of the accrued PTO/vacation time or by **February 26, 2022** may result in termination of employment.

**New Hires:**

All new employees are required to comply with the vaccination requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment. All new hires must be fully vaccinated before doing any work covered by this policy.

**Contingency Plan:**

The Department reserves the right to bypass this rule in the event of an emergency or unforeseen change in circumstance that necessitates the Department's temporary use of unvaccinated workers.

**Confidentiality and Privacy:**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

**Questions:**

Please direct any questions regarding this policy to the Human Resources Department.

# Agenda Item #7

January 4, 2022

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Resolution to Approve Collective Bargaining Agreements	<b>b. Origination:</b> Negotiation Committees
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Approve the following resolutions:

### Resolution #\_\_a. – 1/4/22

**WHEREAS** the negotiating committee has presented the Board with a proposed 2022-2024 bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107, and

**WHEREAS** the Union has indicated acceptance by signature of the Union Business Agent;

**BE IT RESOLVED** to approve a 2022-2024 bargaining unit agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107.

### Resolution #\_\_b. – 1/4/22

**WHEREAS** the negotiating committee has presented the Board with a proposed 2022-2024 bargaining unit agreement between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320, and

**WHEREAS** the Union has indicated acceptance by signature of the Union Business Agent;

**BE IT RESOLVED** to approve a 2022-2024 bargaining unit agreement between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320.

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**f. Background:**

Supporting Documents: None  Attached:

**Date received in County Coordinators Office:**

**Coordinators Comments:**



# Agenda Item #8

January 4, 2022

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## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2022 Board Operating Guidelines	<b>b. Origination:</b> Coordinator's Office
<b>c. Estimated time:</b> 10 minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Review, discuss, and adopt necessary revisions for the 2022 Operating Guidelines.

---

**f. Background:**

Supporting Documents: None    Attached:

<b>Date received in County Coordinators Office:</b>
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<b>Coordinators Comments:</b>
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# Kanabec County Board of Commissioners



## Operating Guidelines 2022

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## **I. Overview**

### **A. Purpose**

The Kanabec County Board of Commissioners is the body charged by law with the management of the affairs of Kanabec County. The County Board operates as a deliberate and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of State and Federal law.

The County Board functions within the statutory framework of Minnesota Law. General duties, powers and responsibilities are found in Minnesota Statutes, especially, but not exclusively Chapters 13D, 138, 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

The Operating Guidelines established by the Kanabec County Board of Commissioners are intended to facilitate the transaction of business by the County Board, County staff and the established committees. The following principals shall guide the County Board in its interpretation and application of the guidelines.

### **B. Statement of Principles**

The Operating Guidelines are designed to produce a procedural balance that considers all principles and articulates a specific process by which those principles interact and work. The rules are representative of the Kanabec County's Mission Statement:

To provide quality services to the citizens of Kanabec County in a cost-effective, courteous and efficient manner.

### **C. Effective Date**

These guidelines were passed and became effective upon passage by the County Board on 1/5/2021.

## **II. Amendments to the Operating Guidelines**

Any member of the Kanabec County Board of Commissioners may initiate action to amend the Operating Guidelines. Amendments to the Operating Guidelines may also be initiated by the County Coordinator or County Attorney.

During the organizational meeting (statutorily required), the County Board may amend or suspend the Operating Guidelines by an affirmative vote of the members. Changes to the Operating Guidelines shall be effective immediately upon passage unless otherwise specified.

The statute references included in the text are current as of the adoption of the Operating Guidelines. Any changes in statute or law affecting the guidelines are effective immediately and will be reflected in the next draft of the guidelines.

## **III. County Board Organization**

**A. Membership**

The County Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

**B. Commissioner Districts**

The boundaries of commissioner districts, including the procedures to follow in the event that redistricting is needed, are established pursuant to Minnesota Statute 375.025.

**C. Terms of Office**

The term of each Board member is four years, except as otherwise established pursuant to Minnesota Statute 375.03.

**D. Vacancy**

A vacancy in the office of County Board is filled in one of two ways, pursuant to Minnesota Statute §375.101. A vacancy may be filled at a special election to be held not fewer than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not fewer than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term.

If the vacancy occurs fewer than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office.

A vacancy may be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered into the minutes and shall continue until an election is held. All elections to fill vacancies shall be for the unexpired term. If the vacancy occurs before the first day to file affidavits of candidacy for the next county general election and more than two years remain in the unexpired term, a special election shall be held in conjunction with the county general election. The appointed person shall serve until the qualification of the successor elected to fill the unexpired part of the term at that special election. If the vacancy occurs on or after the first day to file affidavits of candidacy for the county general election, or when less than two years remain in the unexpired term, there shall be no special election to fill the vacancy and the appointed person shall serve the remainder of the unexpired term and until a successor is elected and qualifies at the county general election.

**E. Officers**

The County Board, at its organizational meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested to by the County Coordinator, is binding as the signature of the County Board.

The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice Chair performs the duties of the Chair when the Chair is unable to perform those duties.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the Board Clerk (County Coordinator) (Minnesota Statute §375.13).

#### **F. Compensation**

Kanabec County administers County Board compensation in accordance with Minn. Stat. §375.055. County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the new year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper and one other newspaper of the County

#### **G. Indemnification**

Kanabec County Board members are protected by the defense and indemnification provisions through Kanabec County's membership in the Minnesota Counties Insurance Trust.

### **IV. County Board Meetings**

#### **A. Regular Meetings**

At the annual organizational meeting of the Board, the County Board shall adopt a schedule of regular Board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board Room of the Kanabec County Courthouse in Mora, Minnesota. All regular meetings of the County Board are open to the public.

#### **B. Organizational Meeting (sometimes referred to as the Statutory Meeting)**

The County Board meets at the Board Room of the Courthouse for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administration of the Oath of Office (if required)
2. Election of officers
3. Appointments of committee, commission and board positions
4. Appointment of voting delegates to AMC
5. Appointments to serve on inter-agency boards
6. Awarding of Official County Newspaper

#### **C. Open Meeting Law**

All meetings of the Kanabec County Board of Commissioners and Board Committees are subject to the Open Meeting Law (Minnesota Statute §13D.01, 13D.02, and 13D.021). See below for exception.

#### **D. Closed Meetings**

The County Board may hold closed meetings as authorized by MN Stat. §13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to review the performance of the department heads, or as otherwise required or permitted by the Minnesota Open Meeting Law.

Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

#### **E. Special/Emergency Meetings/Work Sessions and Other Meetings**

The Kanabec County Board may meet hold a special or emergency meeting if called by the Board Chair or three members of the existing Board.

Special meetings shall be preceded by three days' notice, including a posting of the meeting notice on the Kanabec County website and either (1) a delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper (Minnesota Statute §13D.04). Procedures to schedule a special meeting shall be in accordance with Minnesota Statutes. Special Meetings of the Board must be limited to the specific item or items set forth in the notice.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicly specified by the Board prior to adjourning the meeting in which the time, date and place are established.

The County Board may schedule work sessions, workshops, retreats, forums, or additional meetings at such times and concerning such subjects as may be established by action of the Board. A schedule of such meetings shall be maintained in the County Coordinator's office. Work sessions and other informal meetings of the Board, not regularly held, are subject to the same notice requirements of the Open Meeting Law. While Board workshops are subject to the Open Meeting Law (Minnesota Statutes §13D.01), no formal action is taken; and minutes are not kept.

A joint meeting with the Kanabec County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

#### **F. Public Hearings**

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure.

1. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by County staff or other appropriate persons.
3. Presentation, if applicable, by affected or interested persons.
4. Statements members of the general public.
5. Public hearing closed by Chair.



At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.

All comments by members of the public shall be made at the designated area (i.e. podium) and individuals making comments shall first give their name. This is required for an official record of the public hearing. Members of the public interested in addressing the County Board are requested to sign in and make it known at the appropriate time that they wish to speak.

### **G. Audience/Citizen Requests**

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the County Board agenda.

If an individual seeks to appear before the County Board, s/he should notify the County Coordinator of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue and, if necessary, schedule the issue accordingly on the County Board agenda.

For an individual who appears at a County Board meeting unaware of Board operating procedure, a Recognition of interested citizens is included on the meeting agenda under the Public Comment section. The maximum length of time for an item to be presented in this section is five minutes. In general, before taking action, the County Board will direct the item to the appropriate staff for further review and recommendation.

When a citizen requests that a letter become part of the official record of a Board meeting, the Commissioner to whom the letter was addressed or the Chair of the Board (if the letter was addressed to all members of the Board) will note receipt of the letter –including the writer’s name, the topic of the letter, and the request that it be made a part of the official record – during the Board meeting. Following the meeting, the letter will be added to the Board agenda packet posted on the Kanabec County website.

### **H. Board Committees**

For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings may be kept and shall become official upon approval of the committee. All actions of the committees are considered recommendations to the County Board or appropriate committee.

### **I. Quorum**

A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of

the whole County Board (Minnesota Statute §375.07). Less than a majority of members may convene a meeting, but no business may be transacted. Less than a majority may adjourn the meeting.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Coordinator to indicate his or her planned absence.

#### **J. Role of Presiding Officer**

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice Chair. The duties and powers of the presiding officer include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Vote all questions regularly moved and announce the result.
4. Carry out a roll call vote if requested.
5. Serve as representative of the Board in execution of contracts, orders, determinations and minutes of the Board.
6. If the chair temporarily vacates the position, she/he may make or second a motion and has the same voting rights and responsibilities as other members.

#### **K. Addressing the Chair**

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as "Mr./Madam Chair." Members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

#### **L. Missing a Board Meeting**

A member of the board who anticipates being absent for a Board Meeting must notify the Board Chair or Coordinator.

#### **M. Coordinator's Role at Board Meetings**

The County Coordinator or designee shall attend all meetings of the County Board and is the Clerk of the Board. The County Coordinator also represents the staff at the meetings. The County Coordinator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Coordinator to participate in the discussion or request a verbal recommendation on any subject pending before the Board.

The County Coordinator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Coordinator or designee shall also:

1. Makes regular entries of all Board resolutions and decisions upon all questions.
2. Records the vote of each member on any question submitted to the Board.
3. Preserves and files all business acted upon by the Board.
4. Certifies, under seal of the County, copies of any and all resolutions or decisions of the Board.

5. Performs such further duties as designated by the Board.

## **V. Rules of Procedure**

### **A. Statement of Purpose of the Board**

The Kanabec County Board of Commissioners is the body charged by law with the ultimate management and control of all of the affairs of Kanabec County. As such, it operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the framework of state and federal law and ordinances the County Board may adopt. The various elected and appointed officials charged by law or the County Board with the operation of substantive areas of service delivery must conduct the management of their respective departments within the limits established by law and the County Board.

### **B. Statement of Principles of the Rules**

The foundation for Rules of Procedure lies in the basic and enduring principles of rights. Specifically enunciated, these rights include the right of the majority to rule, the right of the minority to be heard, and the right of the individual to participate in the decision-making process. Along with these rights are important canons of efficiency; namely, attend to one matter at a time, and the balancing of the affirmative and negative factions to a pending matter.

Finally, the Rules foster courtesy and decorum, holding firm to the maxim that one must debate motions, not members.

### **C. Statement of Purpose of the Rules**

The Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The Rules are representative of the principles, both to give specific guidance on method and to provide a reasonable compromise in the event of conflict.

### **D. Making a Motion**

1. Obtain the floor (when no other question is pending).
2. State the motion.
3. Another member seconds the motion.
4. Chairperson states the question on the motion to the group.

\* Motion is now pending before the membership and open to debate.

Notes: Discussion of a subject is permitted only with reference to the pending motion and after the seconding of the motion.

### **E. Consideration of a Motion**

1. Debate (unless no member claims the floor for that purpose).
2. Chairperson puts the question to a vote.
3. Chairperson announces the result of the vote.

Notes: Maker of motion receives first opportunity at debate.

\* Individual member's vote may be changed up until announcement of vote by Chairperson.

\* General or unanimous consent. The Chair specifies an action and announces that if there is no objection, the action will be considered adopted. If no member objects, then the matter is adopted. If a member does object, the matter may not proceed by consensus but must be considered through the motion process to a formal vote.

#### **F. When Motions are Out of Order**

1. If the motion conflicts with governmental laws, requirements of a parent organization, bylaws, rules of order, or standing rules.
2. If the motion presents substantially the same question as a motion previously decided at the same session or if it conflicts with a motion that has been adopted at any previous time and still in force.
3. If the motion conflicts with or presents substantially the same question as one still within the control of the Board.
4. If the motion contains language not allowed in debate, except as may be necessary to quote in a motion of disciplinary nature.
5. If the motion is patently frivolous, dilatory, or absurd. A motion is out of order if it is so insignificant it is apparently introduced only for comic purposes, or it obstructs the known will of the Board or if it does not make sense.

#### **G. When to Proceed by Consensus, Motion, Resolution, or Ordinance**

- 1) Consensus: -Vote not needed
  - No controversy
  - Generally used to direct staff
- 2) Motion: -Most frequently used; vote by majority
  - Generally not sufficiently formalized to satisfy most statutory requirements specifying action and voting of the Board
  - Does not require members to be polled or individual vote recorded
- 3) Resolution: -Most frequently required by statute to formalize an act of the Board
  - Some statutes require super-majority vote (greater than 3-2) of Resolutions
  - Independent record kept generally by year, in chronological order,
  - Sometimes used to commemorate persons, events
- 4) Ordinances: -Used only to enact local law
  - Formal publication requirements of hearing and ordinance
  - Independent record kept in compliance of Kanabec County Ordinances

#### **VI. Types of Board Action**

## **A. Resolution**

The County Board takes formal actions by resolution (MN Stat. § 373.02), ordinance (MN Stat. §375.51), or a motion, second and majority support by members of the Board for a Request for Board Action (RBA). A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be postponed only when no other motions are before the County Board. (See Section IV).

## **B. Ordinance**

The County Board may take formal action by ordinance (MN Stat. §375.51). An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County Board. Action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

## **C. Request for Board Action (motion)**

Any member of the County Board may move a Request for Board Action (RBA). When supported by another member of the Board and majority vote in favor, the action is approved.

## **D. General Consensus**

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy.

## **E. Policy Development**

Authority for the development of policies in Kanabec County is granted to the County Board through MN Stat. Chapter 373 (Counties, Powers, Duties and Privileges) and in other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate. These delegations on authority may be rescinded at any time by the Board.

The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

## **VII. County Board Agenda**

### **A. Preparation and Distribution**

The County Coordinator shall cause preparation of the Agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the Agenda by informing the County Coordinator.

Copies of the Agenda and supporting material are made available to County staff, public and media as appropriate. A distribution list is maintained in the County Coordinator's office. Members of the public who are interested in following issues considered by the Board may register their name and address with County Coordinator's Office to be placed on the Agenda distribution list.

The Agenda and Minutes are available on the Kanabec County website at <https://www.kanabecounty.org/departments/minutes.php>

## **B. Order of Business**

The order of business for each regular meeting of the County Board shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Agenda approval
4. Community Health or Family Services Board
5. Scheduled Appointments
6. Public Comment
7. Approval of Minutes
8. Approval of Bills
9. Regular Agenda
10. Committee Reports/Commissioner Updates
11. Future Agenda Items
12. Other Business
11. Adjournment

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any members of the Board or the County Coordinator subject to County Board consensus.

## **C. Consent Agenda**

The Consent Agenda consists of routine agenda items which are not likely to require additional debate and discussion. Examples of Consent Agenda items include, but are not limited to, personnel actions; miscellaneous contract renewals; and approval of the Record of Disbursements (payment of bills).

The Consent Agenda is considered routine business and is acted upon as one item of business unless a Board member requests removal of an item for separate action. The Board may approve all items on the Consent Agenda by adopting one action. In the minutes of the meetings, the items passed in the Consent Agenda shall be recorded individually.

## **D. Regular Agenda**

The Regular Agenda consists of items which are likely to require additional discussion and review. Items of business within the Regular Agenda are considered individually and in the order of business noted on the Agenda.

## **E. Committee Reports/Commissioner Updates**

Commissioners will report on various meetings they have attended.

## **F. Official Records**

The County Coordinator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board Actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (MN Stat. §375.12). The official Board proceedings are distributed to staff and interested parties, and are also available on the Kanabec County website.

The official public record of County Board meetings is available in the County Coordinator's office.

The Resolutions are numbered consecutively by respective sequential number of board action followed by the calendar date.

## **VIII. County Board Committees**

### **A. Special Committees:**

The Board may establish a special committee as deemed necessary. A special committee shall advise the Board as directed and may report recommendations to the Board for appropriate action. Unless expressly stated in the creation of the special committee, it shall automatically dissolve when its work is accepted by the Board.

## **IX. Advisory Committees**

### **A. Policy**

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statute. Authority for establishment of the committees is prescribed in Minnesota Statutes or by County Board Resolution. The County Coordinator will maintain a complete list of committees and their underlying source of creation.

The current list of committees is available in the Office of the County Coordinator.

### **B. Role and Purpose of Committees**

Each committee serves a statutory, policy, or operational purpose to further the interests of Kanabec County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County government are:

1. To involve members of the public in the decision making process.

2. To meet requirements of State law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.

### **C. Appointment Qualifications and Procedures**

1. All persons making application to the County Board for a citizen position on a board or committee shall be a resident of Kanabec County, except where enabling authority or bylaws state otherwise.

2. Persons interested in being considered for an appointment to a county board or committee will complete a letter of interest or an application dependent upon the requirements of each committee or board.

If applicable, applications will be available in the office of the County Coordinator.

3. When an individual's regular employment or financial relationship may potentially cause a conflict of interest with the normal items of business of the committee or board, the person shall divulge the possible conflict in writing prior to the consideration for appointment. Prior to making an appointment, the County Board shall determine whether or not the potential conflict of interest precludes appointment of the applicant.

4. As a general guideline, the appointees to each board or committee should be comprised of members representing a diversity of communities within the county, civil groups, and interests.

### **D. Recruitment and Selection**

1. A vacancy notice for all committees/boards for which the County Board makes appointments shall be posted on the County's website, [www.kanabecounty.org](http://www.kanabecounty.org) and published in the official newspaper. The notice shall indicate the function of the committee, number of members, length of term, meeting schedule, number of probable vacancies in the coming year, and any specific requirements of a particular membership.

2. The vacancy notice shall indicate that all persons interested in service on these committees/boards shall contact the Kanabec County Coordinator's Office to obtain information about how to apply or for specific information about a committee or board.

3. All submitted letters of interest and/or applications will be retained on file in the Office of the Coordinator. Only those letters of interest and applications received in the previous twelve (12) months will be considered by the County Board unless a previous applicant has notified the County Coordinator's Office in writing of their continued interest. A letter of interest or application may be requested from an incumbent in a position who is qualified to serve another term. Incumbents interested in serving another term should so notify the Office of the Coordinator in writing.



4. Each Commissioner reserves the right to determine the means of selection of an appropriate individual based on judgment, training, experience, interest and ability to function effectively on the committee/board.

5. Nominations and appointments shall be made by the County Board.

#### **E. Per Diems and Mileage**

Commissioners may personally accept per diems, if any, at the rate determined by the hosting entity, for all committee and board meetings, both internal and external and including virtual meetings, effective January 5, 2021.

An annual resolution establishing the per diem rate for participation in Kanabec County committees and boards is adopted by the County Board at the annual organizational meeting.

Mileage reimbursement may be claimed when attending committee or board meetings. The Coordinator's Administrative Assistant will assist with processing mileage claims upon request.

#### **F. Ex-Officio Members**

Ex-Officio members on any committees are non-voting members.

#### **G. Appointment of Chairs**

Chairs of various committees are selected according to committee bylaws or State statutes.

#### **H. Attendance**

1. Should a board/committee member be unable to attend a meeting, it shall be their responsibility to contact the chair of the board/committee no less than twenty-four (24) hours in advance of the scheduled meeting date. Failure to do so shall count as an unexcused absence.

2. Attendance at meetings of these advisory boards/committees is essential to their effectiveness. Therefore, one unexcused absence, three consecutive excused absences or absence at more than 25% of the meetings in a six (6) month period will cause the board/committee chair to review the nature of the absences with the member and, pending the outcome of the review, it may be necessary for the chair to forward a recommendation to the County Board that the member be removed for poor attendance.

#### **I. Resignations**

All written and verbal resignations of committee members are acknowledged by the Board and authorization is given to begin the open appointments process to fill the vacancy.

#### **J. Terms of Office**

The terms of the appointees to the various committees vary per committee, pursuant to Minnesota Statutes or at the discretion of the County Board. The County Coordinator's Office maintains a complete list of all committees, including information on member terms and applicable term limits.

## **K. Recordkeeping**

1. It is the responsibility of the chair of each committee/ board to cause a written record of meeting occurrence. The agency responsible for the meeting shall keep the written records on file. This record will contain the date, time and location of meeting, attendance (including those members who were absent, excused or unexcused), and minutes documenting content and action of the meeting. Such recordkeeping will be the resource to review attendance patterns of appointees and can be used in an audit of requests for per diem and mileage reimbursement.
2. The office of the County Coordinator shall keep a current and complete listing of all members on boards/committees. This information will include the member's name, address, phone, county district, date of appointment, expiration of term date and other relevant information as requested on the form "Application for Citizen Advisory Committee/Board Appointment." Members shall notify the office of the County Administrator of changes in personal information. At minimum, the office of the County Coordinator will request an update of this information when an appointment or reappointment is made.
3. Retention of records practices shall be according to the records retention policy established by statute or by the County Board.

## **X. CODE OF ETHICS**

Effective county government is premised upon public respect and confidence in the integrity and principles of the elected Board members. Attachment A is the Kanabec County Code of Ethics which was adopted from the Association of Minnesota Counties (AMC) Model Ethics Policy. It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public.

With this belief, the following statements serve to augment the Code of Ethics and further emphasize the priority and commitment the County Board has placed on ethical standards. In the execution of their official duties, all County Board members shall strive to:

- Observe the highest moral and ethical standards.
- Maintain and respect confidentiality or private and confidential information.
- Avoid discrimination against any person on the basis of race, color, religion, sex, age, veteran/military status, genetic information, creed, national origin, sexual orientation, disability, marital status, place of residence, status with regard to public assistance, familial status, or any other characteristic protected by law.
- Comply with the ethical obligations imposed by law, including Minnesota Statutes 10A.07, 10A.071, 382.18, 471.87-895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful, attentive and professional at all times. Avoid comments, body language, or distracting activity that conveys a message of disrespect for the presentations from citizens, staff, or colleagues.

## **XI. Citizens and Outreach**

### **A. Public Communication**

Individual Citizen Outreach: The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Meetings are open to the public. Board/committee agendas are available on the County website, by email subscription or mailed to interested parties at their request. The County Board encourages the residents of Kanabec County to participate in all aspects of the Board's business, including citizen committees, commissions, and advisory groups.

Information/News Media Outreach: Kanabec County information is distributed through announcements to local news media and in articles provided by staff to local news publications. Information is also available on the Kanabec County website.

County Board Meeting Outreach: Meeting agendas and minutes are available for viewing on the County's website at [www.kanabecounty.org/departments/minutes.php](http://www.kanabecounty.org/departments/minutes.php)

Public Hearings Outreach: The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board. Public Hearing notices will be published in the Kanabec County Times legal notice section, posted on the official bulletin board at the Courthouse, and posted on the County's website.

### **B. Open Meeting Law**

All regular and committee meetings of the County Board and notice of such meetings are subject to MN Stat. §13D.01: Open Meeting Law.

The County Board may hold closed meetings as authorized by MN Stat. §13D.01. Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

### **C. Audience Participation at Board Meetings**

It is the intention of these guidelines to support the interest of the general public in following Board Business during their meetings.

Audience/Citizen's comments: Included within every regular County Board meeting agenda is a Public Comment portion where the Board has designated an opportunity for citizens to appear and speak on any issue or topic related to County Board business. The duration of public comment may be limited by the Board Chair.

To the extent possible, interested citizens shall notify the County Coordinator or the Coordinator's Assistant of their intent to speak at the meeting and the issue to be discussed. The County Administrator will notify the Chair. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact their commissioner or staff to try to resolve matters before coming formally to the County Board meeting.

Distribution of Agenda: Members of the public who are interested in following issues considered by the County Board may register their name and address with the County Coordinator to the County Board to

be placed on the agenda distribution list. The agenda and supportive material are also available on the Kanabec County website. Copies of the agenda and supportive materials are made available to the public at the County Board meeting.

#### **D. Responding to Correspondence/Inquiries/Complaints from Citizens**

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Kanabec County.

Written: Upon receipt of a written inquiry, request for information, or complaint about Kanabec County business which has been sent to a Board member, upon notification and directions from the County Coordinator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled as directed with the County Coordinator or designee advising the Board member(s) upon completion.

Telephone. Incoming telephone calls requesting a specific Board member are forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred methods of handling telephone inquiries. Every effort will be made to maintain open lines of communication between Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

### **XII. Staff**

#### **A. Elected Positions**

The County Attorney, County Sheriff, County Auditor-Treasurer and County Recorder are elected positions and their respective duties are defined by statute.

#### **B. County Coordinator**

The position of County Coordinator is established pursuant to MN Stat. §375A.49 and includes:

- Managing the affairs of the county which the Board has authority over;
- Making recommendations about county affairs to the Board
- Serving as clerk of the Board
- Ensuring Board actions are executed
- Initiating and presenting a proposed annual budget to the Board for its consideration

The County Coordinator is a peer with the department heads in the Kanabec County, and is additionally responsible for the administration of personnel policies the county.

The HR Specialist is part of the Coordinator's Office and is the person to contact for questions regarding pay, benefits, etc.

The Administrative Assistant in the Coordinator's Office is available to assist with questions, forms, mileage reimbursement, gathering information, scheduling, etc. This position is available to assist Commissioners with administrative functions as needed.

### **C. Role of the County Board with Staff**

The County Board annually reviews the performance of non-elected department heads, considers requests to fill vacancies, and considers requests for departmental expenditures and budgets. See the organization chart (Appendix B).

## **APPENDIX A**

### **ATTACHMENT A. CODE OF ETHICS**

#### Code of Ethics for Public Officers in Kanabec County

SECTION 1. DECLARATION OF POLICY The proper operation of democratic government requires that public officers be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a Code of Ethics for all Public Officers of Kanabec County.

The purpose of this Code is to establish ethical standards of conduct for all such officers by setting forth those acts or actions that are incompatible with the best interests of the county, and by directing disclosure by such officers of private financial or other interests in matters affecting the county.

The provisions and purpose of this Code and such rules and regulations as may be established are hereby declared to be in the best interests of Kanabec County.

#### SECTION 2. DEFINITIONS OF TERMS

PUBLIC OFFICER: Per Minnesota Statute 609.415 a "Public Officer" means:

- (a) An executive or administrative office of the state of a county, municipality or other subdivision or agency of the state;
- (b) A member of the legislature or of a governing board of a county, municipality, or other subdivision or the state, or other governmental instrumentality within the state;
- (c) A judicial officer;
- (d) A hearing officer;
- (e) A law enforcement officer; or
- (f) Any other person exercising the functions of a public officer.

ANYTHING OF VALUE: Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. It does not mean reasonable compensation or expenses paid to a public officer by the government of Kanabec County for work performed.

COMPENSATION: A payment of "anything of value" to an individual in return for that individual's services of any kind.

ASSOCIATION: A business entity of any kind, a labor union, a club or any other group of two or more persons other than the immediate family.

IMMEDIATE FAMILY: A reporting individual, spouse, minor children, minor stepchildren, or other person residing in the same household.

GIFT: The payment or receipt of “anything of value” unless consideration of greater or equal value is provided in return.

SECTION 3. ETHICAL CONSIDERATIONS Public officers are to serve all persons fairly and equitably without regard to their personal or financial benefit. The credibility of Kanabec County government hinges on the proper discharge of duties in the public interest. Public officers must assure that the independence of their judgment and actions, without any consideration for personal gain, is preserved. Specific ethical considerations are enumerated below for the guidance of public officers, but these do not necessarily encompass all the possible ethical considerations that might arise.

- A. Other Offices or Employment. An elected public officer shall not hold another incompatible office as that term has been interpreted from time to time by statute, the courts, and by the Attorney General. Employed public officer shall not hold such incompatible office nor shall they engage in any regular outside employment without notice to and approval by the County Board. Elected and appointed public officers shall not hold other office or employment which compromises the performance of their elected or appointed duties without disclosure of said office or employment and self-disqualification from any particular action which might be compromised by such office or employment.
- B. Use of Confidential Information. No public officer shall use information gained as a public officer which is not generally made available to and/or is not known to the public, to directly or indirectly gain anything of value.
- C. Solicitation of or Receipt of Anything of Value. A public officer shall not solicit or receive anything of value from any person or association, directly or indirectly, in consideration of some action to be taken or not to be taken in the performance of the public officer’s duties.
- D. Holding Investments. No public officer shall hold any investment which might compromise the performance of the public officer’s duties without disclosure of said investment and self-disqualification from any particular action which might be compromised by such investment, except as permitted by statute, such as Minnesota Statutes 471.88.
- E. Representation of Others. A public officer shall not represent persons or associations in dealings with the county in consideration of anything of value.
- F. Financial Interest. Where a public officer or a member of the public officer’s immediate family has a financial interest in any matter being considered by the public officer, such interest, if known to the public officer, shall be disclosed by the public officer. If the public officer has such a financial interest or if the minor child of a public officer has such a financial interest, the public officer shall be disqualified from further participation in the matter.

- G. County Property. No public officer shall use county owned property such as vehicles, equipment, or supplies for personal convenience or profit except when such property is available to the public generally, or where such property is provided by specific county policy in the conduct of officer county business.
- H. Special Consideration. No public officer shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- I. Authority. No public officer shall exceed his or her authority or breach the law, or ask others to do so. Giving Anything of Value. No elected public officer shall give anything of value to potential voters in return for their votes, promises, or financial considerations which would be prohibited by the State Minnesota Fair Campaign Practices statute.
- J. Public Funds, etc. No public officer shall use public funds, personnel, facilities, or equipment for private gain or political campaign activities.
- K. Expenses. Public officers shall provide complete documentation to support requests for expense reimbursement. Expense reimbursement shall be made in accordance with County policy.
- L. Donations. No public officer shall take an officer action which will benefit any person or entity because of a donation of anything of value to the County by such person or entity.
- M. Officer Action. No public officer shall take an officer action which will benefit any person or entity where such public officer would not have otherwise have taken such action but for the public officer's family relationship, friendship, or business relationship with such person or entity.
- N. Compliance with Law. Public officers shall comply with all local ordinances and State and Federal Statutes including, but not limited to, the Criminal code, Fair Campaign Practices Act, and laws governing the functioning of counties and municipalities, their elected and appointed officers, and employees.

SECTION 4. SPECIAL CONSIDERATIONS Situations can arise where a member of a Commission, a Board, or a Committee abstains from voting because of a conflict of interest, but his or her abstention becomes a vote either for or against the matter because a majority are required to pass or reject that matter. This can happen where four-fifths vote is needed to pass an issue, or the vote has to be a clear majority and a split vote does not pass or reject. When this happens, the County Attorney must be consulted and the final vote should carry a public notice explaining what took place, and how it was resolved.





**APPENDIX B**

<b>County Administration</b>		<b>CITIZENS OF KANABEC COUNTY</b>					
		<b>COUNTY BOARD</b>					
<b>County Sheriff (2600) R21</b>		<b>Public Works Director (2000) R21</b>		<b>Family Service Director R19</b>			
- Brian Smith		- Chad Gramentz		- Chuck Hurd			
<b>County Attorney (1100) R22</b>		<b>County Assessor (1000) R19</b>		<b>Public Health Director R19</b>			
- Barbara McFadden		- Tina Diedrich Von-Eschen		- Kathy Burski			
<b>County Auditor/Treasurer (1200) R20</b>		<b>Information Systems Dir (2100) R20</b>		<b>County Coordinator (1400) R21</b>			
- Denise Synder		- Lisa Blowers		- Kris McNally			
<b>County Recorder (2500) R16</b>		<b>EDA Director (1404) R18</b>		<b>Probation Director (2400) R19</b>			
- Lisa Holcomb		- Heidi Steinmetz		- Todd Eustice			
		<b>VSO (1400) R12</b>					
		- Erica Bliss					
<b>Elected Positions</b>		<b>Extension Leader</b>					
<b>Non-Elected Positions</b>		- Suzanne Hinnichs					
<b>Non-County Employees</b>		<b>Court Administrator</b>					
		Heather Mickelson					