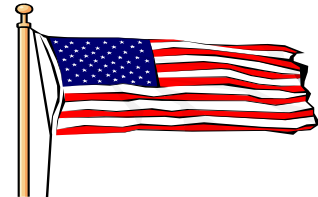




Kanabec County Board of Commissioners

Regular Meeting Agenda July 18, 2023

To be held at: Kanabec County Courthouse
Boardroom #164
317 Maple Avenue East
Mora, MN 55051



Please use the Maple Ave entrance and parking lot.

To be held via WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388
Access Code: 2489 359 7670

Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m2c795906f2ea3f5d2e1789cdb1dba0db>

Meeting number: 2489 359 7670

Password: kP9P9SPd5Ks (57979773 from video systems)

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

The audience is invited to join the board in pledging allegiance:

*I pledge allegiance to the flag
of the United States of America,
and to the Republic for which it stands:
one nation under God, indivisible
with Liberty and Justice for all*

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

9:02am Public Comment Telephone call-in number for public access: 1-408-418-9388
 Access Code: 2489 359 7670

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

9:45am Dennis Rice, East Central Energy Broadband Manager- Broadband Project Update

10:00am Kathy Burski, Community Health Director- Request for Approval of Resolution to
 Change the Composition of the Kanabec County Community Health Board

10:10am Brian Smith, Sheriff-
 a. Request to replace outdated PSAP/Dispatch electronic/radio components
 b. Discuss the restoration of the Dispatch Sergeant position on a full-time, regular
 basis

Other business to be conducted as time is available:

1. Minutes- July 5, 2023
2. Paid Bills
3. Regular Bills- Revenue Fund
4. Regular Bills- Road & Bridge
5. Request for Extended Leave of Absence
6. Commissioner Reports
7. Future Agenda Items
8. CLOSED SESSION: Labor Negotiation Strategy—(This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
9. Discuss any other matters that may come before the County Board
10. Adjourn

Kanabec County Family Services

905 East Forest Avenue, Suite 150
Mora, MN 55051
Phone: 320-679-6350
Fax: 320-679-6351

Kanabec County Family Services Board

Agenda

July 18, 2023

9:20 a.m.

- | | |
|---|-----------------|
| 1. Agenda Approval | Pg. 1 |
| 2. Director's Report | Pg. 2 |
| - Staffing | |
| - Medicaid Unwinding | |
| - Medical Assistance reimbursement process | |
| - Ongoing Number of Children in Placement | |
| 3. Family Services Fund Report | |
| -See attached report | Pg. 3 |
| 4. Financial Report | |
| -See attached report | Pg. 4-6 |
| 5. Abstract Approval | |
| -See attached abstract and board vendor paid list | Pg. 7- 9 |
| 6. Other Business | |
| 7. Adjourn | |

Family Service Director's Report

July 2023

Staffing

No change, we have been recruiting for a child protection worker but to date the position is open.

Medicaid Unwinding

The agency is having challenges mainly in the constant changing of direction on the processing from the Department of Human Services. Instructions are given to process a certain way at a meeting and before that process has been fully implemented, instructions change. We have seen this frustrating our staff. We have not accessed the approved over time at this point. The training required for this program is also proving a challenge to have time available to process renewals. Our applications continue to maintain at an increased level.

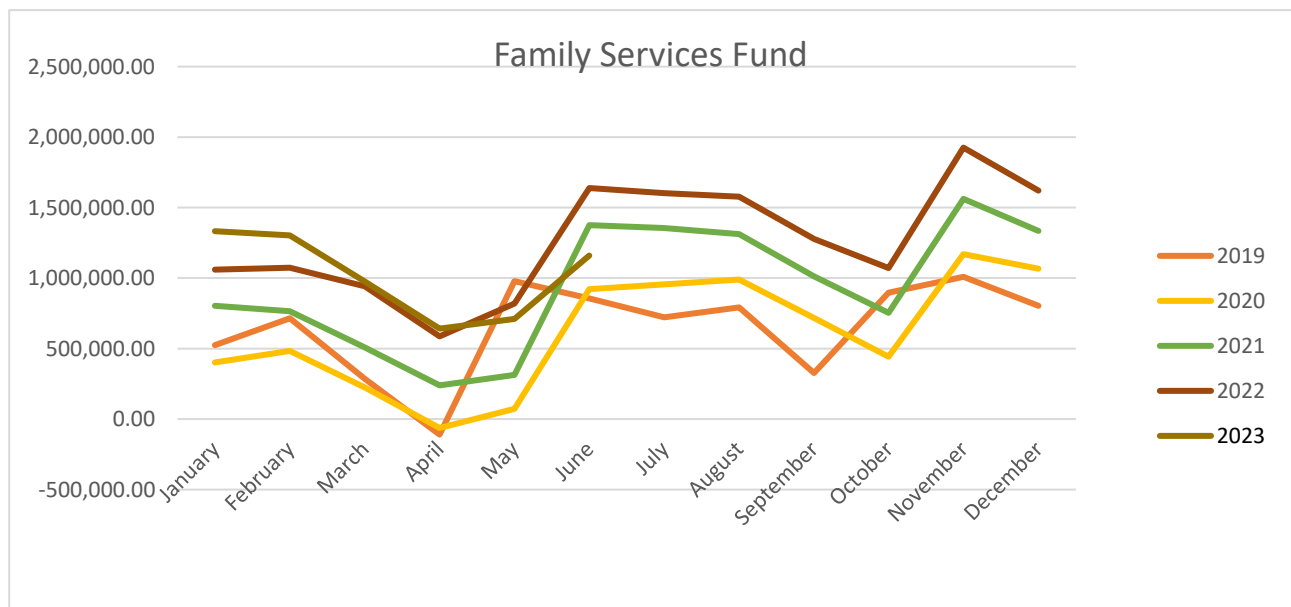
Medical Assistance reimbursement process

Recently we have changed the reporting of medical reimbursements to The Board. We are now looking at changing the process of issuing these reimbursements to clients. This will improve the service to clients by expediting reimbursements. Currently, the financial worker receives and verifies claims for these funds. Then the Fiscal department will process these reimbursements with board, and will issue the payment. After payment has been issued, a request for payment to the State for county reimbursement. Kanabec County is not responsible for these funds, we just serve as a middle man. We have a challenge with the processing requirement of 35 days after the claim is received if there is required validation of the claim or information that is missing we have missed the deadline in processing. To resolve this we wish to issue checks once approved by the eligibility and fiscal units. Cost Effective Health Insurance, & Medicare Part B Reimbursements, and MA Medical Mileage are currently reported on the board report, and would be unchanged. We would issue payments to clients sooner, which in turn will allow us to bill the State in a more time efficient manner. Our Fiscal Supervisor has discussed this with the Auditor, and they are in agreement, there is no issue with this change. In communicating with other counties, we realize they have had this process in place for years. I ask for your approval on the change in the process for medical reimbursements.

Ongoing Update on Number of Children in Placement

Last month we had 25 children in our care in out of home placements. We have 28 children in care this month compared to 18 last year for the same month.

	2019	2020	2021	2022	2023
January	523,556.70	401,131.39	802,602.99	1,060,669.83	1,332,846.30
February	715,738.74	483,781.08	764,375.81	1,074,400.99	1,303,079.82
March	285,341.21	225,078.17	507,711.89	942,838.71	976,432.91
April	-109,902.43	-63,141.11	239,129.82	586,755.76	641,596.45
May	979,247.26	73,382.15	313,993.85	820,322.23	711,400.40
June	855,820.47	920,867.09	1,376,518.14	1,638,762.92	1,159,594.67
July	721,467.48	955,700.06	1,355,779.92	1,603,064.80	
August	791,435.79	990,235.56	1,312,346.82	1,578,429.94	
September	326,963.03	716,408.79	1,012,985.41	1,277,604.14	
October	897,606.65	443,084.51	753,774.16	1,072,396.60	
November	1,008,939.34	1,170,024.75	1,562,104.61	1,925,516.68	
December	804,618.63	1,067,709.00	1,335,030.43	1,620,823.12	
Totals	7,800,832.87	7,384,261.44	11,336,353.85	15,201,585.72	6,124,950.55
Averages	650,069.41	615,355.12	944,696.15	1,266,798.81	1,020,825.09
6 month Avg.	758,505.15	890,527.11	1,222,003.56	1,512,972.55	1,020,825.09
Rolling 12 month Avg	650,069.41	615,355.12	944,696.15	1,266,798.81	1,266,898.82



Kanabec County Family Services - Board Financial Report							Through June 2023		
	Total year to date/			8.33%	16.67%	25.00%	33.33%	41.67%	50.00%
Department	Budget	% of budget	Total	January	February	March	April	May	June
Income Main. Service									
Exp	753,602.00	49.91%	376,096.83	53,804.48	53,379.65	82,336.98	54,893.92	50,144.12	81,537.68
Rev	560,191.00	29.11%	163,091.68	9,831.56	61,657.74	9,831.56	9,959.72	61,851.38	9,959.72
Tax	367,731.25	50.77%	186,694.52	5,406.53					181,287.99
State Shared Rev			0.00						
Recoveries									
Exp	15,600.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rev	21,600.00	4.95%	1,069.53	801.00	1,599.82	1,804.68	379.28	391.17	-3,906.42
Tax	22,100.71	50.89%	11,246.65	351.21					10,895.44
State Shared Rev			0.00						
Burials									
Exp	25,000.00	27.47%	6,867.75	1,336.50	0.00	0.00	3,731.25	0.00	1,800.00
Rev			0.00						
Tax			0.00						
Child Support									
Exp	379,758.00	50.70%	192,543.48	27,408.09	27,284.54	39,140.48	28,895.78	26,018.48	43,796.11
Rev	404,000.00	47.92%	193,609.45	16,364.47	64,184.46	16,245.33	18,174.26	61,667.24	16,973.69
Tax									
MA Services									
Exp	483,900.00	43.49%	210,466.65	24,920.54	44,697.74	26,526.98	32,887.42	31,465.01	49,968.96
Rev	452,000.00	34.43%	155,602.13	43,337.73	13,714.19	38,847.74	17,913.90	39,665.29	2,123.28
Tax	31,513.97	52.51%	16,547.16	1,011.07					15,536.09
State Shared Rev			0.00						
Child Care									
Exp	230,950.00	24.23%	55,967.40	99.00	5,154.41	10,254.82	13,694.72	15,828.67	10,935.78
Rev	230,776.00	33.16%	76,536.53	580.00	41,873.00	396.00	-26.17	62,055.40	-28,341.70
Tax	204.64	101.30%	207.31	106.43					100.88
State Shared Rev			0.00						
Fraud									
Exp	74,689.00	50.43%	37,668.26	5,646.39	5,662.23	5,759.23	6,011.48	5,646.41	8,942.52
Rev	0.00		1,055.56	200.00	605.56	150.00	0.00	0.00	100.00

Tax	73,669.03	50.94%	37,524.31	1,206.18					36,318.13
State Shared Rev			0.00						
Adult Services									
Exp	5,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rev	8,839.00	38.16%	3,373.38	2,165.03	523.12	-114.13	163.12	23.12	613.12
Tax									
Dev. Disability									
Exp	77,429.00	37.75%	29,233.16	4,411.87	5,845.33	4,620.24	5,123.88	4,474.08	4,757.76
Rev	57,015.00	34.26%	19,531.00	0.00	9,176.00	0.00	0.00	10,355.00	0.00
Tax	20,054.35	51.17%	10,262.65	376.05					9,886.60
State Shared Rev			0.00						
Mental Health									
Exp	1,225,163.00	61.76%	756,673.60	132,192.61	109,156.01	142,841.86	113,454.63	125,007.93	134,020.56
Rev	797,301.00	44.75%	356,807.35	32,971.07	34,781.02	94,880.65	26,541.27	80,520.00	87,113.34
Tax	421,550.57	51.01%	215,043.32	7,222.92					207,820.40
State Shared Rev			0.00						
Chemical Dependency									
Exp	46,000.00	40.67%	18,709.50	-17.19	2,460.62	8,840.08	2,747.21	0.00	4,678.78
Rev	20,000.00	30.55%	6,110.19	583.88	1,915.57	1,449.48	0.00	1,931.31	229.95
Tax	25,579.53	53.25%	13,621.53	1,011.07					12,610.46
State Shared Rev			0.00						
Child Services									
Exp	560,639.00	63.26%	354,647.16	59,596.08	57,996.44	68,037.79	42,849.03	60,045.98	66,121.84
Rev	276,235.00	75.44%	208,394.77	14,355.49	55,512.00	16,604.05	15,368.29	98,527.24	8,027.70
Tax	280,146.96	50.45%	141,323.90	3,214.13					138,109.77
State Shared Rev			0.00						
Social Services									
Exp	1,390,604.00	49.77%	692,110.11	100,568.86	94,259.80	101,854.12	98,074.90	112,584.24	184,768.19
Rev	1,267,977.00	38.10%	483,044.30	49,067.73	131,825.55	59,573.60	60,200.71	124,119.15	58,257.56
Tax	120,735.36	51.59%	62,281.41	2,760.03					59,521.38
State Shared Rev			0.00						
Income Main. Admin									
Exp	96,111.00	48.34%	46,455.97	7,188.53	7,370.08	7,156.32	7,156.31	7,279.74	10,304.99
Rev	46,300.00	45.09%	20,878.60	1,095.72	8,009.23	1,095.72	1,109.30	8,459.33	1,109.30
Tax	49,112.68	50.79%	24,942.90	730.81					24,212.09
State Shared Rev			0.00						
Social Services Admin.									

Exp	264,091.00	49.58%	130,935.55	19,869.02	20,070.97	20,176.38	22,698.46	20,153.58	27,967.14
Rev	65,000.00	46.22%	30,046.00	0.00	16,443.00	0.00	0.00	13,603.00	0.00
Tax	196,041.48	50.77%	99,523.69	2,877.11					96,646.58
State Shared Rev			0.00						
FS Admin									
Exp	760,823.00	49.89%	379,586.57	61,454.46	62,182.25	53,546.23	56,132.13	59,155.32	87,116.18
Rev	136,263.00	46.59%	63,488.51	3,672.72	24,161.03	3,672.72	3,730.98	24,520.08	3,730.98
Tax	437,921.47	51.40%	225,093.58	9,202.48					215,891.10
State Shared Rev			371.33						371.33
Agency Totals									
Exp	6,389,859.00	51.46%	3,287,961.99	498,479.24	495,520.07	571,091.51	488,351.12	517,803.56	716,716.49
Rev	4,343,497.00	41.04%	1,782,638.98	175,026.40	465,981.29	244,437.40	153,514.66	587,688.71	155,990.52
Tax	2,046,362.00	51.03%	1,044,312.93	35,476.02	0.00	0.00			1,008,836.91
State Shared Rev			371.33						371.33
Total Revenue	6,389,859.00	44.25%	2,827,323.24	210,502.42	465,981.29	244,437.40	153,514.66	587,688.71	1,165,198.76

Board Approval Report

SSIS pymt. batch #: 156828018

Paid Cnty Vendor	Total Payments		Total Amount
ANOKA COUNTY NON SECURE, 000010476	1		91.79
Svc Description	Svc Code	Payments	Amount
Health-Related Services	118	1	91.79
ASL Interpreting Services, Inc., 000001023	1		135.00
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	135.00
Braham Public Schools, 000000817	1		170.96
Svc Description	Svc Code	Payments	Amount
Transportation	116	1	170.96
Card Services, 000011484	1		160.75
Svc Description	Svc Code	Payments	Amount
Community Support Services	434	1	160.75
Central Mn Mental Health Center, 000011298	1		600.00
Svc Description	Svc Code	Payments	Amount
Detoxification	371	1	600.00
DHS, 000011849	3		2,009.00
Svc Description	Svc Code	Payments	Amount
Behavioral Health Fund (BHF)	359	1	420.00
Northstar Adoption Assistance	178	1	770.70
Northstar Kinship Assistance	175	1	818.30
Dungarvin Minnesota, LLC, 000017781	1		470.05
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	1	470.05
EAST CENTRAL REG. JUVENILE CTR., 000012085	3		17,151.00
Svc Description	Svc Code	Payments	Amount
Correctional Facilities	185	2	17,110.00
Health-Related Services	118	1	41.00
Ignaszewski/Karissa, 000012959	2		10,421.80
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	10,421.80
Isle Harbor Apartment, 000017884	1		675.00
Svc Description	Svc Code	Payments	Amount
Parent Support Outreach Services	167	1	675.00
Jessica Stokes Inc., 000016761	2		10,797.50
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	2	10,797.50
Kanabec County AT ACH_VISA, 000001318	2		908.06
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	21.98
Family Support Program	535	1	886.08
Kanabec County Community Health, 000013263	1		13,034.86
Svc Description	Svc Code	Payments	Amount
Adult Outpatient Psychotherapy	452	1	13,034.86
Little Sand Group Homes, 000013715	2		4,656.96
Svc Description	Svc Code	Payments	Amount
Children's Group Residential Care	183	2	4,656.96
Nexus-Gerard Family Healing , LLC, 000012394	2		15,195.45

Board Approval Report

Paid Cnty Vendor				Total Payments	Total Amount
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	2	15,195.45		
Nexus-Mille Lacs Family Healing, 000014598				1	15,738.00
Svc Description	Svc Code	Payments	Amount		
Children's Residential Treatment	483	1	15,738.00		
North Mora Estates, 000015172				1	2,422.00
Svc Description	Svc Code	Payments	Amount		
Transportation	116	1	2,422.00		
Options Residential, 000015334				1	1,422.30
Svc Description	Svc Code	Payments	Amount		
Child Family Foster Care	181	1	1,422.30		
PHASE, Inc., 000015579				2	846.72
Svc Description	Svc Code	Payments	Amount		
Day Training and Habilitation	566	1	570.24		
Transportation	516	1	276.48		
Prairie Lake Youth Programs, 000015767				2	9,214.51
Svc Description	Svc Code	Payments	Amount		
Correctional Facilities	185	1	9,100.00		
Health-Related Services	118	1	114.51		
Premier Biotech Labs, LLC, 000015779				1	263.50
Svc Description	Svc Code	Payments	Amount		
Health-Related Services	118	1	263.50		
Procentive.com LLC, 000010757				2	1,116.84
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	1,116.84		
Regency of Minnesota Inc, 000016091				1	873.00
Svc Description	Svc Code	Payments	Amount		
Parent Support Outreach Services	167	1	873.00		
Residential Services of NE MN Inc., 000016246				2	1,441.50
Svc Description	Svc Code	Payments	Amount		
Children's Group Residential Care	183	1	829.50		
Semi-Independent Living Services (SILS)	534	1	612.00		
Richardson MD/Paul T, 000016136				2	3,345.00
Svc Description	Svc Code	Payments	Amount		
Adult Outpatient Psychotherapy	452	2	3,345.00		
Volunteers Of America of MN, 000017460				4	2,070.00
Svc Description	Svc Code	Payments	Amount		
Semi-Independent Living Services (SILS)	534	4	2,070.00		
Report Totals:				43	115,231.55

I hereby certify that the above amounts have been approved and allowed by the county Welfare Board for payment to the claimant as in each instance stated that said county Welfare Board authorizes and instructs the county Auditor and county Treasurer of said county to pay the same.

Signature

Title

Date

JULY 2023 BOARD REPORT			
Vendor Name	Amount		
Jen Anderson (CP Travel)	\$ 795.17		
Rhonda Bergstadt (MH Travel)	\$ 381.87		
Chelsey Bottelton (DD Travel)	\$ 401.91		
Cassandra Dahlberg (MH Travel)	\$ 169.00		
DHS	\$ 25,881.81		
Jessica Gravich (Admin Travel)	\$ 75.19		
Katie Heacock (SS Sdmin Travel)	\$ 54.37		
Linda Hosley (MH Travel)	\$ 616.36		
Innovative Office Solutions (Office Supplies	\$ 577.34		
Itsavvy LLC	\$ 214.68		
Makala Johnson (CP Travel)	\$ 280.34		
Kanabec County Attorney	\$ 6,505.20		
Kanabec County Aud-Treasurer	\$ 8,704.55		
Kanabec County Comm Health	\$ 3,125.00		
Kanabec County Sheriff	\$ 40.00		
Tamara Kelash	\$ 216.05		
Patricia Kruse (Travel)	\$ 38.65		
Ivy Kukuk (CP Travel)	\$ 429.03		
Alissa McDermeit (CP Travel)	\$ 195.86		
Metro Sales Inc	\$ 422.62		
Minnesota County Attorneys Assoc (Child Support Conf Reg (2 people)	\$ 590.00		
Minne Dept of Health (Child Support)	\$ 40.00		
Kelly Mithcell (DD Travel)	\$ 39.96		
Kristen Struss (SS Travel)	\$ 179.47		
Timber Trails Public Transit	\$ 2,646.00		
Pamela Vojvodich (SS Travel)	\$ 483.18		
Katie Vork (CP Travel)	\$ 144.76		
Eileen Wagner (SS Travel)	\$ 102.97		
TOTAL IFS DOLLARS	\$ 53,351.34	28	Total IFS Vendors
TOTAL SSIS DOLLARS	\$ 115,231.55	25	Total SSIS Vendors
Total	\$ 168,582.89		
Cost Effective Health Insuarncce & Medicare Part B Reimbursements	\$ 13,559.83	48	Ins. Reimb.Vendors
MA Medical Mileage	\$ 5,576.55	12	Med Mileage Vendors
Grand Total	\$ 187,719.27		
		113	Total Vendors

9:45am Appointment

July 18, 2023

REQUEST FOR BOARD ACTION

a. Subject: ECE Broadband Project Update	b. Origination: East Central Energy
c. Estimated time: 15 minutes	d. Presenter(s): Dennis Rice, ECE Broadband Manager

e. Board action requested:

Information only

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:00am Appointment

July 18, 2023

REQUEST FOR BOARD ACTION

a. Subject: Kanabec County Community Health Board Composition	b. Origination: Community Health
c. Estimated time: 5 minutes	d. Presenter(s): Kathy Burski

e. Board action requested:

Approval of a resolution to rescind that portion of the resolution creating the Kanabec County Community Health Board on January 3, 2017 which states in part that the Community Health Board will be composed of two County Commissioners and three community members of which at least one would be a consumer and replace with language stating that the Kanabec County Board of Commissioners will assume the powers and duties of the Community Health Board as stated in MN Statute 145.

f. Background: The language of the resolution creating the Community Health Board and the composition of that board was discovered by a community member and brought forward to the County Coordinator. To my knowledge this was not the intention of the Community Health Director or the County Board at the time and we would like to rescind that portion of the January 3, 2017 resolution and change the composition of the Community Health Board to the County Board members.

Supporting Documents: Resolution to rehire a Family Health Supervisor **Attached:** X

Date Received in County Coordinator's Office:

Resolution #___ - 7/18/2023

Resolution to Change the Composition of the
Kanabec County Community Health Board

WHEREAS pursuant to MN Statutes Chapter 145A the Kanabec County Board of Commissioners created the Kanabec County Community Health Board by Resolution #17 - 01/03/17 effective January 1, 2017, and

WHEREAS Resolution #17 - 01/03/17 inadvertently established the Community Health Board as two county commissioners and three community members, of which at least one was required to be a consumer; and

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby rescinds that part of Resolution #17-01/03/17 that states *“as of January 1, 2017 the new community health board shall be comprised of two county commissioners and three community members, at least one of which shall be a consumer, all of whom shall be appointed by the county board of commissioners, and will assume the powers and duties of the community health board at that time.”*

BE IT FURTHER RESOLVED pursuant to MN Statutes Chapter 145A the Kanabec County Community Health Board is hereby created; and

BE IT FURTHER RESOLVED that pursuant to MN Statutes Chapter 145A the powers and duties of the Kanabec County Community Health Board are hereby assumed by the Kanabec County Board of Commissioners.

BE IT FURTHER RESOLVED the Kanabec County Board of Commissioners by virtue of its authority under MN Statutes, Chapter 145, by this resolution adopted at a scheduled meeting held on July 18, 2023 hereby appoints and authorizes Community Health Director Kathy Burski to act as an agent of the Board and to sign and execute on behalf of the Board contracts for funding under any of the grants administered by the Commissioner of Health until rescinded by this Board.

10:10am Appointment

July 18, 2023

REQUEST FOR BOARD ACTION

Subject: a. Replacement of Outdated PSAP/Dispatch Electronic/Radio Components b. Discuss Dispatch Sergeant Position	b. Origination: Sheriff's Office
c. Estimated time: 10 minutes	d. Presenter(s): Sheriff Smith

e. Board action requested:

Item a. Approve the following resolution:

RESOLUTION # ____-7/18/23

WHEREAS the Kanabec County PSAP (Dispatch Center) has internal and external electronic/radio components that are outdated and recommended to be replaced; and

WHEREAS the replacement costs are budgeted through the Sheriff's Office; and

WHEREAS quotes have been received from appropriate vendors;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the quote from _____ and moving forward with the project;

BE IT FURTHER RESOLVED that Sheriff Smith is authorized to sign agreements related to said project.

Item b. Discuss adding a full-time regular Dispatch Sergeant to the PSAP/Dispatch Center

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Granite Electronics
535 31st Ave N
St Cloud, MN 56303
Phone: (320) 252-1887

DATE: 05/15/2023
Quote Valid through: 06/14/2023

QUOTATION
136000505

Bill To:
Kanabec County Sheriff's Office
317 Maple Ave E
Mora, MN 55051

Ship To:
Kanabec County Sheriff's Office
317 Maple Ave E
Mora, MN 55051

Attn: Brian Smith
Phone: 320-679-8420
Email: brian.smith@co.kanabec.mn.us

Cust Rep: Shawn Vance
Phone: 320-405-8775
Email: Shawn@GraniteElectronics.com

Date: 05/15/2023		Terms: NET 10
Line	Qty	Description
100	1	REPLACE OBSOLETE AND UNSUPPORTED uW LINK BETWEEN OGILVIE MNDOT AND COURTHOUSE
200	3	PTP 670 Connectorized END with AC Supply (FCC)
300	2	DISH, 3-FT, HP, 4.5 -5.0G, 29.8 DBI
400	3	CISCO CATALYST 9200 C9200L-24T-4G LAYER 3 SWITCH 24 PORTS MANAGEABLE GIG ETHERNET 3 LAYER SUPPORTED 4 SFP SLOTS RACK MOUNT
500	5	CISCO COMPATIBLE 1000BASE LX/LH
1700	1	TOWER CREW SERVICES

Accepted By: Sheriff Brian R. Smith

Signature: [Signature]

Page 1 of 1

Equipment Totals : \$20,536.66
Service Totals: \$9,797.20
Subtotal : \$30,333.86
Taxes: \$0.00
Grand Total: \$30,333.86



Please review the following quote

Link Replacement

Quote # DSC-EH001472
Version 1

Prepared for:

Kanabec County Sheriffs Office

Brian Smith
brian.smith@co.kanabec.mn.us



Link Replacement

Description	Price	Qty	Ext. Price
PTP 670 Connectorized END with AC Supply (FCC)	\$3,500.00	3	\$10,500.00
Dish 3 Foot HP 4.5-5G 29.8 DBI Gain	\$2,750.00	2	\$5,500.00
Switch Cisco Catalyst 9200 Layer 3 24 port Managed Gig Ethernet	\$1,500.00	3	\$4,500.00
Cisco 1000 Base Compatible LX/LH	\$125.00	5	\$625.00
Fiber Jumpers	\$100.00	4	\$400.00
Cambium Networks Grounding Kit	\$30.00	8	\$240.00
LPU Grounding Kit	\$500.00	2	\$1,000.00
TIMES~Weather Seal LMR400 /10	\$30.00	1	\$30.00
Weather Protection Boot	\$30.00	8	\$240.00
Antenna Cable	\$3.00	50	\$150.00
TIMES N Male LMR400/Ezinst Hex	\$35.00	8	\$280.00
Tower Crew Service	\$10,500.00	1	\$10,500.00

Subtotal: \$33,965.00



Link Replacement

Prepared by:

Superior

Erik Humphrey
(715) 947-2027
Fax 7153922995
ehumphrey@dsccommunications.com

Prepared for:

Kanabec County Sheriffs Office

317 Maple Ave E
Mora, MN 55051
Brian Smith
(320) 679-8420
brian.smith@co.kanabec.mn.us

Quote Information:

Quote #: DSC-EH001472

Version: 1
Delivery Date: 07/13/2023
Expiration Date: 08/10/2023

Quote Summary

Description	Amount
Link Replacement	\$33,965.00

Subtotal: \$33,965.00

Shipping: \$250.00

Total: \$34,215.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Superior

Signature:

Name: Erik Humphrey

Title: Strategic Solutions Specialist

Date: 07/13/2023

Kanabec County Sheriffs Office

Signature:

Name: Brian Smith

Date:

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

July 5, 2023

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

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

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

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

Action #2 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the June 20, 2023 minutes with the following corrections: Action #FS13, correct the spelling of “Allison” to “Alison”.

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

<u>Vendor</u>	<u>Amount</u>
Buzzell, Katheryn & Courtney	600.00
City of Mora	1,247.40
Dearborn National Life Insurance Co.	548.46
East Central Energy	1,294.11
East Central Energy	220.65
Health Partners	6,990.26
Kanabec County AT ACH_VISA	5,237.48
Kanabec County Auditor HRA	18,100.85
Kanabec County Auditor HRA	636.00
L & N Feeds LLC	600.00

Life Insurance Company of North America	594.77
Marco	176.00
Minnesota Energy Resources Corp	10,913.21
Mora Motor Vehicle Inc	1,224.42
Quadient Finance USA, Inc	2,000.00
Quality Disposal	208.24
The Hartford Priority Accounts	562.36
VC3, Inc.	6,235.00
Verizon Wireless Aircards	1,415.36
VSP Insurance Co	562.36
Whaley, Raymond	500.00

21 Claims Totaling: \$ 59,866.93

9:04am – The Chairperson called for public comment. Those that responded included the following:

John Teichroew	Comments regarding the County requirement for 300 feet of road frontage in the Platting & Subdivision Ordinance #4, the preservation of farmland, and consideration to revise Ordinance #4.
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9:17am – The Chairperson closed public comment.

Action #4 – Alison Holland introduced a motion to approve the following claims on the Revenue Fund:

Vendor	Amount
Accurate Controls Inc	82.00
Ace Hardware	80.94
Adam's Pest Control Inc	250.00
Ann Lake Watershed Alliance	5,514.16
Aspen Mills	28.56
Association of MN Counties	35.00
Association of MN Counties	35.00
Auto Value	41.97
Auto Value	43.94
Auto Value	117.95
Auto Value	33.98
Axon Enterprise Inc	480.00

Barron County Clerk of Courts	6.25
BCA Criminal Justice Training & Education	50.00
BCA Criminal Justice Training & Education	50.00
Bob Barker	683.40
Bracewell, Earl	88.96
Carda, Eugene	154.78
Carda, Eugene	86.79
City of Mora	1,547.66
Concept Seating Government LLC	1,919.00
Curtis, Michael	463.50
DHS	1,761.50
East Central Regional Development	5.31
Ernest, Jennifer	89.41
Fish Lake Improvement Association	2,037.15
Grainger	151.74
Granite City Jobbing Co Inc	1,139.20
Granite Electronics	309.75
Hamilton Funeral Homes	400.00
Handyman's Inc	494.94
Hartshorn, Jim	91.70
Harvey, RandiAnn	38.25
Hoefert, Robert	1,160.66
Holcomb, Lisa	89.41
Holcomb, Lisa	107.42
IAEMD	55.00
Johnson Brothers Law	380.00
Kanabec County Highway Dept	334.15
Kanabec County Highway Dept	182.04
Kanabec Publications	93.51
Knife Lake Improvement District	11,463.04
Marco	3,267.40
Mattson, Jean	109.06
MCCC Lockbox	5,100.00
McFadden, Barbara	93.15
Methven Funeral and Cremation Services	400.00
Mid-America Research Chemical	493.42
Mora Public Schools	1,891.20
MRA	92.50

MRA	2,173.75
O'Brien, Pat	137.58
O'Brien, Pat	154.78
O'Reilly Auto Parts	33.47
Olson, Rhonda	85.48
Peterson, Ronald	156.09
Peterson, Ronald	147.40
Pine County Solid Waste/Planning & Zoning	1,884.48
Premium Waters, Inc.	35.10
PRIA	60.00
ProPhoenix Corporation	58,931.16
Quadient Leasing USA, Inc.	2,086.20
R.M. Cotton Company	1,395.88
Ripka, Peter	75.00
Sabinash, Douglas	86.79
Salmela, Terry	111.68
Sawatzky, Fred	137.10
Sawatzky, Fred	122.84
Schiferli, Kelsey	89.41
Snyder, Denise	138.86
St Cloud Stamp	36.21
St Cloud State University	980.00
St. Croix County Wisconsin	16.25
Stellar Services	208.53
Stellar Services	118.95
Summit Food Service Management	4,124.60
Summit Food Service Management	4,105.98
SwipeClock LLC	332.00
Thomas Sno Sports	127.68
Van Alst, Lillian	1,256.29
VC3	73,646.08
VC3	1,430.00
VC3	923.00
VC3	568.75

84 Claims Totaling: \$ 199,542.12

The motion was seconded by Peter Ripka and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Tom Roeschlein, Wendy Caswell, Alison Holland, Peter Ripka
OPPOSED: Rick Mattson
ABSTAIN: None

Whereupon the motion was declared passed.

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

<u>Vendor</u>	<u>Amount</u>
Auto Value	1,033.86
Berndt, Steve	375.00
Bjorklund Companies	50,599.01
CPF	542.93
Currie, Michael	25.00
Dultmeier Sales	564.94
EATI	2,805.19
Federated Co-op	18.99
Frisch, Nick	34.99
Houston Engineering	7,627.97
Johnson Hardware	286.40
Kanabec County Highway Dept	84.60
Mille Lacs County Public Works	1,083.92
MN Counties Ins Trust	124.00
Newman Traffic Signs	13,860.48
Northern States Supply	83.18
Novus Glass	192.00
Nuss Truck	355.85
Olson Power	295.68
Oslin Lumber	171.98
Sanitary Systems	170.00
Scott's Lawn & Landscapes	2,805.00
Uline	166.03
USIC Locating	130.00
Widseth Smith Nolting	2,846.00
25 Claims Totaling:	<u><u>\$86,283.00</u></u>

Action #6 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to recess the board meeting at 9:21am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:21am on Wednesday, July 5, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH7 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the Community Health Board Agenda with the following changes: Change #7 from “George Washington University Agreement” to “Western Government University Agreement”. Add update regarding blue green algae in local lakes.

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

Action #CH8 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH8 – 7/5/23
Radiological Emergency Preparedness Grant resolution

WHEREAS, Kanabec County is located within 50 miles of a nuclear power plant and eligible to apply for Radiological Emergency Preparedness Grant funding and,

WHEREAS, the Radiological Emergency Preparedness (REP) Grant Program provides necessary direction, coordination, guidance, and assistance to support a county level ingestion zone response to an incident at a Minnesota nuclear power plant, and

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approve the Kanabec County Community Health Director to apply for the Radiological Emergency Preparedness Grant to prepare for a radiological incident for the total allocation and to accept the funds and sign the contract upon approval of the grant.

Action #CH9 – Wendy Caswell introduced the following resolution and moved its adoption:

Resolution #CH9 – 7/5/23
St. Clare Living Community of Mora for OT, PT Contract Resolution

WHEREAS, Kanabec County Community Health does contract for services in support of the Home Care Program, and

WHEREAS, a contract for physical and occupational therapy has been presented to the Community Health Board for 2023, effective July 5, 2023 and automatically renewing annually thereafter unless terminated by either party.

THEREFORE BE IT RESOLVED to approve an agreement between Kanabec County Community Health and St. Clare Living Community of Mora for Occupational and Physical Therapy for the Home Health Program clients at a rate of \$85.00 per hour plus mileage and drive time.

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

IN FAVOR THEREOF: Rick Mattson, Wendy Caswell, Alison Holland, Peter Ripka

OPPOSED: None

ABSTAIN: Tom Roeschlein

Whereupon the resolution was declared duly passed and adopted.

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

Resolution #CH10 – 7/5/23

A Peace of My Mind Agreement

WHEREAS, A Peace of My Mind has developed a traveling photography exhibit and associated programming that includes a series of large-scale photographs, books, workshops, lecture, portrait and story capturing, Studio photo booths and discussion guide, known as American Stories, and

WHEREAS, the Statewide Regional Prevention Coordinators, with guidance from the MN Dept. of Human Services have chosen to lease the American Stories Exhibit and programming, and

WHEREAS, the Agreement details include three studio days in Bemidji, Mankato and St. Cloud; the Exhibit Installation at the Fall Conference, Conference Studio and Tech Check for the Keynote Discussion/Talk and Keynote Discussion/Talk and Q & A all of which will commence between the Spring and Fall of 2024.

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Kanabec County Community Health Director to sign said Agreement upon approval by the County Attorney.

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

Resolution #CH11 – 7/5/23

Agreement for Clinical Laboratory Training – Western Governor's University Resolution

WHEREAS, Western Governor's University has a nursing program and is in need of Clinical Laboratory training sites, and

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

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

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to sign an Agreement with Western Governor's University for Clinical Laboratory Training commencing on execution of both parties' signatures and terminating upon 90 days written notification to either party from the other.

Action #CH12 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #CH12 – 7/5/23

Central Minnesota Council on Aging Assisted
Transportation Grant Request Resolution

WHEREAS, there is an unmet need in the unserved areas of Kanabec County by Public Transit, and

WHEREAS, there is an opportunity to provide Assisted Transportation services to individuals aged 60+ in those areas in the County; and

WHEREAS, Central Minnesota Council on Aging has grant funds available for Assisted Transportation services for elderly persons to include providing or arranging for travel, including travel costs of individuals from one location to another, escorting or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation, and

WHEREAS, priority will be given for transportation to medical, social service appointments, grocery/pharmacy shopping/food shelves, hair dresser/barber appointments, place of worship, respite/adult day services, support groups and evidence based Health Promotion Programs.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for the Assisted Transportation grant from Central Minnesota Council on Aging and to accept the grant and sign the Agreement, upon approval by the County Attorney, if it is awarded.

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

IN FAVOR THEREOF: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland

OPPOSED: None

ABSTAIN: Peter Ripka

Whereupon the resolution was declared duly passed and adopted.

Action #CH13 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Kanabec County Resolution #CH13 – 7/5/23

MN Dept. of Transportation Public Transit Grant Resolution

Kanabec County has resolved to apply for the 2024 Greater Minnesota Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

Further resolved that the Kanabec County agrees to provide a local share of up to 5 percent of the total operating cost and up to 20 percent of the total capital costs.

Further resolved that the Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the Kanabec County authorized the Transit Director or Community Health Director to execute the Agreement and any amendments.

Action #CH14 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the payment of 75 claims totaling \$74,577.27 on Community Health Funds.

Action #CH15 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn Community Health Board at 9:48am and to meet again on Tuesday, August 1, 2023 at 9:20am.

The Board of Commissioners reconvened.

Community Health Director Kathy Burski and Sheriff Brian Smith met with the Board to discuss the new adult-use cannabis law, the existing County interim ordinance placing moratorium on the sale of hemp derived THC food and beverages, and plans for next steps. Sheriff Brian Smith, Community Health Director Kathy Burski, County Attorney Barbara McFadden, County Coordinator Kris McNally and Environmental Services GIS Technician Ryan Carda will work together to formulate a recommendation and bring it back to the Board at a later date for further consideration.

Environmental Services GIS Technician Ryan Carda met with the Board to request approval of an interim use permit application for a short term/vacation rental.

Action #16 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the Interim Use Permit application for the short term/vacation rental by Phil & Heather Smith at 19351 Solmonson River Rd, Mora per the Planning Commission's recommendation.

Veterans Service Officer Erica Bliss met with the Board to discuss office space at the new Veterans Memorial site. Discussion was held regarding potentially moving the Veteran Services Office from the Courthouse to the Veterans Memorial Building once construction is complete. Additional information was requested for a future meeting regarding associated costs, security, information technology, and defined responsibilities and expectations with the Veterans Memorial Committee. Information only, no action was taken.

County Assessor Tina Von Eschen met with the County Board to give an update regarding her department. Information only, no action was taken.

HR Specialist Kim Christenson met with the Board to present re-evaluation results for job descriptions in the Family Services and Transit departments.

Action #17 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #17a – 07/05/23

Case Aide Evaluation

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 Case Aide position is on the rotation schedule for 2023, and

WHEREAS the HR Specialist has submitted the 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 from Grade 6 to Grade 7 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job descriptions and approve the wage consultant's recommendations;

BE IT FURTHER RESOLVED to accept the ranking for the "Case Aide" position, which results in Pay Range 7;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Resolution #17b – 07/05/23

Eligibility Worker Evaluation

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 Eligibility Worker position was not on the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

WHEREAS the HR Specialist has submitted the 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 from Grade 8 to Grade 9 based on an

increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Eligibility Worker" position, which results in Pay Range 9;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Resolution #17c - 07/05/23

Fiscal Officer Evaluation

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 Fiscal Officer position was not on the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

WHEREAS the HR Specialist has submitted the updated job descriptions 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 from Grade 9 to Grade 10 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Fiscal Officer" position, which results in Pay Range 10;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Resolution #17d – 07/05/23

Child Support Officer/Fraud Prevention Specialist Evaluation

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 Child Support Officer/Fraud Prevention Specialist position was not on

the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

WHEREAS the HR Specialist has submitted the 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 from Grade 10 to Grade 11 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Child Support Officer/Fraud Prevention Specialist" position, which results in Pay Range 11;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Resolution #17e – 07/05/23

Social Worker Evaluation

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 Social Worker position was not on the rotation schedule for 2023 but was agreed upon to be reviewed in 2023, and

WHEREAS the HR Specialist has submitted the 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 from Grade 13 to Grade 14 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the "Social Worker" position, which results in Pay Range 14;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Resolution #17f – 07/05/23

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 HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation for the following positions:

- Office Support Specialist
- Accounting Technician
- Community Support Tech-Adult
- Community Support Tech-Child
- Child Support Officer
- Lead Child Support Officer

WHEREAS the wage consultant has examined and evaluated the job descriptions and recommends the above job titles remain at the same pay grade;

BE IT RESOLVED that it is the decision of the county board to accept the job descriptions and approve the wage consultant's recommendations for the above job titles.

Action #18 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #18 – 07/05/23

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 HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation for the following positions:

- Transit Director
- Operations Supervisor

WHEREAS the wage consultant has examined and evaluated the job descriptions and recommends the above job titles remain at the same pay grade;

BE IT RESOLVED that it is the decision of the county board to accept the job descriptions and approve the wage consultant's recommendations for the above job titles.

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

IN FAVOR THEREOF: Rick Mattson, Wendy Caswell, Alison Holland, Peter Ripka
OPPOSED: Tom Roeschlein
ABSTAIN: None

Whereupon the resolution was declared duly passed and adopted.

MCIT Risk Management Consultant Tom Suppes met with the Board to present the 2023 MCIT Report. Information only, no action was taken.

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

Resolution #19 – 7/5/23

SCORE CLAIMS

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following claims on SCORE Funds:

Waste Management	\$925.75
Quality Disposal	\$6,163.40
Arthur Township	\$500.00
Total	\$7,589.15

Action #20 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #20 – 7/5/23

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation,

appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Mustang Booster Club for a raffle event to be held at Spring Brook Golf Course 2276 200th Ave. Mora, MN 55051 on August 19, 2023.

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

Resolution #21 - 7/5/2023
Credit Card Service Agreement with TriMin

WHEREAS, Kanabec County currently contracts with TriMin Systems for the LandShark system on a user-subscription basis; and

WHEREAS, TriMin Systems offers credit card services for user fees on a per-use basis as well as a subscription basis for access to LandShark data; and

WHEREAS, offering credit card services through TriMin offers users a per-use option instead of having to purchase a full subscription, and eliminates the need for the County to manage multiple credit card systems for access to LandShark; and

WHEREAS, Kanabec County will be paid all TriMin Systems revenues related to the applicable LandShark data access minus convenience fees on a monthly basis;

THEREFORE BE IT RESOLVED to approve Kanabec County to enter in to an agreement with TriMin Systems for the terms and conditions specified within said agreement for credit card services;

BE IT FURTHER RESOLVED the Kanabec County Board Chair is authorized to sign said agreement.

Future Agenda Items: The use of unit numbers for new addresses that have a shared driveway. Discuss limits on the number of interim use permits for short term/vacation rentals in the county.

In discussion of other matters, Coordinator Kris McNally asked the Board how they would like to proceed with the public comment made by John Teichroew regarding Ordinance #4. The Board advised that the issue should first be addressed with the Planning Commission.

Action #22 – It was moved by Alison Holland, seconded by Peter Ripka and carried

unanimously to adjourn the meeting at 11:06am and to meet again in regular session on Tuesday, July 18, 2023 at 9:00am.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
City of Mora	20,806.27	Electric, Water, Sewer Utilities	Various
Spire Credit Union	3,315.71	See Below	
Card Services (Coborn's)	206.95	BADGES Gift Cards	Sheriff
Card Services (Coborn's)	9.65	Inmate Medication	Jail
Kanabec County AT ACH_VISA	4,037.66	See Below	
Kwik Trip Inc	13,997.54	County Gas Credit Cards	Various
Midcontinent Communications	223.10	Utilities	Transit
Minnesota Department of Finance	6,327.00	6.23 State Fees & Surcharges	Recorder
Minnesota Unemployment Insurance	2,549.61	2Q23 Unemployment Benefits	HR
Quality Disposal	1,003.55	June Solid Waste Fees	Various
Verizon Wireless Cell Phones	3,110.06	Monthly Services	Various
East Central Energy	263.20	Intersection Lighting	Highway
Card Services (Coborn's)	11.18	Cleaning Supplies & Benadryl for Children	Community Health
Minnesota Department of Finance	21.00	2Q23 Real Est Assurance/Torren	State Revenue Fund
Minnesota Department of Health	510.00	2Q23 Well Cert Fees	State Revenue Fund
Card Services (Coborn's)	93.45	Wellness Supplies	Employee Wellness
16 Claims Totaling:	\$ 56,485.93		
Kanabec County AT ACH_VISA	2,685.34	Amazon - Bottle Filling Station - Courthouse	Building Maintenance
	99.12	Amazon - Vacuum Breaker - Courthouse	Building Maintenance
	51.99	Amazon - Control Cable Wire - Transit	Building Maintenance
	44.27	eBay - Overhead Door Contact - Jail	Building Maintenance
	38.96	Amazon - Overhead Door Contact - Jail	Building Maintenance
	460.00	Amazon - Garage Door Opener - Transit	Building Maintenance
	17.98	Amazon - Garage Door Opener Remotes - Transit	Building Maintenance
	640.00	U of M - Employee Courses-Soils	Highway

8 Claims Totaling: \$ 4,037.66

Spire Credit Union

47.99	Amazon - Brother Toner	Law Library
16.19	Amazon - Lightning Charger	IS
300.00	MSBA - Dues	Attorney
56.94	Amazon - Trail Adv Literature	Attorney
7.99	Amazon - VGA Adapter	Recorder
142.13	Arrowwood Resort - MNCCC Conf	Assessor
14.99	Amazon - Prime Membership	Sheriff
360.00	PO Standards & Training Licenses	Sheriff
25.99	Amazon - Flash Drive	Sheriff
87.00	Kanabec Publications - Subscript	Sheriff
98.10	Chewy - Dog Food	Sheriff
112.60	Chewy - Dog Food	Sheriff
23.20	Amazon - Coffee Filters	Dispatch
32.42	Amazon - AAA Batteries	Jail
27.05	Amazon - Laminator Sheets	Jail
92.65	Amazon - Composition Books	Jail
53.16	Amazon - Envelopes	Jail
20.44	Amazon - Ink Pens	E911
37.78	Amazon - Feed Buckets for Fair	Extension
57.77	Amazon - Feed Buckets for Fair	Extension
0.99	Apple - Storage	Highway
53.28	Amazon - Receipt Book	Community Health
16.99	Amazon - Phone Case & Screen Protector	Community Health
829.20	Amazon - Strengthfinders Books	Community Health
253.72	Amazon - Program Supplies	Community Health
25.60	Availity Subscription Fee	Community Health
23.94	Amazon - Phone Case & Screen Protector	Community Health
40.14	Amazon - Envelopes	Community Health
100.00	Paypal - LPHA Registration for 2	Community Health
119.00	CAS:Data Loggers Accense	Community Health
38.97	Amazon - Display Stands	Community Health
22.40	Availity Subscription Fee	Community Health

	32.00	Availity Subscription Fee	Community Health
	14.30	Amazon - ME Lab AM-40 AmmMeter	Community Health
	130.79	Walmart - Wellness Snacks	Employee Wellness
35 Claims Totaling:	\$ 3,315.71		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 7/18/23

Department Name	Vendor	Amount	Purpose
ASSESSOR	Marco	159.00	Standard Payment, Sharp Copier
ASSESSOR	Von Eschen, Tina	164.10	Mileage to MnCCC Conf 6/7/23, Region 3 Mtg 6/16/23, Meal for 6/16/23 Mtg
		<u>323.10</u>	
AUDITOR	MCIS	3,583.00	MCIS Payroll Quarterly Support
		<u>3,583.00</u>	
BUILDINGS MAINTENANCE	Electric Motor Service, Inc	345.03	Labor & Supplies to Repair Baldor Motor - Jail
BUILDINGS MAINTENANCE	Electric Motor Service, Inc	1,283.54	Baldor Motor, Labor to Check out Old Motor - Jail
BUILDINGS MAINTENANCE	Eric Hanson Consulting	10,126.43	Building Control Hardware & Services - Jail
BUILDINGS MAINTENANCE	FBG Service Corporation	4,829.00	June Cleaning Services - Courthouse
BUILDINGS MAINTENANCE	FBG Service Corporation	2,543.00	June Cleaning Services - PSB
BUILDINGS MAINTENANCE	FBG Service Corporation	672.00	June Cleaning Services - Jail
BUILDINGS MAINTENANCE	Granite City Jobbing	725.98	Garbage Bags, Paper Towels, Toilet Paper - PSB
BUILDINGS MAINTENANCE	Mid-American Research Chemical	488.17	Weed Killer - Courthouse
		<u>21,013.15</u>	
COMMISSIONERS	Ripka, Peter	55.80	Mileage to June County Board Meetings
		<u>55.80</u>	
COMPUTER EXPENSES	MNCCC Lockbox	12,633.00	3rd Qtr Tax/Cama Support
		<u>12,633.00</u>	

COUNTY ATTORNEY	RELX Inc. DBA LexisNexis	220.00	LexisNexis June 2023 Charge
COUNTY ATTORNEY	Spreeman, Krista	<u>287.50</u>	Transcripts from Isanti County Court Reporter
		507.50	
COUNTY COORDINATOR	National PELRA	<u>150.00</u>	MPELRA Summer Conference
		150.00	
COUNTY CORONER	River Valley Forensic Services, P.A.	500.00	Post Mortem Exam
COUNTY CORONER	River Valley Forensic Services, P.A.	<u>250.00</u>	Contract Monthly Medical Examiner Services - May 2023
		750.00	
COUNTY EXTENSION	Regents of the University of MN	<u>19,670.25</u>	Q2 2023 MOA Billing, 1.0 FTE 4-H Educator
		19,670.25	
COUNTY RECORDER	Kanabec Publications	70.00	No. 10 Envelopes, Printed
COUNTY RECORDER	MCIS	19,779.00	MCIS Property Tax Quarterly Support, Presto Support, Hosting
			Quarterly Invoice
COUNTY RECORDER	MNCCC Lockbox	19,448.34	Pictometry Ortho/Oblique Imagery, ChangeFinder, Digital Parcel
		<u></u>	File
		39,297.34	
COURT ADMINISTRATOR	Johnson Brothers Law	<u>70.00</u>	Court Appt Attorney Fees
		70.00	
EAST CENTRAL REGIONAL LIBRARY	East Central Regional Library	<u>83,297.10</u>	2nd Half of 2023 Appropriation
		83,297.10	
ECONOMIC DEVELOPMENT	Hartshorn, Jim	<u>195.19</u>	Mileage to EDAM Summer Conference 6/28/23
		195.19	
ELECTIONS	Election Systems & Software Inc	5,040.25	Electionware License Renewal, DS200 Firmware License & Ext
			Warranty

		5,040.25	
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	330.81	Fuel, Postage, Vehicle Repairs - S-10 Brakes
		330.81	
HUMAN RESOURCES	American DataBank	242.62	Background Studies for New Employees (6)
HUMAN RESOURCES	MRA	832.50	Job Evaluations - June 2023
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	700.30	Social Services Mediation & Professional Fees for May
		1,775.42	
PROBATION & JUVENILE PLACEMENT	Athey, Lucas	113.97	Mileage to meetings in North Branch 5/2/23 & St. Cloud 7/11/23
PROBATION & JUVENILE PLACEMENT	Cook, Brandon	62.88	Mileage to Field Visit at East Central Regional Detention Center
PROBATION & JUVENILE PLACEMENT	East Central Regional Juvenile Center	4,487.00	June 2023 Contracted Beds at East Central Juvenile Center
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc	280.00	REAM Grant - June 2023
PROBATION & JUVENILE PLACEMENT	RS Eden	770.33	3 Urine Samples Sent to Lab, 100 Nine Panel Cups w/ ETG
		5,714.18	
PUBLIC TRANSPORTATION	A and E Cleaning Services	600.00	Timber Trails Office Cleaning
PUBLIC TRANSPORTATION	Curtis, Michael	339.24	Volunteer Mileage
PUBLIC TRANSPORTATION	Glen's Tire	91.00	Bus Repairs
PUBLIC TRANSPORTATION	Hoefert, Robert	930.10	Volunteer Mileage
PUBLIC TRANSPORTATION	Industrial Health Services Network Inc	47.90	Drug Screen
PUBLIC TRANSPORTATION	Kanabec County Information Systems	4,200.00	2023 Service and Support Contract
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,103.02	Volunteer Mileage
PUBLIC TRANSPORTATION	VC3, Inc	1,782.85	Firewall Repairs
		9,094.11	
SANITATION	East Central Solid Waste Commission	10.00	Kanabec County Highway Dept - Mixed Solid Waste
		10.00	
SHERIFF	Aspen Mills	421.92	Deputy Initial Issue - Pants, Under Vest Shirt, Brown Mock, Holster

SHERIFF	AT&T Mobility	1,547.93	Connected Devices & Phones
SHERIFF	EATI	8,945.10	Light Bars & Control Points for New Squads (3)
SHERIFF	EATI	7,544.10	Metal Security Screen, Rear Seats, Rear Partition, T-Rail Mount for New Squads (3)
SHERIFF	Glen's Tire	124.00	Flat Repairs (2), Mount & Balance (1) for Squads
SHERIFF	Leaf's Towing & Recovery	310.00	Towing Service, Damaged Squad to Shop
SHERIFF	ODP Business Solutions, LLC	89.90	Pad & Batteries
SHERIFF	O'Reilly Auto Parts	15.99	Antifreeze for Squad
SHERIFF	O'Reilly Auto Parts	7.99	Light Bulb for Squad
SHERIFF	O'Reilly Auto Parts	40.78	Wiper Blades for Squad
SHERIFF	State of Minnesota - BCA	860.00	Permit to Carry
SHERIFF	Tactical Solutions	687.00	Cert of Radar Units (17), Set of Tuning Forks
SHERIFF	Tinker & Larson Inc	3,731.11	Oil Changes, Filter Changes, Wipers, Bulbs, etc. for Squads
		24,325.82	
SHERIFF - 911 EMERGENCY	Motorola Solutions	2,115.00	Vesta Services
SHERIFF - 911 EMERGENCY	ProPhoenix Corporation	2,500.00	Server Migration Services
		4,615.00	
SHERIFF - JAIL/DISPATCH	Adam's Pest Control	250.00	Prevention Plus - Jail
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	18,784.08	August 2023 On-Site Medical
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	1,040.08	August 2023 On-Site Mental Health
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	66.77	August 2023 TPA Pool Management
SHERIFF - JAIL/DISPATCH	Bio-Tec Emergency Services, LLC	500.00	Bio-Hazard Clean Up
SHERIFF - JAIL/DISPATCH	Glocke, Alexander	13.00	Employee Meal
SHERIFF - JAIL/DISPATCH	Granite City Jobbing	757.45	Jail Supplies - Printer Paper, Hand Soap
SHERIFF - JAIL/DISPATCH	Granite Electronics	135.36	Radio Check and Repair
SHERIFF - JAIL/DISPATCH	Pierson, Jim	120.00	Uniform Allowance - Boots
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,000.00	200 x \$5 Phone Cards
SHERIFF - JAIL/DISPATCH	RS Eden	82.80	Drug Testing
SHERIFF - JAIL/DISPATCH	SIRCHIE	127.62	Integrity Evid. Bags
SHERIFF - JAIL/DISPATCH	Stellar Services	59.22	Canteen 6/26/23

SHERIFF - JAIL/DISPATCH	Stellar Services	99.75	Canteen 7/4/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	4,049.33	Inmate Meals 6/24/23 - 6/30/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>4,103.85</u>	Inmate Meals 7/1/23 - 7/7/23
		31,189.31	
STATE FISCAL RECOVERY ARP	MRA	6,706.25	Compensation Study - June 2023
STATE FISCAL RECOVERY ARP	Widseth Smith Nolting & Assoc., Inc.	<u>5,465.00</u>	Courthouse Boiler Replacement
		12,171.25	
UNALLOCATED	Kanabec Publications	330.93	County Board Minutes 5/2, 5/16 & CBAE Notice of Time Change
		<u>330.93</u>	
VETERAN SERVICES	Bliss, Erica	1,650.00	CVSO Professional Development, St Cloud State 1/20/23 - 6/27/23
VETERAN SERVICES	Mora Bakery	<u>32.06</u>	Donuts for Coffee Talk
		1,682.06	
80 Claims Totaling:		<u><u>\$ 277,824.57</u></u>	

Agenda Item #4

Regular Bills - Road & Bridge

Bills to be approved: 7/18/23

Vendor	Amount	Purpose
A & E Cleaning Services	1,200.00	Office cleaning
Ace	186.50	Shop supplies
American Door Works	494.00	Garage door repairs
Aramark	432.99	Coveralls and janitor supplies
Beaudry Oil & Propane	18,717.13	Diesel
Central McGowan	532.47	Shop supplies
Federated Co-ops	335.98	Shop supplies
Glens Tire	703.86	Tire repair
Gopher State One-Call	32.40	Locates
Houston Engineering	4,632.19	CD 2 engineering
Kanabec County Highway Dept	87.06	Petty cash, postage
Kanabec County Coordinator	163.32	Postage
Knife River Corporation	12,743.11	Dust control and recy
Kwik Trip	55.39	Fuel and car wash
Marco	518.39	Printer fee
North Central International	2,124.51	Repair parts
Northern States Supply	373.48	Shop supplies
Nuss Truck	2,358.77	Repair parts
ODP	469.95	Office supplies
Olson Power & Equipment	153.78	Repair parts
Power Plan	4,317.21	Repair parts
RDO Equipment	18,075.75	Trailer purchase #2304
Trueman Welters	1,000.50	Repair parts
University of MN	150.00	Tyler class
Wiacom	675.30	GPS

25 Claims Totaling: 70,534.04

Agenda Item #5

July 18, 2023

REQUEST FOR BOARD ACTION

Subject: Request for Extended Leave of Absence- Medical	b. Origination: Highway Department
c. Estimated time: 5 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

Request approval for the following resolution for an extended leave (medical):

Resolution #__ - 7/18/23

WHEREAS a Highway Department employee has requested an extended medical leave beginning June 15, 2023, and

WHEREAS this leave will extend beyond 30 days and requires approval from the County Board, and

WHEREAS the applicable collective bargaining unit agreement states "Employees who exhaust their twelve (12) weeks of leave under this section [FMLA] may apply for up to five (5) months additional, unpaid leave pursuant to other leave categories in this policy; and

WHEREAS the Public Works Director would like to grant the medical leave to the employee and is requesting the County Board to approve the leave;

BE IT RESOVLED to approve the medical leave for the employee beginning June 15, 2023 for up to 5 months not to exceed November 15, 2023.

f. Background:

County policy states that leaves beyond 30 days must be approved by the County Board.

Supporting Documents: None ☒ **Attached:**

Date received in County Coordinators Office:

Coordinators Comments: