



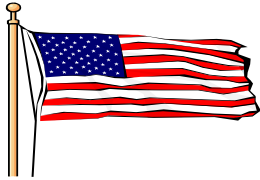
# Kanabec County Board of Commissioners

## Organizational & Regular Meeting Agenda

January 2, 2024 9:00 a.m.

The meeting will be in-person and via WebEx (video / phone conference).  
If joining the meeting in person, the total number of persons including commissioners may be limited and social distancing/safety protocol may be in effect.

**To be held via WebEx telephone call or video meeting:**  
Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2485 795 6012



**Video Meeting link:**  
<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=m2323510ea6bf0719d987dc88c972d4f4>  
Meeting number: 2485 795 6012  
Password: WpzmGRna299 (97964762 from video systems)

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

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*

**Please use the Maple Ave entrance and parking lot.**

**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
  4. Elect Chairperson
  5. Turn the Gavel Over to the Chairperson
  6. Elect Vice Chairperson
  7. Approve the Agenda
  8. 2024 Board Meeting Dates and Locations
    - a. Regular Meetings
    - b. Board of Appeal & Equalization
    - c. Truth in Taxation
  9. 2024 Family Services Board and Community Health Board Meeting Dates
  10. Appoint Association of Minnesota Counties (AMC) Appointments/Delegates
  11. Official Newspaper
  12. Elected Officials Wages
    - a. Minimum Salaries
    - b. County Auditor/Treasurer
    - c. County Sheriff
    - d. County Attorney
  13. County Commissioner Wages
  14. County Mileage Reimbursement Rate (IRS Rate \$0.67)
  15. 2024 Housing and Redevelopment Authority (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 (IRS Rate \$0.67)
  16. 2024 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 (IRS Rate \$0.67)
- 17. 2024 Drainage 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 (IRS Rate \$0.67)
- 18. County Coroner Appointment
- 19. Committee Appointments

10:30 a.m. Public Comment Telephone call-in number for public access: 1-408-418-9388  
Access Code: 2485 795 6012

10:45 a.m. **Recess County Board to a time immediately following the Community Health Board**

11:00 a.m. **Recess County Board to a time immediately following the Family Services Board**

11:05 a.m. Denise Snyder, Auditor/Treasurer- T.I.F. refund from City of Braham

11:10 a.m. Chad Gramentz, Public Works Director- Request to Fill a Vacancy

- 11:15 a.m. Erica Bliss, Veterans Service Officer
- a. Re-appointment of Kanabec County Veterans Service Officer and Oath of Office
  - b. Consider request for out-of-state travel

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

- 1. Minutes
- 2. Paid Bills
- 3. Regular Bills - Revenue Fund - paid on 12/28/23 per Board Action #25 – 12/19/23
- 4. Regular Bills - Road & Bridge Fund - paid on 12/28/23 per Board Action #25 – 12/19/23
- 5. SCORE Claims - November
- 6. Future Agenda Items
- 7. CLOSED SESSION: Labor Negotiation Strategy – (This portion of the meeting may be closed pursuant to Minnesota Statute §13D.03)
- 8. Discuss any other matters that may come before the County Board
- 9. Adjourn

# 9:00am Organizational Meeting

## Agenda Item #8

January 2, 2024

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Board Meeting Dates & Locations	<b>b. Originating Department:</b> County Coordinator's Department
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**e. Board action requested:**

Set the meeting dates of the Kanabec County Board of Commissioners for 2024.  
See Resolution #1, Page 2.

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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 County Board of Appeal and Equalization recommended dates from the Assessor and Auditor/Treasurer are Monday, June 17<sup>th</sup> or Tuesday June 18<sup>th</sup> with a start time of 6:30PM.

The Truth in Taxation meeting recommended dates are Wednesday, December 4<sup>th</sup> or Thursday December 5<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:**

For 2025, January 7, 2025 is the statutory County Board organizational meeting day pursuant to §375.07.

## Resolution a

### Resolution #\_\_ – 1/2/24

#### Regular Meeting Dates

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 2, 2024, regular meetings of the Kanabec County Board of Commissioners shall be held in the Boardroom #164 of 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 Appeals and Equalization and the Truth in Taxation Hearing 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 b

### Resolution #\_\_ - 1/2/24

#### County Board of Appeals & Equalization

**BE IT RESOLVED** to set the date for the County Board of Appeals and Equalization Meeting to be Monday, June 17th or Tuesday, June 18th with a start time of 6:30PM in Boardroom #164 in the Kanabec County Courthouse at 317 Maple Avenue East, Mora, MN 55051.

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

## Resolution c

### Resolution #\_\_ - 1/2/24

#### Truth-in-Taxation Meeting

**BE IT RESOLVED** to set the date for the Truth-in-Taxation Meeting to be Wednesday, December 4th or Thursday December 5th at 6:00PM in Boardroom #164 in the Kanabec County Courthouse at 317 Maple Avenue East, Mora, MN 55051.

# 2024 County Board Meeting Calendar

## Proposed Meeting Dates

Green: 9am Board Meeting

Purple: Holiday

Blue: 5pm Board Meeting

January 2024						
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 2024						
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		

March 2024						
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 31	25	26	27	28	29	30

April 2024						
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 2024						
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	

June 2024						
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 30	24	25	26	27	28	29

July 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 2024						
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 #9

January 2, 2024

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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 #\_\_ - 1/2/24**

Family Service Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 2, 2024, 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 9:20am, 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, 2024 Board Meeting Dates.*

## Resolution #\_\_ - 1/2/24

Community Health Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 2, 2024, 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 9:20am, 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 #8, 2024 Board Meeting Dates.*

Supporting Documents: None ☒ Attached:

Date Received in County Coordinator's Office:

n/a - originating department

Coordinators Comments:

None

# 9:00am Organizational Meeting

## Agenda Item #10

January 2, 2024

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> AMC Voting Delegates & Policy Committee Member Appointments	<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 AMC voting delegates & policy committee members

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**Background:**

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

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





## AMC 2024 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

### 2024 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>2024 County Board Chair</b>	
--------------------------------	--

<b>Policy Committee</b>	<b>2024 Policy Committee Member</b>
<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

### 2024 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2024 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>	Peter Ripka
<b>2</b>	Alison Holland
<b>3</b>	Wendy Caswell
<b>4</b>	Rick Mattson
<b>5</b>	Tom Roeschlein
<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 @ [lklupacs@mncounties.org](mailto:lklupacs@mncounties.org)

# 9:00am Organizational Meeting

## Agenda Item #11

January 2, 2024

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Official Newspaper	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 5 Minutes	<b>d. Presenter(s):</b> None

**e. Board action requested:**

**Approve the following resolution:**

### **Resolution #\_\_ - 1/2/24**

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 2024 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 2023 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, 2024, 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 & 3**, M.S. §375.12: requirement to award an official newspaper  
                         **Page 3 & 4**, M.S. §331A.02: newspaper qualifications  
                         **Page 5**, 2024 Bid from the Kanabec County Times

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

<b>Date received in County Coordinators Office:</b>	n/a - originating department
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**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%
2023	\$9.00	1.69%
2024	\$9.35	3.88%

**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 04 2023

KANABEC COUNTY  
**TIMES**

107 Park Street South, Mora, MN 55051 • 320-679-2661 • [www.moraminn.com](http://www.moraminn.com)

December 1, 2023

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

Dear Ms. McNally,

Please accept our 2024 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 2,200 copies purchased weekly.

We have seen substantial increases in our costs including postage which has gone up over 40% in the last few years. Although we do our best to control costs and find ways to gain efficiency, we do need to increase our rates for 2024. Our rate is \$9.35 per column inch with 7-point type and 9 lines per inch. We post all legal notices to our website, [www.moraminn.com](http://www.moraminn.com) and on the state's website, [www.mnpublicnotice.com](http://www.mnpublicnotice.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*

# 9:00am Organizational Meeting

## Agenda Item #12

January 2, 2024

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### 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 2024 minimum salaries for certain elected officials and set 2024 wages for the County Auditor/Treasurer, County Sheriff, and County Attorney.

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**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 Attorney wage

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

<b>Date Received in County Coordinator's Office:</b>	N/A
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**RESOLUTION A – 01/02/24**  
**Establish Minimum 2024 Salaries for Certain Elected Officials**

**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 2024 for the following elected positions shall be set as follows:

County Attorney	\$117,332	M.S. 388.18
County Auditor/Treasurer	\$100,568	M.S. 384.151
County Sheriff	\$108,617	M.S. 387.20

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**RESOLUTION B – 01/02/24**  
**Establish 2024 County Auditor/Treasurer Wage**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2024 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 Y2024 annual wage of County Auditor/Treasurer Denise Snyder at \$122,595.20, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2024 = \$58.94 per hour.

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**RESOLUTION C – 01/02/24**  
**Establish 2024 County Sheriff Wage**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2024 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 Y2024 annual wage of County Sheriff Brian Smith at \$133,057.60, which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2024 = \$63.97 per hour.

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**RESOLUTION D – 01/02/24**  
**Establish 2024 County Attorney Wage**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2024 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 Y2024 annual wage of County Attorney Barbara McFadden at \$143,707.20 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2024 = \$69.09 per hour.



# 9:00am Organizational Meeting

## Agenda Item #13

January 2, 2024

### 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 # \_\_\_\_ – 1/2/24**

**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 FY2024 compensation for the County Commissioners by Resolution #17 – 12/19/23;

**BE IT HEREBY RESOLVED** to confirm the annual wage for the year 2024 for Kanabec County Commissioners at \$24,388.00.

**f. Background:** Wage history:

	<u>Hourly</u>	<u>Annual</u>
2024 rate	\$13.40	\$24,388
2023 rate	\$13.40	\$24,388
2022 rate	\$13.01	\$23,678
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

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

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

N/A

**Coordinators Comments:**

# 9:00am Organizational Meeting

## Agenda Item #14

January 2, 2024

### 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 #\_\_ – 1/2/24** 2024 Mileage Reimbursement Rate

**BE IT RESOLVED** that the established IRS mileage reimbursement rate of \$0.67 per mile is the official rate for Kanabec County mileage reimbursements during FY2024.

Background:

Supporting Documents: None      Attached: ☒

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

**Coordinators Comments:**

# IRS issues standard mileage rates for 2024; mileage rate increases to 67 cents a mile, up 1.5 cents from 2023

IR-2023-239, Dec. 14, 2023

WASHINGTON — The Internal Revenue Service today issued the 2024 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes. Beginning on Jan. 1, 2024, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be: 67 cents per mile driven for business use, up 1.5 cents from 2023.

21 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, a decrease of 1 cent from 2023.

14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2023.

These rates apply to electric and hybrid-electric automobiles as well as gasoline and diesel-powered vehicles. The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving expenses for members of the armed forces](#).

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but generally must opt to use it in the first year the car is available for business use. Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

## [Notice 2024-08](#)

contains the optional 2024 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

*Page Last Reviewed or Updated: 14-Dec-2023*

## 2024 Standard Mileage Rates

Notice 2024-08

### SECTION 1. PURPOSE

This notice provides the optional 2024 standard mileage rates for taxpayers to use in computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes. This notice also provides the amount taxpayers must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that may be used in computing the allowance under a fixed and variable rate (FAVR) plan. Additionally, this notice provides the maximum fair market value (FMV) of employer-provided automobiles first made available to employees for personal use in calendar year 2024 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).<sup>1</sup>

### SECTION 2. BACKGROUND

Rev. Proc. 2019-46, 2019-49 I.R.B. 1301, provides rules for computing the deductible costs of operating an automobile for business, charitable, medical, or moving expense purposes, and for substantiating, under § 274(d) and § 1.274-5, the amount of

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<sup>1</sup> Unless otherwise specified, all “section” or “§” references are to sections of the Internal Revenue Code (Code) or the Income Tax Regulations (26 CFR part 1).

ordinary and necessary business expenses of local transportation or travel away from home. Taxpayers using the standard mileage rates must comply with Rev. Proc. 2019-46. However, a taxpayer is not required to use the substantiation methods described in Rev. Proc. 2019-46, but instead may substantiate using actual allowable expense amounts if the taxpayer maintains adequate records or other sufficient evidence.

An independent contractor conducts an annual study for the Internal Revenue Service of the fixed and variable costs of operating an automobile to determine the standard mileage rates for business, medical, and moving use reflected in this notice. The standard mileage rate for charitable use is set by § 170(i).

Longstanding regulations under § 61 provide special valuation rules for employer-provided automobiles. The amount that must be included in the employee's income and wages for the personal use of an employer-provided automobile generally is determined by reference to the automobile's FMV. If an employer chooses to use a special valuation rule, the special value is treated as the FMV of the benefit for income tax and employment tax purposes. Section 1.61-21(b)(4). Two such special valuation rules, the fleet-average valuation rule and the vehicle cents-per-mile valuation rule, are set forth in § 1.61-21(d)(5)(v) and § 1.61-21(e), respectively. These two special valuation rules are subject to limitations, including that they may be used only in connection with automobiles having values that do not exceed a maximum amount set forth in the regulations.

### SECTION 3. STANDARD MILEAGE RATES

The standard mileage rate for transportation or travel expenses is 67 cents per mile for all miles of business use (business standard mileage rate). See section 4 of

Rev. Proc. 2019-46. However, § 11045 of Public Law 115-97, 131. Stat. 2054 (December 22, 2017), commonly known as the Tax Cuts and Jobs Act (TCJA) suspends all miscellaneous itemized deductions that are subject to the two-percent of adjusted gross income floor under § 67, including unreimbursed employee travel expenses, for taxable years beginning after December 31, 2017, and before January 1, 2026. Thus, the business standard mileage rate provided in this notice cannot be used to claim an itemized deduction for unreimbursed employee travel expenses during the suspension. Notwithstanding the foregoing suspension of miscellaneous itemized deductions, deductions for expenses that are deductible in determining adjusted gross income are not suspended. For example, members of a reserve component of the Armed Forces of the United States (Armed Forces), state or local government officials paid on a fee basis, and certain performing artists are entitled to deduct unreimbursed employee travel expenses as an adjustment to total income on line 12 of Schedule 1 of Form 1040 (2023), *U.S. Individual Income Tax Return*, not as an itemized deduction on Schedule A of Form 1040 (2023), and therefore may continue to use the business standard mileage rate.

The standard mileage rate is 14 cents per mile for use of an automobile in rendering gratuitous services to a charitable organization under § 170. See section 5 of Rev. Proc. 2019-46.

The standard mileage rate is 21 cents per mile for use of an automobile: (1) for medical care described in § 213; or (2) as part of a move for which the expenses are deductible under § 217(g). See section 5 of Rev. Proc. 2019-46. Section 11049 of the TCJA suspends the deduction for moving expenses for taxable years beginning after

December 31, 2017, and before January 1, 2026. However, the suspension does not apply to members of the Armed Forces on active duty who move pursuant to a military order and incident to a permanent change of station. Thus, except for taxpayers to whom § 217(g) applies, the standard mileage rate provided in this notice is not applicable for the use of an automobile as part of a move occurring during the suspension.

#### SECTION 4. BASIS REDUCTION AMOUNT

For automobiles a taxpayer uses for business purposes, the portion of the business standard mileage rate treated as depreciation is 27 cents per mile for 2020, 26 cents per mile for 2021, 26 cents per mile for 2022, 28 cents per mile for 2023, and 30 cents per mile for 2024. See section 4.04 of Rev. Proc. 2019-46.

#### SECTION 5. MAXIMUM STANDARD AUTOMOBILE COST

For purposes of computing the allowance under a FAVR plan, the standard automobile cost may not exceed \$62,000 for automobiles (including trucks and vans). See section 6.02(6) of Rev. Proc. 2019-46.

#### SECTION 6. MAXIMUM VALUE OF EMPLOYER-PROVIDED AUTOMOBILES

For purposes of the fleet-average valuation rule in § 1.61-21(d)(5)(v) and the vehicle cents-per-mile valuation rule in § 1.61-21(e), the maximum FMV of automobiles (including trucks and vans) first made available to employees in calendar year 2024 is \$62,000.

#### SECTION 7. EFFECTIVE DATE

This notice is effective for: (1) deductible transportation expenses paid or incurred on or after January 1, 2024; (2) mileage allowances or reimbursements paid to

a charitable volunteer or a member of the Armed Forces to whom § 217(g) applies: (a) on or after January 1, 2024, and (b) for transportation expenses the charitable volunteer or such member of the Armed Forces pays or incurs on or after January 1, 2024; and (3) for purposes of the maximum FMV of employer-provided automobiles for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile rule in § 1.61-21(e), automobiles first made available to employees for personal use on or after January 1, 2024.

#### SECTION 8. EFFECT ON OTHER DOCUMENTS

Notice 2023-03 is superseded.

#### DRAFTING INFORMATION

The principal author of this notice is Christian Lagorio of the Office of Associate Chief Counsel (Income Tax and Accounting). For further information on this notice regarding the use of an employee-provided automobile, contact Mr. Lagorio at (202) 317-7005 (not a toll-free number). For further information on this notice regarding the use of an employer-provided automobile, contact Stephanie Caden of the Office of Associate Chief Counsel (Employee Benefits, Exempt Organizations, and Employment Taxes), at (202) 317-4774 (not a toll-free number).



# 9:00am Organizational Meeting

## Agenda Item #15

January 2, 2024

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Kanabec County Housing and Redevelopment Authority Meeting	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**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 (.67)

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**f. Background:**

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

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

n/a - originating department

**Coordinators Comments:**

## Resolution a

### **Resolution #HRA\_\_ - 1/2/24** Housing and Redevelopment Authority Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 2, 2024, regular meetings of the Kanabec County Housing and Redevelopment 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 #HRA – 1/2/24** Appointment of HRA Officers

#### RESOLUTION APPOINTING OFFICERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY 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 – 1/2/24**

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 – 1/2/24**

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 – 1/2/24**

Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.67 per mile is the official rate for the Housing and Redevelopment Authority's mileage reimbursements.

# 9:00am Organizational Meeting

## Agenda Item #16

January 2, 2024

### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2024 Railroad Authority Board	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 10 Minutes	<b>d. Presenter(s):</b> Kris McNally, Coordinator

**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 (.67)

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**f. Background:**

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

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

n/a - originating department

**Coordinators Comments:**

## Resolution a

### **Resolution # \_\_ - 1/2/24**

Railroad Authority Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 2, 2024, 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 # \_\_ – 1/2/24**

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 #\_\_ – 1/2/24**

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 #\_\_ – 1/2/24**

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 #\_\_ – 1/2/24**

Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.67 per mile is the official rate for the Railroad Authority Board's mileage reimbursements.

# 9:00am Organizational Meeting

## Agenda Item #17

January 2, 2024

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> 2024 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:

- a. Meeting Dates and Times
- b. Elect Officers
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Secretary
- c. Official Newspaper
- d. Depository Bank
- e. Mileage Reimbursement (.67)

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**f. Background:**

**Supporting Documents:** None ☒

**Attached:**

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

n/a - originating department

**Coordinators Comments:**

## Resolution a

### **Resolution # \_\_ - 1/2/24**

Drainage Authority Board Meetings

**BE IT HEREBY RESOLVED** by the Kanabec County Board of Commissioners that from and after January 2, 2024, 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.

## Resolution b

### **Resolution # \_\_ – 1/2/24**

Appointment of Drainage Authority Board Officers

#### **RESOLUTION APPOINTING OFFICERS OF THE DRAINAGE AUTHORITY BOARD OF KANABEC COUNTY, MINNESOTA**

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

**APPOINTMENT OF OFFICERS:** The following are appointed to hold the Drainage 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 #\_\_ – 1/2/24**

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 Drainage 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 #\_\_ – 1/2/24**

Official Depository Bank

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

## **Resolution e**

### **Resolution #\_\_ – 1/2/24**

Mileage Reimbursement

**BE IT RESOLVED** that the federal mileage reimbursement rate of \$0.67 per mile is the official rate for the Drainage Authority Board's mileage reimbursements.

9:00am Appointment  
Agenda Item #18  
January 2, 2024

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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 #\_\_ – 1/2/24**  
County Coroner Appointment

**WHEREAS** the term of office for County Coroner expired December 31, 2023, and

**WHEREAS** Minnesota Statute §390.005 requires that the County Board appoint a Coroner, and

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

**BE IT RESOLVED** to re-appoint Dr. Kelly Mills as Kanabec County Coroner effective January 2, 2024 for a term ending December 31, 2024.

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**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 9:00am Organizational Meeting

## Agenda Item #19

January 2, 2024

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Board & 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:**

Review the attached 2024 Board & Committee Appointment listing.

Consider reappointment of committee members highlighted in green.

Consider appointing applicants to fill vacancies highlighted in red.

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**f. Background:**

On the attached Board & Committee Appointment listing document:

- Terms highlighted in green have agreed to another term.
- Terms highlighted in red have declined reappointment.

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

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

# 2024 – BOARD & COMMITTEE APPOINTMENTS

## AMERICAN RESCUE PLAN ACT (ARPA) COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	Chair	N/A	

## AQUATIC INVASIVE SPECIES COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23		1 <sup>st</sup>

## BOARD OF ADJUSTMENTS

### Regular Members:

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Pat O'Brien	01/05/21	01/02/24	3 <sup>rd</sup>
Position A, Planning Commission Member			
Fred Sawatzky	01/03/23	01/06/26	1 <sup>st</sup>
Position B, Unincorporated Area			
Gene Carda	01/05/21	01/02/24	3 <sup>rd</sup>
Position C, Regular Member			

### Alternate Member:

Ronald Peterson	01/04/22	01/07/25	2 <sup>nd</sup>
Position D, Alternate			

**APPLICANT(S) FOR VACANCY: Charlie Strickland Jr.**

**Description:** Collects information and conducts public hearings on variance requests. 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. The Board of Adjustment serves as the County Weed appeal Board.

## CENTRAL MINNESOTA COUNCIL ON AGING

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23	01/06/26	1 <sup>st</sup>
Alison Holland (alternate)	01/03/23	01/06/26	1 <sup>st</sup>

## CENTRAL MINNESOTA JOBS & TRAINING JOINT POWERS BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wendy Caswell	01/03/23	01/06/26	1 <sup>st</sup>

## **CITY/COUNTY AIRPORT ZONING BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Vacant			
Greg Yankowiak	01/05/21	01/02/24	2 <sup>nd</sup>

### **APPLICANT(S) FOR VACANCY: None**

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.

## **CITY OF MORA EDA**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	ex officio (non-voting)		N/A

## **COMMUNITY HEALTH BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23	01/02/24	N/A
Alison Holland (Vice-Chair)	01/03/23	01/02/24	N/A
Wendy Caswell	01/03/23	01/02/24	N/A
Rick Mattson (Chair)	01/03/23	01/02/24	N/A
Tom Roeschlein	01/03/23	01/02/24	N/A

Kristine McNally, Board Secretary Appointed 01/04/22 non-voting

Description: Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County Board of Commissioners. Per Resolution #11 – 7/18/23, Resolution to Change the Composition of the Kanabec County Community Health Board

## **COUNTY BOARD OF APPEAL & EQUALIZATION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23	01/02/24	N/A
Alison Holland (Vice-Chair)	01/03/23	01/02/24	N/A
Wendy Caswell	01/03/23	01/02/24	N/A
Rick Mattson (Chair)	01/03/23	01/02/24	N/A
Tom Roeschlein	01/03/23	01/02/24	N/A

Kristine McNally, Board Secretary Appointed 01/04/22 non-voting

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

## **DEPARTMENT HEAD MEETINGS**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/03/23		N/A
(rotating guest)	01/03/23		N/A

## **DRIVER'S LICENSE PROJECT COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	01/03/23	Project Completion	
Tom Roeschlein	01/03/23	Project Completion	

Description: Works with the Public Works Director on the licensing collaboration project with the City of Mora.

### **E-911 COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Tom Roeschlein	01/03/23	01/06/26	1 <sup>st</sup>
Peter Ripka ( <i>alternate</i> )	01/03/23	01/06/26	1 <sup>st</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>
Peter Ripka	01/03/23	01/06/26	1 <sup>st</sup>

### **EAST CENTRAL REGIONAL LIBRARY**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Rick Mattson	01/04/22	01/07/25	1 <sup>st</sup>
Rhonda Olson	01/03/23	01/06/26	2 <sup>nd</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>
Alison Holland	01/03/23	01/06/26	1 <sup>st</sup>
<u>Alternate</u>			
Tom Roeschlein	01/03/23	01/06/26	1 <sup>st</sup>

### **ECONOMIC DEVELOPMENT AUTHORITY**

<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	01/03/23	01/02/29	At-large Representative	2 <sup>nd</sup>
Jerry Tvedt	01/03/23	01/02/29	Electric Utility Representative	4 <sup>th</sup>
Lisa Holcomb	01/18/22	01/04/28	Township Elected Official	2 <sup>nd</sup>
Kirsten Faurie	09/20/22	01/04/28	City Representative	1 <sup>st</sup> partial
Wayne Davis	01/03/23	01/02/29	At-large Representative	2 <sup>nd</sup>
Ivan Black	01/18/22	01/04/28	City Representative	2 <sup>nd</sup>
Alison Holland	08/16/22	01/02/24	County Commissioner	1 <sup>st</sup> partial
Peter Ripka	01/03/23	01/06/26	County Commissioner/County HRA	1 <sup>st</sup>

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 MEDICAL SERVICE BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>		<u>Term</u>
Wendy Caswell	01/03/23	01/06/26		1 <sup>st</sup>
Tom Roeschlein	01/03/23	01/06/26	Alternate	1 <sup>st</sup>

2 year terms. Limited to 3 terms.

### **Advisory Committee**

Todd Groninga	02/15/22	01/07/25		1 <sup>st</sup>
<b>alternate - Vacant</b>	<b>01/10/07</b>	<b>01/04/10</b>		

Advisory Committee meets 6 times per year.

**APPLICANT(S) FOR VACANCY: None**

### **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	01/03/23	01/06/26	2	3 <sup>rd</sup>
Jean Mattson	01/05/21	01/02/24	5	4 <sup>th</sup>
Kelsey Schiferli	01/03/23	01/06/26	4	3 <sup>rd</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>
Peter Ripka	01/03/23	01/06/26	Commissioner	1 <sup>st</sup>
Rick Mattson	2023 Chairperson of the County Board (Statutory)			
Lisa Holcomb	Auditor/Treasurer Designee (Statutory)			

**APPLICANT(S) FOR VACANCY: Dan Porter**

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.

### **FAMILY SERVICES BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23	01/02/24	N/A
Alison Holland (Vice-Chair)	01/03/23	01/02/24	N/A
Wendy Caswell	01/03/23	01/02/24	N/A
Rick Mattson (Chair)	01/03/23	01/02/24	N/A
Tom Roeschlein	01/03/23	01/02/24	N/A

Description: Yearly terms. Chair and Vice-chair will match the chair and vice chair of the County Board of Commissioners. Per Resolution #FS7 – 2/21/23, Family Services vs Human Services Resolution

### **HEALTH AND HUMAN SERVICES ADVISORY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Wendy Caswell	01/03/23	01/07/25	Co Commissioner/Corrections Advisory Board	1st
Randy Hall	02/07/23	01/07/25	Recipient of Service	4 <sup>th</sup>
Carol Peterson	02/07/23	01/07/25	Recipient of Service	4th
Charlie “S” Junior	02/07/23	01/07/25	Recipient of Service	3rd
Mary Doughty	02/07/23	01/07/25	Citizen of the County	1st
Jennie Taylor	02/07/23	01/07/25	Citizen of the County (Chairperson)	1st
Michael Anderson	02/07/23	01/07/25	Citizen of the County	1 <sup>st</sup>
Tina Simons	02/07/23	01/07/25	Citizen of the County (alternate)	1st
Diane Bankers	02/07/23	01/07/25	Providers- Welia	4th
Sadie Broekmeier	02/07/23	01/07/25	Providers- Recovering Hope	2nd
Denise Stewart	02/07/23	01/07/25	Providers- Lakes & Pines	1st
Kathy Burski	02/07/23	01/07/25	Ex-Officio- Human Services Director	
Chuck Hurd	02/07/23	01/07/25	Ex-Officio- Community Health Director	

### **APPLICANT(S) FOR VACANCY:**

**Application for Recipient of Service vacancy: Lisa Baker**

**Application for Citizen of the County: Tina Simons**

Description: 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.

Per by-laws: Each year the committee will determine the number of representatives needed on the committee and will make a recommendation to the Kanabec County Human Services Board.

Membership will be consistent with MN Statute 402.03. The Kanabec County Human Services Board shall appoint all members to serve one or two year terms. Appointees cannot exceed six years of total committee membership.

### **HIGHWAY 23 COALITION**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Alison Holland	01/03/23	01/06/26	1 <sup>st</sup>
<u>Alternate</u>			
Jim Hartshorn	01/03/23	01/06/26	1 <sup>st</sup>

### **HOSPITAL BOARD:**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wendy Caswell	01/03/23	01/06/26	1 <sup>st</sup>

Description: This is the governing board of the Kanabec Hospital. Must be a resident of Hospital



## INSURANCE COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
<b>Members:</b>				
Rick Mattson	01/03/23	01/06/26	[Commissioners]	1 <sup>st</sup>
Kathy Young	09/20/22	01/02/24	[Local 320]	1 <sup>st</sup> partial
Michael Currie	01/04/22	01/07/25	[Local 49]	1 <sup>st</sup>
Vacant	01/07/20	01/03/23	[Local 107]	2 <sup>nd</sup>
Tammy Owens	01/03/23	01/06/26	[Local 363]	3 <sup>rd</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>
Vacant	01/03/23	01/06/26	Local 106	4 <sup>th</sup>
Kim Christenson	[Secretary]		indeterminate term	
Kristine McNally	n/a - ex officio			

### **Insurance Committee Alternates:**

Tom Roeschlein	01/03/23	01/06/26	[Commissioners]	1 <sup>st</sup>
Marie Sward	01/03/23	01/06/26	[Local 320]	2 <sup>nd</sup>
Kevin Schiferli	01/18/22	01/07/25	[Local 49]	1 <sup>st</sup>
Jayke Kleszyk	01/03/23	01/06/26	[Local 106]	1 <sup>st</sup>
Vacant			[Local 107]	
Jennifer Anderson	01/03/23	01/06/26	[Local 363]	2 <sup>nd</sup>
Vacant	01/07/20	01/03/23	[Non-union]	
Lisa Blowers	01/03/23	01/06/26	[Dept Heads]	3 <sup>rd</sup>

### **APPLICANT(S) FOR VACANCY:**

**Application for Local 106 Representative: Jayke Kleszyk**

**Application for Local 106 Alternate: Danny Schulz**

**Application for Local 107 Rep/Alternate: None**

**Application for Non-Union Alternate: None**

## JUVENILE DETENTION CENTER ADVISORY BOARD

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Advisory Board</u>			
Wendy Caswell	01/03/23	01/06/26	1 <sup>st</sup>
Luke Athey	01/04/22	01/07/25	1 <sup>st</sup>

### Operations Sub-Committee

Luke Athey	01/04/22	01/07/25	1 <sup>st</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>
Peter Ripka	01/03/23	01/06/26	1 <sup>st</sup>

## LAW LIBRARY

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Alison Holland	01/03/23	01/06/26	1 <sup>st</sup>

## NORTH TH 65 CORRIDOR COALITION

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Delegate Alison Holland	01/03/23	01/06/26	1 <sup>st</sup>

### Alternates:

Jim Hartshorn	01/03/23	01/06/26	1 <sup>st</sup>
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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.

## OPIOID SETTLEMENT COMMITTEE (INTERNAL)

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wendy Caswell	01/03/23		1 <sup>st</sup>

## PERSONNEL BOARD OF APPEALS

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Linda Holida	01/04/22	01/07/25	2 <sup>nd</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>

## **APPLICANT(S) FOR VACANCY:**

**Mandi Yoder, Human Resources at City of Mora**

**Sharon Weaver, Human Resources at Pine Technical College**

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). Prior human resources experience is strongly recommended.

## PERSONNEL COMMITTEE

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary Rick Mattson	2023 Chairperson of the County Board		
Alternate Alison Holland	2023 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 Position A, Unincorporated	01/03/23	01/06/26	2 <sup>nd</sup>
Earl Bracewell	01/04/22	01/07/25	2 <sup>nd</sup>

Position B, Unincorporated

Tom Roeschlein 01/03/23 01/06/26 1<sup>st</sup>

Position C, Elected Official

Douglas Sabinash 01/05/21 01/02/24 1<sup>st</sup>

Position D, Shoreland Resident

Wayne Zaudtke 01/03/23 01/06/26 2<sup>nd</sup>

Position E, Regular Member

Pat O'Brien

Position F, Board of Adjustment Member

Chad Gramentz 01/05/21 01/02/24 3<sup>rd</sup>

Ex-Officio (non-voting)

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. **At least one member shall be a shoreland resident.** 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. **Reviews and makes recommendations to the County Board concerning County Interim Use and Conditional Use Permits.** 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>
Tom Roeschlein	01/03/23		
Peter Ripka	01/03/23		

### **RAILROAD AUTHORITY ADVISORY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Represents</u>	<u>Term</u>
Rick Mattson - Chairperson	ex officio (voting)			
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	01/04/22	01/07/25	At Large	6 <sup>th</sup>
Teri Huro	01/04/22	01/07/25	City of Quamba	1 <sup>st</sup>

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

**APPLICANT(S) FOR VACANCIES: None**

**Mr. Papenhausen** is willing to serve again, however is now a Mille Lacs County resident.

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

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wendy Caswell	01/03/23	01/06/26	1 <sup>st</sup>
Brian Smith	01/05/21	01/02/24	3 <sup>rd</sup>
(Alternate)			

### **SAFETY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>	<u>Term</u>
Chad Gramentz	11/09/11	n/a, <i>Ex-Officio</i> (Safety Officer)		
Chris Bergwick	01/03/23	01/06/26	Sheriff's Office	3 <sup>rd</sup>
Robin Etter	01/05/21	01/02/24	Sheriff's Office	6 <sup>th</sup>
Dave Mulvaney	01/04/22	01/07/25	Courthouse	3 <sup>rd</sup>
Lisa Holcomb	01/03/23	01/06/26	Courthouse	2 <sup>nd</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	01/03/23	01/06/26	Highway Building	2 <sup>nd</sup>
Steve Berndt	02/01/22	01/07/25	Highway Building	1 <sup>st</sup>

### **SNAKE RIVER WATERSHED CITIZEN ADVISORY COMMITTEE**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Eric Renstrom	01/05/21	01/02/24	1 <sup>st</sup>
Vacant			
3 year terms.			

**APPLICANT(S) FOR VACANCY: Darell Golly**

### **SNAKE RIVER WATERSHED MANAGEMENT BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23	01/02/24	1 <sup>st</sup>
Tom Roeschlein (Alternate)	01/18/23	01/02/24	1 <sup>st</sup>

1 year terms.

### **SNAKE RIVER ONE WATERSHED, ONE PLAN**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Peter Ripka	01/03/23	01/06/26	1 <sup>st</sup>
Rick Mattson (Alternate)	02/01/22	01/07/25	1 <sup>st</sup>
Teresa Wickeham (Staff)	10/23/19	no term limit	

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

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wendy Caswell	01/03/23	01/06/26	1 <sup>st</sup>
Tom Roeschlein (alternate)	01/03/23	01/06/26	1 <sup>st</sup>

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

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Primary			
Rick Mattson	02/02/21	01/02/24	1 <sup>st</sup>
Alternate			
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 (BETTER TOGETHER)**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
Wendy Caswell	01/03/23	01/06/26	1 <sup>st</sup>

### **TIMBER TRAILS ADVISORY BOARD**

<u>Person</u>	<u>Appointed</u>	<u>Expires</u>	<u>Term</u>
<u>Primary</u>			
Tom Roeschlein	01/03/23	01/06/26	1 <sup>st</sup>
<u>Alternate</u>			
Rick Mattson	01/05/21	01/07/25	1 <sup>st</sup>

### **UNION NEGOTIATION COMMITTEES: 2023**

County Coordinator plus;

LELS Local 107 (Jailers/Dispatchers): Rick Mattson, Peter Ripka

LELS Local 106 (Deputies): Rick Mattson, Peter Ripka

Teamsters Local 320 (Courthouse): Rick Mattson, Peter Ripka

Oper. Engineers Local 49 (Highway): Rick Mattson, Peter Ripka

Laborers Local 363 (Welfare): Rick Mattson, Peter Ripka

### **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	
Jon Sanford	01/03/23	01/06/26	Citizen Appointee	2 <sup>nd</sup>
Tom Roeschlein	01/03/23	01/06/26	County Board	1 <sup>st</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: 12/27/23

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County Commissioner Appointments as of 1/4/23

Appointment	Peter Ripka	Alison Holland	Wendy Caswell	Rick Mattson	Tom Roeschlein
American Rescue Plan (ARPA) Committee				X	
Association of Minnesota Counties	X	X	X	X	X
Aquatic Invasive Species Committee	X				
Cafeteria Plan				X	
Central Minnesota Council on Aging	X				
<i>Central Minnesota Council on Aging Alternate</i>		X			
Central Minnesota Jobs & Training			X		
City of Mora Economic Development Authority		X			
Community Health Board	X	X	X	X	X
County Board of Appeal & Equalization	X	X	X	X	X
Department Head Meetings				X	
Drainage Authority Board	X	X	X	X	X
Driver's License Project Committee		X			X
E-911 Committee					X
<i>E-911 Alternate</i>	X				
East Central Regional Development	X				
East Central Regional Library				X	
East Central Solid Waste Commission		X			
<i>ECSWC Alternate</i>					X
Economic Development Authority	X	X			
Emergency Medical Service Board			X		X
<i>Emergency Medical Alternate</i>					X
Extension Committee	X			X	
Family Services Board	X	X	X	X	X
Health & Human Services Advisory Committee			X		
Highway 23 Coalition		X			
Hospital Board			X		
Housing and Redevelopment Authority	X	X	X	X	X
Insurance Committee				X	
<i>Insurance Comm. Alternate</i>					X
Juvenile Detention Center Advisory Board			X		
Lakes & Pines Board	X				
Law Library		X			
North Highway 65 Corridor Coalition		X			
Opioid Settlement Committee (Internal)			X		
Personnel Committee		X		X	
Planning Commission					X
Public Works Committee	X				X
Railroad Authority Board	X	X	X	X	X
Railroad Authority Advisory Committee				X	
Regional Radio Board			X		
Snake River One Watershed, One Plan	X				
<i>Snake River One Watershed, One Plan Alternate</i>				X	
Snake River Watershed Management Board	X				
<i>Snake River Watershed Mgmt Board Alternate</i>				X	
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/Better Together 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>22</b>	<b>16</b>	<b>16</b>	<b>24</b>	<b>18</b>

**Kanabec County Community Health Board**  
**AGENDA**  
**Tuesday, January 2, 2024**  
**10:45 a.m.**

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2
  - Staffing – HHA; PHN/WIC Coordinator
  - Program Reports
4. Financial Reports
  - see attached
  - Trial Balance page 3-5
  - Nov 2023 Financial Report page 6-7
5. Abstract Approval
  - Action Requested
  - See attached Abstract and Vendor List page 8-15
6. Other Business
7. Adjourn

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

**Staffing (Public Health):**

**Home Health Aide** – We did have another resignation of a part-time intermittent position. We continue to have a listing for part-time intermittent positions.

**PHN/WIC Coordinator** – An offer was made and accepted to an internal lateral move to fill this position. We have advertised to back-fill the position that was vacated due to the lateral move.

**Program Reports** – Starting in February, I will have another staff person join me at each Board meeting to give a brief overview of their area of work.



Sheila  
12/27/23 11:31AM

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# Kanabec County

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Page 1

As of Date: 11/2023

## TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

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



Sheila  
12/27/23 11:31AM

TRIAL BALANCE REPORT  
As of 11/2023

Report Basis: Modified Accrual

Page 2

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	572,797.85	93,286.73	265,492.63	838,290.48
1003 Audit Adjustments To Cash	5,329.58	0.00	5,329.58-	0.00
1110 Taxes Receivable - Prior & Delinquent	8,694.84	0.00	8,694.84-	0.00
1201 Accounts Receivable (Acc)	122,280.28	0.00	122,280.28-	0.00
1261 Due From Other Funds (Acc)	19,551.26	0.00	19,551.26-	0.00
1281 Due From Other Governments (Acc)	210,237.96	0.00	210,237.96-	0.00
Total Assets	938,891.77	93,286.73	100,601.29-	838,290.48
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2021 Accounts Payable (Acc)	42,813.34 -	0.00	42,813.34	0.00
2030 Salaries Payable	67,009.55 -	0.00	67,009.55	0.00
2091 Due To Other Funds (Acc)	1,864.26 -	0.00	1,864.26	0.00
2100 Due To Other Governments	4,508.34 -	0.00	4,508.34	0.00
2101 Due To Other Governments (Acc)	28,907.61 -	0.00	28,907.61	0.00
2230 Deferred Inflows	8,694.84 -	0.00	8,694.84	0.00
2231 Deferred Inflows (Acc)	76,419.00 -	0.00	76,419.00	0.00
2232 Deferred Inflows - Prepaid Taxes (Acc)	1,182.00 -	0.00	1,182.00	0.00
Total Liabilities	231,922.11 -	0.00	231,398.94	523.17 -
Fund Balance				
2881 Assigned Fund Balance	706,969.66 -	0.00	0.00	706,969.66 -
2910 Revenue Control	0.00	347,005.52 -	2,608,037.03 -	2,608,037.03 -
2925 Expenditure Control	0.00	253,718.79	2,477,239.38	2,477,239.38
Total Fund Balance	706,969.66 -	93,286.73 -	130,797.65 -	837,767.31 -
Total Liabilities and Balance	938,891.77 -	93,286.73 -	100,601.29	838,290.48 -
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  
12/27/23 11:31AM  
15 Community Health Fund

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

TRIAL BALANCE REPORT  
As of 11/2023

Report Basis: Modified Accrual



Page 3

<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 2023

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	50.00% June	58.33% July	66.67% August	75.00% September
Pilt-Housing Authority												
Rev	0		73.76	0.00	0.00	0.00	0.00	0.00	73.76	0.00	0.00	0.00
Exp	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	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		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Local Public Health Infrastructure												
Rev	482,287.00	91.04%	439,078.63	5,288.63	0.00	22,458.26	27,321.23	0.00	222,093.04	15,912.72	59.84	0.00
Exp	358,571.00	86.16%	308,957.34	44,533.53	48,901.91	18,693.96	24,143.87	17,497.82	38,311.48	22,155.22	22,299.28	26,151.66
Prevent Infectious Disease												
Rev	23,100.00	87.81%	20,284.29	617.94	186.43	64.31	27.42	4,154.50	1,986.41	522.58	126.62	3,565.17
Exp	22,518.00	84.89%	19,114.89	723.86	1,588.75	728.57	923.28	1,766.84	2,478.05	1,069.28	1,213.07	4,997.35
Environmental Health												
Rev	30.00	50.00%	15.00	0.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00
Exp	5,272.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Healthy Communities-Adult Health												
Rev	276,109.00	93.82%	259,050.56	12,988.46	9,642.85	63,640.44	20,885.85	22,242.25	10,604.26	14,800.27	24,758.19	15,276.31
Exp	260,448.00	72.82%	189,663.27	16,395.40	16,780.96	15,727.44	16,374.02	16,082.49	23,128.10	16,274.17	18,317.07	16,894.54
Healthy Communities-Health Improvement												
Rev	584,957.00	99.81%	583,827.54	12,432.61	18,398.64	74,237.93	75,368.57	41,345.54	87,190.80	60,136.34	42,997.05	56,856.45
Exp	554,054.00	101.75%	563,776.44	31,508.40	42,740.22	31,028.26	41,267.89	24,313.71	56,858.59	72,525.69	52,691.97	73,784.45
Healthy Communities-Family Health												
Rev	581,672.00	101.03%	587,686.60	95,339.78	52,084.08	6,195.21	119,765.97	25,402.64	22,651.38	109,733.16	23,315.02	23,095.87
Exp	538,977.00	80.16%	432,061.13	36,389.12	38,026.73	39,051.97	41,082.16	37,322.96	49,260.09	38,627.13	40,273.07	37,818.64
Emergency Preparedness												
Rev	219,775.00	67.96%	149,358.08	7,002.77	28,205.24	0.00	22,883.65	11,136.67	17,635.00	22,007.16	12,159.21	0.00
Exp	185,517.00	68.98%	127,974.97	8,487.27	9,215.41	15,201.34	9,717.96	14,128.29	26,945.55	9,833.19	8,988.85	7,731.13
Assure Access-Case Management												
Rev	349,564.00	95.78%	334,814.85	22,342.40	28,447.31	25,723.98	24,729.15	30,767.00	30,726.92	27,392.54	41,566.20	36,447.54
Exp	328,046.00	95.50%	313,297.33	24,422.66	29,279.57	28,918.28	22,867.99	25,408.71	38,077.31	31,304.15	32,074.93	30,187.35
Assure Access-Home Care												
Rev	528,000.00	96.55%	509,775.35	34,967.26	31,582.98	40,537.89	55,291.23	48,873.38	60,192.00	44,864.61	46,730.01	42,191.60
Exp	792,091.00	84.60%	670,145.66	64,076.37	64,636.18	61,105.01	71,401.44	42,752.85	82,343.76	61,034.23	62,485.72	52,032.00
Agency Totals												
Rev	3,045,494.00	94.70%	2,883,964.66	190,979.85	168,550.53	232,861.02	346,276.07	183,921.98	453,153.57	295,369.38	191,712.14	177,432.94
Exp	3,045,494.00	86.19%	2,624,991.03	226,536.61	251,169.73	210,454.83	227,778.61	179,273.67	317,402.93	252,823.06	238,343.96	249,597.12

amount has changed

83.33%	91.67%	100.00%
October	November	December

**outstanding payments/payments not yet posted**

			Workforce Dev.	
0.00	0.00		CTC	
0.00	0.00		FAP	
			LCTS	
0.00	0.00		LPHG	749.08
0.00	0.00		MCH	529.21
			SF/EBHV	
3,322.64	142,622.27		WIC TANF	
23,038.76	23,229.85		RPC	
			SHIP	69,819.62
2,106.54	6,926.37		TANF	
1,326.98	2,298.86		WIC	25,319.00
			PHEP	
0.00	6.00		MN Choice	3,125.00
0.00	0.00		mental hlth	9,863.53
			Suicide Prev	6,932.23
52,689.16	11,522.52		Covid Federal	
16,619.56	17,069.52		Home care	<u>23,655.41</u> estimate only see note below
				139,993.08
59,172.01	55,691.60			
52,934.34	84,122.92			
82,664.49	27,439.00			
37,070.41	37,138.85			
11,890.64	16,437.74		SCHA Connector - We get reimbursed twice a year. Not included above.	
8,864.80	8,861.18			
27,425.45	39,246.36		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.	
25,718.86	25,037.52			
57,430.73	47,113.66			
52,318.01	55,960.09			
296,701.66	347,005.52	0.00		
217,891.72	253,718.79	0.00		

## Board Meeting 01/02/2024

### Abstract Totals for Commissioner Vouchers

Board Meeting 01/02/24	Amount	Vendors	Transactions
Abstract #1	\$37,119.75	34	70
Abstract #2			
<b>Totals</b>			

### Abstract Totals for Auditor Vouchers

Board Meeting 01/02/24	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
<b>Totals</b>			

Sheila  
12/28/23 10:15AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

Sheila  
12/28/23 10:15AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
66	1418 Association Of Minnesota Counties						
	15-484-450-0000-6245		1,583.00	2024 LPHA annual dues	67697	Registration & Membership Dues	N
	1418 Association Of Minnesota Counties		1,583.00	1 Transactions			
38	185 Bergstadt/Jennifer	R	73.36	Nov/Dec HHA mileage		Mileage & Meals	N
	15-484-496-8449-6331						
	185 Bergstadt/Jennifer		73.36	1 Transactions			
39	1396 Biever/Laurie	R	296.72	Nov/Dec HHA mileage		Mileage & Meals	N
	15-484-496-8449-6331						
	1396 Biever/Laurie		296.72	1 Transactions			
40	3094 Burski/Kathy	R	330.42	December mileage/reimbursement		Mileage & Meals	N
	15-484-450-0000-6331						
	3094 Burski/Kathy		330.42	1 Transactions			
1	298 Childrens Dental Services	R	557.76	transport staff/equip 10/20/23		Contracted Work	Y
	15-484-485-8475-6285						
2	15-484-485-8475-6285	R	557.76	transport staff/equip 10/27/23		Contracted Work	Y
3	15-484-485-8475-6285	R	557.76	transport staff/equip 11/3/23		Contracted Work	Y
	298 Childrens Dental Services		1,673.28	3 Transactions			
70	1298 Gajewski/Farrah	R	32.36	December home care mileage		Mileage & Meals	N
	15-484-496-8447-6331						
	1298 Gajewski/Farrah		32.36	1 Transactions			
41	1326 Hansen/Erika	R	308.51	Nov/Dec home care mileage		Mileage & Meals	N
	15-484-496-8447-6331						
	1326 Hansen/Erika		308.51	1 Transactions			
4	324 Healthcare First	R	104.74	November HHCAHPS	5410366	Services & Charges	N
	15-484-496-8447-6211						
	324 Healthcare First		104.74	1 Transactions			
42	234 Holland/Jeff	R	343.22	October home care mileage		Mileage & Meals	N
	15-484-496-8447-6331						
43	15-484-496-8447-6331	R	314.40	November home care mileage		Mileage & Meals	N
44	15-484-496-8447-6331	R	178.82	December home care mileage		Mileage & Meals	N
	234 Holland/Jeff		836.44	3 Transactions			



Sheila  
12/28/23 10:15AM  
15 Community Health Fund

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



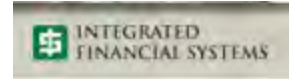
Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
434	Inovalon Provider, Inc.						
7	15-484-487-8453-6211	R	252.42	December billing svc/eligiv	23M-0181559	Services & Charges	N
6	15-484-493-8452-6211	R	214.18	December billing svc/eligib	23M-0181559	Services & Charges	N
5	15-484-496-8447-6211	R	298.31	December billing svc/eligib	23M-0181559	Services & Charges	N
434	Inovalon Provider, Inc.		764.91	3 Transactions			
3095	Isanti County Public Health						
8	15-484-485-8468-6880	R	138.02	October Eats strategy		Grant Admin- Pass thru	N
9	15-484-485-8468-6880	R	690.11	October Moves strategy		Grant Admin- Pass thru	N
10	15-484-485-8468-6880	R	3,726.59	October Well-being strategy		Grant Admin- Pass thru	N
3095	Isanti County Public Health		4,554.72	3 Transactions			
1323	Johnstone/Kristi						
45	15-484-496-8447-6331	R	199.78	8/25 Nov-Dec home care mileage		Mileage & Meals	N
46	15-484-496-8447-6331	R	515.49	Aug-Nov home care mileage		Mileage & Meals	N
1323	Johnstone/Kristi		715.27	2 Transactions			
1308	Lejonvarn/Kirsten						
47	15-484-487-8450-6331	R	11.13	December TANF mileage		Mileage & Meals	N
48	15-484-487-8453-6331	R	126.42	December Strong Foundations		Mileage & Meals	N
49	15-484-487-8457-6331	R	5.90	December MCH mileage		Mileage & Meals	N
50	15-484-490-8489-6331	R	31.44	December COVID mileage		Mileage & Meals	N
1308	Lejonvarn/Kirsten		174.89	4 Transactions			
1604	McClellan/Brianne						
51	15-484-485-8444-6331	R	107.16	Nov/Dec Suicide prev mileage		Mileage & Meals	N
1604	McClellan/Brianne		107.16	1 Transactions			
198	Mille Lacs Co. Community & Veterans Ser						
12	15-484-485-8468-6880	R	3,488.93	November Eats strategy		Grant Admin- Pass thru	N
13	15-484-485-8468-6880	R	1,136.15	November Tobacco strategy		Grant Admin- Pass thru	N
14	15-484-485-8468-6880	R	1,622.80	November Well-being strategy		Grant Admin- Pass thru	N
15	15-484-485-8468-6880	R	378.87	November Moves strategy		Grant Admin- Pass thru	N
198	Mille Lacs Co. Community & Veterans Ser		6,626.75	4 Transactions			
8040	Miller, Patti						
52	15-484-485-8480-6331	R	187.33	Nov/Dec RPC mileage		Mileage & Meals	N
8040	Miller, Patti		187.33	1 Transactions			
3489	Montana Summer Institute						

Sheila  
12/28/23 10:15AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
11	15-484-485-8480-6289		995.00	training	LBN49HPOP8	Staff Development	N
3489	Montana Summer Institute		995.00	1 Transactions			
52	Olson/Autumn						
35	15-484-487-8450-6331	R	14.41	Nov-Dec TANF mileage		Mileage & Meals	N
36	15-484-487-8451-6331	R	17.03	Nov-Dec HP mileage		Mileage & Meals	N
37	15-484-487-8453-6331	R	113.32	Nov-Dec Strong Foundations		Mileage & Meals	N
52	Olson/Autumn		144.76	3 Transactions			
3333	Petersen/Renee						
53	15-484-487-8453-6411	R	40.00	Strong Foundations supplies		Supplies	N
3333	Petersen/Renee		40.00	1 Transactions			
632	Pine County Health & Human Services						
16	15-484-485-8468-6880	R	2,299.06	November Eats strategy		Grant Admin- Pass thru	N
17	15-484-485-8468-6880	R	1,426.05	November Tobacco strategy		Grant Admin- Pass thru	N
18	15-484-485-8468-6880	R	2,865.34	November Well-being strategy		Grant Admin- Pass thru	N
19	15-484-485-8468-6880	R	1,945.14	November Moves strategy		Grant Admin- Pass thru	N
632	Pine County Health & Human Services		8,535.59	4 Transactions			
2712	Raudabaugh/Carey						
54	15-484-493-8452-6331	R	343.88	Jun-Dec mileage		Mileage & Meals	N
55	15-484-493-8452-6331	R	34.72	December mileage		Mileage & Meals	N
2712	Raudabaugh/Carey		378.60	2 Transactions			
1030	Ringler/Jennie						
56	15-484-496-8449-6331	R	60.26	Nov/Dec HHA mileage		Mileage & Meals	N
65	15-484-496-8449-6331	R	15.07	December HHA mileage		Mileage & Meals	N
1030	Ringler/Jennie		75.33	2 Transactions			
1322	Ringler/Jezzalyn						
57	15-484-496-8449-6331	R	189.30	Nov/Dec HHA mileage		Mileage & Meals	N
1322	Ringler/Jezzalyn		189.30	1 Transactions			
3174	Rosburg/Diane						
58	15-484-496-8447-6331	R	257.42	Nov/Dec home care mileage		Mileage & Meals	N
3174	Rosburg/Diane		257.42	1 Transactions			
1452	Sandberg/Debbie						
59	15-484-493-8452-6331	R	12.45	December mileage		Mileage & Meals	N

Sheila  
12/28/23 10:15AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1452	Sandberg/Debbie		12.45	1 Transactions			
105	St. Clare Living Community of Mora						
20	15-484-496-8447-6211	R	2,635.00	November PT services		Services & Charges	N
21	15-484-496-8447-6211	R	255.00	November PT asst services		Services & Charges	N
22	15-484-496-8447-6211	R	340.00	November OT services		Services & Charges	N
23	15-484-496-8447-6211	R	85.00	November OT asst services		Services & Charges	N
24	15-484-496-8447-6211	R	60.00	November consultation services		Services & Charges	N
25	15-484-496-8447-6211	R	937.50	November drive time		Services & Charges	N
26	15-484-496-8447-6211	R	426.33	November mileage		Services & Charges	N
105	St. Clare Living Community of Mora		4,738.83	7 Transactions			
1315	Sundsvold/Miranda						
67	15-484-493-8452-6331	R	20.96	December mileage		Mileage & Meals	N
68	15-484-493-8452-6331	R	30.79	November mileage		Mileage & Meals	N
69	15-484-493-8452-6331	R	39.30	October mileage		Mileage & Meals	N
1315	Sundsvold/Miranda		91.05	3 Transactions			
1893	Tamarac Medical,Inc						
27	15-484-487-8451-6432	R	14.95	1 blood lead analysis	120998	Medical Supplies	N
1893	Tamarac Medical,Inc		14.95	1 Transactions			
167	Telander/Sarah						
34	15-484-450-0000-6331	R	61.57	4th qtr admin		Mileage & Meals	N
167	Telander/Sarah		61.57	1 Transactions			
2048	The Lamar Companies						
28	15-484-490-8489-6411	R	500.00	Child vax Hwy 23 and 65	115419907	Progam Supplies	N
29	15-484-490-8489-6411	R	350.00	Child vax Hey 47 and 23	115419907	Progam Supplies	N
2048	The Lamar Companies		850.00	2 Transactions			
1333	Tomczak/Kailey						
60	15-484-496-8449-6331	R	68.12	Nov/Dec HHA mileage		Mileage & Meals	N
1333	Tomczak/Kailey		68.12	1 Transactions			
1268	Tomczak/Kristi						
62	15-484-496-8448-6331	R	82.54	Nov/Dec HM mileage		Mileage & Meals	N
61	15-484-496-8449-6331	R	110.03	Nov/Dec HHA mileage		Mileage & Meals	N
1268	Tomczak/Kristi		192.57	2 Transactions			

Sheila  
12/28/23 10:15AM  
15 Community Health Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1328	True Directions, Inc.					
30	15-484-485-8490-6285	R	450.00	3 weeks peer recovery on call	13	Contracted Work Peer Recovery Sup N
31	15-484-485-8490-6285	R	171.26	cell phone	13	Contracted Work Peer Recovery Sup N
32	15-484-485-8490-6285	R	433.00	admin costs	13	Contracted Work Peer Recovery Sup N
33	15-484-485-8490-6285	R	947.80	PRSS treatment servies	13	Contracted Work Peer Recovery Sup N
1328	True Directions, Inc.		2,002.06	4 Transactions		
452	Zaiser/Kelly					
64	15-484-481-8482-6331	R	86.57	December care nav mileage		Mileage & Meals N
63	15-484-493-8452-6331	R	15.72	Nov/Dec mileage		Mileage & Meals N
452	Zaiser/Kelly		102.29	2 Transactions		
15 Fund Total:			37,119.75	Community Health Fund	34 Vendors	70 Transactions
Final Total:			37,119.75	34 Vendors	70 Transactions	

Sheila  
12/28/23 10:15AM

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	37,119.75	Community Health Fund	
	All Funds	37,119.75	Total	Approved by, .....
				.....
				.....

## **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**

**January 2, 2024**

**11:00 a.m.**

- 1. Agenda Approval** **Pg. 1**
- 2. HHS Advisory Committee Membership Recommendations 2024** **Pg. 2**
- 3. Consider applications to fill vacancies on the HHS Advisory Committee** **Pg. 3**
  - One Recipient of Service
  - One Citizen of the County
- 4. Appoint the HHS Advisory Committee Chairperson for 2024** **Pg. 3**
- 5. Adjourn**

Kanabec County Health & Human Services Advisory Committee

The following individuals are recommended for 2024 Committee membership and officers

Term in yrs	Name	Organization
Recipients of Service (4)		
		Recipient of Service
	Lisa Baker	Recipient of Service
	Carol Peterson	Recipient of Service
	Charlie Strickland, Jr	Recipient of Service
Citizens of the County (4)		
	Mary Doughty	Citizen
	Tina Simons	Citizen
	Jennie Taylor	Citizen
		Citizen
Providers of Service (up to 4)		
	Denise Stewart	Lakes and Pines CAC, Inc.
	Diane Bankers	Welia Health
	Sadie Broekemeier	Welia Health
Kanabec County Human Service Board		
	Wendy Caswell	County Commissioner Rep. from Corrections Advisory Board
Ex Officio		
	Chuck Hurd	Family Services Director
	Kathy Burski	Community Health Director
	***Officers	
	Jennie Taylor	Chair
	Diane Bankers	Vice Chair
	Tina Simons	Secretary

Respectfully submitted,

  
 Jennie Taylor  
 2023 Chairman  
 Kanabec County Health & Human Services Advisory Committee

**Resolution #FS\_\_ - 1/2/24**  
**Health & Human Services Advisory Committee Appointments**

**WHEREAS**, MN Statute 402.03 requires each Human (Family) Services Board to appoint an advisory committee, and

**WHEREAS**, Kanabec County's Health & Human Services Advisory Committee has a vacancy in the category of Recipient of Service, as well as a vacancy in the category of Citizen of the County; and

**WHEREAS**, Kanabec County has received applications from qualified individuals who desire to fill these respective vacancies; and

**WHEREAS**, the current Kanabec County Health & Human Services Advisory Committee recommend these individuals for appointment;

**THEREFORE, BE IT RESOLVED** to appoint Lisa Baker to the Health and Human Services Advisory Committee as a Recipient of Service for a two year term commencing immediately and expiring January 6, 2026.

**BE IT FURTHER RESOLVED** to appoint Tina Simons to the Health and Human Services Advisory Committee as a Citizen of the County for a two year term commencing immediately and expiring January 6, 2026.

**Resolution #FS\_\_ - 1/2/24**  
**Health and Human Services Advisory Committee Chairperson Appointment Resolution**

**WHEREAS**, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, as well as a chair to said advisory committee who may not be a member of the County Board, and

**WHEREAS**, the current Health and Human Advisory Committee has submitted a list of recommended 2024 committee members and officers;

**BE IT RESOLVED** that the Kanabec County Family Services Board appoints Jennie Taylor as the chairperson of the Kanabec County Health and Human Services Advisory committee.



# 11:05am Appointment

January 2, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> T.I.F. Refund from City of Braham	<b>b. Origination:</b> Auditor/Treasurer's Office
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Denise Snyder, Auditor/Treasurer

**e. Board action requested:**

Discuss options and provide direction to the Auditor/Treasurer for the use of the refund from the City of Braham. The refund will be approximately \$58,000.

**f. Background:**

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 11:10am Appointment

January 2, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Request to Fill a Vacancy	<b>b. Origination:</b> Environmental Services Dept
<b>c. Estimated time:</b> 5-10 minutes	<b>d. Presenter(s):</b> Chad Gramentz, Public Works Director

**e. Board action requested:**

Approve the following resolution:

**Resolution #\_\_ – 1/02/24**  
**Approval to Post & Fill a Vacancy**

**WHEREAS** there is a vacancy in the position of an Environmental Services/GIS Technician,  
and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Public Works Director and the County Personnel Director to post and fill this full-time position at Grade 11, Step A of the pay plan which is \$24.88 per hour or the rate set by internal promotion;

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

---

**f. Background:**

The Environmental Services Supervisor has given verbal notice of her intent to retire in April 2024. Through the hiring process, the incumbent Environmental Services/GIS Technician has been selected for promotion to Environmental Services Supervisor effective December 30, 2023.

The request above is to fill the vacancy created by the internal promotion.

This overlap for training purposes was reviewed and approved during the budgeting process.

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

**Date received in County Coordinators Office:**

**Coordinators Comments:**

# 11:15am Appointment

Item a.

January 2, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> Veterans' Service Officer Reappointment and Oath of Office	<b>b. Origination:</b> Coordinator's Department
<b>c. Estimated time:</b> 15 minutes	<b>d. Presenter(s):</b>

**e. Board action requested:**

### Resolution #\_\_ – 1/2/24

Kanabec County Veterans Service Office Appointment

**WHEREAS** the term of office for Kanabec County Veterans Service Officer expires January 2, 2024, and

**WHEREAS** the Kanabec County Board of Commissioners highly values the services provided by the Veterans Service Office and desires to reappoint the incumbent Veterans Service Officer;

**THEREFORE, BE IT RESOLVED** to re-appoint Erica Bliss as Kanabec County Veterans Services Officer effective January 2, 2024 for a four-year term ending January 4, 2028.

**f. Background:**

Supporting Documents: None    Attached: ☒

**Date received in County Coordinators Office:**

**Coordinators Comments:**



## OATH OF OFFICE

State of Minnesota)  
County of Kanabec) SS

I, Erica Bliss, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota and that I will, to the best of my judgment and ability, faithfully discharge the duties of County Veteran Service Officer, County of Kanabec, State of Minnesota, for the term so appointed, so help me God.

---

Subscribed and sworn to before me this 2nd day of January, 2024.

---

Rickey Mattson, Board Chair  
Kanabec County Board of Commissioners

# 11:15am Appointment

## Item b.

January 2, 2024

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### REQUEST FOR BOARD ACTION

<b>a. Subject:</b> NACVSO Conference	<b>b. Origination:</b> Kanabec County Veterans Services Office
<b>c. Estimated time:</b> 5 minutes	<b>d. Presenter(s):</b> Erica Bliss, KCVSO

**e. Board action requested:**

KCVSO would like to travel to Denver, CO for National Association of County Veteran Service Officer training. Training dates: May 13-17, 2024

KCVSO last attended NACVSO conference in 2022.

Training costs will be covered 100% (travel, hotel, meals) by MDVA CVSO Operational Enhancement Grant FY24.

---

**f. Background:**

CVSO budgets for this training every two years with MDVA grant funds.

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

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

# Agenda Item #1

## PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

### UNAPPROVED MINUTES

**December 19, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, December 19, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden and Recording Secretary Kelsey Schiferli.

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

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

Action #1 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the agendas with the following change: Add corrected Item #7a, Guide for Members of the Public and Data Subjects for Requesting Information.

Action #2 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the minutes of December 7, 2023 as presented.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborn's)	40.00
Card Services (Coborn's)	162.00
Chamberlain Oil	463.24
City of Mora	1,115.95
Consolidated Communications	1,147.51
East Central Energy	277.01
Kwik Trip Inc	12,462.91
Midcontinent Communications	450.69
Minnesota Department of Finance	4,465.50
Office of MN.IT Services	1,338.65
Olson, Eric	500.00
Quadient Finance	2,000.00

Quality Disposal	1,035.73
Spire Credit Union	1,445.47
Verizon Wireless	3,525.64

**15 Claims Totaling: \$ 30,430.30**

**9:02am** – The Chairperson called for public comment three times. There were no responses.

**9:03am** – The Chairperson closed public comment.

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

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	600.00
Accurate Controls Inc	348.00
Ace Hardware	137.99
Ace Hardware	17.57
Ace K9	326.00
Adam's Pest Control	250.00
Advanced Correctional Healthcare	19,890.93
American DataBank	37.50
American DataBank	98.75
American Solutions for Business	3,375.01
Anne M. Carlson Law Office, PLLC	730.00
Anoka County Sheriff's Office	160.00
Applied Concepts, Inc.	471.00
Arthur Township	167.87
Association of MN Counties	425.00
AT&T Mobility	1,551.53
Auto Value Mora	1,487.68
Benton County Auditor/Treasurer	316.92
Black, Ivan	125.00
Bob Barker	318.42
Bob Barker	1,182.31
Bob Barker	61.89
Brook Park Auto Recycling	300.00
Carda, Ryan	204.36
Clifton Larson Allen LLP	2,815.00
Clifton Larson Allen LLP	3,800.00
Davis, Wayne	150.00
DC Design Works LLC	1,432.00
East Central Regional Juvenile Center	4,487.00

East Central Solid Waste Commission	48.97
EATI	337.20
ECM Publishers	194.80
Ellis, Kathi	125.00
Faurie, Kirsten	75.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
G & N Enterprises	547.20
Glen's Tire	197.53
Glen's Tire	896.31
Grainger	46.06
Granite City Jobbing Company	381.57
Granite City Jobbing Company	499.33
Granite City Jobbing Company	495.94
Granite Electronics	30,125.86
Grass Lake Township	91.38
Gratitude Farms	500.00
Hennepin County Sheriff's Office	80.00
Highway 23 Coalition	1,500.00
Hillman Township	40.21
Hirsch, Dean	20.00
Hoefert, Robert	1,137.74
Holcomb, Lisa	150.00
Holland, Alison	150.00
Ideal Service, Inc.	3,460.86
Ideal Service, Inc.	4,752.00
Innovative Office Solutions, LLC	125.97
IT Savy LLC	983.21
Johnsons Hardware	105.88
Kanabec County Coordinator's Office	59.66
Kanabec County Coordinator's Office	47.78
Kanabec Couty Coordinator's Office	117.65
Kanabec Publications	2,238.30
Kanabec Publications	258.70
Kanabec Publications	1,029.04
Kanabec Publications	169.40
Kanabec Publications	633.38
Kanabec Township	74.23
Kastenbauer, Paul	35.88
Koenings, Katie	135.39
Lakeland Printers Inc	203.00
Lindberg, Jodi	30.00



Long, Eleanor	73.62
Marco	273.00
Marco	(94.11)
Marco	182.76
Marco	1,097.19
Marco	125.86
Marco	14.42
Marco	534.24
Marco	(12.77)
Marco	159.00
Marotte, Amber	98.45
McKinnis & Doom PA	320.00
MEI Total Elevator Solutions	1,217.52
Minnesota Monitoring Inc.	49.50
MN Counties Intergovernmental Trust	6,050.00
MN Counties Intergovernmental Trust	(586.00)
MN Counties Intergovernmental Trust	(2,334.00)
MN Counties Intergovernmental Trust	(13.00)
MN Counties Intergovernmental Trust	(402.00)
MNCCC Lockbox	385.95
MNCCC Lockbox	52.28
Motorola Solutions	2,115.00
National PELRA	175.00
Ness, Lonnie	100.00
Noble Medical Inc	341.72
Norling, Erin	22.00
Novus Glass	65.00
Obrycki, Chaz	266.01
ODP Business Solutions	33.79
ODP Business Solutions	36.00
ODP Business Solutions	105.17
O'Reilly Auto Parts	236.13
Peace Township	90.12
Premium Waters Inc.	35.10
R.M. Cotton Company	2,161.84
Ratwik, Roszak & Maloney, PA	2,345.50
Regents of the University of MN	19,670.25
RELX Inc. DBA LexisNexis	220.00
RELX Inc. DBA LexisNexis	231.75
Ripka, Peter	100.00
River Valley Forensic Services, P.A.	1,000.00
Sherburne County Assessor's Office	100.00
Stellar Services	39.03

Stellar Services	57.46
Summit Food Service Management	3,921.09
Summit Food Service Management	2,918.66
Summit Food Service Management	3,921.03
Tinker & Larson Inc	742.38
Trimin Systems, Inc.	28,046.00
Tvedt, Jerry	75.00
Van Alst, Lillian	1,575.93
VC3	918.75
Veolia Environmental Services	8,618.97
Von Eschen, Tina	103.36
WEX	426.25

**127 Claims Totaling: \$ 193,418.36**

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

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	1,140.00
Aramark	637.81
Central McGowan	118.58
Kelly Cooper	375.00
Cragun's Resort	1,013.56
Mark Dooley	375.00
Federated Co-op	322.89
Nick Frisch	269.29
Gopher State One-Call	24.30
Houston Engineering	3,541.83
Johnson Hardware	413.15
Kanabec County Highway Dept	66.35
Kwik Trip	16.20
Dale Magnuson	123.01
Marco	372.17
MKJ Trucking	295.00
Morton Salt	3,820.26
North Central International	3,291.40
Northern States Supply	724.60
ODP Business Solutions	174.41
PowerPlan	1,925.09
USIC	40.00
Wiarcom	675.30

**23 Claims Totaling: \$ 19,755.20**

Action #6 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

**Resolution #6 - 12/19/23**  
**Resolution to Set the Final Budget and Levy for 2024**

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the following proposed fiscal year 2024 maximum levy and final budget be adopted:

<b>FUND</b>	<b>2024 BUDGET</b>	<b>2024 LEVY</b>
<i>a.</i> Revenue Fund	15,668,974	8,593,997
<i>b.</i> Family Services Fund	6,754,592	2,235,053
<i>c.</i> Community Health	3,017,495	431,708
<i>d.</i> Road & Bridge Fund	8,661,633	1,864,670
<i>e.</i> Railroad Authority Fund	2,100	1,200
<i>f.</i> Debt Service “Bond Fund”	1,057,166	991,166
<i>g.</i> SUB-TOTALS ( <i>total of a. through f.</i> )	\$35,161,960	\$14,117,794
<i>h.</i> + EDA Levy		\$159,470
<i>j.</i> <b>TOTAL PRELIMINARY PAYABLE Y2024 LEVY</b> <b>(total=g +h)</b>		<b>\$14,277,264</b>

**BE IT FURTHER RESOLVED** that the budget reflects revenue of **\$1,493,342** in County Program Aid.

Action #7 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to recess the meeting at 9:11am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:11am on Tuesday, December 19, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS8 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS9 – It was moved by Alison Holland, seconded by Peter Ripka and carried

unanimously to approve the following resolution:

### **Resolution #FS9 - 12/19/23**

Social Worker Community Service Case Manager Replacement Resolution

**WHEREAS**, the Family Services Agency has an open social worker -case manager position, and

**WHEREAS**, another staff person in this area is also out on FMLA for an extended period of time, and

**WHEREAS**, the case load in this area has been managed for the past five months but with a second person out, will not be manageable in the future.

**WHEREAS**, the Family Services Director is requesting replacement of the social worker-case manager position at Range 14, Step A at \$29.73 per hour.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the Family Services Director and Coordinator hiring a social worker-case manager at Range 14, Step A, which is \$29.73 per hour or replacing any internal position made vacant from a lateral move or promotion.

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

### **Resolution #FS10 - 12/19/23**

Foster Care/Permanency Expenditure Resolution

**WHEREAS**, the Family Services Agency has a sibling group of four who have a relative family willing to bring them into their home permanently; and

**WHEREAS**, the relative family lives in Texas, and

**WHEREAS**, one of the children is currently in respite care in the relative family's home, and

**WHEREAS**, it is the County's responsibility to transport the sibling group to the relative family for permanent placement, and

**WHEREAS**, due to time constraints, the involvement of another state (Texas), the processing of paperwork, and the timing with the holidays, the expenses involved will be over the allowed amount of \$2500 for the agency to expend without board approval.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board

approves the Family Services Director to expend the necessary funds to move the sibling group of three children and the social worker expenses to accompany said children to Texas, not to exceed \$10,000 which will be used from the Opioid grant funds.

Family Services Director Chuck Hurd led a discussion regarding a new Chemical Health Treatment Program that is in the process of being licensed to provide persons with co-occurring disorders treatment in Mora. Information only, no action was taken.

Action #FS11 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

## **Resolution #FS11 - 12/19/2023**

### **Revised Psych Services Resolution**

**WHEREAS**, the Family Services Agency presented annual contracts at the board meeting on November 21, 2023 and,

**WHEREAS**, the resolutions for two of those contracts had the incorrect dollar amounts listed, and

**WHEREAS**, at this time the Family Services Director would like to correct the errors, and

**WHEREAS**, Dr. Richardson's contract is for \$275 per hour, not the amount stated in the previous resolution of \$250.00 per hour, and

**WHEREAS**, Jessica Stokes' contract is for \$85 per hour, not the \$87.50 stated in the resolution dated November 21, 2023.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services board approves the corrected resolution amount for Dr. Paul Richardson for psychiatric supervision services of \$275.00 per hour and for Jessica Stokes for psychiatric services at the rate of \$85.00 per hour for the time period January 1, 2024 through December 31, 2024.

Action #FS12 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #FS12 - 12/19/23**

### **IV D Cooperative Agreement Resolution**

**WHEREAS**, the IV-D Agency is responsible for administering the Child Support Enforcement Program under Title IV-D of the Social Security Act; and

**WHEREAS**, the County Attorney and Kanabec County Sheriff wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the operation of the Child Support Enforcement program.

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Family Services Director signing an agreement with the Minnesota Department of Human Services, Kanabec County Attorney and Kanabec County Sheriff to provide necessary services to operate the Child Support Enforcement system under Title IV-D of the Social Security Act commencing on January 1, 2024 through December 31, 2025.

Family Services Director Chuck Hurd presented the 2024 Group Housing Support List (formerly GRH). Information only, no action was taken.

Action #FSI3 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the payment of 148 claims totaling \$191,977.65 on Family Services Funds.

Action #FSI4 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:27am.

The Board of Commissioners reconvened.

HR Specialist Kim Christenson met with the Board to request approval for the 2024 non-union employee and elected official wages, as well as per diems.

Action #15 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #15 – 12/19/23**

### **Non-Union Employees and Elected Official 2024 Wage Scale**

**BE IT RESOLVED** to approve the following wage scale for non-union employees and elected officials effective January 1, 2024:

<b>2024 - 2.5% Increase</b>								
<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>	\$ 13.76	\$ 14.27	\$ 14.79	\$ 15.31	\$ 15.83	\$ 16.34	\$ 16.86	<b>1</b>
<b>2</b>	\$ 14.58	\$ 15.13	\$ 15.68	\$ 16.23	\$ 16.78	\$ 17.32	\$ 17.87	<b>2</b>
<b>3</b>	\$ 15.46	\$ 16.04	\$ 16.62	\$ 17.20	\$ 17.78	\$ 18.36	\$ 18.94	<b>3</b>
<b>4</b>	\$ 16.39	\$ 17.00	\$ 17.62	\$ 18.23	\$ 18.84	\$ 19.46	\$ 20.08	<b>4</b>
<b>5</b>	\$ 17.37	\$ 18.02	\$ 18.67	\$ 19.32	\$ 19.98	\$ 20.63	\$ 21.28	<b>5</b>
<b>6</b>	\$ 18.41	\$ 19.11	\$ 19.79	\$ 20.49	\$ 21.18	\$ 21.86	\$ 22.56	<b>6</b>
<b>7</b>	\$ 19.52	\$ 20.25	\$ 20.98	\$ 21.71	\$ 22.44	\$ 23.18	\$ 23.91	<b>7</b>
<b>8</b>	\$ 20.68	\$ 21.46	\$ 22.24	\$ 23.02	\$ 23.79	\$ 24.57	\$ 25.35	<b>8</b>
<b>9</b>	\$ 21.93	\$ 22.75	\$ 23.58	\$ 24.40	\$ 25.22	\$ 26.04	\$ 26.87	<b>9</b>
<b>10</b>	\$ 23.24	\$ 24.12	\$ 24.99	\$ 25.86	\$ 26.73	\$ 27.61	\$ 28.48	<b>10</b>
<b>11</b>	\$ 24.88	\$ 25.80	\$ 26.74	\$ 27.68	\$ 28.60	\$ 29.54	\$ 30.47	<b>11</b>
<b>12</b>	\$ 26.61	\$ 27.61	\$ 28.61	\$ 29.61	\$ 30.60	\$ 31.61	\$ 32.60	<b>12</b>
<b>13</b>	\$ 28.48	\$ 29.55	\$ 30.61	\$ 31.68	\$ 32.75	\$ 33.81	\$ 34.89	<b>13</b>

<b>14</b>	\$ 30.48	\$ 31.62	\$ 32.76	\$ 33.89	\$ 35.04	\$ 36.18	\$ 37.32	<b>14</b>
<b>15</b>	\$ 32.91	\$ 34.15	\$ 35.38	\$ 36.61	\$ 37.85	\$ 39.08	\$ 40.32	<b>15</b>
<b>16</b>	\$ 35.54	\$ 36.88	\$ 38.20	\$ 39.54	\$ 40.88	\$ 42.20	\$ 43.54	<b>16</b>
<b>17</b>	\$ 38.39	\$ 39.83	\$ 41.26	\$ 42.70	\$ 44.14	\$ 45.58	\$ 47.02	<b>17</b>
<b>18</b>	\$ 41.46	\$ 43.01	\$ 44.57	\$ 46.12	\$ 47.68	\$ 49.23	\$ 50.78	<b>18</b>
<b>19</b>	\$ 44.77	\$ 46.45	\$ 48.13	\$ 49.81	\$ 51.49	\$ 53.17	\$ 54.85	<b>19</b>
<b>20</b>	\$ 48.35	\$ 49.92	\$ 51.73	\$ 53.53	\$ 55.34	\$ 57.14	\$ 58.94	<b>20</b>
<b>21</b>	\$ 52.22	\$ 54.18	\$ 56.14	\$ 58.10	\$ 60.05	\$ 62.02	\$ 63.97	<b>21</b>
<b>22</b>	\$ 56.41	\$ 58.52	\$ 60.63	\$ 62.75	\$ 64.86	\$ 66.98	\$ 69.09	<b>22</b>

Action #16 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #16 – 12/19/23**

**WHEREAS** the State of Minnesota’s minimum wage has increased to \$10.85 per hour effective January 1, 2024, and

**WHEREAS** the starting wage for a Homemaker with Kanabec County is currently \$10.59, and

**WHEREAS** Kanabec County needs to be in compliance as of January 1, 2024, and

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

**2024 Homemaker Pay Scale**

A	B	C	D	E	F	G
\$10.85	\$11.18	\$11.51	\$11.86	\$12.21	\$12.58	\$12.96

Action #17 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #17 – 12/19/23**

### **Resolution to set Commissioner Wage for 2024**

**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 2024 for Kanabec County Commissioners set at \$24,388 annually.

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

## **Resolution #18 - 12/19/23**

### **Resolution to Set 2024 Per Diems**

**WHEREAS**, Kanabec County is represented on numerous boards and committees by Commissioners and Board appointees; and

**WHEREAS**, some of the boards and committees pay per diems, while others do not; and

**WHEREAS**, the Kanabec County Board of Commissioners annually sets the per diem amount paid for appointee attendance at Kanabec County's Planning Commission, Board of Adjustment, and Extension Committee; and

**WHEREAS**, Kanabec County's Economic Development Authority's bylaws set its per diem amount at \$25 per meeting; and

**WHEREAS**, external boards and committees determine their own per diem amounts including, but not limited to, City of Mora Economic Development Authority, East Central Solid Waste Commission, Emergency Medical Services Board, and South Country Health Alliance;

**THEREFORE BE IT RESOLVED** the Kanabec County Board of Commissioners hereby sets the 2024 per diem amounts for the Kanabec County Planning Commission, Board of Adjustment and Extension Committee at \$75 per attended meeting;

**BE IT FURTHER RESOLVED** that pursuant to Kanabec County Board Resolution #49-1/5/21, Kanabec County Commissioners may personally accept per diems paid by boards and committees that pay per diems;

**BE IT FURTHER RESOLVED** that Kanabec County Commissioners are limited to acceptance of one per diem per day.

Commissioner Wendy Caswell led a discussion regarding withdrawing from South Country Health Alliance membership.

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

## **Resolution #19 - 12/19/23**

### **Resolution to Withdraw from South Country Health Alliance Membership**

**WHEREAS** Kanabec County is a member county in the South Country Health Alliance joint powers entity through a joint powers agreement; and

**WHEREAS** the Kanabec County Board of Commissioners believes it is in the best interest of Kanabec County to withdraw its membership from South Country Health Alliance joint powers entity and to collect Kanabec County's share of South Country Health Alliance's capital and surplus; and

**WHEREAS** withdrawal from said membership will have minimal impact on Kanabec



County clients due to new providers and a transition plan being in place; and

**THEREFORE, BE IT RESOLVED** the Kanabec County Board of Commissioners hereby approves the withdrawal from the South Country Health Alliance joint powers entity membership pursuant to Section 11 of the joint powers agreement;

**BE IT FURTHER RESOLVED** that Kanabec County requests its share of South Country Health Alliance's capital and surplus be disbursed to Kanabec County pursuant to Section 11.3 of the joint powers agreement;

**BE IT FURTHER RESOLVED** that the effective date of the withdrawal from the South Country Health Alliance joint powers agreement is effective December 31, 2023.

Wendy Caswell confirmed that the joint powers agreement specified that after giving the notice of withdrawal, Kanabec County would remain a South Country Health Alliance member until December 31, 2024 with limited voting rights.

County Coordinator Kris McNally led a discussion regarding the updated Guide for Members of the Public and Data Subjects for Requesting Information.

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

### **Resolution #20 - 12/19/23**

#### **Adoption of the Updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110)**

**WHEREAS**, the Kanabec County Board of Commissioners has authority to establish and revise county policies; and

**WHEREAS**, previous updates to the Guide for Members of the Public and Data Subjects for Requesting Information were approved on May 3, 2022; and

**WHEREAS**, subsequent modifications were required to bring this policy up to date;

**WHEREAS**, the policy modifications have been reviewed and approved by the County Attorney;

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby adopts the updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110) with an effective date of December 19, 2023;

**BE IT FURTHER RESOLVED**, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

Action #21 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried

unanimously to adjourn the meeting at 9:42am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 9:42am on Tuesday, December 19, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Public Works Director/Ditch Inspector Chad Gramentz presented the Drainage Authority Board Agenda.

Ditch Inspector Chad Gramentz gave an overview of the investigations and findings of the following concerns:

**1. Stumps left too high - Daryl Erickson's property.**

**Investigation:** County drainage inspector viewed the site on Monday, November 27 with Mr. Erickson. Mr. Erickson had stumps marked with lath that he thought were left higher than the specified height of 2 inches. Photos were taken for documentation.

**Findings:** At least 20 stumps were verified to be in excess of 2" high. The Stumps ranged from 6-12" in height. The location of these stumps is limited to the north side of Branch 1. This area of clearing was added to the contract by change order and performed at a later date than the initial clearing. The south side of Branch 1 appeared to be in compliance with the specifications. On December 13, 2023 Jacon LLC was on site and cut and sprayed approximately 40 stumps. This action should resolve the issue.

**2. Culvert backfill on Branch 1 Daryl Erickson's property.**

**Investigation:** The County drainage inspector viewed the culvert on Monday, November 27, 2023 with Mr. Erickson. The claims of severe rutting over the culvert could not be verified on site. Excavation would be required to determine backfill material around the culvert. The landowner spread some rock over the surface in question in efforts to repair the claimed rutting. The ends of the culvert were visible for inspection. Some photos were taken for documentation.

**Findings:** It is apparent that the landowner made a repair over the culvert. The conditions that may have warranted the repair could not be verified. The landowner does not have a photo of the culvert before repairs were made.

**3. Stumps in the Ditch – Kevin Belkholm**

**Investigation:** No location information was provided by Mr. Belkholm. No inspection was done.

**Finding:** No finding.

**4. Damaged tile outlets on Loren Barnick's property.**

**Investigation:** The County drainage inspector viewed the tile outlets with Mr. Barnick on Monday, November 27th, 2023. Photos were taken for documentation.

**Findings:** Two tile outlets were found to be damaged. The damage included crushed/cut ends of metal pipe and damaged rodent guards. A third tile outlet could not be found where the landowner stated one should be. All other tile outlets on Mr. Barnick's property appear undamaged. There are conflicting accounts between the landowner and contractor as to whether or not these tiles were damaged during the project. No documentation was found that can accurately determine when these tiles were damaged.

Chris Otterness from Houston Engineering led a discussion regarding concern 2, Culvert backfill on Branch 1 Daryl Erickson's property. Information only, no action was taken.

The Board held a discussion regarding the investigations and findings. Information only, no action was taken.

Action #22 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to open public comment regarding the ditch investigation and findings at 10:06am. Those that responded included the following:

Loren Barnick	Comments regarding the construction of tile lines on his property. Mr. Barnick presented an invoice to the Board for the cost to repair three tile lines on his property.
Kevin Belkholm	Comments regarding tile lines into county ditches and the contractor being responsible for the damages on Loren Barnick's property.
Daryl Erickson	Comments regarding the culvert backfill on his property, and not seeking compensation for the repairs made.

**10:12am** – The Chairperson closed public comment regarding the ditch investigation and findings.

Attorney Hannah Schacherl from Rinke Noonan presented the Board Deliberation Guide for the Final Acceptance Hearing on the Matter of the Petition for the Repair of Kanabec County Ditch 2. The following considerations for project completion were reviewed:

**a. Has the project construction been substantially completed in conformance with the contract?**

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

**b. Has the project construction been substantially completed within the time specified in the contract, or as modified by change order or approved modification to the construction timeline?**

Ripka – no, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – no

**c. Has the construction caused damages not contemplated or included in the original proceedings?**

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

**If yes, has the engineer properly identified the additional damaged areas and quantified the scope of additional damage payments in its final report?**

Ripka – no, Holland – no, Caswell – no, Mattson – no, and Roeschlein – no

Loren Barnick requested that the invoice submitted to the Board for the cost to repair three tile lines on his property be disregarded.

**d. Have any special damage claims been proven in the proceedings?**

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

**If yes, define nature, scope, and value of additional damages proven.**

Nature of damages: Tile line outlets

Value of additional damages: Amount not established (Erickson and Barnick withdrew their damage claims)

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

Upon reviewing all considerations for project completion as outlined in the deliberation guide above, attorney Hannah Schacherl recommended motion number one to adopt the acceptance order.

Action #23 – Peter Ripka introduced a motion to adopt the acceptance order as presented by staff and modified at today's hearing.

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

Peter Ripka, in favor  
Alison Holland, in favor  
Wendy Caswell, in favor

Tom Roeschlein, in favor  
Rick Mattson, in favor

Whereupon the motion passed.

Action #24 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn the Drainage Authority Board meeting at 10:48am.

The Board of Commissioners reconvened.

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

Action #25 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to authorize an additional check-run the last week in December to pay invoices due on or before December 31, 2023.

Deputy Auditor Property/Tax Tim Jacobs met with the Board to request approval of a request for repurchase.

Action #26 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the request for the repurchase of tax forfeit parcel 12.03355.00 , located in Peace Township at 2322 280th Ave Brook Park MN, previously owned by Gerald J Knabe. LOT 5 BLOCK 1 OF BLACKBERRY ACRES.

County Coordinator continued with the presentation of Agenda Item #7, Consider resolutions to adopt modified policies.

Action #27 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #27 - 12/19/23**

### **Adoption of Kanabec County Employee Drug, Cannabis, Alcohol, and Tobacco Policy**

**WHEREAS**, the Kanabec County Board of Commissioners has authority to establish and revise county policies; and

**WHEREAS**, the Employee Drug and Alcohol Policy was adopted by motion of the Kanabec County Board of Commissioners at its regular meeting of April 13, 2011 and was modified on July 27, 2011; and

**WHEREAS**, as a result of changes to Minnesota's cannabis/marijuana laws, said policy was subsequently modified on December 19, 2023 and retitled Employee Drug, Cannabis, Alcohol, and Tobacco Policy; and

**WHEREAS**, the policy modifications were made by legal counsel;

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby adopts the Kanabec County Employee Drug, Cannabis, Alcohol, and Tobacco Policy with an effective date of December 19, 2023;

**BE IT FURTHER RESOLVED**, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

Action #28 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the adoption of FTA Drug & Alcohol Testing Policy Updates as presented.

Action #29 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to rescind action #27 to approve the adoption of FTA Drug & Alcohol Testing Policy Updates as presented.

Action #30 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

### **Resolution #30- 12/19/23**

#### **Adoption of FTA Drug & Alcohol Testing Policy Updates**

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

**WHEREAS**, Kanabec County is dedicated to providing safe and dependable passenger transportation services; and

**WHEREAS**, it is Kanabec County's policy to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner and that the workplace environment is free from the adverse effects of drug abuse or alcohol misuse, and

**WHEREAS**, Kanabec County encourages employees to seek professional assistance anytime personal problems, including alcohol or drug usage/dependency, adversely affects their ability to perform their assigned duties; and

**WHEREAS**, the U.S. Department of Transportation, Federal Transit Administration has mandated a compliant Drug and Alcohol Testing Program regulated by 49 CFR Part 655 as amended and 49 CFR Part 40 as amended for safety-sensitive employees of public transportation agencies as a condition of federal funding;

**THEREFORE, BE IT RESOLVED**, that the Kanabec County Board of Commissioners hereby adopts the attached Drug and Alcohol Testing Policy for the Transit Department with an effective date of December 19, 2023, and assigns policy number P-103B to said policy.

Action #31 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #31 - 12/19/23**

#### **Adoption of Revisions to the Kanabec County Earned Sick and Safe Time Policy**

**WHEREAS**, the Kanabec County Board of Commissioners adopted the Kanabec County Earned Sick and Safe Time Policy (P-127) at its regular meeting on 12/7/23; and

**WHEREAS**, HR and Payroll staff conducted employee meetings following the adoption of policy P-127 at which employee input on said policy was solicited; and

**WHEREAS**, HR and Payroll staff wish to implement some of the employee input through minor revisions for improved clarity in policy P-127;

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby adopts the changes to the Kanabec County Earned Sick and Safe Time Policy (P-127) with an effective date of January 1, 2024;

**BE IT FURTHER RESOLVED**, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

**11:00am** – The Board took a five-minute break.

**11:06am** – The Board reconvened.

The Commissioners gave reports regarding the boards and committees in which they participate. Information only, no action was taken.

Future Agenda Items: None

Action #32 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to close the meeting at 11:24am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally, Public Works Director Chad Gramentz and Maintenance Superintendent Nate Westling.

Action #33 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to return to open session at 11:54a.m.

Action #34 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to close the meeting at 11:55a.m. pursuant to the Open Meeting Law, MN Statute §13D.05 Subd.3(d)) to discuss matters related to Security Briefing on the Courthouse. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally, Public Works Director Chad Gramentz, and County Sheriff Brian Smith.

Action #35 – It was moved by Peter Ripka, seconded by Tom Roeschlein, and carried

unanimously to return to open session at 12:26p.m.

Action #36 – It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to adjourn the meeting at 12:27p.m.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_

Board Clerk

DRAFT



## Agenda Item #2

### Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Kanabec County Auditor-Treasurer	13,072.55	Vehicle Leases	Various
Kanabec County AT ACH_VISA	680.73	See Below	
Marco	99.77	Printer Contract	Transit
Minnesota Energy Resources Corp	13,175.13	Gas Utilities	Various
East Central Energy	1,417.25	Intersection Lighting	Highway
Hoffman, Julie	600.00	Driveway Permit Refund	Highway
JCF Properties	2,100.00	2023 Tax Rebate	EDA
Card Services (Coborn's)	1,034.75	BADGES - Gift Cards	Sheriff
Card Services (Coborn's)	6.39	Corn Cushions	Jail
City of Mora	14,499.95	Utilities	Various
Marco	3,335.71	Phone Lease	IS
Verizon Wireless Aircards	1,565.38	Monthly County Aircards	Various
Braham Public Schools	16,822.33	Braham TIF 2 - 10 Surplus Refund	Taxes & Penalties
City of Braham	56,435.28	Braham TIF 2 - 10 Surplus Refund	Taxes & Penalties
East Central Regional Development Comm	172.05	Braham TIF 2 - 10 Surplus Refund	Taxes & Penalties
Kanabec County	58,767.80	County Braham TIF 2 - 10 Surplus	Taxes & Penalties
Kanabec County	1,161.54	EDA Braham TIF 2 - 10 Surplus	Taxes & Penalties
Dearborn National Life Insurance Company	382.90	1/24 Short Term Disability Premiums	Employee Benefits
Life Insurance Company of North America	774.46	1/24 Accident, Group Hospital, Critical Illness Ins. Premiums	Employee Benefits
The Hartford Priority Accounts	6,992.27	1/24 Life Insurance & Long Term Disability Ins. Premiums	Employee Benefits
VSP Insurance Co	594.54	1/24 Vision Insurance Premiums	Employee Benefits
<b>21 Claims Totaling: <u>\$ 193,690.78</u></b>			
Kanabec County AT ACH_VISA	75.98	Amazon - Monitor Mounts	Building Maintenance
	22.49	Amazon - Key Chain Rings, etc. - Courthouse	Building Maintenance
	49.99	Amazon - Latex Gloves - Courthouse	Building Maintenance
	85.04	Amazon - High Pres Sodium Lightbulbs - Transit	Building Maintenance
	15.60	Amazon - Lightbulbs - Jail	Building Maintenance

	202.64	SupplyHouse.com - Ignition Transformers (2) - Jail	Building Maintenance
	228.99	FireAlarm.com - Smoke Detectors for Parts Room	Highway
<b>7 Claims Totaling:</b>	<b>\$ 680.73</b>		

# Agenda Item #3

## Regular Bills - Revenue Fund

### Bills paid: 12/28/23 (per Board Action #25-12/19/23)

Department Name	Vendor	Amount	Purpose
ASSESSOR	Bowland, Jacob	30.00	Region III Meeting Registration
ASSESSOR	MN Dept of Revenue - Property Tax Division	30.00	Assessing Property Using Private Data - TV
ASSESSOR	Sunshine Printing	129.00	1000 #10 Envelopes - New Address
		<b>189.00</b>	
AUDITOR	MACO	720.00	2024 MACO Dues A/T Office
AUDITOR	ODP Business Solutions LLC	11.98	Office Supplies
AUDITOR	ODP Business Solutions LLC	32.02	Office Supplies
		<b>764.00</b>	
COMMISSIONERS	Ripka, Peter	136.90	Mileage to Committee Meetings in December
		<b>136.90</b>	
COUNTY ATTORNEY	Cundy, Steve	278.00	MN Lawyer Portal - SC
COUNTY ATTORNEY	Marco	309.86	Printer Contract Annual Contract Usage Overage 12/1/22-11/30/23
COUNTY ATTORNEY	Marco	1,061.85	Annual Printer Contract Base Rate Charge 12/1/23-11/30/24
COUNTY ATTORNEY	MN County Attorneys Association	3,284.00	MN County Attorneys Association Dues for 2024
COUNTY ATTORNEY	Stolarzyk, Jenea	976.51	Hotel, Mileage, Meals for Training in Duluth 12/4-12/9
		<b>5,910.22</b>	
COUNTY COORDINATOR	Marco	926.52	Annual Printer Contract Usage Overage Charge 12/1/22-11/30/23
COUNTY COORDINATOR	Marco	3,159.06	Annual Printer Contract Base Rate Charge 12/1/23-11/30/24
COUNTY COORDINATOR	ODP Business Solutions LLC	29.37	Colored Paper, Kleenex
		<b>4,114.95</b>	

COUNTY CORONER	Methven Funeral and Cremation Services	<u>250.00</u>	Removal
		<b>250.00</b>	
COUNTY EXTENSION	ODP Business Solutions LLC	<u>23.10</u>	Colored Paper
		<b>23.10</b>	
COUNTY RECORDER	MACO	<u>360.00</u>	2024 MACO Dues Recorders Office
		<b>360.00</b>	
ELECTIONS	INTAB, Inc	92.91	EJ Name Badges (1000) & Tabulator Seals (100)
ELECTIONS	ODP Business Solutions LLC	218.66	PNP Election Supplies
ELECTIONS	ODP Business Solutions LLC	138.70	Election Supplies
ELECTIONS	Owen G Dunn Co Inc/Printelect	917.57	Voting Booths (5), Privacy Screens (2)
ELECTIONS	Sea Change Print Innovations	<u>1,395.44</u>	PNP Precinct Kits (19) & PNP AB Supplies
		<b>2,763.28</b>	
ENVIRONMENTAL SERVICES	DVS Renewal	<u>20.25</u>	Tabs for 2001 Chevy S-10
		<b>20.25</b>	
FORFEIT TAX SALE	Scotts Lawn & Landscapes	165.00	23.00350.00 Lawn Mowing 9/6, 9/12, 9/27
FORFEIT TAX SALE	Scotts Lawn & Landscapes	<u>220.00</u>	22.00915.00 Lawn Mowing 9/5, 9/11, 9/18, 10/2
		<b>385.00</b>	
HUMAN RESOURCES	MRA	1,800.00	Annual Membership - 1/1/24-12/31/24
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	2,730.50	Professional Fees - November 2023
HUMAN RESOURCES	SwipeClock LLC	<u>332.00</u>	Monthly Billing for 1/20/24-2/20/24
		<b>4,862.50</b>	
PROBATION & JUVENILE PLACEMENT	Athey, Lucas	47.16	Mileage to Meeting in North Branch 11/7/23
PROBATION & JUVENILE PLACEMENT	Magaard, Andrew	82.53	Mileage to meet with FBI regarding client
PROBATION & JUVENILE PLACEMENT	RS Eden	<u>448.28</u>	Urine Samples Sent to Lab (7) & 9 Panel Cups w/ETG (50)
		<b>577.97</b>	

PUBLIC TRANSPORTATION	Auto Value Mora	640.82	Bus Parts, Tools & Supplies for Shop
PUBLIC TRANSPORTATION	Barlow, Jeffery	240.39	Volunteer Mileage 12/11 - 12/25
PUBLIC TRANSPORTATION	Bee Line Service Center, Inc.	1,045.39	Bus Repairs
PUBLIC TRANSPORTATION	Hoefert, Robert	1,171.14	Volunteer Mileage 12/11 - 12/25
PUBLIC TRANSPORTATION	Innovative Office Solutions, LLC	2,275.93	Office Supplies
PUBLIC TRANSPORTATION	Pieper, Helen	301.30	Mileage to (5) MnDOT Meetings in St. Cloud 3/24, 5/1, 5/2, 9/27, 12/14
PUBLIC TRANSPORTATION	Van Alst, Lillian	1,361.75	Volunteer Mileage 12/11 - 12/25
		<b>7,036.72</b>	
SHERIFF - 911 EMERGENCY	Motorola Solutions	409.60	Kanabec Master Agreement 7/28/23 & 10/30/23
		<b>409.60</b>	
SHERIFF - JAIL/DISPATCH	Aspen Mills	104.98	Boots - CB
SHERIFF - JAIL/DISPATCH	Bob Barker	109.32	Jail Supplies - Toothpaste
SHERIFF - JAIL/DISPATCH	DataWorks Plus LLC	2,388.23	Maintenance Fee 11/15/23 - 11/14/24
SHERIFF - JAIL/DISPATCH	RS Eden	13.60	Drug Testing
SHERIFF - JAIL/DISPATCH	Stellar Services	43.14	Canteen 12/11/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,854.80	Inmate Meals 12/16/23-12/22/23
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	3,944.53	Inmate Meals 12/9/23-12/15/23
		<b>10,458.60</b>	
STATE FISCAL RECOVERY ARP	Bluum	1,267.50	EOC Project Management per Resolution #15-3/1/22
STATE FISCAL RECOVERY ARP	MRA	693.75	Compensation Study - November 2023 - Benefits Benchmarking
		<b>1,961.25</b>	
UNALLOCATED	Granite City Jobbing Co. Inc	1,661.84	Copy Paper, 29 Cases
UNALLOCATED	Quadient Leasing USA, Inc.	1,043.00	Courthouse Postage Machine Lease 10/15/23-1/14/24
UNALLOCATED	Quadient Leasing USA, Inc.	1,043.00	PSB Postage Machine Lease 10/15/23-1/14/24
		<b>3,747.84</b>	
VEHICLE POOL	DVS Renewal	42.50	Tabs for 2002 Caravan & 2009 Impala
		<b>42.50</b>	

VETERAN SERVICES	4Imprint	1,251.82	Veteran Wellness Grant - Yoga Mats & Water Bottles
VETERAN SERVICES	Marco	870.05	Annual Printer Contract Usage Overage Charge 11/30/22-11/29/23
VETERAN SERVICES	YogaDirect	867.14	Veteran Wellness Grant - Yoga Blocks & Blankets
		<b>2,989.01</b>	
<b>56 Claims Totaling:</b>		<b>\$ 47,002.69</b>	

**Agenda Item #4**  
**Regular Bills - Road & Bridge**  
**Bills Paid: 12/28/23 (per Board Action #25 - 12/19/23)**

<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
Ace	131.94	Shop supplies
CPF	534.90	Training center fee
Michael Currie	10.22	Reimbursement for class
Federated Co-op	92.96	Repair parts
G & N Enterprises	312.50	Lights
Johnson Hardware	94.46	Shop supplies
Kanabec County Highway Dept	37.43	Petty cash, postage
Lake Superior College	1,200.00	Classes
MEI	611.74	Elevator service
North Central International	512.88	Repair parts
Oslin Lumber	52.24	Maintenance supplies
Post Master	900.00	Postage
Redstone Construction	5,000.00	Bridge Repair
Regents of UMN	545.00	Classes
Snodepot	153.00	Repair parts
Tyler Sturgul	235.79	Uniform Allowance
TrenchersPlus	179.24	Repair parts
Tri-State Surplus	1,864.23	Shelving
Trueman Welters	236.00	Repair parts
USIC Locating	30.00	Locates

**20 Claims Totaling:    \$ 12,734.53**

# Agenda Item #5

January 2, 2024

## REQUEST FOR BOARD ACTION

<b>a. Subject:</b> SCORE Claims – November	<b>b. Originating Department:</b> County Coordinator
<b>c. Estimated time:</b> 2 minutes	<b>d. Presenter(s):</b> None

**f. Board action requested:**

### **Resolution #\_\_ – 1/2/24** SCORE CLAIMS

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

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

**WHEREAS** SCORE Funds appear adequate for the purpose;

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

Waste Management	\$765.46
Quality Disposal	\$5,711.00
Arthur Township	\$500.00
Total	\$6,976.46

**g. Background:**

Provider	Billed	Paid Amount
QUALITY DISPOSAL (November)	\$5,211.00	\$5,211.00
WASTE MANAGEMENT (November)	\$765.46	\$765.46
Sub-Total	\$5,976.46	\$5,976.46
Recycling Center Incentive Payments:		
Quality Disposal (November)	\$500.00	\$500.00
Arthur Township (November)	\$500.00	\$500.00
TOTAL PAYMENTS =		\$6,976.46

**Date received in County Coordinators Office:** Various dates in December

**January 1, 2023 SCORE Fund balance = \$111,602.85**

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

**Expenditure: 01-391-392-0000-6211 = \$63,365.45**

**Current SCORE Funds balance is = \$48,237.40**