

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

August 17, 2021

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, August 17, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff present via WebEx: County Attorney Barbara McFadden

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

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda with the following addition under other business: Clarify questions regarding telework.

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the August 3, 2021 minutes as presented.

Action #3 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	242.61
Mora Municipal Utilities	12,527.20
East Central Energy	84.14
Card Services (Coborn's)	88.11
Consolidated Communications	1,143.97
Further	633.20
Kwik Trip Inc	10,778.34
Midcontinent Communications	188.53
Minnesota Department of Finance	7,755.00
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	1,500.00
Verizon Wireless	5,055.52

VISA	2,136.05
Card Services (Coborn's)	37.54
14 Claims Totaling:	<u><u>\$43,508.86</u></u>

Action #4 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning	500.00
Ace Hardware	144.70
Advanced Correctional Healthcare	14,437.79
Anne M. Carlson Law Office, PLLC	2,524.50
Aspen Mills	102.71
Aspen Mills	112.50
Association of MN Counties	100.00
AT&T Mobility	931.93
AT&T Mobility	44.89
BlueStar Graphics	40.00
Bracewell, Earl	85.08
Braham Motor Service Inc	273.39
C & D Auto	1,556.22
Children's Hospitals and Clinics of MN-MCRC	1,500.00
City of Mora	500.00
City of Mora	17,190.00
Clifton Larson Allen LLP	970.00
Clifton Larson Allen LLP	150.00
Clifton Larson Allen LLP	300.00
Coborn's Inc.	1,223.80
Curtis, Michael	834.84
Department of Transportation, State of MN	300.00
Department of Transportation, State of MN	20,531.60
East Central Exterminating	125.00
East Central Solid Waste Commission	10.00
ECM Publishers	194.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Frisch, Justin	339.10
Garage Door Store	3,331.28
Glen's Tire	697.00
Grainger	101.40
Grand View Lodge	433.32

Granite Electronics	224.00
Haasken Dental	560.00
Hallin, Ronald	88.44
Horizon Towing	332.54
Industrial Health Services Network Inc	229.00
Ingebrand Funeral Home	325.00
IT SAVVY	827.61
IT SAVVY	13,299.33
J.F. Ahern Co.	580.00
Jamar Company	1,357.00
Kanabec County Community Health	357.00
Kanabec Publications	120.00
Kanabec Publications	153.74
Kanabec Publications	549.00
Kanabec Publications	119.18
KnowBe4 Inc.	2,018.25
Manthie, Wendy	1,042.72
Marco	3,186.68
Marco, Inc.	159.00
Mattson, Rick	159.68
McNally, Kris	281.81
Michael Keller, Ph.D., L.P.	650.00
Milaca Chiropractic Center	80.00
Minnesota Monitoring, Inc.	666.00
Minnesota State Auditor	1,240.00
MN Counties Insurance Trust	120.00
MN Secretary of State-Notary	120.00
MRA	67.50
Nielsen, Terry	224.00
Northland Business Systems	6,588.02
O'Brien, Pat	90.68
Office Depot	68.45
Olson, Rhonda	83.96
Premium Waters, Inc.	23.96
Priority Dispatch Corporation	5,276.41
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
Quality Disposal Systems	394.21
Ramsey County	1,542.00
RELX Inc. DBA LexisNexis	189.08
Rick's Home Furnishings	549.95
RS EDEN	10.45
Rupp, Anderson, Squires & Waldspurger, PA	61.50

Rupp, Anderson, Squires & Waldspurger, PA	5,013.00
Sabinash, Douglas	83.96
SHAH Software, Inc.	26,840.00
SHI	242.00
SHI	242.00
SHI	968.00
SHI	242.00
SHI	484.00
St. Louis County	367.94
Stellar Services	184.66
Strunge, Paul	2,548.00
Summit Food Service Management	7,600.21
SWIFT	71.95
Thomson-Reuters-West	596.91
Thomson-Reuters-West	139.09
Thomson-Reuters-West	2,392.52
Thomson-Reuters-West	3,039.80
Timber Trails Public Transit	250.00
Tinker & Larson Inc	751.20
Van Alst, Lillian	641.76
Visser, Maurice	536.51
WEC Energy Group, Inc	10,008.00
WEC Energy Group, Inc	104.19
Zamora, Ray	1,159.20
Zaudtke, Wayne	81.72
Ziegler Inc.	5,466.45

102 Claims Totaling: \$ 190,874.81

Road & Bridge Fund

Vendor	Amount
A & E Cleaning	1,000.00
A & M Aggregate	1,770.95
Ace	386.70
Aramark	868.49
Central Pension Fund	208.80
Dultmeier Sales	220.00
Federated Co-ops	22,034.86
Frontier Precision	87.35
Gopher State	18.90
Kanabec County Highway Department	46.20
Kwik Trip	23.20

Little Falls	7,906.66
Marco	312.38
Mille Lacs County	510.50
MN Dept of Transportation	267.14
Mora Chevrolet Buick	322.32
North Central International	686.90
Northern Lines	362,615.24
Nuss Truck	1,395.81
Olson Power & Equipment	2,340.21
Owens Auto Parts	206.50
Power Plan	1,915.83
Premier Asphalt	40,068.00
Quality Disposal	164.25
Retriever LLC	678.00
USIC	40.00

26 Claims Totaling: \$ 446,095.19

Action #5 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the Board Meeting at 9:10am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:10am on Tuesday, August 17, 2021 pursuant to adjournment with the following Board Members present: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS6 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the Family Services Board Agenda as presented.

Social Services Supervisor Kristen Struss met with the Board to give a presentation regarding on-call foster care. Information only, no action was taken.

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

Action #FS7 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #FS7 - 8/17/21

Recovering Hope and Teen Focus Recovery for Chemical Dependency
Treatment Services Agreement

WHEREAS, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical

Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

WHEREAS, Kanabec County Family Services has designated Recovering Hope and Teen Focus Recovery, local agencies, to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

WHEREAS, Recovering Hope and Teen Focus Recovery are licensed to provide chemical dependency treatment services and are willing to provide said services, and

WHEREAS, these contracts have been presented to the Kanabec County Family Services Board.

THEREFORE BE IT RESOLVED the Family Services Board approves the agreements for chemical dependency treatment services with Recovering Hope and Teen Focus Recovery for the time period August 1, 2021 through December 31, 2022 at the rates approved by DHS and stated in the Agreements.

Action #FS8 – It was moved by Les Nielsen , seconded by Craig Smith and carried unanimously to approve the payment of 98 claims totaling \$292,835.39 on Welfare Funds.

Action #FS9 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:42am and to meet again on September 21, 2021 at 9:05am.

The Board of Commissioners reconvened.

9:43am – A Public Hearing was held to discuss a proposed change to Ordinance 27, alcohol serving time.

A notice of public hearing was posted in the courthouse lobby, on the county website, and in the Kanabec County Times on August 5, 2021. County Coordinator, Kris McNally read the following public notice aloud:

**KANABEC COUNTY BOARD OF COMMISSIONERS
NOTICE OF PUBLIC HEARING
REGARDING A PROPOSED CHANGE TO ORDINANCE 27;
REGARDING ALCOHOL SERVING TIME.**

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Kanabec, Minnesota, will conduct a public hearing regarding adoption of a change to the legal time for serving alcohol on Sundays to 8:00a.m. Text of the proposed ordinance can be accessed on the county’s website at www.kanabeccounty.org or by visiting the Coordinator’s Office. This hearing will take place as part of the regular County Board meeting beginning at 9:30a.m. on August 17, 2021. All interested persons may appear and be heard at the public hearing, either orally or by bringing written comments to be read during the hearing; written comments may also be filed with the

Coordinator's Office at 18 N. Vine Street Mora, MN prior to the meeting.

For further information, contact the office of the Kanabec County Coordinator at 679-6440 or coordinator@co.kanabec.mn.us

9:44am – The Chairperson called for public comment regarding the proposed change to Ordinance 27, alcohol serving time. The following responded:

Jack Doughty	Questions regarding clarification of the proposed change and the types of businesses it would affect.
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No written comments were submitted.

9:45am – The Chairperson closed public comment.

The Board of Commissioners reconvened.

Action #10 – Craig Smith introduced a motion to amend Ordinance 27 to allow intoxicating liquor sales to begin at 8:00am on Sundays. The motion for the adoption of the foregoing motion was duly seconded by Rick Mattson and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith
OPPOSED: Les Nielsen
ABSTAIN: None

whereupon the motion passed.

Action #11 – Craig Smith introduced a motion to approve the following resolutions:

Resolution #11a – 8/17/21

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

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for True Directions for a raffle event to be held at True Directions, 106 Maple Ave E, Mora, MN 55051 on March 25, 2022.

Resolution #11b – 8/17/21

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

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for Vasaloppet USA for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Drive, Mora, MN 55051 October 9, 2021 – October 16, 2021.

Resolution #11c – 8/17/21

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

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Knife Lake Sportsman’s Club for a bingo event to be held at Captain Dan’s Crow’s Nest Resort, 2743 Hwy 65 N, Mora, MN 55051 October 23, 2021.

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

IN FAVOR THEREOF: Gene Anderson, Rick Mattson, Craig Smith, Les Nielsen

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution #12 – 8/17/21

Coordinator’s Office – Unrestricted- Assigned Fund

WHEREAS the Kanabec County Coordinator’s Office budgets revenue each year to fund unemployment compensation expenses, and

WHEREAS the unemployment compensation expense is a highly variable number based on economic and employment factors; and

WHEREAS the Coordinator's Office believes it would be in the best interest of the County to be able to carry unspent revenue over from one year to the next in an unrestricted, assigned fund to build a fund balance and reduce future levy impact,

THEREFORE BE IT RESOLVED to approve the Coordinator's Unemployment Compensation fund as an Unrestricted-Assigned Fund for future unemployment compensation expenses effective in budget year 2021.

Action #13 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #13 - 8/17/21

WHEREAS Legal Aid Service of Northeastern Minnesota has provided Kanabec County with a kiosk to enable the public to have access to their services, and

WHEREAS Kanabec County has space, electricity, and internet access available in the Courthouse near Court Services, and

WHEREAS placement of said kiosk has the support of the Law Library Board and Information Services, and

WHEREAS all maintenance and issues related to said kiosk will be directed to Legal Aid Service of Northeastern Minnesota, and

WHEREAS the County Attorney has reviewed and approved the Memorandum of Understanding for this kiosk;

BE IT THEREFORE RESOLVED the Kanabec County Board of Commissioners hereby approves the placement of the Legal Aid Service of Northeastern Minnesota kiosk in the Kanabec County Courthouse;

BE IT FUTHER RESOLVED the Kanabec County Board of Commissioners hereby approves the Memorandum of Understanding and authorizes the Board Chair to sign said document.

County Coordinator Kris McNally led a discussion regarding potential updates to the Telework Policy. The Board expressed consensus to require a minimum threshold for internet speed. The Board chose to postpone a decision on whether a minimum number of days on-site would be required.

EDA Director Heidi Steinmetz met with the County Board via WebEx to discuss matters concerning her department.

EDA Director Heidi Steinmetz led a discussion regarding the creation of a Broadband Committee. The Board expressed consensus for the EDA to continue to evaluate the potential

for expansion of broadband in the County, for the EDA Director to continue to bring that information to the County Board periodically, and not to form a Broadband Committee outside of the EDA at this time.

EDA Director Heidi Steinmetz gave a department update. Information only, no action was taken.

10:30am – The Chairperson called for public comment. Those that responded included:

Micah Rogers	Thank you to the County and Commissioners for supporting the foster care system.
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10:33 – The Chairperson closed public comment.

HR Specialist Kim Christenson met with the County Board to present the results of two job description re-evaluations.

Action #14 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolutions:

Resolution #14a - 08/17/21

Deputy Auditor, Property & Tax Evaluation

WHEREAS the board did by Resolution #15 – 06/15/21 refer the position of Deputy Auditor, Property & Tax the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the ranking for the “Deputy Auditor, Property & Tax” position, which will remain at a Pay Range 11.

Resolution #14b - 08/17/21

Deputy Auditor, Tax II Evaluation

WHEREAS the board did by Resolution #15 – 06/15/21 refer the position of Deputy Auditor, Tax II the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Deputy Auditor, Tax II” position, which results in Pay Range 11:

Category	Rank	Points
Qualifications	q45	91
Decisions	d24	52
Problem Solving	p14	55

Relationships	r18	64
Effort A	ea5	4
Effort B	eb14	12
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		291

County Attorney Barbara McFadden met with the County Board to present a resolution for a Crime Victim/Witness Position Grant.

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

Resolution #15 - 8/17/21

Crime Victim Services Grant Acceptance Resolution

WHEREAS, the Kanabec County Attorney's Office application for renewal of the Minnesota Department of Public Safety, Office of Justice Programs, Crime Victim Services grant has been approved for an additional two year term;

WHEREAS, the grant amount is \$140,000.00; and

WHEREAS, the OJP grant funding provides all costs related to employment of a full-time Victim Services Coordinator in the County Attorney's Office to fulfill the County Attorney's Office's obligations under Minnesota Statutes Chapter 611A and other provisions and serves the interests of public safety in general.

THEREFORE BE IT RESOLVED to accept the grant and execute the Grant Agreement.

10:40am – The Board of Commissioners took a 5 minutes recess.

10:45am – The Board of Commissioners reconvened.

Information Systems Director Lisa Blowers met with the Board to give a department update and to request adding a Full-Time Computer Technician in the 2022 Budget.

Action #16 – Les Nielsen introduced a motion to approve budgeting to hire a Full-Time Computer Technician in 2022. The motion was seconded by Dennis McNally and the following voted:

IN FAVOR: Gene Anderson, Rick Mattson, Dennis McNally, Les Nielsen.
 OPPOSED: Craig Smith
 ABSTAIN: None

Whereupon the motion passed.

County Sheriff Brian Smith met with the County Board to discuss a new position request for 2022.

Action #17 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #17 – 8/17/21
Approve Job Descriptions and Refer for Evaluation
Sheriff’s Office Systems Specialist

WHEREAS County Policy P-117 calls for an evaluation of all county job classifications, and

WHEREAS the County Sheriff has submitted updated job descriptions and physical analysis for the position of Sheriff’s Office Systems Specialist, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job descriptions, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Sheriff’s Office Systems Specialist job descriptions be sent to the salary consultant for review.

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

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

Resolution #18 – 8/17/21
Rural Through/STOP Intersection Policy

WHEREAS the Kanabec County Board of Commissioners wishes to improve safety on Kanabec County roadways, and

WHEREAS the County Engineer has developed a policy to help improve traffic safety, titled Rural Through/STOP Intersections, dated August 17, 2021 and

WHEREAS the County Sheriff has assisted with the policy development, and

WHEREAS said policy was presented before the Board and included herein, and

THEREFORE BE IT RESOLVED to adopt the Rural Through/STOP Intersections policy dated August 17, 2021 as presented, and

BE IT FURTHER RESOLVED to apply said policy to previous crashes as available to the County Engineer on the MnCMAT2 system.

Chad Gramentz gave an update regarding current road construction projects. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding placement of a Highway 23 Coalition sign on the East side of Highway 23. The Board expressed consensus to place the sign on Highway 23 near the Pine County border on County-owned land.

Action #19 – The Chairperson recessed the meeting at 11:30am. The County Board of Commissioners will meet again for a budget work session on Tuesday, August 24, 2021 at 9:00am in the County Board Room.

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

Attest: _____
Board Clerk