

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

December 21, 2021

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

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

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

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

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

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

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

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

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

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

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

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

Resolution #FS6a - 12/21/21

Psychiatric Services Contract – Dr. Paul Richardson

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

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

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

Resolution #FS6b - 12/21/21

Psychological Services Contract –Karissa Ignaszewski

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

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

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

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

Resolution #FS6c - 12/21/21

Mille Lacs County Psychiatric Services Resolution

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

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

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

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

Resolution #FS6d - 12/21/21

Psychiatric Services Contract Jenny Bliss– resolution

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

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

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

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

Resolution #FS6e - 12/21/21

Pine County Psychiatric Services Resolution

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

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

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

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

Resolution #FS6f - 12/21/21

Regional AMHI Medication Management/Client Outreach Resolution

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

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

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

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

Resolution #FS6g - 12/21/21

Detoxification Services – Central MN Mental Health Center

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

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

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

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

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

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

The Board of Commissioners reconvened.

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

Vendor	Amount
Beaudry Oil Company	501.90
Card Services (Coborn's)	133.59
Chamberlain Oil	1,271.01
Consolidated Communications	1,130.85
CW Technology	1,315.40
East Central Energy	191.78
Eicher, Reuben	500.00
Kanabec County Auditor/Treasurer	8,406.84
Kwik Trip Inc.	10,637.69
Midcontinent Communications	471.64
Minnesota Department of Finance	5,710.50
Minnesota Energy Resources Corp	12,287.72
Mora Municipal Utilities	972.12
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	1,500.00
Spire Credit Union	4,255.52
Verizon Wireless	5,229.36
VISA	316.85
Wilber, Shane	500.00

19 Claims Totaling: \$56,671.42

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

Revenue Fund

Vendor	Amount
Advanced Correctional Healthcare	337.40
Akkerman Ingebrand Funeral Home	430.00
American Solutions for Business	3,044.46
Anne M. Carlson Law Office, PLLC	1,079.50
Aspen Mills	1,450.69
Aspen Mills	699.96
AT&T Mobility	929.40
AT&T Mobility	44.67
Auto Value	133.99
Auto Value	236.95
Black, Ivan	200.00
Bliss, Erica	523.87
Coborn's	2,235.70
Coborn's	22.46
Curtis, Michael	796.66
Daniels Health	220.06
Davis, Wayne	300.00
Department of Transportation	16,276.24
DS Solutions	500.00
East Central Exterminating	250.00
East Central Solid Waste Commission	150.82
ECM Publishers	228.50
EDAM	295.00
Ellis, Kathi	250.00
Federated Co-ops	499.95
Galls	190.00
Glen's Tire	209.80
Glen's Tire	36.50
Glen's Tire	1,516.67
Hohn's Auto Body & Glass	1,644.00

Hoisington Koegler Group Inc.	2,617.50
Holcomb, Lisa	300.00
Horizon Towing	912.04
IT SAVVY LLC	574.51
IT SAVVY LLC	1,329.93
J.P. Cooke Co.	70.90
JP Morgan Chase Bank, N.A.	189.08
K&R Meats	120.00
Kanabec County Auditor/Treasurer	1,928.21
Kanabec County Auditor/Treasurer	1,928.21
Kanabec County Auditor-Treasurer	400.00
Kanabec County Highway Dept	456.47
Kanabec County Soil and Water	8,821.00
Kanabec Publications	62.00
Kanabec Publications	242.30
Kanabec Publications	37.10
Kanabec Publications	645.00
Labels Direct	67.50
League of MN Cities	126.50
MACPZA	170.00
Manthie, Wendy	873.04
Marco	134.68
Marco	70.35
Marco	190.07
Marco	159.00
Marco	711.53
Marco	93.75
Marco	106.29
Marco	3,216.80
Marco	452.70
McFadden, Barb	125.56
McKinnis & Doom PA	121.50
McKinnis & Doom PA	127.50
McNally, Dennis	304.64
Michael Keller, Ph.D., L.P.	1,300.00
Minnesota County Attorneys Association	2,865.00
MN Counties Intergovernmental Trust	6,913.00
MN Counties Intergovernmental Trust	(5,856.00)

MN Counties Intergovernmental Trust	3,470.00
MN Counties Intergovernmental Trust	801.00
Mora Bakery	47.49
MRA	1,675.00
Ness, Lonnie	125.00
Nielsen, Les	197.12
Office Depot	22.65
Office Depot	51.78
O'Reilly Auto Parts	99.54
Premium Waters, Inc	54.34
Quality Disposal	199.35
Quality Disposal	24.15
Ramsey County	2,107.50
Ramsey County	1,445.00
RandiAnn C. Harvey	92.00
Regents of the University of MN	18,814.00
SHI	14,250.00
Smith, Craig	911.68
Soft N Gentle Healing Touch	193.28
Stellar Services	219.43
Stellar Services	160.20
Stenstrom Jewelry	158.38
Summit Food Service Management	11,447.47
Sunshine Printing	172.00
Tierney	59.26
Treiber, Sara	275.00
Tvedt, Jerry	225.00
Van Alst, Lillian	112.56
Veolia Environmental Services	921.46
97 Claims Totaling:	<u><u>\$ 125,972.55</u></u>

Road & Bridge

Vendor	Amount
Ace Hardware	39.96
Aramark	452.26
Bjorklund	706.32
Caswell Cycle	74.97

Central McGowan	53.80
Central Pension Fund	189.10
DeJong, George	12.59
Dooley, Mark	300.00
DLT	1,200.00
Dultmeier Sales	838.76
EATI	1,275.10
Glens Tire	1,345.00
Gopher State One-Call	17.55
Granite Ledge Electrical	192.46
Hass Construction	197.16
Hjort	8,440.00
Houston Engineering	6,909.00
Johnson Hardware	1,135.46
Kanabec County Highway Dept	79.50
Knife River Corporation	1,942.74
Kwik Trip	10.00
Minnesota Energy	1,165.05
Mora Chevrolet	34.95
Northpost	265.00
Novus Glass	425.00
Office Depot	125.78
Power Plan (RDO)	11,081.40
Premier Outdoor Services	755.00
Quality Disposal	164.25
Ringler, Jeremy	300.00
Schiferli, Kevin	230.01
Tomlinson, Tim	24.69
Wallace, Bruce	147.12
Widseth Smith Nolting	2,940.00
Wiacom	675.30
Yotter, Timothy	300.00
36 Claims Totaling:	<u>\$ 44,045.28</u>

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

Resolution #11 -12/21/21

Donation Acknowledgement

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

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

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

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

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

Resolution #12 - 12/21/21

Refill R.N. position Resolution

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

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

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

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

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

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

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

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

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

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

Resolution #14 -12/21/21

Transit Operations Facility Lease Resolution 2022 - 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution #16 – 12/21/21

Special Election and/or Special Primary

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

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

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

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

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

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

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

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

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

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

Resolution #17a – 12/21/21

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

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

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

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

Resolution #17b – 12/21/21

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

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

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

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

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

Resolution #18 - 12/21/21

Authorizing the County Attorney and county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d).

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution #19 – 12/21/21

WHEREAS Kanabec County is currently using the Trimin IFSpi system and

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

WHEREAS we will continue to need the Trimin IFSpi system.

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

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

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

Resolution #20 – 12/21/21 ORDER OF THE BOARD

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

2022 - 2.5% Increase

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

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

Resolution #21 – 12/21/21

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

WHEREAS the starting wage for a Homemaker with Kanabec County is currently \$10.08, and

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

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

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

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

Resolution #22 – 12/21/21

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

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

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

Resolution #23 - 12/21/21

Jail Sergeant

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

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

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

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

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

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

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

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

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

Resolution #24 - 12/21/21

Jail Programmer

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

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

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

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

	Old Rating		New Rating
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Category	Grade 11			Grade 12	
	Rank	Points		Rank	Points
Qualifications	q46	100		q46	100
Decisions	d16	36		d23	43
Problem Solving	p14	55		p14	55
Relationships	r13	48		r13	48
Effort A	ea9	5		ea9	5
Effort B	eb11	12		eb11	12
Hazards	h14	20		h18	25
Environment	n15	29		n15	29
TOTAL POINTS		305			317

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

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

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

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

Resolution #25 - 12/21/21

Correctional Officer/Dispatcher

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution #28 – 12/21/21

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

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

BE IT RESOLVED that the Kanabec County Board of Commissioners supports the addition of a question to the 2022 ballot pursuant to MN Statute 139.052 to determine whether or not Kanabec County taxpayers would support a special levy to assist with financial support of the Kanabec History Center,

BE IT FURTHER RESOLVED that the Kanabec History Center is directed to work with the Kanabec County Auditor/Treasurer, who is also the Election Administrator on the necessary steps in the ballot question process.

PSAP Administrator/Emergency Management Director Kelly Schmitt met with the board to request authorizing participation in the Department of Public Safety’s Hazard Mitigation Planning Process and Execution of Agreement.

Action #29 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #29 – 12/21/21

RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS AND EXECUTION OF AGREEMENT

WHEREAS, the County of Kanabec is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, Be it resolved that Kanabec County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Kanabec County Hazard Mitigation plan.

Environmental Services/GIS Technician Ryan Carda met with the board to present Ordinance #11 with proposed revisions.

Action #30 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #30 – 12/21/21

Waste Tire Ordinance No. 11

BE IT RESOLVED that the Kanabec County Board of Commissioners does hereby ordain the following amended ordinance:

ORDINANCE #11, Regulating Waste Tires and Used Tires

Subdivision 1. Purpose. This ordinance regulates waste tires and used tires, the establishment, construction, modification, ownership, or operation of waste tire facilities, and the storage, use, processing and disposal of waste tires and waste tire products in Kanabec County; and further regulates used tires, and the establishment, construction, modification, ownership, or operation of sites in which used tires are stored, collected, kept, or deposited in Kanabec County.

Subdivision 2. Definitions.

- 2.1 "County Board" means the Kanabec County Board of Commissioners.
- 2.2 "Zoning Administrator" means the Kanabec County Zoning Administrator.
- 2.3 Unless otherwise denoted, all other terms shall have the definitions given by Minnesota Agency Rules 9220.0210 and other sources incorporated therein by reference.
- 2.4 "Tire" means a pneumatic tire or solid tire.
- 2.5 "Waste Tire" means a tire that is no longer suitable for its original intended purpose because of wear, damage, or defect.
- 2.6 "Tire-derived products" means the usable materials produced from the chemical or physical processing of a waste tire, including tire shreds and tire crumbs. "Tire-derived products" does not include manufactured consumer products including but not limited to, cow mats, door mats and mulch rings.
- 2.7 "Used Tire" means any tire that is no longer mounted on a vehicle or airplane, is suitable for its original intended purpose, and is not a "waste tire," as defined in 2.5.
- 2.8 "Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.
- 2.9 "Tire retailer" means any business registered with the Minnesota Secretary of State which is actively engaged in the retail sale of new or used tires for use on

vehicles or airplanes, operating out of a permanent structure open for and catering to the general public.

2.10 “Agricultural Use” means the use of land for the growing and/or storage of field crops.

Subdivision 3. Waste Tire Facility Permit Required.

3.1 Except as provided in 3.2, no person may do any of the following within Kanabec County without obtaining and possessing a valid Waste Tire Facility Permit from the Minnesota Pollution Control Agency and the Kanabec County Board of Commissioners:

3.1.1 Store, process or dispose of waste tires or tire-derived products; or

3.1.2 Establish, construct, modify, own or operate a waste tire facility.

3.2 Exclusions. The following persons are not required to obtain a Waste Tire Facility Permit:

3.2.1 A registered and trademarked retail tire seller who is located in Kanabec County for the retail selling site if no more than 500 waste tires are kept on the business premises;

3.2.2 A permitted landfill operator with less than 500 waste tires stored above ground at the permitted site for 90 days or less.

3.2.3 A person using waste tires for agricultural purposes, in connection with property being put to an agricultural use, as that term is defined in this Ordinance, if the waste tires are kept on the site of use and are cut and split, or, if not split, no more than 100 tires on site and if said property changes to a non-agricultural use, then waste tires must be removed within 120 days; or

3.2.4 A person conducting abatement activities under an abatement order or stipulation agreement entered into under part 7035.8020 of Minnesota Agency Rules. This exemption does not exempt the person from the duty to obtain a waste tire facility permit for activities other than the abatement action.

3.2.5 A person storing 12 waste tires or less, on property owned or occupied by the person.

Subdivision 4. Issuance of Waste Tire Facility Permit.

4.1 A Waste Tire Facility Permit may be issued to an applicant who does all of the following:

4.1.1 Submits an application to the Zoning Administrator on an approved form accompanied by

an application fee, which shall be established by the County Board by resolution.

4.1.2 Files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution Control Agency, or properly and adequately demonstrates that the applicant has Permit by Rule status with the Minnesota Pollution Control Agency.

4.1.3 Demonstrates compliance with all applicable zoning and use ordinance.

4.2 All facilities shall have an approved fire plan on record with the Kanabec County Environmental Services from the local fire official.

Subdivision 5. Terms and Conditions of Waste Tire Facility Permit. Permits shall be valid for one year from the date of issuance or until the license From Minnesota Pollution Control becomes invalid, whichever occurs first.

Subdivision 6. Tire Shreds.

- 6.1 The use of tire-derived products as lightweight fill or for other engineering benefits for Township and County projects and Township, County or State Roads/Highways is permitted only when used in compliance with MN DOT standards and Minn. Stat §115A.912, Subd. 4.
- 6.2 A tire shred permit may be issued to an applicant who files with the Zoning Administrator a copy of the permit issued by the Minnesota Pollution Control Agency, or properly and adequately demonstrates that the applicant has Standing Beneficial Use status with the Minnesota Pollution Control Agency.
- 6.3 A permit or inspection verification from the Minnesota Pollution Control Agency and a Kanabec County permit is required for all tire shred projects.
- 6.4 The use of tire-derived products for an aggregate substitute or as light weight fill on driveways and field roads will be allowed if it is an engineered design and the data shows a need for their use. The use of tire shreds for any other purposes, such as retaining wall backfill, soil stabilization, foundation insulation, and storm water storage is not allowed unless approved by the Kanabec County Board of Commissioners and a permit is issued.
- 6.5 Under no circumstances will shredded tires be permitted to be placed below the normal groundwater elevation.
- 6.6 All projects shall have an approved fire plan provided by the local fire official included with their permit application.

Subdivision 7. Tire Shreds Driveway/Field Road Specifications and Inspection.

7.1 Specifications:

- Maximum finished top width: 20 feet
- Maximum bottom width of shredded tire fill: 26 feet
- Maximum thickness of shredded tires: 3 feet
- Minimum cover over tire shreds: 1.5 feet granular fill and 0.5 feet of Class 5 aggregate
- Finished side slopes: 3:1
- Tire fill side slopes: 1:1
- Shredded tires must be encapsulated in an approved geotextile fabric and placed above the normal ground water elevation

7.2 Shredded tires must:

- 80% by weight pass a 6" screen
- Be free of oil, grease, and other contaminants
- Have metal fragments firmly attached and 98% embedded to the tire material
- Have at least one (1) sidewall severed from the face of the tire

7.3 Project must be engineer designed and prepared by an engineer licensed by the State of Minnesota.

7.4 Project must show that there is an engineering need for the use of waste tire material.

7.5 Inspections:

7.5.1 Inspection will be conducted by the Kanabec County Engineer or representative. Inspections will require a 24 hour advance notice from the installer.

7.5.2 The following inspections are required:

7.5.2.1 Review and approval of plan.

7.5.2.2 Inspection of trench prior to placement of geotextile.

7.5.2.3 Inspection of geotextile and tire shreds prior to placement of cover material.

7.5.2.4 Inspection of finished project.

Subdivision 8. Used Tires.

8.1 Except as provided in 8.4 and 8.5, no person may store, process, sell, or dispose of used tires, or establish, construct, modify, own, or operate a used tire business or facility, without obtaining a used tire permit from the County.

8.2 Used tires shall be collected, stored, kept, or deposited on a site only in accordance with this ordinance.

8.2 Used tires must be inventoried and marketed in substantially the same fashion as a new tire is inventoried and marketed. Any permitted used tire business, facility, or site must be able to provide satisfactory evidence that a used tire market exists, and that the used tires stored or maintained at the permitted premises are in fact being marketed.

8.4 A used tire permit is required for any business, facility, or site on which more than 500 used tires are collected, stored, kept, processed, or deposited, unless exempt from permitting under 8.5.

8.5 Notwithstanding 8.4 a used tire permit is not required for any tire retailer that collects, stores, keeps, processes, or deposits less than 5,000 used tires on site (see 2.9 for reference).

8.6 A used tire permit may be issued to an applicant who submits all of the following information to Kanabec County Environmental Services:

8.6.1 An application to the Zoning Administrator on an approved form accompanied by an application fee, which shall be established by the County Board by resolution.

8.6.2 A map depicting the site and location of the used tires to be collected, stored, or deposited.

8.6.3 An approved fire plan from the local fire official.

8.6.4 The name and contact information for the owner of the site.

8.6.5 The applicant must demonstrate compliance with all applicable requirements in the zoning and use ordinance.

8.7 Used tire permits shall be valid for one year from the date of issuance by Kanabec County Environmental Services.

Subdivision 9. Applicability to existing facilities.

9.1 All waste and used tire businesses, facilities and sites in existence on the effective date of this ordinance are required to apply for and obtain County permits as required under the provisions of this ordinance within 6 months of the effective date of this ordinance.

Subdivision 10. Penalties.

10.1 In addition to any civil remedy available, the violation of any provision of this ordinance shall constitute a misdemeanor, punishable by a maximum penalty of a \$1,000.00 fine or 90 days imprisonment, or both.

10.2 After notification and failure to terminate and abate the operation, each day of operation subsequent to the initial charge shall constitute a separate offense.

Subdivision 11. Effective Date.

Adopted on July 13th, 1988 with an effective date of September 1st, 1988.

A one-year interim waste tire ordinance approved on December 8th, 2010.

Amended on September 28th, 2011 with an effective date of November 1st, 2011.

Amended on December 21st, 2021 with an effective date of January 1st, 2022.

County Coordinator Kris McNally led a discussion regarding filling some of the existing board committee vacancies.

The Board expressed consensus to appoint Commissioner McNally for an interim appointment on the Public Works Committee.

The Board expressed consensus to appoint Commissioner Nielsen for an interim appointment on the Personnel Committee.

The Board expressed consensus to appoint Commissioner Smith for an interim appointment on the Local 106 Negotiating Committee.

The Board expressed consensus to appoint Commissioner Mattson for an interim

appointment on the Local 107 Negotiating Committee.

County Coordinator Kris McNally led a discussion regarding a resolution to approve a collective bargaining agreement with the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320.

The Board expressed consensus to delay the vote on the approval of the bargaining agreement with the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320 until the signed agreement is received.

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

Action #31 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #31 – 12/21/21

KCP 17-07 Final Payment

WHEREAS the following projects have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises:

KCP 17-07 Microsurfacing	CSAH 6
KCP 17-06 Microsurfacing	CSAH 3

THEREFORE BE IT RESOLVED that we do hereby accept said completed projects for and on behalf of the County of Kanabec and authorize final payment to Astech Asphalt, in the amount of \$21,093.70.

Action #32 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #32 – 12/21/21

KCP 21-10, KCP 21-09 Final Payment

WHEREAS the following projects have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises:

KCP 21-10 Microsurfacing	CSAH 17
KCP 21-09 Microsurfacing	CSAH 16

THEREFORE BE IT RESOLVED that we do hereby accept said completed projects for and on behalf of the County of Kanabec and authorize final payment to Astech Asphalt, in the amount of \$22,443.87.

Future agenda items: Discuss AIS Grant Administration in August 2022 during budget time; hosting the Highway 23 Coalition spring meeting

Action #33 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 11:41am.

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

Attest: _____
Board Clerk