

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

October 5, 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, October 5, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Absent: None. 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 Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the agenda with the following changes: Add Kim Christenson, HR Specialist, for an insurance discussion.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the September 21, 2021 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Kwik Trip Inc	11,107.37
Midcontinent Communications	442.20
Minnesota Department of Finance	7,768.00
MNCVSO Assistants & Secretaries Assn	121.00
Verizon Wireless	3,574.75
East Central Energy	86.04
Knoll, Daniel	675.00
Minnesota Department of Public Safety	27.00
Kanabec County Auditor HRA	47,382.00

Chupp, Nathan	500.00
East Central Energy	1,152.50
Klande, Todd	500.00
Lamprecht, Chris	500.00
McCann, Jeff	500.00
CW Technology	1,321.40
MNPEIP	161,941.14
Quadient Finance USA, Inc.	4,076.02
Spire Credit Union	8,277.01
Verizon Wireless	1,325.34
Windstrom, Michael	500.00
Dearborn National Life Insurance Co	810.07
Health Partners	6,448.00
Life Insurance Company of North America	945.90
Sun Life Financial	4,058.69
The Hartford Priority Accounts	2,234.08
VSP Insurance Co	322.24
26 Claims Totaling:	<u><u>\$266,595.75</u></u>

Action #4 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to recess the meeting at 9:06am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:06am on Tuesday, October 5, 2021 pursuant to adjournment with the following Board Members Present: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith and Les Nielsen. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH5 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the Community Health Board agenda as presented.

Community Health Director Kathy Burski gave the director’s report.

9:12am – Dennis McNally left the meeting.

Action #CH6 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #CH6 – 10/5/21

Pre-designated Substitute Home Care Administrator

WHEREAS, the Centers for Medicare and Medicaid (CMS) has Conditions of Participation for Home Health agencies, and

WHEREAS, *Section 484.105 Organization and Administration of Services* requires that the governing body pre-designates a qualified individual to assume the responsibilities of the administrator to fill in when the administrator is unavailable, and

WHEREAS, the Community Health Administrator is recommending appointing Farrah Gajewski as the pre-designated Substitute Home Care Administrator, as she meets the qualifications required.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board appoints Farrah Gajewski as the pre-designated substitute Home Care Administrator effective immediately until further notice.

Action #CH7 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH7 – 10/5/21

Request to Apply for Youth E-Cigarette Prevention and Cessation Grant

WHEREAS, according to the MN Student Surveys in 2016 and 2019, the percent of Kanabec County students reporting use of cigarette and e-cigarettes, was in most cases double the rate of use when compared to the State, and

WHEREAS, the Minnesota Department of Health through MN Statute 144:396: Tobacco Use Prevention Appropriations is looking for grant applicants to develop and engage youth as essential partners to raise awareness and change social norms and behaviors around youth ecigarette use, and

WHEREAS, Kanabec County Community Health has been actively involved in working with youth to make sustainable changes to community policies, practices, systems and environmental changes in regards to smoking and tobacco use for many years through its Statewide Health Improvement Program grant, Drug Free Community grant as well as through the SACK Coalition, and

WHEREAS, the Community Health Administrator is requesting to apply for the Youth ECigarette Prevention and Cessation Initiative and the ability to accept the funds if approved as well as sign the contract with the State of Minnesota.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director applying for the Youth E-Cigarette Prevention and Cessation Initiative grant, accepting said grant funds if approved and signing a contract with the State of Minnesota.

Action #CH8– It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH8 – 10/5/21

Agreement for Internship with Bemidji State University

WHEREAS, Bemidji State University has an internship program and is in need of intern training sites, and

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

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

THEREFORE BE IT RESOLVED to approve the Community Health Administrator to sign an Agreement with Bemidji State University for Internship Training commencing October 1, 2021 through September 30, 2026.

Action #CH9 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 77 claims totaling \$41,309.18 on Community Health Funds.

Action #CH10 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn Community Health Board at 9:33am and to meet again on Tuesday, November 2, 2021 at 9:05am.

The Board of Commissioners reconvened.

EDA Director Heidi Steinmetz met with the Board to request approval of the Broadband Feasibility Study Consulting Service Agreement with HR Green.

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

Resolution #11 -10/5/21

WHEREAS the Kanabec County Economic Development Authority (EDA) and Board of Commissioners initiated the process to conduct a broadband feasibility study for Kanabec County; and

WHEREAS a Request for Proposals (RFP) was advertised in the Kanabec County Times on July 22, 2021, on the County’s website and emailed to Blandin Foundation’s list of twenty broadband feasibility consultants; and

WHEREAS five firms responded to the RFP and were vetted by the EDA Director and five members of the EDA’s broadband committee; and

WHEREAS the firm HR Green is recommended to conduct the broadband feasibility study as described in the RFP and subsequent consulting services agreement;

THEREFORE BE IT RESOLVED that the consulting services agreement with HR Green Fiber and Broadband, LLC, is hereby approved; and the Board Chair is authorized to sign the agreement on behalf of Kanabec County.

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

Revenue Funds

Vendor	Amount
Accurate Controls, Inc.	149,524.77
Ace Hardware	14.40
Ace Hardware	66.18
Aspen Mills	1,079.15
Bliss, Erica	99.68
Blowers, Lisa	259.80
BlueStar Graphics	180.00
Bracewell, Earl	86.76
Carda, Eugene	85.08
City of Mora	41,200.80
CORE Professional Services P.A.	800.00

Curtis, Michael	1,127.14
DKN Construction	5,880.00
East Central Exterminating	250.00
EATI	164.34
Eric Hartman - Rock County Planning & Zoning	200.00
Ernest, Jennifer	93.93
Grainger	186.07
Grainite City Jobbing	1,761.04
Hallin, Ronald	88.44
Horizon Towing	536.87
Ingebrand Funeral Home	785.00
Kanabec County A/T	1,677.94
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Kanabec County Highway Department	39.09
Kanabec County Highway Department	856.37
Kanabec County Highway Department	325.41
Kanabec County Highway Department	432.95
Kanabec Publications	37.50
Kanabec Publications	37.50
Kanabec Publications	204.00
Kanabec Publications	420.00
Kanabec Publications	420.00
Kanabec Publications	51.00
Kanabec Publications	204.00
Manthie, Wendy	1,460.48
Marco	91.00
MCAA	50.00
McFadden, Barbara	80.60
Michael Keller, Ph.D., L.P.	650.00
Mora Area Chamber	75.00
Mora Bakery	94.70
Mora Unclaimed Freight	409.98
North Metro Anical Care & Control	175.00
O'Brien, Pat	90.68
O'Brien, Pat	90.68
Office Depot	88.27
Office Depot	94.48
Olson, Jessie	138.88

Olson, Rhonda	83.96
O'Reilly Auto Parts	130.52
Petersen, Kevin	80.00
Peterson, Ronald	88.44
QPR Institute	509.95
Quadient Leasing USA, Inc.	2,086.20
Regents of the University of MN	18,814.00
Reliance Telephone, Inc	935.00
River Valley Forensic Services, P.A.	1,750.00
Sabinash, Douglas	83.96
Salmela, Terry	99.64
Sawatzky, Fred	100.12
Sawatzky, Fred	78.36
Schiferli, Kelsey	91.80
Schumacher, Sarah	300.00
SHI International	1,435.00
Stellar Services	571.00
Summit Food Service Management	3,878.77
Tierney	3,143.91
Van Alst, Lillian	94.64
Visser, Maurice	179.76
Zaudtke, Wayne	78.36

71 Claims Totaling: \$ 249,056.29

Road & Bridge

Vendor	Amount
Ace Hardware	225.22
Assured Security	583.00
Brock White Company	11,037.00
Cemstone	1,934.00
Central McGowan	290.79
Conequip Parts & Equipment	23,600.00
Contech Engineered	27,712.00
Diesel Laptops	1,690.00
Federated Co-ops	23.98
FS Solutions	620.94

Golly, Randy	55.96
Johnson Hardware	110.47
Kanabec County Highway Department	74.89
Kanabec Publications	77.50
Knife River	144,788.93
Magnuson, Dale	54.97
Mei Total Elevator Solutions	1,064.07
MN Dept of Transportation	2,359.34
MN Fall Expo	390.00
Northern Lines Contracting	1,265,718.21
Northern Safety	132.66
Office Depot	125.78
Post Master	580.00
Roeschlein, Tom	63.00
Safety-Kleen Systems	407.85
Scientific Sales	59.50
Summit Companies	1,073.25
Trueman Welters	2,496.02
USIC	120.00
Wiarcom	3,606.50
Ziegler	135.60

31 Claims Totaling: \$ 1,491,211.43

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

Resolution #13 – 10/5/21

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	\$1,212.65
Quality Disposal	\$3,845.00
Arthur Township	\$500.00
Total	\$5,557.65

Information Systems Director Lisa Blowers met with the Board to request approval of a capital expenditure for hardware replacement.

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

Resolution #14 – 10/5/21

WHEREAS the current Battery Backup system is due for replacement, and

WHEREAS the Information Systems Director has received 2 quotes for the replacement:

SHI - \$14,250.00
 GRAYBAR - \$14,527.90

BE IT RESOLVED to accept the low quote of \$14,250.00 submitted by SHI, and

BE IT FUTHER RESOVED to pay for this equipment with \$10,000 of Information Systems budgeted funds and the remaining \$4,250.00 from Information Systems capital equipment fund.

County Coordinator Kris McNally presented a request for approval of East Central Regional Secure Juvenile Detention and Treatment Facility Contract with Anoka County.

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

Resolution #15 - 10/5/21

East Central Regional Secure Juvenile Detention and Treatment Facility Contract

WHEREAS, an agreement has been reached to allow Kanabec County to purchase East Central Regional Secure Juvenile Detention and Treatment Facility services equivalent to half a bed as opposed to a whole bed effective January 1, 2022; and

WHEREAS, the Kanabec County Probation Director recommends this level of service for both necessity and cost-effectiveness; and

WHEREAS, the County Attorney has reviewed this contract and finds no objections;

THEREFORE BE IT RESOLVED to approve said contract with Anoka County for East Central Regional Secure Juvenile Detention and Treatment Facility services and authorize the Board Chair to sign on behalf of Kanabec County.

County Coordinator Kris McNally presented recommended updates to Policy P-106 Determination of Wages and Salaries.

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

Resolution #16- 10/5/21

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

WHEREAS, the proposed policy updates in P-106 have been reviewed in consultation with the County Attorney; and

WHEREAS, the County Human Resources Department recommends the adoption of the proposed revisions to Personnel Policy P-106 to continue effective workplace practices, to support continued compliance with applicable law and regulations, and to continue to provide effective delivery of public services;

THEREFORE BE IT FURTHER RESOLVED that the recommended updates to existing Policy P-106 are approved and effective immediately.

9:50am – The Board took a 3 minute recess.

9:53am – The Board reconvened.

HR Specialist Kim Christenson met with the Board to discuss health insurance.

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

Resolution #17 – 10/5/21

Life Insurance

WHEREAS the County offers Life Insurance to its employees, and

WHEREAS the current contract with SunLife Financial expires on December 31, 2021,
and

WHEREAS the County Insurance Committee has reviewed proposals from SunLife Financial, The Hartford, Dearborn, Equitable, Met Life, Principal, Standard, and Symetra for the January 1, 2022 through December 31, 2022 contract year, and

WHEREAS the Insurance Committee recommends accepting the Hartford proposal;

BE IT RESOLVED to accept the recommendation of the Kanabec County Insurance Committee and approve an agreement with The Hartford for employee life insurance for the January 1, 2022 through December 31, 2022 contract year.

Deputy Auditor Property & Tax Roberta Anderson met with the Board to discuss a repurchase request and the upcoming tax forfeit land sale.

Action #18 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the repurchase request for Parcel 12.02455.00, Jefferey & Andrea Bourcy.

Roberta Anderson led a discussion regarding the tax forfeit land sale. Information only, no action was taken.

County Auditor/Treasurer Denise Snyder and CPA Doug Host from Clifton, Larson, Allen, LLP. met with the Board to present the 2020 Audit. Information only, no action was taken.

10:39am – The Chairperson called for public comment. Those that responded included:

Jeff Hamme	Comments regarding the status of a letter submitted to the County Board and County Attorney. Comments regarding the evaluation of development within shorelands of Kanabec County.
Ron Peterson	Comments regarding statements made by County Engineer Chad Gramentz during a recent Board of Adjustments hearing regarding setbacks.

10:46am – The Chairperson closed public comment.

County Sheriff Brian Smith met with the Board to discuss matters concerning his department.

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

Resolution #19 - 10/5/21

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED that Kanabec County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED that the Kanabec County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Kanabec County and to be the fiscal agent and administer the grant.

Representative Sondra Erickson (R) District 15A met with the Board to give for a legislative update and Q&A with commissioners.

11:01am – Dennis McNally returned to the meeting.

Topics discussed with Representative Sondra Erickson included MN legislative update, welfare reform, the need for four land roads in Kanabec County, Knife Lake Rest Area, library funding, and chronic wasting disease. Information only, no action was taken.

11:50am – Craig Smith left the meeting.

Assistant County Engineer Jay Munson met with the Board to present the Public Works agenda.

Action #20 - It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #20 – 10/5/21

Snow Removal

WHEREAS the following quotes were received for 2021 / 2022 snow removal:

	<u>\$/Snow</u> <u>Event</u>
Premier Outdoor Services	\$785.00
Scott's Lawn & Landscape	\$1235.00

WHEREAS the low quote of \$785.00/event was submitted by Premier Outdoor Services, and

THEREFORE BE IT RESOLVED to accept the quote of \$785.00 by Premier Outdoor Services and authorize the Public Works Director and Chairperson to sign the contract.

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

Resolution #21 – 10/5/21
KCP 21-08
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 21-08 - Graveling

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 DLL Excavating, in the amount of \$40,609.64.

The Commissioners continued to give reports on the boards and committees in which they participate.

Future Agenda Items: State Senator Jason Rarick, October 19th. Health insurance renewal. Roberta Anderson, tax forfeit land sale.

Action #22 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 12:16pm and to meet again in regular session on Tuesday, October 19, 2021 at 9:00am.

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

Attest: _____
Board Clerk