

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

September 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, September 21, 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, County Attorney Barbara McFadden 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 Craig Smith, seconded by Les Nielsen and carried unanimously to approve the agenda as presented.

Action #2 – 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>
Kanabec County Auditor-Treasurer	8,195.63
Consolidated Communications	1,143.97
Minnesota Energy Resources	4,862.91
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	2,500.00
East Central Energy	192.93
VISA	188.80
Card Services (Coborns)	47.41
8 Claims Totaling:	<u><u>\$18,470.30</u></u>

Action #3 – 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
1st Choice Document Destruction	7.50
1st Choice Document Destruction	15.00
1st Choice Document Destruction	66.75
1st Choice Document Destruction	60.00
1st Choice Document Destruction	10.00
1st Choice Document Destruction	25.00
1st Choice Document Destruction	20.00
1st Choice Document Destruction	5.00
A and E Cleaning Services	575.00
Aspen Mills	1,283.50
AT&T Mobility	931.93
AT&T Mobility	44.89
Clifton Larson Allen LLP	25,316.25
Coborn's Inc.	1,223.80
Curtis, Michael	679.92
Dahlberg, America	75.00
East Central Exterminating	125.00
East Central Solid Waste Commission	120.00
ECM Publishers	591.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Further	633.20
Glen's Tire	15.00
Glen's Tire	1,752.66
Government Management Group	3,700.00
Grainger	102.14
Handyman's Inc	720.66
Hoisington Koegler Group Inc.	11,535.29
Horizon Towing	465.08
IT SAVVY	798.04
IT SAVVY	102.86
Kanabec County Sheriff's Office	200.00

Kanabec Publications	549.00
Kanabec Publications	105.00
Kanabec Publications	80.94
Kanabec Publications	204.00
Kanabec Publications	370.00
Kanabec Publications	473.91
LexisNexis	189.08
Manthie, Wendy	1,170.56
Marco	3,216.80
Marco	134.68
Marco	159.00
Mattson Electric	225.75
MEI Total Elevator Solutions	1,115.44
Methven Funeral and Cremation Services	400.00
Minnesota Monitoring Inc.	186.00
MN Counties Insurance Trust	2,500.00
MN Counties Insurance Trust	218.00
MN Counties Insurance Trust	(100.00)
MRA	202.50
North Central Bus & Equipment	201.46
Office Depot	50.81
Premium Waters, Inc.	31.11
Quality Disposal	394.21
Quality Disposal	24.15
Quality Disposal	199.35
Quill	122.24
RS Eden	10.45
SHI	203.00
SHI	1,001.45
SHI	308.00
Stellar Services	373.83
Steven, Lisa	143.92
Stevens, Joel	27.90
STREAMWORKS	3,800.00
Summit Food Service Management	7,862.05
Thomson-Reuters-West	329.82
Tuorila Consulting	250.00
Van Alst, Lillian	236.32

Visser, Maurice	669.25
Vye	420.00
72 Claims Totaling:	<u>\$ 86,255.49</u>

Road & Bridge

Vendor	Amount
A & E Cleaning Services	1,150.00
Ace Hardware	422.72
Aramark	587.85
Bjorklund	82.55
Boyer Trucks	526.58
Campbell, Gary	300.00
Central Pension Fund	312.50
Frontier Precision	105.21
Glens Tire	374.00
Gopher State One-Call	47.25
Hass Construction	10,173.45
Houston Engineering	2,095.00
Kanabec County Highway Department	53.90
Kwik Trip	17.55
Marco	312.38
MN Energy	51.40
M-R Sign	4,010.00
Nuss Truck	1,124.68
Office Depot	346.11
Owens Auto Parts	298.72
Quality Disposal	164.25
Rinke Noonan	162.50
Sanitary Systems	140.00
Ziegler	440.33
24 Claims Totaling:	<u>\$ 23,298.93</u>

Action #4 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Tuesday, September 21, 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 #FS5 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the Family Services Board Agenda as presented.

Family Services Director Chuck Hurd gave the Director’s Report. Information only, no action was taken.

Financial/Child Support Supervisor Tim Dahlberg met with the Board to present the MFIP Biennial Service Agreement and the MFIP-DWP Agreement with Central MN Jobs & Training Services.

Action #FS6 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #FS6 – 9/21/21

MFIP Biennial Service Agreement Plan Resolution

WHEREAS, the Minnesota Family Investment Program (MFIP), Minn. Stat. §256J.626, subd. 4, requires counties to have an approved service agreement to receive consolidated funds, and

WHEREAS, the primary purpose of the service agreement is to assess statewide efforts toward the goal of “economic stability for low income families” under MFIP, and

WHEREAS, Kanabec County Family Services has completed, posted and presented a Plan for submission to the Minnesota Department of Human Services.

THEREFORE BE IT RESOLVED to approve the Minnesota Family Investment Program 2022-2023 Biennial Service Agreement.

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

Resolution #FS7 - 9/21/21

Central MN Jobs and Training Agreement and Budget Resolution

WHEREAS, Kanabec County Family Services has contracted with Central Minnesota Jobs and Training (CMJTS) for employment and training services for cash and assistance clientele, and

WHEREAS, Central Minnesota Jobs and Training has submitted an annual budget and Agreement for 2022; and

WHEREAS, the Kanabec County Human Services Director is recommending approving contracting with Central Minnesota Jobs and Training in 2022 for employment and training services and approving the budget and Agreement they have submitted;

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2022 budget and Agreement submitted.

Action #FS8 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #FS8 - 9/21/21
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, 2022 through December 31, 2023.

Action #FS9 – It was moved by Rick Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS9 - 9/21/21
Revised Recovering Hope Chemical Dependency
Treatment Services Agreement resolution

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 requested Recovering Hope a local agency, to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

WHEREAS, Recovering Hope is licensed to provide chemical dependency treatment services and is willing to provide said services, and

WHEREAS, this contract was presented and approved by Kanabec County Family Services Board in August, 2021 and after approval changes were made by Recovering Hope requiring review by the County Attorney and subsequently requiring the Board's re-approval.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the revised agreement for chemical dependency treatment services with Recovering Hope for the time period September 3, 2021 through December 31, 2022 at the rates approved by DHS and stated in the Agreement.

Action #FS10 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the payment of 116 claims totaling \$205,325.73 on Welfare Funds.

Action #FS11 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:43am and to meet again on Tuesday, October 19, 2021 at 9:05am.

The Board of Commissioners reconvened.

The Chairperson presented Career Probation Agent Lucas Athey with a plaque in recognition for his 25 years of service to the County.

Probation Director Todd Eustice met with the County Board to discuss matters concerning his department.

Action #12 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agreement with Anoka County to renew the membership with Regional Juvenile Center – Lino for a half bed for juvenile detention and placement beginning in January 2022.

Information Systems Director Lisa Blowers met with the Board to discuss matters concerning her department.

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

Resolution #13 – 9/21/21
Temporary Computer Technician Resolution

WHEREAS, there is a temporary vacancy for a Computer Technician due to an employee resigning, and

WHEREAS, the Information Systems Department has many projects coming up in the near future and will need assistance with the workload before a new employee is hired;

THEREFORE BE IT RESOLVED to allow the Information Systems Director to hire a part time Computer Technician on a temporary basis not to exceed \$4,000.00.

Action #14 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the September 7, 2021 minutes as revised with the following changes: Indicate that Les Nielsen was absent from the September 14, 2021 Budget Work Session.

Chairperson Gene Anderson led a discussion regarding the proposed preliminary 2022 budget.

Action #15 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #15 – 9/21/21
A Resolution to set the Maximum Levy and
Proposed Preliminary Budget for FY2022

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

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	14,569,579	7,754,715
<i>b.</i> Welfare Fund (Family Services)	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	1,933,361
<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>)	\$32,393,613	13,027,904
i. + Debt Service For Market Based Referendum Levy		\$178,740
ii. + EDA Levy		\$150,000
j. TOTAL PRELIMINARY PAYABLE Y2022 LEVY (total=g +i+ii)		\$13,356,644

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.

The motion for the adoption of the foregoing resolution 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, Les Nielsen

OPPOSED: Craig Smith

ABSTAIN: None

Whereupon the resolution was declared duly passed and adopted.

Veteran Service Officer Erica Bliss met with the Board to discuss matters concerning her department.

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

Resolution #16 – 9/21/21

QPR Training for KCVSO

WHEREAS crisis response and suicide prevention are areas of significant concern in the Veteran population; and

WHEREAS KCVSO has an opportunity to become a trainer in suicide prevention in a program called QPR; and

WHEREAS the KCVSO has received funding for said training from the Pokegama Lake Association; and

WHEREAS the County Attorney has reviewed the license agreement for said training program and found it to be acceptable;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the KCVSO's participation in the QPR training;

BE IT FURTHER RESOLVED the Kanabec County Veterans' Services Officer is authorized to sign the license agreement.

10:15am – The Board took a 5 minute break.

10:20am – The Board reconvened.

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

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

Resolution #17 – 9/21/21 GMG Agreement

WHEREAS Kanabec County annually has an audit performed for all county programs that receive federal funding and supported by county support services paid from County appropriated funds to identify those county support services performed that the federal government will pay a fair share for these support services, and

WHEREAS this audit produces a Federal reimbursement to the Revenue Fund, and

WHEREAS the Kanabec County Board of Commissioners wishes to contract for the preparation of an indirect cost allocation plan to continue to receive Federal reimbursement, and

WHEREAS Government Management Group currently prepares cost allocation plans for over 30 Minnesota Counties and they have worked well with Kanabec County in the past, and

WHEREAS the Government Management Group is the lowest responsible cost provider found;

BE IT RESOLVED to approve an agreement with Government Management Group for the preparation of indirect cost allocation plans for the following years and rates:

2021 plan year at a cost of \$3,750
2022 plan year at a cost of \$3,750
2023 plan year at a cost of \$3,750

BE IT FURTHER RESOLVED to authorize Auditor/Treasurer Denise Snyder to sign the agreement on behalf of the county board.

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

Sadie Broekemeier (via WebEx)	Comments regarding the services offered by Recovering Hope and the benefits they provide to the community.
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10:37am – The Chairperson closed public comment.

Action #18 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to recess the meeting at 10:50am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:50am on Tuesday, September 21, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen.

Action #19 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to call the meeting of the Kanabec County Drainage Authority Board to order at 10:50am.

Public Works Director Chad Gramentz presented the Drainage Authority Board Agenda.

Action #20 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Action #21 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the August 17, 2021 Drainage Authority Board Minutes as presented.

Action #22 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolutions:

Resolution #22a – 9/21/21

Accept Inspection Report
County Ditch No 10

WHEREAS an inspection report of County Ditch No. 10, prepared by Chris Otterness, PE of Houston Engineering, was presented and delivered to the Drainage Authority on August 17, 2021 and included herein by reference, and

THEREFORE BE IT RESOLVED to accept the August 17, 2021 inspection report of County Ditch No.10.

Resolution #22b – 9/21/21

Accept Inspection Report
County Ditch No 2

WHEREAS an inspection report of County Ditch No. 2, prepared by Chris Otterness, PE of Houston Engineering, was presented and delivered to the Drainage Authority on August 17, 2021 and included herein by reference, and

THEREFORE BE IT RESOLVED to accept the August 17, 2021 inspection report of County Ditch No. 2.

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

Resolution #23 – 9/21/21

Dismiss Petition
County Ditch No 10

WHEREAS a petition for repair of County Ditch No. 10 was submitted to the Drainage Authority on March 16, 2021, and

WHEREAS the Drainage Authority ordered an inspection report on said ditch on May 18, 2021, and

WHEREAS an inspection report for County Ditch No. 10 was presented at a public hearing on August 17, 2021, and accepted by the Drainage Authority on September 21, 2021, and

WHEREAS the Drainage Authority has determined from the evidence presented, and input from the affected landowners that the proposed repairs would not be in the best interests of the affected property owners, and

THEREFORE BE IT RESOLVED to dismiss the County Ditch No. 10 repair petition.

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

Resolution #24 – 9/21/21
Order Repair Report
County Ditch No 2

WHEREAS a petition for repair of County Ditch No. 2 was submitted to the Drainage Authority on March 16, 2021, and

WHEREAS the Drainage Authority ordered an inspection report County Ditch No. 2 on May 18, 2021, and

WHEREAS an inspection report for County Ditch No. 2 was presented at a public hearing on August 17, 2021, and accepted by the Drainage Authority on September 21, 2021, and

WHEREAS the Ditch Authority has determined County Ditch No. 2 is in need of repair, and

WHEREAS Houston Engineering has submitted a proposal for professional engineering services for preparation of a repair report for County Ditch No. 2 with an estimated fee of \$39,000, and

WHEREAS said proposal has been presented to the Drainage Authority and included herein by reference, and

THEREFORE BE IT RESOLVED the Kanabec County Ditch Authority hereby orders a repair report to be done on County Ditch No. 2, and

BE IT FURTHER RESOLVED to accept said proposal submitted by Houston Engineering, and

BE IT FURTHER RESOLVED to appoint Chris Otterness of Houston Engineering as the Engineer for the County Ditch No. 2 repair report.

11:18am – The Chairperson called for public comment. Those that responded included:

Chris Jahnke	Questions and comments regarding Ditch No. 10 and the water level in Pomroy Lake.
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Action #25 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the Drainage Authority Board at 11:29am.

The Board of Commissioners reconvened.

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

Action #26 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #26 – 9/21/21
Bituminous Patching

WHEREAS bituminous hot mix asphalt patching is necessary for maintenance at various locations on Kanabec County roads, and

WHEREAS the following quotes were received for bituminous patching:

Knife River Inc.	\$90/ton
Premier Paving	\$125/ton

WHEREAS approximately 700 ton is estimated for patching in 2021, and

THEREFORE BE IT RESOLVED to accept the quote of \$90/ton for bituminous patching by Knife River Inc.

Public Works Director Chad Gramentz gave an update regarding construction projects. Information only, no action was taken.

Future Agenda Items: Local representatives to discuss welfare, roads coming into county, Knife Lake Rest Area. Robbie Anderson, tax forfeited land sale.

Action #27 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 11:46am and to meet again in regular session on Tuesday, October 5, 2021 at 9:00am.

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

Attest: _____
Board Clerk