

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**August 16, 2022**

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 16, 2022 pursuant to adjournment with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Staff present: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli.

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

The Chairperson called the meeting to order and led the assembly in the Pledge of Allegiance.

The Chairperson administered the Oath of Office to Commissioner Alison Holland.

Action #1 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the August 2, 2022 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
CW Technology	3,225.40
Verizon Wireless Cell Phones	3,113.38
East Central Energy	85.44
Martin, Josh	500.00
New Look Center	500.00
Nosbush, Brian	500.00
Peterson, Tysonn	500.00
Schultz, Craig	500.00

Consolidated Communications	1,141.63
Kanabec County Auditor HRA	3,876.43
Kwik Trip Inc	17,139.53
Minnesota Department of Finance	6,503.00
Quadient Finance USA, Inc.	4,500.00
Spire Credit Union	5,281.49
East Central Energy	170.58
Evenson, Rick & Ling/Val	500.00
Gossen, John	500.00
Harp, Larry	500.00
Libra, Alyssa	500.00
Segelstrom, Natasha	500.00
Thao, Chongneng	500.00
Woods, Robert	500.00

**22 Claims Totaling: \$ 51,036.88**

Action #4 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to recess the meeting at 9:02am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:02am on Tuesday, August 16, 2022 pursuant to adjournment with the following Board Members Present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland and Craig Smith. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS5 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

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

Fiscal Supervisor Jessica Gravich met with the Board for an introduction. Information only, no action was taken.

Action #FS6 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the payment of 108 claims totaling \$212,645.97 on Welfare Funds.

Action #FS7 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn Family Services Board at 9:07am and to meet again on September 20, 2022 at 9:05am.

The Board of Commissioners reconvened.

Action #8 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Accurate Controls Inc	72.50
Ace Hardware	2,826.96
Adam's Pest Control	125.00
Adam's Pest Control	125.00
Advanced Correctional Healthcare	18,464.14
ALPHA Training & Tactics LLC & Sales	1,300.00
American DataBank	150.25
Aspen Mills	52.95
Aspen Mills	302.84
Aspen Mills	49.49
Association of MN Counties	150.00
AT&T Mobility	1,367.88
AT&T Mobility	44.74
Auto Value Mora	160.71
Barbo, Elizabeth	1,600.00
Bio-Tec Emergency Services, LLC	500.00
Coborn's Inc.	917.85
Coborn's Inc.	23.94
Curtis, Michael	672.88
DS Solutions	546.00
East Central Regional Juvenile Center	4,335.00
Election Systems & Software Inc	205.00
Eric Hanson Consulting	5,500.00
Fairview Health Services	45.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	199.49
Glen's Tire	742.77
Grainger	121.76

Grainger	49.23
Granite City Jobbing Co	280.00
Granite City Jobbing Co	530.20
Gratitude Farms	500.00
Handyman's Inc	319.44
Handyman's Inc	145.32
Hoefert, Robert	1,080.00
Horizon Towing	536.88
Industrial Health Services Network Inc	229.00
Jacobs, Tim	23.75
Johnsons Hardware	38.44
Kanabec County Highway Department	169.44
Kanabec County Highway Department	719.80
Kanabec County Highway Department	69.28
Kanabec Publications	551.00
Kanabec Publications	271.79
KnowBe4 Inc.	2,018.25
LexisNexis (RELX Inc)	189.08
LexisNexis (RELX Inc)	225.00
Marco	159.00
Marco	134.68
McNally, Kris	363.50
Methven Funeral and Cremation Services	400.00
Metropolitan Mechanical	1,725.05
Metropolitan Mechanical	1,725.05
Michael Keller, Ph.D., L.P.	650.00
Midcontinent Communications	259.91
Minnesota Monitoring, Inc.	132.00
MNCVSO	180.50
Mora Bakery	47.50
Oak Gallery	35.18
Office Depot	58.01
ProPhoenix Corporation	57,775.64
Quality Disposal Systems	222.65
Quality Disposal Systems	235.62
Quality Disposal Systems	28.97
Quality Disposal Systems	238.22
River Valley Forensic Services, P.A.	1,000.00

River Valley Forensic Services, P.A.	250.00
RS EDEN	23.10
Rupp, Anderson, Squires & Waldspurger, PA	506.00
Sea Change Print Innovations	1,229.77
SHAH Software, Inc.	26,840.00
Snyder, Denise	65.63
State of Minnesota - Dept of Transportation	300.00
Stellar Services	13.96
Summit Companies	632.00
Summit Food Service Management	4,065.38
Summit Food Service Management	4,089.96
Tinker & Larson Inc	124.80
Tinker & Larson Inc	1,558.20
Van Alst, Lillian	1,674.38
Young, Kathy	39.38
<b>76 Claims Totaling:</b>	<b><u><u>\$ 163,376.09</u></u></b>

### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace Hardware	146.19
Aramark	348.88
Auto Value	3,978.24
Braham Motor Service	227.40
Capitalone Trade Credit	759.97
Central McGowan	230.45
Central Pension Fund	357.20
Crawford	343.67
Diamond Mowers	1,861.98
Federated Co-ops	139.99
Glens Tire	1,479.52
Gopher State One-Call	25.65
Johnson Hardware and Rental	57.44
Kanabec County Highway Dept	82.21
Kanabec Publications	730.00
Knife River	197.40
Kwik Trip	118.25

Marco	1,160.95
Mille Lacs County Public Works	1,801.31
Newman Traffic Signs	7,455.18
ODP	739.36
Pomp's Tire Service	4,033.60
Power Plan	1,836.12
Quality	189.31
Summit Companies	632.00
Usic Locating	60.00
Wiacom	675.30

**27 Claims Totaling: \$ 29,667.57**

County Coordinator Kris McNally gave an update regarding the proposed interim ordinance placing a moratorium on the sale of hemp derived THC food and beverages within Kanabec County. The Planning Commission will hold a public hearing on this issue on August 22<sup>nd</sup> at 7:00pm. The County Board will conduct a public hearing on the proposed interim ordinance in conjunction with their regular meeting on September 6<sup>th</sup>.

County Coordinator Kris McNally led a discussion regarding a special one-time distribution from MCIT. The Board expressed consensus to table discussion regarding allocation of the funds until further review of the proposed 2023 budget has been conducted.

HR Specialist Kim Christenson met with the Board to request sending an updated job description to the pay consultant for review and scoring.

*Action #9* – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the following resolution:

### **Resolution #9 - 8/16/22**

**WHEREAS** policy #P-106 states that job descriptions for existing positions that change substantively must be reviewed by the Board; and

**WHEREAS** policy #P-106 further states that the Board may authorize sending the revised job description to the pay consultant for scoring; and

**WHEREAS** the job description for the Highway Sign Technician has been updated resulting in substantive changes; and

**BE IT RESOLVED** to approve sending the updated job descriptions to the pay consultant for review and scoring.

Action #10 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #10a - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Central Minnesota Council on Aging for a partial term commencing immediately and expiring January 7, 2025.

### **Resolution #10b - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Drainage Authority Board.

### **Resolution #10c - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the East Central Regional Development Commission for a partial term commencing immediately and expiring January 2, 2024.

### **Resolution #10d - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Economic Development Advisory for a partial term commencing immediately and expiring January 2, 2024.

### **Resolution #10e - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Housing Redevelopment Authority Board for a partial term commencing immediately and expiring January 3, 2023.

### **Resolution #10f - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Lakes & Pines Community Action Council Board for a partial term commencing immediately and expiring January 7, 2025.

### **Resolution #10g - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Law Library Board for a partial term commencing immediately and expiring January 3, 2023.

### **Resolution #10h - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the North TH 65 Corridor Coalition for a partial term commencing immediately and expiring January 3, 2023.

### **Resolution #10i - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Public Works Committee.

### **Resolution #10j - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the Railroad Authority Board for a partial term commencing immediately and expiring January 7, 2025.

### **Resolution #10k - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the LELS Local 106 Union Negotiation Committee commencing immediately and expiring January 2, 2024.

### **Resolution #10l - 8/16/22**

**BE IT RESOLVED** to appoint Alison Holland to the LELS Local 107 Union Negotiation Committee commencing immediately and expiring January 2, 2024.

Rick Mattson led a discussion regarding a potential ballot question to determine whether Kanabec County should continue levying dollars to provide Extension programs and employing Extension Staff within the county.

The Board expressed consensus to defer to the Extension Committee for further exploration of options to provide cost effective Extension programs and staff in the county.

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



Action #11 – It was moved by Dennis McNally, seconded by Rick Mattson and carried unanimously to approve the following resolution:

## **Resolution #11 – 8/16/22**

Sheriff's Office – Unrestricted- Assigned Fund

**WHEREAS** the Kanabec County Sheriff's Office budgets revenue each year to fund future capital equipment expenses, and

**WHEREAS** the Sheriff'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 Sheriff's Future Capital Equipment fund 01-201-000-0000-6685 as an Unrestricted-Assigned Fund for effective in budget year 2022.

Brian Smith presented the Sheriff's Office Quarterly Report. Information only, no action was taken.

The Commissioners gave reports regarding the boards and committees in which they participate.

**10:17am** – The Chairperson recessed the meeting.

**10:25am** – The Board reconvened.

Future agenda items: Soil & Water Grant Administration follow up

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

Tina Simons	Questions regarding the process of canvassing elections.
Mark Jewell	Comments regarding resources for homelessness in the community.

**10:44am** – The Chairperson closed public comment.

Action #12 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to close the meeting at 10:45am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to labor negotiations strategy. Those present during the closed portion of the meeting include Commissioners Les Nielsen, Rick Mattson, Dennis

McNally, Alison Holland, and Craig Smith; as well as County Coordinator and Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #13 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to return to open session at 11:46am.

Action #14 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to recess the meeting at 11:47am and to meet again for a budget work session on Tuesday, August 23, 2022 at 9:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, August 23, 2022 at 9:00am pursuant to recess with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, and Alison Holland. Absent: Craig Smith.

Action #15 – The Chairperson recessed the meeting and the Board will meet again for a Budget Work Session on Tuesday, August 30, 2022 at 9:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday August 30, 2022 at 9:00am pursuant to recess with the following Board Members present: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland, and Craig Smith.

Action #16 – The Chairperson adjourned the meeting. The Board will meet again in Regular Session on Tuesday, September 6, 2022 at 9:00am.

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

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

*Attest:* \_\_\_\_\_  
Board Clerk