

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 21, 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, June 21, 2022 pursuant to adjournment with the following Board Members present on-site: Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Staff present on-site: 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 led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the June 7, 2022 minutes with the following correction: Action #31, change June 17th to June 21st.

Action #3 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
CW Technology	1,322.40
Kwik Trip Inc.	15,464.45
Midcontinent Communications	469.24
Minnesota Department of Finance	6,117.50
Mora Municipal Utilities	240.16
Spire Credit Union	7,495.28
Verizon Wireless Cell Phones	3,402.47
Kanabec County AT ACH_VISA	511.68
Consolidated Communications	1,110.77

El Jalisco	817.12
Office of MN.IT Services	1,338.65
Quality Disposal	452.61
East Central Energy	169.64
13 Claims Totaling:	<u>\$ 38,911.97</u>

Action #4 – It was moved by Rick Mattson, seconded by Craig Smith 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, June 21, 2022 pursuant to adjournment with the following Board Members Present: 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 Craig Smith, seconded by Rick Mattson and carried unanimously to approve the Family Services Board Agenda as presented.

CSO/Financial Assistant Supervisor Tim Dahlberg met with the County Board to give a follow up presentation regarding the self-support index – success measure for MFIP and DWP participants. Information only, no action was taken.

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

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

Resolution #FS6 – 6/21/22

Procurement for Health Care Services resolution

WHEREAS, the Minnesota Department of Human Services (DHS) has published a Request For Proposals (RFPs) to provide health care services to recipients of Families and Children and MinnesotaCare in eighty (80) Minnesota counties including Kanabec County, and

WHEREAS, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, South Country Health Alliance submitted proposals to provide managed health care services in Kanabec County, and

WHEREAS, representatives from Kanabec County Family Services have reviewed and evaluated the proposals; and

WHEREAS, South Country Health Alliance has submitted proposals suitable to meet Kanabec County’s needs.

THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners supports the recommendation of Kanabec County Family Services approving South Country Health Alliance as Managed Care Organization(s) (MCO(s)) providing managed health care services in Kanabec County.

Action #FS7 – It was moved by Dennis McNally seconded by Craig Smith and carried unanimously to approve the payment of 124 claims totaling \$219,017.95 on Welfare Funds.

Action #FS8 – It was moved by Dennis McNally, seconded by Rick Mattson, and carried unanimously to adjourn Family Services Board at 9:25am and to meet again on July 19, 2022 at 9:05am.

The Board of Commissioners reconvened.

Action #9 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A & E Cleaning Services	525.00
Adam's Pest Control	250.00
Adam's Pest Control	125.00
Adam's Pest Control	125.00
American DataBank	92.60
Ann Lake Watershed Alliance	5,234.23
Aquatic Solutions	4,976.90
AT&T Mobility	1,433.39
AT&T Mobility	44.55
Attorney General's Office	92.90
Bob Barker	11.78
C & D Auto	3,298.12
Carda, Ryan	103.55
Coborn's Inc.	917.85

Coborn's Inc.	523.33
Coborn's Inc.	20.57
Curtis, Michael	396.63
CW Technology	9,000.00
CW Technology	15,536.95
East Central Regional Juvenile Center	4,335.00
East Central Solid Waste Commission	200.00
East Central Veterinarians	176.75
Ernest, Jennifer	85.12
FBG Service Corporation	7,372.00
FBG Service Corporation	672.00
Fish Lake Improvement Association	8,308.62
Further	604.60
Glen's Tire	83.80
Glen's Tire	1,967.96
Glen's Tire	622.74
Granite City Jobbing	647.05
Handyman's Inc	256.47
Handyman's Inc	393.12
Henry Shein	523.33
Hoefert, Robert	538.20
Holcomb, Lisa	173.75
Horizon Towing	1,132.81
Johnson Hardware & Rental	29.59
Kanabec County A/T	2,556.57
Kanabec County A/T	2,556.57
Kanabec County Ag Society	4,500.00
Kanabec County Ag Society	120.00
Kanabec County History Center	5,000.00
Kanabec Publications	1,266.00
Kanabec Publications	164.61
M & H Appliance	3,068.67
Manthie, Wendy	350.42
Marco	273.00
Marco	273.00
Marco	134.68
Marco	159.00
Mattson, Jean	110.10

McClellan, Karen	290.55
MEI Total Elevator Solutions	1,159.82
Meinen, Ron	3,119.63
Methven Funeral and Cremation Services	250.00
Minnesota Monitoring, Inc.	511.50
Motorola Solutions	2,115.00
NARTEC Inc	153.25
Nelson, Jerry	291.92
ODP Business Solutions, LLC	9.99
Ogilvie Museum	1,500.00
O'Reilly Auto Parts	72.18
O'Reilly Auto Parts	18.95
PDQ.com	3,937.05
Premium Waters, Inc	48.43
Quality Disposal Systems	451.92
Quality Disposal Systems	28.74
R.M. Cotton Company	1,200.00
Ramsey County	1,475.00
RELX Inc DBA LexisNexis	225.00
RELX Inc DBA LexisNexis	189.08
River Valley Forensic Services, P.A.	250.00
River Valley Forensic Services, P.A.	500.00
RS EDEN	82.10
Salmela, Terry	97.82
Schiferli, Kelsey	84.94
Schmitt, Kelly	179.89
Sea Change Print Innovation	2,563.05
Stellar Services	101.20
Stellar Services	27.18
Streicher's	133.91
Summit Food Service Management	3,913.60
Summit Food Service Management	3,888.99
Summit Food Service Management	3,956.30
Tinker & Larson Inc	251.46
Tinker & Larson Inc	168.05
Van Alst, Lillian	661.05
Wojtysiak, Kari Jean	150.00
89 Claims Totaling:	<u>\$ 125,421.43</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
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>

HR Specialist Kim Christenson met with the Board to discuss matters concerning staffing.

Action #10 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #10 - 6/21/22

Senior Engineering Technician Evaluation

WHEREAS the board did by Resolution #16 – 06/07/22 refer the position of Senior Engineering Technician the pay plan consultant for review, and

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

BE IT RESOLVED to accept the following ranking for the “Senior Engineering Technician” position, which results in Pay Range 14:

Category	Rank	Points
Qualifications	Q49	133
Decisions	d24	52
Problem Solving	p14	55
Relationships	r18	64
Effort A	ea5	4
Effort B	eb15	17
Hazards	H14	20
Environment	N18	26
TOTAL POINTS		371

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

Resolution #11 - 6/21/22

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote

their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

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

Resolution #12 - 6/21/22

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 EDA Executive Director has been updated resulting in substantive changes; and

WHEREAS the job description for the EDA Executive Director has been reviewed by the EDA Board Chair; and

WHEREAS the EDA Board Chair and Personnel Director concur on the proposed updates on said job description; and

WHEREAS the Board has examined and evaluated the information;

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

Action #13 – It was moved by Dennis McNally, seconded by Rick Mattson, and carried unanimously to change the temporary status of the part-time Secretary in Highway to a regular part-time status, and to proceed with filling said position.

County Coordinator Kris McNally led a discussion regarding a request for approval to change the date of a gambling event.

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

Resolution #14 – 6/21/22

WHEREAS on May 3, 2022 the Kanabec County Board of Commissioners approved a request by TLC of Kanabec County DBA Kick Cancer to the Curb for lawful gambling within Kanabec County, and

WHEREAS the at the time of the approval the application was complete, included all necessary documentation, appeared in accordance with County Policies and the applicant and facility owners were in good standing status with the County, and

WHEREAS, TLC of Kanabec County DBA Kick Cancer to the Curb is requesting a change of date for their event, and

WHEREAS the applicant and updated facility owners are currently in good standing status with the County, and

WHEREAS the MN Gambling Control Board has provided guidance on the process for this change,

BE IT RESOLVED the Kanabec County Board of Commissioners approves the change of date from August 6, 2022 to August 13, 2022 for TLC of Kanabec County DBA Kick Cancer to the Curb event to be held at the Deanna Lilienthal Residence 2867 Rainbow St, Brook Park, MN 55007.

County Coordinator Kris McNally led a discussion regarding the creation of an assigned fund for K-9 Unit donations.

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

Resolution #15 – 6/21/22

Creation of K9 Unit- Assigned Fund

WHEREAS the Kanabec County K9 Unit is a new program within the Sheriff’s Department and was initially funded by American Rescue Plan dollars, and

WHEREAS the K9 Unit has received donations and continues to receive financial donations intended to support the program and help the unit remain as self-sustaining as possible; and

WHEREAS creation of an assigned revenue fund will allow donations to remain designated for K9 Unit use only and carry over from year to year; and

THEREFORE BE IT RESOLVED to approve the creation of an assigned fund for K9 Unit donations;

BE IT FURTHER RESOLVED that the account number will be 01-201-201-8260.

County Coordinator Kris McNally led a discussion regarding the County mileage reimbursement rate.

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

Resolution #16 – 6/21/22

Mileage Reimbursement

WHEREAS on January 4, 2022 the Kanabec County Board of Commissioners approved the 2022 mileage reimbursement rate of \$0.585 consistent with the IRS federal mileage reimbursement rate; and

WHEREAS on June 9, 2022 the IRS announced an adjustment to the federal mileage rate to \$0.625 per mile for business use effective July 1, 2022;

THEREFORE BE IT RESOLVED that effective July 1, 2022 the federal mileage

reimbursement rate of \$0.625 per mile is the official rate for Kanabec County mileage reimbursements.

County Coordinator Kris McNally led a discussion regarding Preliminary 2023 Budget Goals. The Board expressed consensus to advise department heads to set a preliminary budget target not to exceed a 3% increase.

The Commissioners gave reports regarding the boards and committees in which they participate. Information only, no action was taken.

Judge Hiljus and Court Administrator Heather Mickelson met with the County Board to give an update regarding the Court System in Minnesota and Kanabec County.

10:37am – The Chairperson called for public comment. Those that responded included:

Jeff Kramer	Comments regarding court records being available online to the public and the determination of COVID transmission rates by the CDC.
Byron Robyn	Comments regarding the setting of prices on tax forfeit parcels.
Tina Simons	Comments regarding a controversial book in the East Central Regional Library.
Mary Doughty	Comments regarding a controversial book in the East Central Regional Library.
Pam Mattson	Comments regarding support of the County EDA.

10:54am – The Chairperson called for public comment online three times. None responded.

10:55am – The Chairperson closed public comment.

10:55am – The Board of Commissioners took a five minute break.

11:04am – The Board of Commissioners reconvened.

The Commissioners continued to give reports regarding the boards and committees in which they participate. Information only, no action was taken.

Future agenda items: Discuss splitting and selling a 360 acre tax forfeit parcel in Peace Township.

11:15am – The Chairperson closed the meeting 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, and Craig Smith; as well as County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #17 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to return to open session at 12:14pm.

Action #18 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 12:15pm and to meet again in regular session on Tuesday, July 5, 2022 at 9:00am.

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

Attest: _____
Board Clerk