

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

November 1, 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, November 1, 2022 pursuant to adjournment with the following Board Members present on-site: Les Nielsen, Rick Mattson, Dennis McNally, Alison Holland, and Craig Smith. Absent: None. 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 participate remotely.

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

Action #1 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agenda with the following changes: Remove agenda item #5, Resolution to Approve Local 106 Collective Bargaining Agreement and Memorandum of Understanding.

Action #2 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the October 18, 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>
Braham Public Schools	51,347.95
Dearborn National Life Insurance Co	735.61
East Central Energy	1,192.14
East Central School District	17,986.34
Health Partners	6,476.42
Hinckley - Finlayson Schools	16,791.18
Isle Public Schools	16,181.78
Kanabec County	110,981.88

Kanabec County AT ACH_VISA	1,727.38
Life Insurance Company of North America	655.15
Milaca Public Schools	4,215.29
Minnesota Energy Resources Corp	9,705.25
MNPEIP	11,105.07
MNPEIP	144,447.49
Mora Public Schools	1,138,755.30
Office of MN.IT Services	706.00
Ogilvie Schools	159,713.16
Pine City Public Schools	176.42
The Hartford Priority Accounts	6,230.52
VC3, Inc.	1,306.00
VSP Insurance Co	497.92

22 Claims Totaling: \$1,700,934.25

Action #4 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Adam's Pest Control	125.00
Adam's Pest Control	125.00
Aspen Mills	579.83
Aspen Mills	68.96
Association of MN Counties	175.00
Assured Security	441.50
AT&T Mobility	1,421.67
AT&T Mobility	44.72
Attorney General's Office	119.87
Bakke, Joseph	100.00
Bakke, Joseph	100.00
Bob Barker	1,128.60
Children's Hospitals and Clinics of MN	895.00
Coborn's Inc.	820.97
Coborn's Inc.	9.07
Curtis, Michael	875.18
East Central Solid Waste Commission	68.37

EATI	31.18
Electric Motor Service, Inc	903.65
Frisch, Justin	200.43
Government Management Group	3,750.00
Granite Electronics	4,349.26
Griffin, Zach	30.00
Hoefert, Robert	1,354.38
J.F. Ahern Co	366.00
Kanabec County Highway Department	129.87
Kanabec County Highway Department	235.80
Kanabec Publications	822.69
Kanabec Publications	93.63
Marco	176.00
Marco	273.00
McGriff, Annabel	100.00
McGriff, Annabel	100.00
Methven Funeral and Cremation Services	400.00
Mora Motor Vehicle Inc.	350.00
Motorola Solutions	6,345.00
ODP Business Solutions LLC (Office Depot)	68.09
ODP Business Solutions LLC (Office Depot)	20.00
O'Reilly Auto Parts	29.22
Oslin Lumber	79.25
Quality Disposal Systems	238.22
Quality Disposal Systems	28.97
Ramsey County	1,582.00
Renville County Civil Process	60.00
RS EDEN	6.80
Schmitt, Kelly	196.63
Schmitt, Kelly	376.36
Schmitt, Kelly	266.78
Scotts Lawn & Landscapes	150.00
Stafford Trucking	9,265.00
Stellar Services	199.89
Stellar Services	186.98
Stellar Services	97.80
Summit Food Service Management	4,116.68
Summit Food Service Management	4,140.13

SWIFT	175.61
Van Alst, Lillian	1,726.88
Von Eschen, Tina	579.91
Wickeham, Teresa	403.48
59 Claims Totaling:	<u>\$ 51,104.31</u>

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
DeJong, George	190.68
Diamond Mowers	921.82
H & L Mesabi	294.00
H & R Construction	23,817.40
Houston Engineering	4,277.00
Johnson Hardware and Rental	86.99
Kanabec County Highway Dept	90.55
Kanabec County Coordinator	66.03
Little Falls Machine	1,819.77
MN Dept of Transp	2,720.16
Morton Salt	17,266.41
North Central International	2,852.06
Northern States Supply	274.77
Safety-Kleen Systems	428.60
Sanitary Systems	160.00
Scientific Sales	59.50
Scott's Lawn & Landscapes	932.41
USIC Locating	90.00
Ziegler	132.22
19 Claims Totaling:	<u>\$ 56,480.37</u>

Action #CH5 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:06am to a time immediately following the Community Health Board.

Action #CH6 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the amended Community Health Board Agenda with the addition of an update regarding the Statewide Community Health Services Advisory Committee.

Community Health Director Kathy Burski gave the Director's Report.

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

Resolution #CH7 – 11/1/22

Clerk Typist to Case Aide Resolution

WHEREAS, Kanabec County Community Health had a vacant full-time case aide position in July, filled the position with a part-time person and within two months the newly hired person left and the case aide position was vacant again, and

WHEREAS, Community Health has a Clerk Typist available to provide case aide duties and that person is willing and able to complete the duties of the case aide, and

WHEREAS, the Community Health Director is recommending to promote the Clerk Typist to the full time Case Aide position and will not be refilling the Clerk Typist position at this time.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director and HR Director promoting the Clerk Typist to the vacant Case Aide position. She would move from a Grade 5 Step F at a rate of \$19.54/hour, to a Grade 6, Step F at a rate of \$20.71/hour.

Action #CH8 – It was moved by Alison Holland, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #CH8 - 11/1/22

TTPT - Health Plans Transportation Agreement Resolution

WHEREAS, the Minnesota Department of Human Services has determined that it is in the best interest of counties and their residents to have a choice in the health plans available to them for public programs, and

WHEREAS, Kanabec County was notified that Blue Cross Blue Shield, Medica and U Care will be added to South Country Health Alliance as the health plans providing service in the County, and

WHEREAS, Timber Trails Public Transit is the main transportation provider within Kanabec County and as such would like to contract with the health plans to provide medical rides for county residents, and

WHEREAS the Transit Director is recommending to contract with the health plans to provide medical transportation services to county residents.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Transit Director contracting with Blue Cross Blue Shield, Medica and U Care to provide medical transportation for County residents for the contracted period per the health plans rate schedules.

Action #CH9 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to approve the payment of 82 claims totaling \$39,291.53 on Community Health Funds.

Action #CH10 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to adjourn Community Health Board at 9:25am and to meet again on Tuesday, November 15, 2022 at 9:05am.

The Board of Commissioners reconvened.

Barbara Chaffee, Tricia Biagaouette, and Diana Ristamaki and Troy Gilbertson from Central Minnesota Jobs and Training (CMJTS) met with the County Board to give an annual update. CMJTS Employment Specialist Troy Gilbertson introduced local success story, Rebekah Lane. Rebekah Lane presented her story of success with the MN Dislocated Worker/OMNI Program to the County Board. Information only, no action was taken.

County Assessor Tina Von Eschen met with the County Board to discuss matters concerning her department.

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

Resolution #11 – 11/1/22

WHEREAS Timothy Bowland has successfully obtained his Certified Minnesota Appraiser license from the State Board of Assessor's as of October 18, 2022; and

WHEREAS doing so qualified him for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves Mr. Bowland’s promotion to Assessor Certified Appraiser and corresponding pay increase to Grade 11, Step A at \$23.56 per hour effective 10/22/2022.

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

Resolution #12 – 11/1/22
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	\$1,355.86
Quality Disposal	\$4,447.60
Arthur Township	\$500.00
Total	\$6,303.46

Action #13 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the following date correction in Resolution #13 – 10/18/22:

Resolution #13 – 11/1/22

WHEREAS the Deputy Auditor Property & Tax has presented the Kanabec County Board of Commissioners with a recommended list of parcels to be included in a tax forfeited property sale; and

WHEREAS the minimum bids for the tax forfeited property sale have been set by the Board as follows:

Township	PID	Section	Legal Description	Acres	Conditions	Min Bid
Arthur	02.04900.00	24	Spring Brook Estates, Lot 20 Block 3	1.00		\$12,000.00
Ford	05.00340.00	8	NE1/4 of NW1/4 of NW1/4 & N1/2 of SE1/4 of NW1/4 of NW1/4	15.00		\$38,900.00
Haybrook	07.00105.20	4	NE1/4 of SW1/4	40.00		\$12,000.00
Haybrook	07.00130.00	4	N1/4 of NW 1/4 of SW1/4	10.00		\$3,000.00
Peace	12.02285.00	6	Plan of Warman, Lot 6, Block 3 ex hwy r/w	0.16		\$500.00
Whited	15.01250.20	25	N1/2 of N1/2 of NE1/4 of SE1/4 lying S of RR r/w	9.93		\$15,000.00
City of Ogilvie	23.00350.00	35	Ogilvie Plat, Lot 1, Block 2, 209 Hill Ave N, Ogilvie MN	0.16		\$10,000.00

THEREFORE BE IT RESOLVED that the Board hereby authorizes the sale of said properties through an online format at www.publicsurplus.com beginning at 9:00a.m. on 11/21/22 and ending at noon on 11/14/22.

Action #14 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #14 - 11/1/22

WHEREAS Clifton Larson Allen provides audit and non-audit services to Kanabec County, and

WHEREAS the terms and conditions of the services are specified in the attached Master Services Agreement and Statement of Work- Audit Services, and

WHEREAS the Auditor Treasurer finds these terms and conditions acceptable; and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Master Services Agreement with Clifton Larson Allen LLP for Audit and Non-Audit Services for 2022-2027;

BE IT FURTHER RESOLVED the Board Chair and Auditor Treasurer are authorized

to sign said agreement.

Deputy Auditor Tax II Kathy Young met with the County Board to discuss matters concerning the TAX and CAMA system.

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

Resolution #15 -11/1/22

WHEREAS, Kanabec County is currently with Avenu for the TAX and CAMA system and is in process of converting to MCIS as the provider for the TAX and CAMA system beginning January 2023; and

WHEREAS, the current TAX and CAMA system is hosted and maintained internally by the Deputy Auditor Tax II; and

WHEREAS, the current payroll system is hosted externally with another vendor; and

WHEREAS, transitioning the TAX, CAMA, and Payroll systems to MCIS hosting will result in a cost savings to the County;

THEREFORE BE IT RESOLVED, that the County Board hereby approves the MCIS Hosting Agreement for 2023 and authorizes the Board Chair to sign said document.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss matters concerning the usage of SCORE funds for the recycling of tires. Teresa will check with other counties to explore existing tire disposal program options and bring that information back to the Board for further consideration. Use of the Solid Waste Surcharge fund will also be examined as a potential funding source for a tire disposal program.

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

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

Resolution #16 – 11/1/22 **SP 033-603-029, Final Payment**

WHEREAS the project SP 033-603-029 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation, in the amount of \$33,851.41.

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

Resolution #17 – 11/1/22
City of Mora Maintenance Agreement

WHEREAS the City of Mora has provided routine maintenance on portions of CSAH No. 6 and CSAH No. 27 within the Mora City limits during 2021 and will continue services in 2022, and

WHEREAS this has been in the best interest of both units of government

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the Maintenance Agreement with the City of Mora for 2021 and 2022.

BE IT ALSO RESOLVED that the Chairperson is directed to sign the agreement.

Public Works Director Chad Gramentz led discussions regarding Rural Intersections, Federal Funding, Driver’s License Service, and TH 65/23 Corridor Study.

The Board expressed consensus to continue moving forward with the partnership with the City of Mora to convert the Driver’s License Service to a shared City/County operation.

10:43am – The Chairperson called for public comment. Those that responded included:

Jeff Kramer	Comments regarding the safety of COVID-19 vaccines, the presentation from CMJTS, and funding for tire cleanup.
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10:50am – The Chairperson closed public comment.

Environmental Services/GIS Technician Ryan Carda met with the County Board to request approval of an interim use permit.

Action #18 – It was moved by Dennis McNally, seconded by Alison Holland and carried unanimously to approve the Interim Use Permit application submitted by Anup & Sabina Dangol for a vacation rental at 2633 Pine Lane, Mora contingent upon the installation of an egress window in the loft area that meets the MN State Building Code requirements prior to its use as a sleeping area.

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

Future agenda items – none.

Action #19 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to close the meeting at 11:24am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Union Negotiation 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 & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #21 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to return to open session at 12:05pm.

Action #22 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to adjourn the meeting at 12:06pm. The Board will meet again in regular session on Tuesday, November 15, 2022 at 9:00am.

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

Attest: _____
Board Clerk