

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

September 6, 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, September 6, 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 Rick Mattson, seconded by Alison Holland and carried unanimously to approve the agenda as presented.

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

Action #3 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the August 16, 2022 meeting minutes as presented.

Action #4 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to recess the meeting at 9:02am to a time immediately following the Community Health Board.

Action #CH5 – It was moved by Rick Mattson, seconded by Dennis McNally and carried unanimously to approve the Public Health Board Agenda as presented.

WIC Coordinator Ellie White met with the Board to give a WIC presentation.

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

Action #CH6 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #CH6 – 9/6/22
Peer Recovery Support Services Resolution

WHEREAS, the Kanabec County Board authorized up to a total of \$90,000 for peer recovery services for 2022, 2023 and 2024 from ARPA funds by Resolution #19 on 2/15/2022; and

WHEREAS, a request for proposals was advertised online May 16, 2022 and in the Kanabec County Times newspaper May 19, 2022; and

WHEREAS, the following bid was received on June 30, 2022 for Peer Recovery Support Services: True Directions Inc.

WHEREAS, the bid, not to exceed \$30,000 each year for the three (3) year period met the requirements of the RFP for Peer Recovery Support Services and was submitted by True Directions Inc.

WHEREAS, a detailed budget and contract was presented before the Board and included herein; and

WHEREAS, the County Attorney has reviewed and approved said contract.

THEREFORE BE IT RESOLVED, the Kanabec County Community Health Board accepts the purchase of service contract and budget for Peer Recovery Support Services submitted by True Directions Inc; and

BE IT FURTHER RESOLVED to authorize the Board Chair and Kanabec County Community Health Director to sign the Agreement.

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

Resolution #CH7 – 9/6/22
Grant Application for Funding Children's Dental Services Resolution

WHEREAS, Children's Dental Services has been providing dental services for children and pregnant women up to age 27 at the Public Services Building since January, 2018; and

WHEREAS, Kanabec County Community Health is in need of funding to continue to provide this service to our community, and

WHEREAS, the Community Health Director is requesting permission to apply for grant funding and to accept such funding if approved, from agencies such as Citizens Community Bank, East Central Energy's Roundup program and other such institutions to continue the much needed dental services for community members.

THEREFORE BE IT RESOLVED the Community Health Board approves the Kanabec County Community Health Director to apply for and accept grant funds if approved, to continue having Children's Dental Services provide dental services for children and pregnant women up to age 27 here in Kanabec County.

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

Resolution #CH8 – 9/6/22

Public Health Partners' Grant for School Sealant Programs Resolution

WHEREAS, according to the Center for Disease Control (CDC), dental tooth decay is one of the most common chronic diseases among children. Untreated cavities can cause pain and infections that may lead to problems with eating, speaking, playing, and learning, and children who have poor oral health often miss more school and receive lower grades than children who don't, and

WHEREAS, dental sealants, which are thin coatings applied on the chewing surfaces of back teeth (molars) can protect against 80% of cavities, and

WHEREAS, Kanabec County has been designated a Dental Health Professional Shortage Area (DHPSA), and

WHEREAS, Kanabec County Community Health has an opportunity to apply for a Public Health Partners' Grant for School Sealant Programs (SSP grant) to identify and cultivate relationships with public health partners and referral sources in the community to bring School Sealant programs to the community, and

WHEREAS, the Community Health Director is requesting permission to accept the Public Health Partners' grant funding for School Sealant Programs if approved, as well as sign a contract with the State of Minnesota, through its Department of Health.

THEREFORE BE IT RESOLVED the Community Health Board approves the Kanabec County Community Health Director to accept the Public Health Partners' grant for School Sealant Program funds if approved, to identify and cultivate relationships with public health partners and referral sources in the community to bring a School Sealant program to the community. Contract would begin 1/1/2022 and end July 15, 2023 for up to \$5,000.

Action #CH9 – It was moved by Craig Smith, seconded by Alison Holland and carried unanimously to approve the payment of 71 claims totaling \$36,283.45 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 9:28am and to meet again on Tuesday, October 4, 2022 at 9:05am.

The Board of Commissioners reconvened.

County Auditor Treasurer Denise Snyder met with the Board to discuss a letter received by each Kanabec County Commissioner from Wadena County Commissioner Bill Stearns regarding disparities in the distribution of county program aid and to review Kanabec County tax calculation data.

The Board expressed consensus and directed the Coordinator's Office to request the attendance of State Senators and Representatives to future County Board Meetings to discuss county program aid disparities.

Environmental Services/GIS Technician Ryan Carda met with the Board to present the Planning Commission's recommendations for the Proposed Interim Ordinance Placing a Moratorium on the Sale of Hemp Derived Tetrahydrocannabinol (THC) Food and Beverages within the County of Kanabec.

Public Health Director Kathy Burski met with the Board to present Community Health related data supporting the Proposed Interim THC Ordinance.

Dennis McNally led a discussion regarding the process to approve the Proposed Interim THC Ordinance.

10:03am – A Public Hearing was held to discuss an Interim Ordinance Placing a Moratorium on the Sale of Hemp Derived Tetrahydrocannabinol (THC) Food and Beverages within the County of Kanabec.

A notice of public hearing was posted in the courthouse lobby, on the county website, and in the Kanabec County Times on August 25, 2022 and in the Advertiser on August 28, 2022. County Coordinator, Kris McNally read the following public notice aloud:

INTENT TO ADOPT AND ENACT AN INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN THE COUNTY OF KANABEC

NOTICE IS HEREBY GIVEN that the Kanabec County Board of Commissioners intends to adopt and enact an interim ordinance placing a moratorium on the sale of hemp-derived Tetrahydrocannabinol (THC) food and beverages within Kanabec County. A public hearing will be held on this topic at 10:00 a.m. on September 6, 2022 at the Kanabec County Board Room #164; 18 North Vine Street, Mora, MN 55051 and via WebEx during the Kanabec County Board of Commissioners Regular Meeting.

To attend virtually via WebEx:
 Phone number: 1-408-418-9388
 Meeting ID (access code): 2489 393 6726

The subject matter and general purpose of the ordinance will be to temporarily prohibit the sales of hemp-derived THC food and beverage products within Kanabec County.

Comments may be submitted in writing prior to the meeting at: Kanabec County Coordinator, 18 North Vine Street, Suite 181, Mora, MN 55051, or via email at coordinator@co.kanabec.mn.us

For further information, contact the office of the Kanabec County Coordinator at 679-6440 or coordinator@co.kanabec.mn.us or visit our website at kanabecounty.org

The Chairperson called for public comment regarding the proposed interim THC Ordinance. The following responded:

Micah Rogers	Comments regarding clarification of the purpose of the public hearing and support of the moratorium.
Charlie Strickland Jr.	Comments regarding the negative effects of THC in the community and the process of approving the proposed Interim THC Ordinance.
Peter Ripka	Comments regarding clarification of the type of sales to be restricted in the proposed Interim THC Ordinance.

David Howe (Via WebEx)	Comments regarding the potential loss of sales tax revenue to the County if the proposed Interim THC Ordinance is approved.
Regina Howe (WebEx)	Comments regarding clarification of the types of cannabinoids to be restricted in the proposed Interim THC Ordinance.

No written comments were submitted.

10:20am – The Chairperson closed the public comment portion of the public hearing.

County Sheriff Brian Smith met with the Board to discuss the proposed interim THC Ordinance and potential challenges regarding enforcement of the ordinance.

Health Promotion Coordinator Patti Miller met with the Board to discuss the benefits of the proposed interim THC Ordinance to youth in the community.

The Board of Commissioners reconvened.

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

Resolution #11 – 9/6/22

WHEREAS, Minnesota laws that took effect July 1, 2022, now make it legal to sell certain edibles and beverages infused with tetrahydrocannabinol (THC), a cannabis ingredient extracted from hemp; and

WHEREAS, Minnesota Statutes Section 394.34 allows the County to adopt a temporary Interim Ordinance for a period of up to twelve (12) months from the date it is effective to allow for such study and adoption in order to protect public health, safety and general welfare of its citizens; and

WHEREAS, the Kanabec County Planning Commission held a public hearing on the topic of using an Interim Ordinance to put in place a moratorium on sales of hemp derived tetrahydrocannabinol (THC) food and beverages within Kanabec County 8/22/22; and

WHEREAS, the Kanabec County Planning Commission made recommendation to the Kanabec County Board of Commissioners to adopt and enact an interim ordinance placing a moratorium on the sale of hemp derived tetrahydrocannabinol (THC) food and beverages within Kanabec County; and

WHEREAS, the Kanabec County Board of Commissioners held a public hearing on the topic of using an Interim Ordinance to put in place a moratorium on the sale of hemp derived tetrahydrocannabinol (THC) food and beverages within Kanabec County on 9/6/22;

BE IT RESOLVED that the Kanabec County Board of Commissioners does hereby ordain and enact on September 6, 2022 the INTERIM ORDINANCE PLACING A MORATORIUM ON THE SALE OF HEMP DERIVED TETRAHYDROCANNABINOL (THC) FOOD AND BEVERAGES WITHIN THE COUNTY OF KANABEC as recommended by the Kanabec County Planning Commission;

BE IT FURTHER RESOLVED that this interim ordinance shall take effect upon adoption and shall remain in effect for a period of twelve (12) months from the date of adoption, unless earlier terminated by the Kanabec County Board of Commissioners.

10:35am – The Chairperson called for public comment. Those that responded included the following:

Micah Rogers	Comments regarding appreciation for the County Commissioners and invitation to Friendship Church.
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10:38am – The Chairperson closed public comment.

Action #12 – 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>
Kanabec County Auditor-Treasurer	8,224.96
Kanabec County AT ACH_VISA	2,035.65
Kanabec County Auditor HRA	530.00
Minnesota Energy Resources Corp	7,066.77
Office of MN.IT Services	1,338.65
Ling, Valerie	500.00
Simon Momanyi Nyamari	500.00
Kanabec County Auditor HRA	106.00
Card Sevices (Coborn's)	115.31
Midcontinent Communications	462.48
MNPEIP	11,007.17
Bender, Wayne	600.00
Chamberlain Oil	2,665.56
East Central Energy	1,461.45

Minnesota Energy Resources Corp	51.40
Paulson, Joshua	75.00
Dearborn National Life Insurance Co	773.97
Health Partners	6,434.92
Life Insurance Company of North America	664.85
MNPEIP	145,123.07
The Hartford Priority Accounts	6,273.89
VSP Insurance Co	534.52
22 Claims Totaling:	<u><u>\$196,545.62</u></u>

Action #13 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
Aaron's Total Car Care	2,229.89
A and E Cleaning Services	500.00
ACE Hardware	293.78
Adam's Pest Control, Inc.	250.00
Anne M. Carlson Law Office, PLLC	1,309.00
Anne M. Carlson Law Office, PLLC	331.50
Anne M. Carlson Law Office, PLLC	195.50
Anne M. Carlson Law Office, PLLC	1,742.50
Anne M. Carlson Law Office, PLLC	3,145.00
Apex Software	5,000.00
Applied Concepts, Inc.	2,995.00
Aspen Mills	2,064.76
Auto Value	43.99
Auto Value	132.44
Bob Barker	17.94
Bob Barker	159.03
Bowland, Tim	112.93
Bracewell, Earl	88.13
CliftonLarsonAllen	46.20
CliftonLarsonAllen	29,717.31
Curtis, Michael	1,826.00
DS Solutions	906.25

East Central Veterinarians	141.89
EATI	11,350.99
Election Systems & Software Inc.	2,549.37
Eric Hartman Rock County Planning & Zoning	250.00
Further	581.40
G & N Enterprises	60.80
Government Forms & Supplies	38.25
Granite Electronics	7,287.64
Griffin, Zach	187.98
Hamilton Funeral Home	860.00
High's Quality Woodcraft, Inc	8,187.00
Hoefert, Robert	1,325.00
Horizon Towing	214.75
IT SAVVY	889.87
IT SAVVY	1,779.74
IT SAVVY	889.87
Kanabec Publications	38.67
Kanabec Publications	229.75
Kanabec Publications	210.27
Kanabec Soil & Water Cons.	4,041.93
Klodd, Annie	122.00
Knife Lake Improvement District	6,815.00
Larkin Hoffman Daly & Lindgren LTD	256.16
M&I Lockbox: MCCC	110.00
Marco	251.00
Marco Business Products	5,894.05
Marco, Inc.	477.00
Marotte, Amber	259.74
McKinnis & Doom PA	204.00
McKinnis & Doom PA	34.00
McNally, Dennis	85.00
Minnesota Monitoring, Inc.	429.00
Minnesota Monitoring, Inc.	210.00
MN Attorney General's Office	192.53
MNCCC Lockbox	800.04
Mora Bakery	32.06
Mora Municipal Utilities	264.93
Motorola Solutions	2,115.00

Motorola Solutions	136,475.42
MRA	46.25
Northland Business Systems	6,827.42
O'Brien, Pat	92.50
Office Depot DBA: ODP Business Solutions LLC	60.57
Patras, Dianne	47.88
PD's Embroidery	51.49
ProPhoenix Corporation	745.00
Reliance Telephone, Inc	1,100.00
Rinke Noonan	102.50
River Valley Forensic Services, P.A.	250.00
RMB Environmental Laboratories Inc	25.00
RS EDEN	37.65
Sabinash, Douglas	86.25
Sea Change Print Innovations	434.54
State of MN, Property Tax Division	50.00
State of MN, Property Tax Division	50.00
Stellar Services	280.49
Stellar Services	206.26
Stevens, Joel	34.36
Streicher's	1,203.45
Summit Food Service Management	4,031.14
Summit Food Service Management	4,051.47
Summit Food Service Management	4,095.30
Thomas Sno Sports	313.82
Van Alst, Lillian	2,038.13
Von Eschen, Tina	372.40
Zaudtke, Wayne	78.75
Ziegler Inc.	5,466.45

89 Claims Totaling: \$ 281,428.32

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning	1,000.00
Auto Value	2,703.47
Beaudry Oil & Propane	13,306.79
Bjorklund Companies	4,907.65

Granite Ledge Electrical	1,820.00
Houston Engineering	4,475.50
Johnson Hardware	222.31
Kanabec County Highway Dept	146.95
Kanabec Publications	40.00
Knife River Corp	1,093,690.69
Midwest Machinery	545.74
MN Petroleum Marketers	627.50
Mora Utilities	972.16
Newman Traffic Signs	80.30
Northpost	5,656.50
Novus Glass	305.00
Olson Power	546.49
Premier Asphalt	13,282.50
Sanitary Systems	160.00
Kevin Schiferli	204.10
Sir Lines-A-Lot	172,866.53
Trueman Welters	551.47
Uline	834.70
USIC Locating	30.00
Widseth Smith Nolting	8,954.00
Ziegler	7,083.59
26 Claims Totaling:	<u>1,335,013.94</u>

HR Specialist Kim Christenson met with the Board to present Job Description Re-evaluations.

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

Resolution #14 – 09/06/22
Sign Technician Evaluation

WHEREAS the board did by Resolution #9 – 09/06/22 refer the position of Sign 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 “Sign Technician” position, which results in Pay Range 9:

Category	Rank	Points
Qualifications	q24	57
Decisions	d16	36
Problem Solving	p10	41
Relationships	r8	36
Effort A	ea11	12
Effort B	eb9	5
Hazards	h19	38
Environment	N18	26
TOTAL POINTS		251

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

Resolution #15 – 9/6/22

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the following positions are on the rotation schedule for 2022:

Department	Position
Probation	Corrections Agent
Probation	Senior Agent
Probation	Career Agent
Probation	Probation Director
Public Works-ES	ES/GIS Technician
Public Works-Highway	Hwy Maintenance Lead Worker

and,

WHEREAS the job descriptions were given to the Department Heads for updating and returned to the County Coordinator and HR Specialist for final review, and

WHEREAS the County Coordinator and HR Specialist has examined the above job titles and feel changes made do not warrant further review by the pay consultant and should remain at the same pay grade;

BE IT RESOLVED that it is the decision of the county board to accept and approve the remaining job descriptions with updates made.

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

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

Resolution #16 – 9/6/22
Demolition Quotes for the old County Jail

WHEREAS the following price quotes were received on August 25, 2022 for the demolition of the old Kanabec County Jail:

Stafford Trucking Inc.	\$112,000.00
Hjort Excavating Inc.	\$124,027.50
MM Miller Brothers Excavating	\$147,000.00
Black's Excavating	\$196,000.00

WHEREAS the low quote of \$112,000.00 was submitted by Stafford Trucking Inc, and

THEREFORE BE IT RESOLVED to accept the bid of \$112,000.00 from Stafford Trucking Inc., for the demolition of the old Kanabec County Jail, and

BE IT FURTHER RESOLVED to authorize the Board Chair and County Coordinator to sign the contract.

Action #17 – It was moved by Alison Holland, seconded by Rick Mattson and carried unanimously to approve the following resolution:

Resolution #17 – 9/6/22

WHEREAS the following quotes were received for installation of a window and repair of courthouse wall at the connection of the old jail:

DKN Construction \$12,733.00

THEREFORE BE IT RESOLVED to accept the quote of \$12,733.00 by DKN Construction for installation of a window and wall repair at the Courthouse, and

BE IT FURTHER RESOLVED to authorize the Board Chair and Coordinator to sign the contract.

Public Works Director Chad Gramentz gave verbal updates regarding projects in his department. Information only, no action was taken.

Action #18 – It was moved by Rick Mattson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #18– 9/6/22
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	\$1,043.18
Quality Disposal	\$4,255.00
Arthur Township	\$500.00
Total	\$5,798.18

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

Resolution #19 - 9/6/22

WHEREAS, Kanabec County has a full-time EDA Executive Director position vacant; and

WHEREAS, Kanabec County has an opportunity to hire a highly qualified candidate;
and

WHEREAS, said candidate has 20+ years of economic development experience in addition to a master's degree; and

WHEREAS, said candidate has expressed a desire to work for Kanabec County;

WHEREAS, Kanabec County's Wage & Salary Policy P-106 allows the Board to recognize relevant experience and education for hiring a candidate above Step A on the wage chart; and

WHEREAS, the Economic Development Hiring Committee is recommending hiring this candidate at Grade 17, Step F (\$43.18/hour);

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners hereby authorizes the Coordinator's Office to proceed with hiring said candidate at Grade 17, Step F contingent on an acceptable background study and reference checks.

County Coordinator Kris McNally led a discussion regarding the 2022 MCIT dividend payment. Information only, no action was taken.

Future Agenda Items: Posting the Ten Commandments in the Courthouse.

Action #20 – It was moved by Rick Mattson, seconded by Alison Holland and carried unanimously to close the meeting at 11:26am 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 Rick Mattson, seconded by Craig Smith and carried unanimously to re-open the meeting at 12:05pm.

Action #22 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adjourn the meeting at 12:06pm. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday, September 20, 2022 at 9:00am.

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

Attest: _____
Board Clerk