

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

August 1, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, August 1, 2023 pursuant to adjournment with the following Board Members present in person: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden (via WebEx) 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 at 9:00am and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the agenda with the following addition: Request for approval of digital forensics service agreement.

Action #2 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the July 18, 2023 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	3,262.23
Arthur Twp	453.45
Braham Public Schools	1,727.37
Brunswick Twp	75.69
CLH Properties LLC	71.00
Comfort Twp	460.85
Consolidated Communications	1,126.24
Cummings, Linda	34.00
Dearborn National Life Insurance	555.88

East Cent. Reg Dev Commission	96.40
East Central Energy	1,132.30
East Central Energy	218.00
East Central School District	134.17
Fischer, Richard	35.00
Ford Twp	2,434.67
Grass Lake Twp	1,237.32
Haberman, Wayne	88.00
Haybrook Twp	525.60
Health Partners	6,856.45
Helmbrecht, Conner	14.00
Hemmer, Debra	20.00
Hillman Twp	383.66
Hinckley-Finlayson Schools	5,248.73
Kanabec County Auditor-Treasurer	10,990.41
Kanabec Twp	930.83
Kaydi Vanthof	38.00
Knife Lake Twp	376.80
Kroschel Twp	2,074.33
Krulc, Laurie	145.00
Life Insurance Company of North America	621.56
Marco	176.00
Midcontinent Communications	225.26
MN Energy Resources Corp	5,848.32
Mora Public Schools	5,950.78
Nestrud, Helen	49.00
Office of MN.IT Services	1,338.65
Ogilvie Public Schools	6,116.57
Osmonson, Terry	44.00
Peace Twp	362.76
Pomroy Twp	2,314.02
Southfork Twp	51.02
The Hartford Priority Accounts	6,751.65
Verizon Wireless Aircards	1,415.36
VSP Insurance Co	574.56
Warnke, Margo	105.00
Whited Twp	90.16
Young, Sabrina	32.00

47 Claims Totaling: \$ 72,813.05

9:02am – The Chairperson called for public comment three times. None responded.

9:04am – The Chairperson closed public comment.

Action #4 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following claims on the Revenue Fund:

<u>Vendor</u>	<u>Amount</u>
Anne M. Carlson Law Office, PLLC	1,210.00
Anne M. Carlson Law Office, PLLC	140.00
Applied Concepts, Inc.	2,995.00
Association of MN Counties	150.00
Attorney General's Office	212.41
Baycom	1,726.00
Bowland, Jacob	148.26
Bowland, Tim	85.50
Brooke, Phillip	274.00
Clifton Larson Allen LLP	1,260.00
Curtis, Michael	767.27
Eric Hartman - Rock County Planning & Zoning	250.00
Granite City Jobbing Company	326.09
Hamilton Funeral Homes	430.00
Hartshorn, Jim	189.95
Hayford Ford	3,505.13
Hoefert, Robert	1,160.66
Horizon Towing	429.50
Horizon Towing	161.06
Horizon Towing	214.75
IT Savvy LLC	1,827.86
IT Savvy LLC	547.84
Jacobs, Tim	169.64
Johnson Brothers Law	450.00
Kanabec County Community Health	192.50
Kanabec County Community Health	7,382.60
Kanabec County Community Health	2,209.99
Kanabec County Highway Dept	270.24

Kanabec Publications	568.00
Kirby Kennedy & Associates	4,582.40
Koenings, Katie	185.48
Lakeland Printers Inc	376.00
Larson, Randy	373.00
Law Office of Rick Hodsdon	520.00
McNally, Kris	385.64
MEI Total Elevator Solutions	1,217.52
Meich, Jennifer	991.00
Menards	449.98
Menards	230.97
Michael Keller, Ph.D., L.P.	650.00
Milaca Chiropractic Center	85.00
MN Department of Transportation	31,995.49
Niedzielski, Denny & Jennifer	86.00
Northern Technology Initiative (GPS 45:93)	13.00
Obrycki, Chaz	119.40
Office Depot	28.99
Office Depot	83.16
Office Depot	140.39
Office of MNIT Services	840.02
O'Reilly Auto Parts	22.99
Oslin Lumber	75.94
PD'S Embroidery	20.00
Premium Waters, Inc.	35.10
Ratwik, Roszak & Maloney, PA	40.00
Ratwik, Roszak & Maloney, PA	2,014.00
RELX Inc. DPA LexisNexis	231.75
Rinke Noonan	1,715.00
Ripka, Peter	37.20
Ruud, Sandra	185.63
Stellar Services	84.20
Streicher's	415.99
Summit Food Service Management	4,062.16
Summit Food Service Management	4,032.21
SwipeClock LLC	332.00
Van Alst, Lillian	1,114.81
VC3	2,712.50

VC3	1,069.00
WEX	420.75
Wickeham, Teresa	498.49
69 Claims Totaling:	<u>\$ 91,727.41</u>

Action #5 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following claims on the Road & Bridge Fund:

<u>Vendor</u>	<u>Amount</u>
CPF	535.95
Crawford's Equipment	812.56
Frisch, Nick	59.98
Kanabec County Highway Dept	65.45
Knife River	95.70
Locators & Supplies	154.90
MEI Total Elevator Solutions	611.74
Midwest Machinery	67.89
Nuss Truck	500.97
Pomp's Tire	5,321.44
Trueman Welters	1,300.00
USIC Locating	100.00
Ziegler	2,076.91
13 Claims Totaling:	<u>\$11,703.49</u>

Action #6 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #6 – 8/1/23

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	\$799.22
Quality Disposal	\$5,825.80
Arthur Township	\$500.00
Total	\$7,125.02

County Coordinator Kris McNally led a discussion regarding the annual Welia payment related to budget preparation. Information only, no action was taken. The Board expressed consensus to further discuss this with Public Works Director Chad Gramentz at the Budget Work Session on August 8, 2023.

County Coordinator Kris McNally presented a request for approval of a Digital Forensics Service Agreement.

Action #7 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #7 – 8/1/23

WHEREAS the Kanabec County Coordinator’s Office is engaged in an investigation into potential employee misconduct; and

WHEREAS said investigation requires digital forensic services; and

WHEREAS a recommendation has been received from the consulting labor attorney for Carney Forensics, LLC; and

WHEREAS Carney Forensics, LLC. has provided a service agreement;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the service agreement with Carney Forensics, LLC.;

BE IT FURTHER RESOLVED that Coordinator Kris McNally is authorized to sign said service agreement;

BE IT FURTHER RESOLVED payment of the \$5,000 retainer to Carney Forensics, LLC. is hereby authorized.

County Coordinator Kris McNally led a discussion regarding contested reevaluation results for Family Services job descriptions.

Action #8 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #8a – 08/01/23

Rescind Resolution #17f-07/05/23

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 by Resolution #17f-07/05/23 the Board of Commissioners approved no grade change for multiple Family Services positions following the evaluation by the wage consultant, and

WHEREAS additional information was provided following adoption of Resolution #17f-07/05/23 which caused the wage consultant to request a modification to her recommendation about two positions covered under said resolution;

THEREFORE BE IT RESOLVED that Resolution #17f-07/05/23 is hereby rescinded.

Resolution #8b – 08/01/23

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 HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation for the following positions:

- Office Support Specialist
- Accounting Technician
- Lead Child Support Officer
- Child Support Officer

WHEREAS the wage consultant has examined and evaluated the job descriptions and recommends the above job titles remain at the same pay grade;

BE IT RESOLVED that it is the decision of the County Board to accept the job descriptions and approve the wage consultant's recommendations for the above job titles.

Resolution #8c – 08/01/23

Community Support Tech- Adult Position Re-Evaluation

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 Community Support Tech- Adult position was on the rotation schedule for reevaluation in 2023, and

WHEREAS the HR Specialist has submitted the updated job description and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 9 to Grade 10 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FURTHER RESOLVED to accept the ranking for the "Community Support Tech-Adult" position, which results in Pay Range 10;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Resolution #8d - 08/01/23

Community Support Tech- Child Position Re-Evaluation

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 Community Support Tech- Child position was on the rotation schedule for reevaluation in 2023, and

WHEREAS the HR Specialist has submitted the updated job descriptions and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase from Grade 9 to Grade 12 based on an increase in overall points;

BE IT RESOLVED that it is the decision of the County Board to accept the changes to the job description and approve the wage consultant's recommendations;

BE IT FUTHER RESOLVED to accept the ranking for the “Community Support Tech-Child” position, which results in Pay Range 12;

BE IT FURTHER RESOLVED that this change is effective July 1, 2023.

Action #9 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to recess the board meeting at 9:19am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:19am on Tuesday, August 1, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

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

Action #CH10 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the Community Health Board Agenda as presented.

Action #CH11 - It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #CH11 – 8/1/23
SHAH Software Agreement resolution

WHEREAS, SHAH Software Inc. has developed and marketed a web-based computer software application for transportation scheduling called Transportation Manager -NewGen System and,

WHEREAS, Kanabec County’s Timber Trails Public Transit desires to acquire a license to use the Transportation Manager-NewGen System and

WHEREAS, SHAH Software Inc. desires to grant Timber Trails Public Transit said license.

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Agreement for the Transportation Manager-NewGen System web-based computer software application commencing September 1, 2023 for a five year period, unless previously cancelled by either party and will be renewed annually, and

THEREFORE BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners approves the Transit or Community Health Director sign said Agreement.

Action #CH12 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the payment of 88 claims totaling \$44,568.39 on Community Health Funds.

Action #CH13 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:37am and to meet again on Tuesday, September 5, 2023 at 9:20am.

The Board of Commissioners reconvened.

Community Health Director Kathy Burski and County Sheriff Brian Smith met with the County Board to give an update from the Cannabis Committee. Information only, no action was taken.

Auditor/Treasurer Denise Snyder and Deputy Auditor Property & Tax Tim Jacobs met with the Board to discuss property taxes at point of sale. Information only, no action was taken. Denise and Tim will research and prepare a draft resolution to require the payment of property taxes at point of sale and bring it back to the board for approval.

Information Systems Director Lisa Blowers met with board to give a department update. Information only, no action was taken.

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

Action #14 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #14 – 8/1/23
Geotechnical Services for Bridge Design
Br. 33519

WHEREAS the following quotes were received for geotechnical services for assistance with bridge design of CSAH 17 crossing of Mud Creek:

Chosen Valley Testing	\$8,600.00
American Engineering Testing	\$8,840.00

THEREFORE BE IT RESOLVED to accept the quote of \$8,600.00 by Chosen Valley Testing for geotechnical services on CSAH 17 for the replacement of Br. 33519.

Public Works Director Chad Gramentz led a discussion regarding the replacement of fuel tanks at the highway building. Chad will obtain quotes for both above and below ground tanks, and bring them back to the board for further consideration.

Action #15 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #15 – 8/1/23
Purchase Pickups

WHEREAS the following quotes were received from North Country GM for three pickups based on state contract CPV pricing:

2024 GMC 1500 Double Cab 4x4	\$38,846.50
2024 GMC 3500 Crew Cab 4x4	\$47,455.80
2024 GMC 3500 Double Cab 4x4	\$45,470.40
Total:	\$131,772.70

WHEREAS pricing and specification sheets were presented before the Board and included herein, and

THEREFORE BE IT RESOLVED to accept the quote of \$131,772.70 by North Country GM for a 2024 GMC 1500 Double Cab 4x4, 2024 GMC 3500 Crew Cab 4x4, and a 2024 GMC 3500 Double Cab 4x4 pickup.

Action #16 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #16 – 8/1/23
Crack Sealing Services

WHEREAS a quote of \$16,632 was received from Fahrner Asphalt Sealers LLC for polymastic crack filling services for CSAH 21 from CSAH 20 to Pine County Line, and

WHEREAS said crack filling will improve roughness caused by deep, cupping cracks in the driving surface due to the age of the asphalt, and

WHEREAS said quote is based on estimated quantities, and

THEREFORE BE IT RESOLVED to accept the quote of \$16,632 by Fahrner Asphalt Sealers LLC for polymastic crack filling service on CSAH 21.

Public Works Director Chad Gramentz led a discussion regarding courthouse parking and the possibility of purchasing the old high school student parking lot. Chad will gather more information and bring it back to the board. Information only, no action was taken.

County Coordinator Kris McNally presented a resolution to approve a memorandum of agreement with Local 107.

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

Resolution #17 - 8/1/22
Memorandum of Agreement with Local 107

WHEREAS, the Employer and the Local 107 are parties to a Labor Agreement for 2022-2024 negotiated pursuant to the Public Employment Labor Relations Act of Minnesota; and

WHEREAS, the Employer and the Local 107 wish to implement additional temporary terms effective March 1, 2023 stemming from mandatory changes in shift duration to ensure adequate essential public safety coverage related to lack of trained personnel; and

WHEREAS the Local 107 has indicated acceptance by signature of the Union Business Agent and Stewards on the corresponding Memorandum of Agreement;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Memorandum of Agreement between Kanabec County and the Law Enforcement Labor Services, Inc., Local 107;

BE IT FURTHER RESOLVED the Board Chair is authorized to sign said Memorandum of Agreement.

Future Agenda Items: Courthouse parking, property tax at point of sale, unit numbers for shared driveways, Next Generation 911, Cannabis Committee

Action #18 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 10:48am and to meet again for a budget work session on Tuesday, August 8, 2023 at 8:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, August 8, 2023 at 8:00am pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland, and Peter Ripka.

Action #19 – The Chairperson adjourned the meeting. The Board will meet again in regular session on Tuesday, August 15, 2023 at 9:00am.

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

Attest: _____
Board Clerk