

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

December 19, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, December 19, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden 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 Peter Ripka, seconded by Alison Holland and carried unanimously to approve the agendas with the following change: Add corrected Item #7a, Guide for Members of the Public and Data Subjects for Requesting Information.

Action #2 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the minutes of December 7, 2023 as presented.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborn's)	40.00
Card Services (Coborn's)	162.00
Chamberlain Oil	463.24
City of Mora	1,115.95
Consolidated Communications	1,147.51
East Central Energy	277.01
Kwik Trip Inc	12,462.91
Midcontinent Communications	450.69
Minnesota Department of Finance	4,465.50
Office of MN.IT Services	1,338.65
Olson, Eric	500.00
Quadient Finance	2,000.00
Quality Disposal	1,035.73
Spire Credit Union	1,445.47
Verizon Wireless	3,525.64

15 Claims Totaling: \$ 30,430.30

9:02am – The Chairperson called for public comment three times. There were no responses.

9:03am – The Chairperson closed public comment.

Action #4 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following claims on the Revenue Fund:

Vendor	Amount
A and E Cleaning Services	600.00
Accurate Controls Inc	348.00
Ace Hardware	137.99
Ace Hardware	17.57
Ace K9	326.00
Adam's Pest Control	250.00
Advanced Correctional Healthcare	19,890.93
American DataBank	37.50
American DataBank	98.75
American Solutions for Business	3,375.01
Anne M. Carlson Law Office, PLLC	730.00
Anoka County Sheriff's Office	160.00
Applied Concepts, Inc.	471.00
Arthur Township	167.87
Association of MN Counties	425.00
AT&T Mobility	1,551.53
Auto Value Mora	1,487.68
Benton County Auditor/Treasurer	316.92
Black, Ivan	125.00
Bob Barker	318.42
Bob Barker	1,182.31
Bob Barker	61.89
Brook Park Auto Recycling	300.00
Carda, Ryan	204.36
Clifton Larson Allen LLP	2,815.00
Clifton Larson Allen LLP	3,800.00
Davis, Wayne	150.00
DC Design Works LLC	1,432.00
East Central Regional Juvenile Center	4,487.00
East Central Solid Waste Commission	48.97
EATI	337.20
ECM Publishers	194.80

Ellis, Kathi	125.00
Faurie, Kirsten	75.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
G & N Enterprises	547.20
Glen's Tire	197.53
Glen's Tire	896.31
Grainger	46.06
Granite City Jobbing Company	381.57
Granite City Jobbing Company	499.33
Granite City Jobbing Company	495.94
Granite Electronics	30,125.86
Grass Lake Township	91.38
Gratitude Farms	500.00
Hennepin County Sheriff's Office	80.00
Highway 23 Coalition	1,500.00
Hillman Township	40.21
Hirsch, Dean	20.00
Hoefert, Robert	1,137.74
Holcomb, Lisa	150.00
Holland, Alison	150.00
Ideal Service, Inc.	3,460.86
Ideal Service, Inc.	4,752.00
Innovative Office Solutions, LLC	125.97
IT Savy LLC	983.21
Johnsons Hardware	105.88
Kanabec County Coordinator's Office	59.66
Kanabec County Coordinator's Office	47.78
Kanabec Couty Coordinator's Office	117.65
Kanabec Publications	2,238.30
Kanabec Publications	258.70
Kanabec Publications	1,029.04
Kanabec Publications	169.40
Kanabec Publications	633.38
Kanabec Township	74.23
Kastenbauer, Paul	35.88
Koenings, Katie	135.39
Lakeland Printers Inc	203.00
Lindberg, Jodi	30.00
Long, Eleanor	73.62
Marco	273.00
Marco	(94.11)

Marco	182.76
Marco	1,097.19
Marco	125.86
Marco	14.42
Marco	534.24
Marco	(12.77)
Marco	159.00
Marotte, Amber	98.45
McKinnis & Doom PA	320.00
MEI Total Elevator Solutions	1,217.52
Minnesota Monitoring Inc.	49.50
MN Counties Intergovernmental Trust	6,050.00
MN Counties Intergovernmental Trust	(586.00)
MN Counties Intergovernmental Trust	(2,334.00)
MN Counties Intergovernmental Trust	(13.00)
MN Counties Intergovernmental Trust	(402.00)
MNCCC Lockbox	385.95
MNCCC Lockbox	52.28
Motorola Solutions	2,115.00
National PELRA	175.00
Ness, Lonnie	100.00
Noble Medical Inc	341.72
Norling, Erin	22.00
Novus Glass	65.00
Obrycki, Chaz	266.01
ODP Business Solutions	33.79
ODP Business Solutions	36.00
ODP Business Solutions	105.17
O'Reilly Auto Parts	236.13
Peace Township	90.12
Premium Waters Inc.	35.10
R.M. Cotton Company	2,161.84
Ratwik, Roszak & Maloney, PA	2,345.50
Regents of the University of MN	19,670.25
RELX Inc. DBA LexisNexis	220.00
RELX Inc. DBA LexisNexis	231.75
Ripka, Peter	100.00
River Valley Forensic Services, P.A.	1,000.00
Sherburne County Assessor's Office	100.00
Stellar Services	39.03
Stellar Services	57.46
Summit Food Service Management	3,921.09
Summit Food Service Management	2,918.66

Summit Food Service Management	3,921.03
Tinker & Larson Inc	742.38
Trimin Systems, Inc.	28,046.00
Tvedt, Jerry	75.00
Van Alst, Lillian	1,575.93
VC3	918.75
Veolia Environmental Services	8,618.97
Von Eschen, Tina	103.36
WEX	426.25

127 Claims Totaling: \$ 193,418.36

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

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	1,140.00
Aramark	637.81
Central McGowan	118.58
Kelly Cooper	375.00
Cragun's Resort	1,013.56
Mark Dooley	375.00
Federated Co-op	322.89
Nick Frisch	269.29
Gopher State One-Call	24.30
Houston Engineering	3,541.83
Johnson Hardware	413.15
Kanabec County Highway Dept	66.35
Kwik Trip	16.20
Dale Magnuson	123.01
Marco	372.17
MKJ Trucking	295.00
Morton Salt	3,820.26
North Central International	3,291.40
Northern States Supply	724.60
ODP Business Solutions	174.41
PowerPlan	1,925.09
USIC	40.00
Wiarcom	675.30

23 Claims Totaling: \$ 19,755.20

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

Resolution #6 - 12/19/23
Resolution to Set the Final Budget and Levy for 2024

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed fiscal year 2024 maximum levy and final budget be adopted:

FUND	2024 BUDGET	2024 LEVY
<i>a.</i> Revenue Fund	15,668,974	8,593,997
<i>b.</i> Family Services Fund	6,754,592	2,235,053
<i>c.</i> Community Health	3,017,495	431,708
<i>d.</i> Road & Bridge Fund	8,661,633	1,864,670
<i>e.</i> Railroad Authority Fund	2,100	1,200
<i>f.</i> Debt Service “Bond Fund”	1,057,166	991,166
<i>g.</i> SUB-TOTALS <i>(total of a. through f.)</i>	\$35,161,960	\$14,117,794
<i>h.</i> + EDA Levy		\$159,470
<i>j.</i> TOTAL PRELIMINARY PAYABLE Y2024 LEVY (total=g +h)		\$14,277,264

BE IT FURTHER RESOLVED that the budget reflects revenue of **\$1,493,342** in County Program Aid.

Action #7 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to recess the meeting at 9:11am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:11am on Tuesday, December 19, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS8 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS9 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #FS9 - 12/19/23
Social Worker Community Service Case Manager Replacement Resolution

WHEREAS, the Family Services Agency has an open social worker -case manager position, and

WHEREAS, another staff person in this area is also out on FMLA for an extended period of time, and

WHEREAS, the case load in this area has been managed for the past five months but with a second person out, will not be manageable in the future.

WHEREAS, the Family Services Director is requesting replacement of the social worker-case manager position at Range 14, Step A at \$29.73 per hour.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director and Coordinator hiring a social worker-case manager at Range 14, Step A, which is \$29.73 per hour or replacing any internal position made vacant from a lateral move or promotion.

Action #FS10 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS10 - 12/19/23

Foster Care/Permanency Expenditure Resolution

WHEREAS, the Family Services Agency has a sibling group of four who have a relative family willing to bring them into their home permanently; and

WHEREAS, the relative family lives in Texas, and

WHEREAS, one of the children is currently in respite care in the relative family's home, and

WHEREAS, it is the County's responsibility to transport the sibling group to the relative family for permanent placement, and

WHEREAS, due to time constraints, the involvement of another state (Texas), the processing of paperwork, and the timing with the holidays, the expenses involved will be over the allowed amount of \$2500 for the agency to expend without board approval.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director to expend the necessary funds to move the sibling group of three children and the social worker expenses to accompany said children to Texas, not to exceed \$10,000 which will be used from the Opioid grant funds.

Family Services Director Chuck Hurd led a discussion regarding a new Chemical Health Treatment Program that is in the process of being licensed to provide persons with co-occurring disorders treatment in Mora. Information only, no action was taken.

Action #FS11 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #FS11 - 12/19/2023

Revised Psych Services Resolution

WHEREAS, the Family Services Agency presented annual contracts at the board meeting on November 21, 2023 and,

WHEREAS, the resolutions for two of those contracts had the incorrect dollar amounts listed, and

WHEREAS, at this time the Family Services Director would like to correct the errors, and

WHEREAS, Dr. Richardson’s contract is for \$275 per hour, not the amount stated in the previous resolution of \$250.00 per hour, and

WHEREAS, Jessica Stokes’ contract is for \$85 per hour, not the \$87.50 stated in the resolution dated November 21, 2023.

THEREFORE BE IT RESOLVED the Kanabec County Family Services board approves the corrected resolution amount for Dr. Paul Richardson for psychiatric supervision services of \$275.00 per hour and for Jessica Stokes for psychiatric services at the rate of \$85.00 per hour for the time period January 1, 2024 through December 31, 2024.

Action #FS12 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS12 - 12/19/23

IV D Cooperative Agreement Resolution

WHEREAS, the IV-D Agency is responsible for administering the Child Support Enforcement Program under Title IV-D of the Social Security Act; and

WHEREAS, the County Attorney and Kanabec County Sheriff wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the operation of the Child Support Enforcement program.

THEREFORE BE IT RESOLVED to approve the Kanabec County Family Services Director signing an agreement with the Minnesota Department of Human Services, Kanabec County Attorney and Kanabec County Sheriff to provide necessary services to operate the Child Support Enforcement system under Title IV-D of the Social Security Act commencing on January 1, 2024 through December 31, 2025.

Family Services Director Chuck Hurd presented the 2024 Group Housing Support List (formerly GRH). Information only, no action was taken.

Action #FS13 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the payment of 148 claims totaling \$191,977.65 on Family Services Funds.

Action #FS14 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:27am.

The Board of Commissioners reconvened.

HR Specialist Kim Christenson met with the Board to request approval for the 2024 non-union employee and elected official wages, as well as per diems.

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

Resolution #15 – 12/19/23

Non-Union Employees and Elected Official 2024 Wage Scale

BE IT RESOLVED to approve the following wage scale for non-union employees and elected officials effective January 1, 2024:

2024 - 2.5% Increase								
Grade	A	B	C	D	E	F	G	Grade
1	\$ 13.76	\$ 14.27	\$ 14.79	\$ 15.31	\$ 15.83	\$ 16.34	\$ 16.86	1
2	\$ 14.58	\$ 15.13	\$ 15.68	\$ 16.23	\$ 16.78	\$ 17.32	\$ 17.87	2
3	\$ 15.46	\$ 16.04	\$ 16.62	\$ 17.20	\$ 17.78	\$ 18.36	\$ 18.94	3
4	\$ 16.39	\$ 17.00	\$ 17.62	\$ 18.23	\$ 18.84	\$ 19.46	\$ 20.08	4
5	\$ 17.37	\$ 18.02	\$ 18.67	\$ 19.32	\$ 19.98	\$ 20.63	\$ 21.28	5
6	\$ 18.41	\$ 19.11	\$ 19.79	\$ 20.49	\$ 21.18	\$ 21.86	\$ 22.56	6
7	\$ 19.52	\$ 20.25	\$ 20.98	\$ 21.71	\$ 22.44	\$ 23.18	\$ 23.91	7
8	\$ 20.68	\$ 21.46	\$ 22.24	\$ 23.02	\$ 23.79	\$ 24.57	\$ 25.35	8
9	\$ 21.93	\$ 22.75	\$ 23.58	\$ 24.40	\$ 25.22	\$ 26.04	\$ 26.87	9
10	\$ 23.24	\$ 24.12	\$ 24.99	\$ 25.86	\$ 26.73	\$ 27.61	\$ 28.48	10
11	\$ 24.88	\$ 25.80	\$ 26.74	\$ 27.68	\$ 28.60	\$ 29.54	\$ 30.47	11
12	\$ 26.61	\$ 27.61	\$ 28.61	\$ 29.61	\$ 30.60	\$ 31.61	\$ 32.60	12
13	\$ 28.48	\$ 29.55	\$ 30.61	\$ 31.68	\$ 32.75	\$ 33.81	\$ 34.89	13
14	\$ 30.48	\$ 31.62	\$ 32.76	\$ 33.89	\$ 35.04	\$ 36.18	\$ 37.32	14
15	\$ 32.91	\$ 34.15	\$ 35.38	\$ 36.61	\$ 37.85	\$ 39.08	\$ 40.32	15
16	\$ 35.54	\$ 36.88	\$ 38.20	\$ 39.54	\$ 40.88	\$ 42.20	\$ 43.54	16
17	\$ 38.39	\$ 39.83	\$ 41.26	\$ 42.70	\$ 44.14	\$ 45.58	\$ 47.02	17
18	\$ 41.46	\$ 43.01	\$ 44.57	\$ 46.12	\$ 47.68	\$ 49.23	\$ 50.78	18
19	\$ 44.77	\$ 46.45	\$ 48.13	\$ 49.81	\$ 51.49	\$ 53.17	\$ 54.85	19
20	\$ 48.35	\$ 49.92	\$ 51.73	\$ 53.53	\$ 55.34	\$ 57.14	\$ 58.94	20

21	\$ 52.22	\$ 54.18	\$ 56.14	\$ 58.10	\$ 60.05	\$ 62.02	\$ 63.97	21
22	\$ 56.41	\$ 58.52	\$ 60.63	\$ 62.75	\$ 64.86	\$ 66.98	\$ 69.09	22

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

Resolution #16 – 12/19/23

WHEREAS the State of Minnesota’s minimum wage has increased to \$10.85 per hour effective January 1, 2024, and

WHEREAS the starting wage for a Homemaker with Kanabec County is currently \$10.59, and

WHEREAS Kanabec County needs to be in compliance as of January 1, 2024, and

NOW, THEREFORE BE IT RESOLVED, that the new pay scale per the new minimum wage is adopted for the Homemaker position:

2024 Homemaker Pay Scale						
A	B	C	D	E	F	G
\$10.85	\$11.18	\$11.51	\$11.86	\$12.21	\$12.58	\$12.96

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

Resolution #17 – 12/19/23 **Resolution to set Commissioner Wage for 2024**

WHEREAS, Minnesota Statute 375.055 requires that the County Commissioners’ compensation be set by resolution in the year preceding the action;

BE IT HEREBY RESOLVED to set the annual wage for the year 2024 for Kanabec County Commissioners set at \$24,388 annually.

Action #18 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #18 - 12/19/23 **Resolution to Set 2024 Per Diems**

WHEREAS, Kanabec County is represented on numerous boards and committees by Commissioners and Board appointees; and

WHEREAS, some of the boards and committees pay per diems, while others do not; and

WHEREAS, the Kanabec County Board of Commissioners annually sets the per diem amount paid for appointee attendance at Kanabec County’s Planning Commission, Board of Adjustment, and Extension Committee; and

WHEREAS, Kanabec County’s Economic Development Authority’s bylaws set its per diem amount at \$25 per meeting; and

WHEREAS, external boards and committees determine their own per diem amounts including, but not limited to, City of Mora Economic Development Authority, East Central Solid Waste Commission, Emergency Medical Services Board, and South Country Health Alliance;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby sets the 2024 per diem amounts for the Kanabec County Planning Commission, Board of Adjustment and Extension Committee at \$75 per attended meeting;

BE IT FURTHER RESOLVED that pursuant to Kanabec County Board Resolution #49-1/5/21, Kanabec County Commissioners may personally accept per diems paid by boards and committees that pay per diems;

BE IT FURTHER RESOLVED that Kanabec County Commissioners are limited to acceptance of one per diem per day.

Commissioner Wendy Caswell led a discussion regarding withdrawing from South Country Health Alliance membership.

Action #19 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #19 - 12/19/23

Resolution to Withdraw from South Country Health Alliance Membership

WHEREAS Kanabec County is a member county in the South Country Health Alliance joint powers entity through a joint powers agreement; and

WHEREAS the Kanabec County Board of Commissioners believes it is in the best interest of Kanabec County to withdraw its membership from South Country Health Alliance joint powers entity and to collect Kanabec County’s share of South Country Health Alliance’s capital and surplus; and

WHEREAS withdrawal from said membership will have minimal impact on Kanabec County clients due to new providers and a transition plan being in place; and

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the withdrawal from the South Country Health Alliance joint powers entity membership pursuant to Section 11 of the joint powers agreement;

BE IT FURTHER RESOLVED that Kanabec County requests its share of South

Country Health Alliance’s capital and surplus be disbursed to Kanabec County pursuant to Section 11.3 of the joint powers agreement;

BE IT FURTHER RESOLVED that the effective date of the withdrawal from the South Country Health Alliance joint powers agreement is effective December 31, 2023.

Wendy Caswell confirmed that the joint powers agreement specified that after giving the notice of withdrawal, Kanabec County would remain a South County Health Alliance member until December 31, 2024 with limited voting rights.

County Coordinator Kris McNally led a discussion regarding the updated Guide for Members of the Public and Data Subjects for Requesting Information.

Action #20 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #20 - 12/19/23

Adoption of the Updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110)

WHEREAS, the Kanabec County Board of Commissioners has authority to establish and revise county policies; and

WHEREAS, previous updates to the Guide for Members of the Public and Data Subjects for Requesting Information were approved on May 3, 2022; and

WHEREAS, subsequent modifications were required to bring this policy up to date;

WHEREAS, the policy modifications have been reviewed and approved by the County Attorney;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the updated Guide for Members of the Public and Data Subjects for Requesting Information (Policy P-110) with an effective date of December 19, 2023;

BE IT FURTHER RESOLVED, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

Action #21 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 9:42am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 9:42am on Tuesday, December 19, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Public Works Director/Ditch Inspector Chad Gramentz presented the Drainage Authority Board Agenda.

Ditch Inspector Chad Gramentz gave an overview of the investigations and findings of the following concerns:

1. Stumps left too high - Daryl Erickson's property.

Investigation: County drainage inspector viewed the site on Monday, November 27 with Mr. Erickson. Mr. Erickson had stumps marked with lath that he thought were left higher than the specified height of 2 inches. Photos were taken for documentation.

Findings: At least 20 stumps were verified to be in excess of 2" high. The Stumps ranged from 6-12" in height. The location of these stumps is limited to the north side of Branch 1. This area of clearing was added to the contract by change order and performed at a later date than the initial clearing. The south side of Branch 1 appeared to be in compliance with the specifications. On December 13, 2023 Jacon LLC was on site and cut and sprayed approximately 40 stumps. This action should resolve the issue.

2. Culvert backfill on Branch 1 Daryl Erickson's property.

Investigation: The County drainage inspector viewed the culvert on Monday, November 27, 2023 with Mr. Erickson. The claims of severe rutting over the culvert could not be verified on site. Excavation would be required to determine backfill material around the culvert. The landowner spread some rock over the surface in question in efforts to repair the claimed rutting. The ends of the culvert were visible for inspection. Some photos were taken for documentation.

Findings: It is apparent that the landowner made a repair over the culvert. The conditions that may have warranted the repair could not be verified. The landowner does not have a photo of the culvert before repairs were made.

3. Stumps in the Ditch – Kevin Belkholm

Investigation: No location information was provided by Mr. Belkholm. No inspection was done.

Finding: No finding.

4. Damaged tile outlets on Loren Barnick's property.

Investigation: The County drainage inspector viewed the tile outlets with Mr. Barnick on Monday, November 27th, 2023. Photos were taken for documentation.

Findings: Two tile outlets were found to be damaged. The damage included crushed/cut ends of metal pipe and damaged rodent guards. A third tile outlet could not be found where the landowner stated one should be. All other tile outlets on Mr. Barnick's property appear

undamaged. There are conflicting accounts between the landowner and contractor as to whether or not these tiles were damaged during the project. No documentation was found that can accurately determine when these tiles were damaged.

Chris Otterness from Houston Engineering led a discussion regarding concern 2, Culvert backfill on Branch 1 Daryl Erickson’s property. Information only, no action was taken.

The Board held a discussion regarding the investigations and findings. Information only, no action was taken.

Action #22 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to open public comment regarding the ditch investigation and findings at 10:06am. Those that responded included the following:

Loren Barnick	Comments regarding the construction of tile lines on his property. Mr. Barnick presented an invoice to the Board for the cost to repair three tile lines on his property.
Kevin Belkholm	Comments regarding tile lines into county ditches and the contractor being responsible for the damages on Loren Barnick’s property.
Daryl Erickson	Comments regarding the culvert backfill on his property, and not seeking compensation for the repairs made.

10:12am – The Chairperson closed public comment regarding the ditch investigation and findings.

Attorney Hannah Schacherl from Rinke Noonan presented the Board Deliberation Guide for the Final Acceptance Hearing on the Matter of the Petition for the Repair of Kanabec County Ditch 2. The following considerations for project completion were reviewed:

a. Has the project construction been substantially completed in conformance with the contract?

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

b. Has the project construction been substantially completed within the time specified in the contract, or as modified by change order or approved modification to the construction timeline?

Ripka – no, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – no

c. Has the construction caused damages not contemplated or included in the original proceedings?

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

If yes, has the engineer properly identified the additional damaged areas and quantified the scope of additional damage payments in its final report?

Ripka – no, Holland – no, Caswell – no, Mattson – no, and Roeschlein – no

Loren Barnick requested that the invoice submitted to the Board for the cost to repair three tile lines on his property be disregarded.

d. Have any special damage claims been proven in the proceedings?

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

If yes, define nature, scope, and value of additional damages proven.

Nature of damages: Tile line outlets

Value of additional damages: Amount not established (Erickson and Barnick withdrew their damage claims)

Ripka – yes, Holland – yes, Caswell – yes, Mattson – yes, and Roeschlein – yes

Upon reviewing all considerations for project completion as outlined in the deliberation guide above, attorney Hannah Schacherl recommended motion number one to adopt the acceptance order.

Action #23 – Peter Ripka introduced a motion to adopt the acceptance order as presented by staff and modified at today’s hearing.

The motion was duly seconded by Wendy Caswell and upon a roll call vote being taken thereon, the following voted:

Peter Ripka, in favor
Alison Holland, in favor
Wendy Caswell, in favor

Tom Roeschlein, in favor
Rick Mattson, in favor

Whereupon the motion passed.

Action #24 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn the Drainage Authority Board meeting at 10:48am.

The Board of Commissioners reconvened.

County Auditor Treasurer Denise Snyder met with the Board to discuss matters concerning her department.

Action #25 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to authorize an additional check-run the last week in December to pay invoices due on or before December 31, 2023.

Deputy Auditor Property/Tax Tim Jacobs met with the Board to request approval of a request for repurchase.

Action #26 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the request for the repurchase of tax forfeit parcel 12.03355.00 , located in Peace Township at 2322 280th Ave Brook Park MN, previously owned by Gerald J Knabe. LOT 5 BLOCK 1 OF BLACKBERRY ACRES.

County Coordinator continued with the presentation of Agenda Item #7, Consider resolutions to adopt modified policies.

Action #27 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #27 - 12/19/23

Adoption of Kanabec County Employee Drug, Cannabis, Alcohol, and Tobacco Policy

WHEREAS, the Kanabec County Board of Commissioners has authority to establish and revise county policies; and

WHEREAS, the Employee Drug and Alcohol Policy was adopted by motion of the Kanabec County Board of Commissioners at its regular meeting of April 13, 2011 and was modified on July 27, 2011; and

WHEREAS, as a result of changes to Minnesota’s cannabis/marijuana laws, said policy was subsequently modified on December 19, 2023 and retitled Employee Drug, Cannabis, Alcohol, and Tobacco Policy; and

WHEREAS, the policy modifications were made by legal counsel;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the Kanabec County Employee Drug, Cannabis, Alcohol, and Tobacco Policy with an effective date of December 19, 2023;

BE IT FURTHER RESOLVED, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

Action #28 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the adoption of FTA Drug & Alcohol Testing Policy Updates as presented.

Action #29 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to rescind Action #28 to approve the adoption of FTA Drug & Alcohol Testing Policy Updates as presented.

Action #30 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #30- 12/19/23
Adoption of FTA Drug & Alcohol Testing Policy Updates

WHEREAS, Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec County; and

WHEREAS, Kanabec County is dedicated to providing safe and dependable passenger transportation services; and

WHEREAS, it is Kanabec County’s policy to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner and that the workplace environment is free from the adverse effects of drug abuse or alcohol misuse, and

WHEREAS, Kanabec County encourages employees to seek professional assistance anytime personal problems, including alcohol or drug usage/dependency, adversely affects their ability to perform their assigned duties; and

WHEREAS, the U.S. Department of Transportation, Federal Transit Administration has mandated a compliant Drug and Alcohol Testing Program regulated by 49 CFR Part 655 as amended and 49 CFR Part 40 as amended for safety-sensitive employees of public transportation agencies as a condition of federal funding;

THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby adopts the attached Drug and Alcohol Testing Policy for the Transit Department with an effective date of December 19, 2023, and assigns policy number P-103B to said policy.

Action #31 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #31 - 12/19/23
Adoption of Revisions to the Kanabec County Earned Sick and Safe Time Policy

WHEREAS, the Kanabec County Board of Commissioners adopted the Kanabec County Earned Sick and Safe Time Policy (P-127) at its regular meeting on 12/7/23; and

WHEREAS, HR and Payroll staff conducted employee meetings following the adoption of policy P-127 at which employee input on said policy was solicited; and

WHEREAS, HR and Payroll staff wish to implement some of the employee input through minor revisions for improved clarity in policy P-127;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the changes to the Kanabec County Earned Sick and Safe Time Policy (P-127) with an effective date of January 1, 2024;

BE IT FURTHER RESOLVED, the Kanabec County Board of Commissioners hereby retains the right to modify this policy at any time as needed.

11:00am – The Board took a five-minute break.

11:06am – The Board reconvened.

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

Future Agenda Items: None

Action #32 – It was moved by Tom Roeschlein, seconded by Peter Ripka 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 Labor Negotiation Strategy. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally, Public Works Director Chad Gramentz and Maintenance Superintendent Nate Westling.

Action #33 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to return to open session at 11:54a.m.

Action #34 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to close the meeting at 11:55a.m. pursuant to the Open Meeting Law, MN Statute §13D.05 Subd.3(d)) to discuss matters related to Security Briefing on the Courthouse. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally, Public Works Director Chad Gramentz, and County Sheriff Brian Smith.

Action #35 – It was moved by Peter Ripka, seconded by Tom Roeschlein, and carried unanimously to return to open session at 12:26p.m.

Action #36 – It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to adjourn the meeting at 12:27p.m.

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

Attest: _____
Board Clerk