

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

December 7, 2023

The Kanabec County Board of Commissioners met at 5:00pm on Thursday, December 7, 2023 pursuant to adjournment with the following Board Members present in person: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Others Present: Board Clerk 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 called the meeting to order at 5:00pm and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the agenda with the following changes: Add revised Agenda Item #7 - Consider approval of Earned Sick and Safe Time Policy (ESST). Add 6:30pm Appointment, Late Entry, Item C - Operation Round-Up Grant Application.

Action #2 – It was moved by Peter Ripka, seconded by Peter Ripka and carried unanimously to approve the November 21, 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>
Althoff, Robert	100.00
City of Mora	14,733.50
Dearborn National Life Insurance Co	534.04
East Central Energy	228.09
Health Partners	7,247.04
Kanabec County AT ACH_VISA	210.86
Life Insurance Company of North America	621.56
Marco	3,335.71
The Hartford Priority Accounts	6,580.75
Udstuen, Gary	500.00
VC3, Inc.	7,896.00
Verizon Wireless Aircards	1,565.36
VSP Insurance Co	577.12

13 Claims Totaling: \$ 44,030.03

5:02pm – The Chairperson called for public comment three times. Nobody responded.

5:04pm – 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
Aspen Mills	103.31
Aspen Mills	1,755.78
Aspen Mills	94.69
Auto Value	19.98
Auto Value	1,487.68
Baycom	8,133.00
Bluum	72,210.72
C & D Auto	125.00
Crider, Grant	68.69
DM Stamps & Specialties	449.66
Ernest, Jennifer	75.00
Feine, Jeffrey	38.44
Feine, Jeffrey	118.05
Gertken, Adam	105.00
Hoefert, Robert	1,100.40
Holcomb, Lisa	75.00
Kanabec County Highway Department	174.67
Kanabec Soil & Water Cons.	2,281.41
Kanabec Soil & Water Cons.	13,028.11
Kanabec Soil & Water Cons.	340.67
Kanabec Soil & Water Cons.	3,197.05
Made of Mora, PD's	47.95
Marco	477.00
Mattson, Jean	75.00
McFadden, Barbara	75.00
McIalwain, Shanna	136.10
MNCCC	388.00
MNCCC	3,763.60
MNCCC	116.40
MNCCC	77.60
MNCCC	77.60
MNCCC	77.60

MNCCC	77.60
MNCCC	77.60
MNCCC	77.60
Motorola Solutions	6,645.00
Oak Gallery	15.51
Oak Gallery	21.87
Office Depot	179.33
Office Depot	37.75
Office Depot	22.39
O'Reilly Auto Parts	50.60
Ramsey County	2,154.00
Ripka, Peter	37.20
Ripka, Peter	75.00
Ripka, Peter	38.00
Ripka, Peter	76.65
Ripka, Peter	70.09
Ripka, Peter	57.00
Ripka, Peter	19.00
Ripka, Peter	38.00
Ripka, Peter	80.58
Salmela, Terry	88.10
Schiferli, Kelsey	75.00
SHRM	244.00
Stellar Services	57.55
Stellar Services	74.74
Summit Food Service Management	3,968.07
Summit Food Service Management	4,010.81
SwipeClock LLC	332.00
Thomsen, Brandon	34.99
Van Alst, Lillian	1,061.10
62 Claims Totaling:	<u><u>\$ 130,091.29</u></u>

Action #5 – Peter Ripka introduced a motion to approve the following claims on the Road & Bridge Fund:

<u>Vendor</u>	<u>Amount</u>
Auto Value	3,743.30
Bjorklund Companies	2,082.99
Central McGowan	162.06
CPF	542.55
Cragun's Resort & Hotel	712.36
Kanabec County Highway Dept	65.90

Koch's Hardware Hank	185.67
Kris Engineering	33,188.43
MCEA	225.00
MN Dept of Transportation	1,124.43
Northern States Supply	320.99
Northpost	656.00
Novus Glass	200.00
ODP Business Solutions	185.50
Oslin Lumber	49.96
Roeschlein Farms	1,400.00
Tomlinson, Timothy	100.01
USIC Locating	150.00
Welia Health	20.00
White Cap	203.04
Ziegler	1,255.87

21 Claims Totaling: \$ 46,574.06

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

IN FAVOR THEREOF: Rick Mattson, Wendy Caswell, Alison Holland, Peter Ripka

OPPOSED: None

ABSTAIN: Tom Roeschlein

Whereupon the motion passed.

Peter Ripka led a discussion regarding the consideration of the request from Pine and Aitkin counties to terminate their membership in the Snake River Watershed Management Board and to be paid out their respective proportional shares of the SRWMB's assets within 30 days.

Action #6 – Tom Roeschlein introduced a motion to direct the Kanabec's SRWMB's representative to vote to retain the Snake River Watershed Management Board's funds at this time and to re-evaluate within 12 months.

Discussion was held to clarify the Board's intention to safeguard the existing entity and its assets while providing the new Snake River Watershed Partnership entity an opportunity to demonstrate its functionality prior to further discussion of SRWMB dissolution and payouts.

The motion was duly seconded by Peter Ripka 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.

Wendy Caswell led a discussion regarding membership with South Country Health Alliance. Information only, no action was taken.

Action #7 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to recess the Board Meeting at 5:21pm to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 5:21pm on Thursday, December 7, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, 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 #CH8 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH8 – 12/7/23
RN/PHN WIC Coordinator Retirement/Replacement

WHEREAS, the PHN/WIC Coordinator has given notice of her retirement in February, 2024 and this person is employed at 32 hours per week, and

WHEREAS, there is the possibility of a qualified internal candidate that is employed at 40 hours per week and is interested in moving into that position, and

WHEREAS, the majority of the hours within these positions are grant funded and/or reimbursable thru insurance, and

WHEREAS, job duties can be assigned in a variety of ways to ensure coverage of all program needs and adequate funding, and

THEREFORE BE IT RESOLVED, the Kanabec County Community Health Board approves the Community Health Director and HR Director to advertise, interview and select the candidates that best meet the needs of the Agency with flexibility to hire for up to 40 hours per week and to backfill any positions that may be vacated by internal movement within positions.

Action #CH9 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH9 – 12/7/23

KCCH Opioid Settlement Grant Funds Request Resolution

WHEREAS, Kanabec County has Opioid Settlement grant funds available for community members to request, and

WHEREAS, Kanabec County Community Health has two areas, the Better Together Coalition and youth engagement in prevention work, which meet the criteria for the grant request, and

WHEREAS, the Community Health Director is seeking permission to apply for said funding and to accept the funds upon award.

THEREFORE, BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director to apply for the Opioid Settlement grant funds and to accept said funds upon award.

Action #CH10 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #CH10 – 12/7/23 Transit Operations Facility Lease Resolution 2024-2025

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

WHEREAS, Kanabec County has a strong commitment to transit and the community; and the community supports and needs transit, and

WHEREAS, the Transit Department needs adequate space to conduct operations and to house vehicles, and

WHEREAS, a market study has been completed to determine a fair market value for a transit facility lease;

THEREFORE BE IT RESOLVED that Kanabec County agrees to utilize the county owned facilities for transit operations.

BE IT FURTHER RESOLVED that Kanabec County agrees to provide these facilities at a cost of \$26,400 for each of the years 2024 and 2025.

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners authorizes the Kanabec County Community Health Director or the Transit Director to execute the aforementioned financial transactions.

Action #CH11 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the payment of 71 claims totaling \$24,976.59 on Community Health Funds.

Action #CH12 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 5:39pm.

The Board of Commissioners reconvened.

Action #13 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to recess the regular meeting at 5:39pm to a time immediately following a Public Hearing to solicit public input and testimony on the Kanabec County Sheriff’s Office Proposed Purchase and Use of a Drone (Unmanned Aerial System “UAS”).

A notice of public hearing was published in the Kanabec County Times on November 23, 2023. County Sheriff Brian Smith read the following public notice aloud:

**Notice of Public Hearing
Kanabec County Board of Commissioners**

Notice is hereby given that the Kanabec County Board of Commissioners will hold a public hearing on Thursday, December 7, 2023 at 5:40pm in the Board Room of the County Courthouse, 317 Maple Avenue East, Mora, MN to seek public input on the Kanabec County Sheriff’s Office proposed Drone (Unmanned Aerial System “UAS”) Program. This public hearing will be held during a regular Board of Commissioners Meeting.

Comments may also be submitted in writing prior to the meeting at:

Kanabec County Board of Commissioners
c/o County Coordinator’s Office
317 Maple Ave E 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.

The Board held a discussion regarding positive feedback received by community members regarding the proposed purchase and use of a drone. Two members of the public in attendance, Jeff Schafer & Joe Royer, expressed support for the program.

Tom Roeschlein inquired about the potential use of a Sheriff’s Office drone by the highway department for bridge and ditch inspections, etc. Sheriff Smith agreed to look into collaboration opportunities. Information only, no action was taken.

The Chairperson called for public comment online three times. No one responded.

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

Resolution #14 - 12/7/23

Resolution in Support of a Kanabec County Sheriff's Office Drone (UAS) Program

WHEREAS, the Kanabec County Sheriff's Office has met the statutory requirements of Minnesota Statute 626.19 by attaining public input through a public hearing, as well as having drone (UAS) policies, procedures, and reporting forms in place; and

WHEREAS, the Kanabec County Sheriff's Office has funding available for its Drone (UAS) Program including hardware, software, training, and insurance expenses;

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners hereby issues a formal statement of support for the Kanabec County Sheriff's Office's Drone (UAS) Program for the enhancement of local public safety resources.

Action #15 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to close the public hearing regarding the Kanabec County Sheriff's Office Drone (UAS) Program at 5:50pm.

The Board of Commissioners reconvened.

County Sheriff Brian Smith met with the Board to discuss matters concerning his department.

Action #16 - It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #16 - 12/7/23

Resolution to Approve the Renewal of East Central Drug and Violent Offenders Task Force Joint Powers Agreement

WHEREAS, Kanabec County is a member of the East Central Drug and Violent Offenders Task Force through a joint powers agreement; and

WHEREAS, said joint powers agreement is due for renewal; and

WHEREAS, the Kanabec County Sheriff is in support of continuing membership in the East Central Drug and Violent Offenders Task Force;

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners hereby approves the renewal of the East Central Drug and Violent Offenders Task Force Joint Powers Agreement effective January 1, 2024.

BE IT FURTHER RESOLVED, Kanabec County’s Board Chair, Board Clerk, County Attorney, and County Sheriff are authorized to sign said joint powers agreement.

The Board reviewed the Sheriff’s Office Quarterly Report. Information only, no action was taken.

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

Resolution #17 - 12/7/23

East Central Energy Operation Round-Up Grant Funds Request Resolution

WHEREAS, East Central Energy’s Operation Round-Up has grant funds available for various community needs, and

WHEREAS, Kanabec County Sheriff’s Office is in process of developing a drone program to enhance public safety response resources, and

WHEREAS, the Chief Deputy is seeking permission to apply for said funding and to accept the funds upon award;

THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners authorizes the Chief Deputy to apply for the Operation Round Up grant funds and to accept said funds upon award.

Action #18 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to recess the meeting at 5:58pm to a time immediately following the Truth in Taxation Public Hearing.

County Coordinator Kris McNally read the following public notice aloud:

Notice of Public Hearing Kanabec County Board of Commissioners

Notice is hereby given that the Kanabec County Board of Commissioners will hold the Truth in Taxation public hearing on Thursday, December 7, 2023 at 6:00pm in the Board Room of the County Courthouse, 317 Maple Avenue East, Mora, MN to seek public input on Kanabec County’s proposed 2024 budget and levy. This public hearing will be held during a regular Board of Commissioners Meeting.

Comments may also be submitted in writing prior to the meeting at:

Kanabec County Board of Commissioners
c/o County Coordinator’s Office
317 Maple Ave E 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.

County Coordinator Kris McNally gave a presentation including the process of determining the budget and setting the levy, revenues, expenses, trends and the current, proposed 2024 Budget and the 2024 Levy.

6:11pm – The Chairperson called for public comment for those in attendance. Those that responded included:

Joe Royer	Question regarding the process of property evaluation.
Blake Kirby	Questions regarding the cause for a large increase in property taxes.

The Chairperson called for public comment online three times. No one responded.

6:20pm – The Chairperson closed public comment.

6:20pm - The Board took a five-minute break.

Action #19 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn the Truth in Taxation Public Hearing at 6:25pm.

The Board of Commissioners reconvened.

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

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

Resolution #20 – 12/7/23
Br. 33530 on CSAH 19 over Snake River
Beam Bearing Repair

WHEREAS, a bridge safety inspection of Br. 33530 on CSAH 19 over the Snake River found a beam bearing connection in need of repair, and

WHEREAS, Redstone Construction, LLC has provided a jacking plan and quote of \$5,000 for the repair, and

WHEREAS, said quote was presented before the Board;

THEREFORE BE IT RESOLVED to accept the quote of \$5,000 by Redstone Construction, LLC for the beam bearing repair on Br. 33530.

Action #21 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #21 – 12/7/23
Br. 33514 on CSAH 12 over Groundhouse River
Structural Analysis and Load Rating for Piling Repair

WHEREAS, a bridge safety inspection of Br. 33514 on CSAH 12 over the Groundhouse River identified steel pilings in need of repair, and

WHEREAS, a structural analysis and load rating is necessary to identify the proper repair, and

WHEREAS, LHB, Inc. has provided a quote of \$5,484.10 for analysis, load rating, and repair recommendation for Br. 33514;

THEREFORE BE IT RESOLVED to accept the quote of \$5,484.10 by LHB, Inc. for analysis, load rating, and repair recommendation for Br. 33514

Public Works Director Chad Gramentz gave an update and led a discussion regarding the MnDOT corridor study and encouraged the Commissioners to consider write letters of support for four-lane-ready improvements. Information only, no action was taken.

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

Action #22 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #22 -12/7/23

WHEREAS, Kanabec County is currently with MCIS as the hosting provider for the TAX, CAMA and Payroll systems, which we began January 2023; and

WHEREAS, hosting the TAX, CAMA, and Payroll systems with MCIS is a cost savings to the County;

THEREFORE BE IT RESOLVED, that the County Board hereby approves the MCIS Hosting Agreement for 2024 and authorizes the Board Chair to sign said document.

County Auditor/Treasurer Denise Snyder gave an update regarding the discussion to require payment of property taxes at the point of sale. Information only, no action was taken.

University of Minnesota Extension Regional Director Tony Hansen met with the Board to request the creation of an Extension Education Expo Assigned Fund.

Action #23 – Peter Ripka introduced the following resolution and moved its adoption:

Resolution #23 - 12/7/23

CREATION OF AN EXTENSION EDUCATION EXPO ASSIGNED FUND

WHEREAS Kanabec Count Extension conducts an Extension Education Expo annually and was initially funded by a University of Minnesota Extension Grant, and

WHEREAS the Expos continue to have good attendance and have generated donations, and

WHEREAS to secure their continuance with a minimal financial impact to the taxpayers of Kanabec County;

THEREFORE BE IT RESOLVED to approve the creation of an assigned fund beginning in 2023 for Extensions' Education Expos, allocating an initial sum of \$1,521.42, and allow donations and fund balance to carry over from year to year.

BE IT FURTHER RESOLVED that the Expo funds are accounted for under 01.663.000.8963.

The motion for the adoption of the foregoing Resolution was duly seconded by Tom Roeschlein and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Rick Mattson, Tom Roeschlein, Wendy Caswell, Peter Ripka

OPPOSED: None

ABSTAIN: Alison Holland

whereupon the resolution was declared duly passed and adopted.

County Coordinator Kris McNally led a discussion regarding consideration to adopt the proposed Kanabec County Earned Sick and Safe Time Policy.

Action #24 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #24 - 12/7/23

Adoption of Kanabec County Earned Sick and Safe Time Policy

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

WHEREAS, the Kanabec County Earned Sick and Safe Time Policy is recommended in order to implement and administer this state-mandated employee benefit;

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the Kanabec County Earned Sick and Safe Time Policy with an effective date of January 1, 2024 and assigns policy number P-127.

County Coordinator Kris McNally led a discussion regarding a proposed resolution to require Board approval prior to filling vacancies.

Action #25 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #25 - 12/7/23
Board Approval Required for Filling Vacancies

WHEREAS, the Board of Commissioners is responsible for overseeing Kanabec County’s management and administration, participating in long-range planning, and managing the county budget and finances; and

WHEREAS, the Board continuously looks for opportunities to run Kanabec County operations more efficiently and cost-effectively in the short and long-term; and

WHEREAS, as with most government agencies, employee wages and benefits are one of the County’s primary expenses; and

WHEREAS, the Board currently requires all major expenditures to be reviewed and approved prior to purchase and desires to implement a similar process prior to filling vacancies;

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby requires County management and administration, including the County Sheriff, County Attorney, County Auditor-Treasurer, and all department heads, to receive approval from the Board prior to posting, advertising, and filling position vacancies effective immediately.

County Coordinator Kris McNally led a discussion regarding a proposed resolution to transfer assigned funds.

Action #26 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #26 - 12/7/23
Transfer Assigned Funds

WHEREAS, the Auditor Treasurer’s Office has accrued future capital equipment funds to replace data processing equipment; and

WHEREAS, said data processing equipment is no longer needed due to technology improvements, as well as increases in the availability, security, and affordability of hosting services; and

WHEREAS, these future capital equipment funds are in an assigned fund and can be better utilized to fund a current and future County expense; and

WHEREAS, it is the recommendation of the Auditor Treasurer and the Coordinator to transfer \$120,000 from the Future Capital Equipment Fund- Data Processing to the Retiree Compensated Absence Fund;

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby authorizes the transfer of \$120,000 from Future Capital Equipment Fund- Data Processing (01.041.063) to the Retiree Compensated Absence Fund (01.031.032.2789) prior to December 31, 2023.

County Coordinator Kris McNally led a discussion regarding the 2023 MCIT Dividend. The Board expressed consensus to utilize the 2023 MCIT dividend funds to build the general fund balance (reserves).

Future Agenda Items: Highway 23/65 Corridor Study with Brian Smith and Chad Gramentz, examine the potential opportunity for partnership with the Mora HRA for the best use of the Statewide Affordable Housing Aid

Action #27 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to close the meeting at 7:04pm 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.

Action #28 - It was moved by Peter Ripka, seconded by Tom Roeschlein, and carried unanimously to return to open session at 7:26pm.

Action #29 - It was moved by Alison Holland, seconded by Tom Roeschlein, and carried unanimously to adjourn the meeting at 7:27pm and to meet again in regular session on Tuesday, December 19th at 9:00am.

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

Attest: _____
Board Clerk