

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

February 21, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, February 21, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, 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 9:00am and led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the February 7, 2023 minutes as presented.

9:03am – The Chairperson called for public comment three times. Those that responded included:

Betty Will	Comments regarding attending County Board Meetings to learn more about County business, to hold people accountable and to learn more about, “what is being said and what is not being said.”
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9:08am – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborns)	130.94
City of Mora	13,427.20
Consolidated Communications	1,138.51
East Central Energy	12.11
Kanabec County Auditor HRA	106
Kanabec County Auditor/Treasurer	8,814.22
Kwik Trip Inc	12,622.13

Marco	176
Midcontinent Communications	231.97
Midcontinent Communications	452.24
Minnesota Department of Finance	4,867.50
Minnesota Energy Resources Corp	19,994.48
Office of MN.IT Services	1,338.65
Quadient Finance USA, Inc.	2,000.00
Quality Disposal	1,003.55
Spire Credit Union	4,258.00
VC3	3,308.40
Verizon Wireless Cellphones	2,960.72
18 Claims Totaling:	<u><u>\$76,842.62</u></u>

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

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	550.00
Ace Hardware	5.99
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	303.94
American DataBank	46.75
American Solutions for Business	110.35
Anne M. Carlson Law Office, PLLC	367.50
Aspen Mills	159.88
Aspen Mills	1,565.82
Aspen Mills	399.75
Aspen Mills	1,770.55
Aspen Mills	289.37
Association of MN Counties	300.00
Association of MN Counties	1,050.00
AT&T Mobility	1,464.62
AT&T Mobility	44.69
Axon Enterprise Inc.	8,740.50
Bob Barker	276.58
Curtis, Michael	480.33
DKN Construction	4,333.00
Dunn County Clerk of Courts	7.50
East Central Regional Juvenile Center	4,487.00
East Central Regional Library	100.40

East Central Solid Waste Commission	60.00
EATI	277.82
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	41.25
Glen's Tire	320.00
Grainger	419.02
Granite City Jobbing Co	380.26
Granite City Jobbing Co	393.63
Granite Electronics	2,750.00
Granite Electronics	739.90
Hartshorn, Jim	69.43
Hoefert, Robert	1,163.28
Holland, Alison	100.87
Intoximeters, Inc	300.00
ITSAVVY	759.63
ITSAVVY	213.36
Kanabec Publications	817.46
Kanabec Publications	562.00
Marco	159.00
McKesson Medical Surgical	381.49
Methven Funeral and Cremation Services	400.00
Mid-American Research Chemical	292.99
Minnesota Counties Intergovernmental Trust	2,500.00
Minnesota Monitoring, Inc.	232.00
MN Public Transit Association	755.00
MNCCC Lockbox	100.00
Motorola Solutions	2,115.00
Office Depot	53.30
Office Depot	52.45
Office Depot	64.18
Office Depot	85.09
O'Reilly Auto Parts	21.77
Premium Waters, Inc.	11.80
Ramsey County	1,671.00
Ramsey County	1,585.00
RELX Inc DBA LexisNexis	189.08
Ripka, Peter	232.73
Rupp, Anderson, Squires & Waldspurter, PA	1,250.00
Rupp, Anderson, Squires & Waldspurter, PA	87.50
Rupp, Anderson, Squires & Waldspurter, PA	88.00
Sea Change Print Innovations	841.77

St. Louis County	331.65
Stellar Services	157.13
Stellar Services	194.40
Summit Food Service Management	3,991.56
SwipeClock LLC	158.45
Thomson Reuters-West	2,026.00
Tinker & Larson Inc	626.90
Union Grill	250.00
Van Alst, Lillian	1,053.90
VC3	12,247.00
VC3	9,000.00
Welia Health	47.00
WEX	445.50
79 Claims Totaling:	<u><u>\$ 88,215.07</u></u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,050.00
Cargill, Inc	6,307.84
Central McGowan	122.84
Glens Tire	77.00
Gopher State One-Call	1.35
H & L Mesabi	1,859.60
Johnson Hardware	204.96
J.R. Oil Co	115.00
Kanabec County Highway Dept	84.60
Kwik Trip	9.90
LHB Inc	2,153.00
Little Falls Machine	1,299.08
Marco	330.89
MN Energy	1,869.15
Morton Salt	6,525.83
Northpost	523.00
Nuss Truck	1,724.51
ODP	364.54
Owens	105.63
Power Plan	7,040.61
Pomp's Tire Service	7,376.88
Schiferli, Kevin	20.00
Scott's Lawn & Landscapes	7,863.00
Towmaster	3,255.23

Vault Health	618.76
Wiacom	675.30
Zep	1,880.86

27 Claims Totaling: \$ 53,459.36

County Coordinator Kris McNally led a discussion regarding the proposed Public Comment Policy. The Board expressed consensus to add under section C. 1. that the Chairperson may lengthen the time of public comment if needed.

County Coordinator Kris McNally led a discussion regarding proposed changes to the Expense and Travel Reimbursement Policy. The Board is considering the proposed questions for discussion at a later date.

Action #5 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to recess the meeting at 9:23am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:23am on Tuesday, February 21, 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 #FS6 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Family Services Board agenda as presented.

Family Services Director Chuck Hurd gave a presentation including a brief introduction of Fiscal Supervisor Jessica Gravich, Community Supports Supervisor Katie Heacock, Children’s Services Supervisor Kristen Struss, and CSO/Financial Assistant Supervisor Tim Dahlberg. The presentation also included an overview of the mission, vision, values, staff and program organization charts and agency info for the Family Services Department.

Family Services Director Chuck Hurd gave the Director’s Report. Information only, no action was taken.

Action #FS7 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS7 – 2/21/23
Family Services vs Human Services Resolution

WHEREAS, MN Statute Chapter 402 references Human Service boards which govern Human Service agencies, and

WHEREAS, in Kanabec County, the Human Service Agency has been referred to as the Family Services Agency, therefore the term Family Service Board has been historically used to describe the body that governs this agency, and

WHEREAS, the Welfare Fund, which is the reserve fund for the Family Services Agency, is also titled incongruously and is recommended to be made consistent to better describe its role in the finances within the agency, and

WHEREAS, clarification is sought in reference to the official name of the agency, its respective board, and its related fund;

THEREFORE BE IT RESOLVED the Human Services Board approves the use of Family Services to describe the agency itself as well as the governing board and approves the changing of the name of the Welfare Fund to now be called the Family Services Fund;

BE IT FURTHER RESOLVED that this resolution rescinds all previous naming resolutions of the Human Services Board and Family Service Board.

Action #FS8 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS8 - 2/21/23

Lexis Nexis Subscription Resolution

WHEREAS, the Family Service Agency has a need to locate people to complete relative searches and fraud investigation searches for assets, and

WHEREAS, Lexis Nexis has an investigative tool known as LexID which enables government professionals to instantly gather and analyze current, comprehensive and authoritative public records information in order to be more efficient and effective in their work, and

WHEREAS, the Director and two Supervisors have viewed a demonstration by Lexis Nexis of their investigative process, and

WHEREAS, the Family Services Director is recommending two subscriptions to this service to be more effective and efficient in completing relative and asset searches for Children's Services and the Fraud Prevention area.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director entering into a subscription agreement with Lexis Nexis for 2 subscriptions, costing a total of \$240.00 per month, to commence on March 1, 2023 and to automatically renew unless written notice of termination is received at least 60 days prior to the termination date.

Action #FS9 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried

unanimously to approve the payment of 121 claims totaling \$231,320.55 on Family Services Funds.

Action #FS10 - It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn Family Services Board at 9:41am and to meet again on Tuesday, March 21, 2023 at 9:20am.

The Board of Commissioners reconvened.

Paul Putzier, MN DNR Hydrogeologist Supervisor met with the County Board to give a presentation regarding the Kanabec County Groundwater Atlas and the upcoming workshop on March 16th. Information only, no action was taken.

Action #11 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 10:05am to a time immediately following the Drainage Authority Board.

The Kanabec County Drainage Authority Board met at 10:05am on Tuesday, February 21, 2023 pursuant to adjournment with the following Board. Public Works Director/Ditch Inspector Chad Gramentz presented the Drainage Authority Board Agenda.

Action #12 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Drainage Authority Board Agenda as presented.

Public Works Director/Ditch Inspector Chad Gramentz gave an update regarding the County Ditch 2 Repair Project. About a quarter of the project is finished. There have been some concerns regarding the vertical edges of the channel. Houston Engineering walked the channel on Friday and will address the problem areas. The beaver dams and vegetation have been removed in the portion of the ditch south of the county line. There is a minor discrepancy between field measurements and aerial photo measurements for ditch clearing work. Some portions of the channel only have clearing on one side and it is recommended that it be cleared on both sides.

10:25am – The Chairperson called for public comment regarding County Ditch Matters. Those that responded included the following:

Kevin Belholm	Concerns regarding the current repair project and standards of depth, width and side slopes not being met.
Chad Barnick	Concerns regarding the current repair project and the ditch not being dug to the bottom, or with 2 to 1 slopes as it was originally constructed. Concerns with spoil piles preventing drainage into the ditch. Questions regarding the timing of culvert replacement and planting season.
Daryl Erickson	Comments regarding the current repair project and portions of the ditch that were only being cleared on one side. Appreciation for consideration to clear both sides of the ditch.

Tom Schmitz	Comments regarding constant beaver problems on the Isanti County side of the ditch. Something needs to be done about all of the beaver dams, or there will be flooding on the south end of the ditch.
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10:41am – The Chairperson closed public comment regarding County Ditch Matters.

Public Works Director/County Ditch Inspector Chad Gramentz addressed concerns from public comment. Portions of the spoil piles will be cut to allow drainage into the ditch. Landowners will be given the opportunity to mark where they would like the cuts in the spoil piles. The earliest culvert replacements can start will be mid-June, after planting season. Additional information as to how the depth of the ditch was determined had been given to landowners prior to the meeting.

Action #13 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve an additional 6.62 acres of clearing for the County Ditch 2 Repair Project at a cost of \$16,682.40.

Action #14 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn the Drainage Authority Board at 10:50am.

The Board of Commissioners reconvened.

Public Works Director Chad Gramentz presented the Kanabec County Public Works 5-Year Plan 2023-2027.

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

Resolution #15 – 2/21/23
Advertise for Bids
2023 Construction Projects

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

Road	Type	Length	From	To
8	Reclamation	2.5 mi.	CSAH 6	CR 76
26	Reclamation	4.0 mi.	W. County Line	TH 47
43	Reclamation/Resurfacing Equipment Rental	4.0 mi.	S. Co. Line	TH 70

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

Deputy Finance Laura Birkaker met with the County Board of behalf of Auditor/Treasurer Denise Snyder to request approval of the new Retail Fireworks Permit Form.

Action #16 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the new Retail Fireworks Permit Form as presented.

EDA Director Jim Hartshorn met with the County Board to request approval for Small Business Development Center (SBDC) Contract Resolution.

Action #17 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution with the contingency that the contract is updated and the changes recommended by the County Attorney are integrated:

Resolution #17 – 2/21/23

Small Business Development Center Contract Resolution

WHEREAS, Kanabec County Economic Development Authority (EDA) provides support services and consultation for area businesses as well as individuals considering business start-up; and

WHEREAS, the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Central Lakes College (hereinafter Minnesota State) desires to contract with Kanabec County EDA to provide Small Business Development Center (SBDC) professional and technical services; and

WHEREAS, providing SBDC professional and technical services locally delivers enhanced services to area businesses and entrepreneurs, as well as a revenue stream for Kanabec EDA;

THEREFORE BE IT RESOLVED to approve the Kanabec County EDA Director to sign a contract with the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Central Lakes College (hereinafter Minnesota State) to provide Small Business Development Center (SBDC) professional and technical services.

County Coordinator Kris McNally gave a department update. Information only, no action was taken.

The Board held a brief discussion regarding potential new legislation relating to the legal sale of cannabis to adults, as well as the current moratorium on the sale of hemp derived THC food and beverages within the Kanabec County, and potential new legislation on paid family and medical leave. Information only, no action was taken.

Future Agenda Items – Presentation from Central Minnesota EMS Region Joint Powers Board Regional Coordinator, Marion Larson.

Action #18 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to close the meeting at 11:33am pursuant to the Open Meeting Law, MN Statute

§13D.05 Subd.3(c) (3) to discuss matters related to Consideration of a Real or Personal Property Offer or Counteroffer. Those present during the closed portion of the meeting included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally.

Action #19 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to return to open session at 12:16pm.

Action #20 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to close the meeting at 12:16pm 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 included Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally.

Action #21 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to return to open session at 12:41pm.

Action #22 - It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn the meeting at 12:42pm and to meet again in regular session on Tuesday, March 7, 2023 at 9:00am.

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

Attest: _____
Board Clerk