

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

July 5, 2023

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 5, 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 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 Tom Roeschlein and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the June 20, 2023 minutes with the following corrections: Action #FS13, correct the spelling of “Allison” to “Alison”.

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

<u>Vendor</u>	<u>Amount</u>
Buzzell, Katheryn & Courtney	600.00
City of Mora	1,247.40
Dearborn National Life Insurance Co.	548.46
East Central Energy	1,294.11
East Central Energy	220.65
Health Partners	6,990.26
Kanabec County AT ACH_VISA	5,237.48
Kanabec County Auditor HRA	18,100.85
Kanabec County Auditor HRA	636.00
L & N Feeds LLC	600.00

Life Insurance Company of North America	594.77
Marco	176.00
Minnesota Energy Resources Corp	10,913.21
Mora Motor Vehicle Inc	1,224.42
Quadient Finance USA, Inc	2,000.00
Quality Disposal	208.24
The Hartford Priority Accounts	562.36
VC3, Inc.	6,235.00
Verizon Wireless Aircards	1,415.36
VSP Insurance Co	562.36
Whaley, Raymond	500.00

21 Claims Totaling: \$ 59,866.93

9:04am – The Chairperson called for public comment. Those that responded included the following:

John Teichroew	Comments regarding the County requirement for 300 feet of road frontage in the Platting & Subdivision Ordinance #4, the preservation of farmland, and consideration to revise Ordinance #4.
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9:17am – The Chairperson closed public comment.

Action #4 – Alison Holland introduced a motion to approve the following claims on the Revenue Fund:

Vendor	Amount
Accurate Controls Inc	82.00
Ace Hardware	80.94
Adam's Pest Control Inc	250.00
Ann Lake Watershed Alliance	5,514.16
Aspen Mills	28.56
Association of MN Counties	35.00
Association of MN Counties	35.00
Auto Value	41.97
Auto Value	43.94
Auto Value	117.95
Auto Value	33.98
Axon Enterprise Inc	480.00

Barron County Clerk of Courts	6.25
BCA Criminal Justice Training & Education	50.00
BCA Criminal Justice Training & Education	50.00
Bob Barker	683.40
Bracewell, Earl	88.96
Carda, Eugene	154.78
Carda, Eugene	86.79
City of Mora	1,547.66
Concept Seating Government LLC	1,919.00
Curtis, Michael	463.50
DHS	1,761.50
East Central Regional Development	5.31
Ernest, Jennifer	89.41
Fish Lake Improvement Association	2,037.15
Grainger	151.74
Granite City Jobbing Co Inc	1,139.20
Granite Electronics	309.75
Hamilton Funeral Homes	400.00
Handyman's Inc	494.94
Hartshorn, Jim	91.70
Harvey, RandiAnn	38.25
Hoefert, Robert	1,160.66
Holcomb, Lisa	89.41
Holcomb, Lisa	107.42
IAEMD	55.00
Johnson Brothers Law	380.00
Kanabec County Highway Dept	334.15
Kanabec County Highway Dept	182.04
Kanabec Publications	93.51
Knife Lake Improvement District	11,463.04
Marco	3,267.40
Mattson, Jean	109.06
MCCC Lockbox	5,100.00
McFadden, Barbara	93.15
Methven Funeral and Cremation Services	400.00
Mid-America Research Chemical	493.42
Mora Public Schools	1,891.20
MRA	92.50

MRA	2,173.75
O'Brien, Pat	137.58
O'Brien, Pat	154.78
O'Reilly Auto Parts	33.47
Olson, Rhonda	85.48
Peterson, Ronald	156.09
Peterson, Ronald	147.40
Pine County Solid Waste/Planning & Zoning	1,884.48
Premium Waters, Inc.	35.10
PRIA	60.00
ProPhoenix Corporation	58,931.16
Quadient Leasing USA, Inc.	2,086.20
R.M. Cotton Company	1,395.88
Ripka, Peter	75.00
Sabinash, Douglas	86.79
Salmela, Terry	111.68
Sawatzky, Fred	137.10
Sawatzky, Fred	122.84
Schiferli, Kelsey	89.41
Snyder, Denise	138.86
St Cloud Stamp	36.21
St Cloud State University	980.00
St. Croix County Wisconsin	16.25
Stellar Services	208.53
Stellar Services	118.95
Summit Food Service Management	4,124.60
Summit Food Service Management	4,105.98
SwipeClock LLC	332.00
Thomas Sno Sports	127.68
Van Alst, Lillian	1,256.29
VC3	73,646.08
VC3	1,430.00
VC3	923.00
VC3	568.75

84 Claims Totaling: \$ 199,542.12

The motion was seconded by Peter Ripka and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Tom Roeschlein, Wendy Caswell, Alison Holland, Peter Ripka
OPPOSED: Rick Mattson
ABSTAIN: None

Whereupon the motion was declared passed.

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

<u>Vendor</u>	<u>Amount</u>
Auto Value	1,033.86
Berndt, Steve	375.00
Bjorklund Companies	50,599.01
CPF	542.93
Currie, Michael	25.00
Dultmeier Sales	564.94
EATI	2,805.19
Federated Co-op	18.99
Frisch, Nick	34.99
Houston Engineering	7,627.97
Johnson Hardware	286.40
Kanabec County Highway Dept	84.60
Mille Lacs County Public Works	1,083.92
MN Counties Ins Trust	124.00
Newman Traffic Signs	13,860.48
Northern States Supply	83.18
Novus Glass	192.00
Nuss Truck	355.85
Olson Power	295.68
Oslin Lumber	171.98
Sanitary Systems	170.00
Scott's Lawn & Landscapes	2,805.00
Uline	166.03
USIC Locating	130.00
Widseth Smith Nolting	2,846.00
25 Claims Totaling:	<u><u>\$86,283.00</u></u>

Action #6 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to recess the board meeting at 9:21am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:21am on Wednesday, July 5, 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.

Action #CH7 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the Community Health Board Agenda with the following changes: Change #7 from “George Washington University Agreement” to “Western Government University Agreement”. Add update regarding blue green algae in local lakes.

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 – 7/5/23
Radiological Emergency Preparedness Grant resolution

WHEREAS, Kanabec County is located within 50 miles of a nuclear power plant and eligible to apply for Radiological Emergency Preparedness Grant funding and,

WHEREAS, the Radiological Emergency Preparedness (REP) Grant Program provides necessary direction, coordination, guidance, and assistance to support a county level ingestion zone response to an incident at a Minnesota nuclear power plant, and

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approve the Kanabec County Community Health Director to apply for the Radiological Emergency Preparedness Grant to prepare for a radiological incident for the total allocation and to accept the funds and sign the contract upon approval of the grant.

Action #CH9 – Wendy Caswell introduced the following resolution and moved its adoption:

Resolution #CH9 – 7/5/23
St. Clare Living Community of Mora for OT, PT Contract Resolution

WHEREAS, Kanabec County Community Health does contract for services in support of the Home Care Program, and

WHEREAS, a contract for physical and occupational therapy has been presented to the Community Health Board for 2023, effective July 5, 2023 and automatically renewing annually thereafter unless terminated by either party.

THEREFORE BE IT RESOLVED to approve an agreement between Kanabec County Community Health and St. Clare Living Community of Mora for Occupational and Physical Therapy for the Home Health Program clients at a rate of \$85.00 per hour plus mileage and drive time.

The motion for the adoption of the foregoing Resolution was duly seconded by Alison Holland 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 resolution was declared duly passed and adopted.

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

Resolution #CH10 – 7/5/23

A Peace of My Mind Agreement

WHEREAS, A Peace of My Mind has developed a traveling photography exhibit and associated programming that includes a series of large-scale photographs, books, workshops, lecture, portrait and story capturing, Studio photo booths and discussion guide, known as American Stories, and

WHEREAS, the Statewide Regional Prevention Coordinators, with guidance from the MN Dept. of Human Services have chosen to lease the American Stories Exhibit and programming, and

WHEREAS, the Agreement details include three studio days in Bemidji, Mankato and St. Cloud; the Exhibit Installation at the Fall Conference, Conference Studio and Tech Check for the Keynote Discussion/Talk and Keynote Discussion/Talk and Q & A all of which will commence between the Spring and Fall of 2024.

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Kanabec County Community Health Director to sign said Agreement upon approval by the County Attorney.

Action #CH11 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #CH11 – 7/5/23

Agreement for Clinical Laboratory Training – Western Governor's University Resolution

WHEREAS, Western Governor's University has a nursing program and is in need of Clinical Laboratory training sites, and

WHEREAS, Kanabec County Community Health has facilities for providing a suitable training experience that meets the educational needs of the students enrolled in those programs, and

WHEREAS, it is in the best interest of Kanabec County Community Health to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to sign an Agreement with Western Governor's University for Clinical Laboratory Training commencing on execution of both parties' signatures and terminating upon 90 days written notification to either party from the other.

Action #CH12 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #CH12 – 7/5/23

Central Minnesota Council on Aging Assisted
Transportation Grant Request Resolution

WHEREAS, there is an unmet need in the unserved areas of Kanabec County by Public Transit, and

WHEREAS, there is an opportunity to provide Assisted Transportation services to individuals aged 60+ in those areas in the County; and

WHEREAS, Central Minnesota Council on Aging has grant funds available for Assisted Transportation services for elderly persons to include providing or arranging for travel, including travel costs of individuals from one location to another, escorting or other appropriate assistance for a person who has difficulties (physical or cognitive) using regular vehicular transportation, and

WHEREAS, priority will be given for transportation to medical, social service appointments, grocery/pharmacy shopping/food shelves, hair dresser/barber appointments, place of worship, respite/adult day services, support groups and evidence based Health Promotion Programs.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for the Assisted Transportation grant from Central Minnesota Council on Aging and to accept the grant and sign the Agreement, upon approval by the County Attorney, if it is awarded.

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

IN FAVOR THEREOF: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland

OPPOSED: None

ABSTAIN: Peter Ripka

Whereupon the resolution was declared duly passed and adopted.

Action #CH13 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Kanabec County Resolution #CH13 – 7/5/23

MN Dept. of Transportation Public Transit Grant Resolution

Kanabec County has resolved to apply for the 2024 Greater Minnesota Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

Further resolved that the Kanabec County agrees to provide a local share of up to 5 percent of the total operating cost and up to 20 percent of the total capital costs.

Further resolved that the Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

Further resolved that the Kanabec County authorized the Transit Director or Community Health Director to execute the Agreement and any amendments.

Action #CH14 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the payment of 75 claims totaling \$74,577.27 on Community Health Funds.

Action #CH15 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn Community Health Board at 9:48am and to meet again on Tuesday, August 1, 2023 at 9:20am.

The Board of Commissioners reconvened.

Community Health Director Kathy Burski and Sheriff Brian Smith met with the Board to discuss the new adult-use cannabis law, the existing County interim ordinance placing moratorium on the sale of hemp derived THC food and beverages, and plans for next steps. Sheriff Brian Smith, Community Health Director Kathy Burski, County Attorney Barbara McFadden, County Coordinator Kris McNally and Environmental Services GIS Technician Ryan Carda will work together to formulate a recommendation and bring it back to the Board at a later date for further consideration.

Environmental Services GIS Technician Ryan Carda met with the Board to request approval of an interim use permit application for a short term/vacation rental.

Action #16 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the Interim Use Permit application for the short term/vacation rental by Phil & Heather Smith at 19351 Solmonson River River Rd, Mora per the Planning Commission's recommendation.

Veterans Service Officer Erica Bliss met with the Board to discuss office space at the new Veterans Memorial site. Discussion was held regarding potentially moving the Veteran Services Office from the Courthouse to the Veterans Memorial Building once construction is complete. Additional information was requested for a future meeting regarding associated costs, security, information technology, and defined responsibilities and expectations with the Veterans Memorial Committee. Information only, no action was taken.

County Assessor Tina Von Eschen met with the County Board to give an update regarding her department. Information only, no action was taken.

HR Specialist Kim Christenson met with the Board to present re-evaluation results for job descriptions in the Family Services and Transit departments.

Action #17 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #17a – 07/05/23

Case Aide 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 Case Aide position is on the rotation schedule for 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 6 to Grade 7 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 descriptions and approve the wage consultant’s recommendations;

BE IT FURTHER RESOLVED to accept the ranking for the “Case Aide” position, which results in Pay Range 7;

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

Resolution #17b – 07/05/23

Eligibility Worker 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 Eligibility Worker position was not on the rotation schedule for 2023 but was agreed upon to be reviewed 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 8 to Grade 9 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 "Eligibility Worker" position, which results in Pay Range 9;

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

Resolution #17c - 07/05/23

Fiscal Officer 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 Fiscal Officer position was not on the rotation schedule for 2023 but was agreed upon to be reviewed 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 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 FUTHER RESOLVED to accept the ranking for the "Fiscal Officer" position, which results in Pay Range 10;

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

Resolution #17d – 07/05/23

Child Support Officer/Fraud Prevention Specialist 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 Child Support Officer/Fraud Prevention Specialist position was not on

the rotation schedule for 2023 but was agreed upon to be reviewed 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 10 to Grade 11 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 "Child Support Officer/Fraud Prevention Specialist" position, which results in Pay Range 11;

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

Resolution #17e – 07/05/23

Social Worker 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 Social Worker position was not on the rotation schedule for 2023 but was agreed upon to be reviewed 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 13 to Grade 14 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 "Social Worker" position, which results in Pay Range 14;

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

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 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
- Community Support Tech-Adult
- Community Support Tech-Child
- Child Support Officer
- Lead 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.

Action #18 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #18 – 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 the HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation for the following positions:

- Transit Director
- Operations Supervisor

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.

The motion for the adoption of the foregoing Resolution 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: Tom Roeschlein
ABSTAIN: None

Whereupon the resolution was declared duly passed and adopted.

MCIT Risk Management Consultant Tom Suppes met with the Board to present the 2023 MCIT Report. Information only, no action was taken.

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

Resolution #19 – 7/5/23
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	\$925.75
Quality Disposal	\$6,163.40
Arthur Township	\$500.00
Total	\$7,589.15

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

Resolution #20 – 7/5/23

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation,

appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Mustang Booster Club for a raffle event to be held at Spring Brook Golf Course 2276 200th Ave. Mora, MN 55051 on August 19, 2023.

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

Resolution #21 - 7/5/2023 **Credit Card Service Agreement with TriMin**

WHEREAS, Kanabec County currently contracts with TriMin Systems for the LandShark system on a user-subscription basis; and

WHEREAS, TriMin Systems offers credit card services for user fees on a per-use basis as well as a subscription basis for access to LandShark data; and

WHEREAS, offering credit card services through TriMin offers users a per-use option instead of having to purchase a full subscription, and eliminates the need for the County to manage multiple credit card systems for access to LandShark; and

WHEREAS, Kanabec County will be paid all TriMin Systems revenues related to the applicable LandShark data access minus convenience fees on a monthly basis;

THEREFORE BE IT RESOLVED to approve Kanabec County to enter in to an agreement with TriMin Systems for the terms and conditions specified within said agreement for credit card services;

BE IT FURTHER RESOLVED the Kanabec County Board Chair is authorized to sign said agreement.

Future Agenda Items: The use of unit numbers for new addresses that have a shared driveway. Discuss limits on the number of interim use permits for short term/vacation rentals in the county.

In discussion of other matters, Coordinator Kris McNally asked the Board how they would like to proceed with the public comment made by John Teichroew regarding Ordinance #4. The Board advised that the issue should first be addressed with the Planning Commission.

Action #22 – It was moved by Alison Holland, seconded by Peter Ripka and carried

unanimously to adjourn the meeting at 11:06am and to meet again in regular session on Tuesday, July 18, 2023 at 9:00am.

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

Attest: _____
Board Clerk