

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 20, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, June 20, 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, 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 Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the agenda with the following changes: Remove 9:40am Appointment, Employee Service Recognition.

Action #2 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the minutes of June 6, 2023.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborn's)	1,184.14
Card Services (Coborn's)	263.95
Consolidated Communications	1,125.59
E C Riders	1,708.07
Kanabec County Auditor-Treasurer	9,460.41
Kwik Trip Inc	14,325.89
Midcontinent Communications	451.26
Minnesota Department of Finance	4,653.00
Office of MN.IT Services	1,338.65
Quality Disposal	291.27
Verizon Wireless Cellphones	3,068.20
11 Claims Totaling:	\$ 37,870.43

9:03am – The Chairperson called for public comment three times. No one responded.

9:05am – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Revenue Fund</u>	<u>Amount</u>
A and E Cleaning Services		100.00
A and E Cleaning Services		550.00
Advanced Correctional Healthcare		19,890.93
American DataBank LLC		36.00
Anne M. Carlson Law Office, PLLC		1,440.00
Aspen Mills		1,160.00
AT&T Mobility		1,547.93
Bob Barker		993.84
Bracewell, Earl		88.10
Christenson, Kim		210.91
Curtis, Micahel		237.11
DKN Construction		32,991.00
East Central Solid Waste Commission		71.70
East Central Solid Waste Commission		80.00
EATI		2,707.00
EATI		1,540.83
EATI		1,657.41
ECM Publishers		207.28
Environmental Systems Research Institute		5,702.00
FBG Service Corporation		4,829.00
FBG Service Corporation		2,543.00
FBG Service Corporation		672.00
Feine, Jeffrey		74.98
Glen's Tire		114.00
Glen's Tire		153.81
Grainger		75.87
Granite City Jobbing Co		716.64
Granite City Jobbing Co		698.90
Hamilton Funeral Homes		400.00
Hartshorn, Jim		145.41
Hoefert, Robert		1,158.04
IT SAVVY		73.53
Kanabec Publications		218.16

Kanabec Publications	1,622.16
Kanabec Publications	2,221.00
M & H Appliance	279.99
MAAP	330.00
MACPO, Jackson County Probation	200.00
Marco	159.00
McKinnis & Doom PA	790.00
Michael Keller, Ph.D., L.P.	650.00
Minnesota Monitoring, Inc.	496.00
Minnesota UI	2.00
Motorola Solutions	2,115.00
O'Brien, Pat	93.34
ODP Business Solutions	124.63
Office Depot	104.43
Olson, Rhonda	85.48
O'Reilly Auto Parts	22.99
O'Reilly Auto Parts	5.29
Quality Disposal	244.53
Quality Disposal	259.51
Ramsey County	1,586.00
RELX Inc. DBA Lexis Nexis	231.75
RELX Inc. DBA Lexis Nexis	186.50
Rinke Noonan	815.00
River Valley Forensic Services, P.A.	1,000.00
Sabinash, Douglas	86.79
Schumacher, Sarah	79.91
Stellar Services	86.83
Summit Food Service Management	4,041.83
Summit Food Service Management	4,030.06
Terhaar, Cheryl	117.90
Tinker & Larson Inc	2,489.00
Van Alst, Lillian	1,303.45
VC3	2,975.00
Vye	225.00
WEX	423.50
Zaudtke, Wayne	78.93

69 Claims Totaling: \$ 112,648.18

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,340.00
Central McGowan	170.97

Glens Tire	834.76
Gopher State One-Call	41.85
Grainger	98.40
Kanabec County Highway Dept	84.60
Kanabec Publications	205.00
Kwik Trip	42.41
Lake Superior College	1,075.00
Marco	330.89
Martin Marietta	603.76
Nuss Truck	376.45
ODP	308.42
Power Plan	851.10
Trueman Welters	544.00
USIC Locating	100.00
Vault Health	61.16
Widseth Smith Nolting	5,760.00
Wiacom	675.30

19 Claims Totaling: \$ 13,504.07

Action #5 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #5 – 6/20/23

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 to Conduct Excluded Bingo for Ann Lake Watershed Alliance for bingo events to be held on August 20, 2023 and November 19, 2023 at Firepit Bar & Grill 1434 Ann Lake Rd Ogilvie, MN 56358

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

Resolution #6 – 6/20/23

WHEREAS, Minnesota Statutes 353.64, Subdivision 2, permits the governing body of a

governmental subdivision to declare that a position is that of a police officer and that the person who holds said position on a part-time basis is to be covered by the Police and Fire retirement plan if the following employment duties and qualification requirements are met:

1. The position requires a license by the Minnesota peace officer standards and training board and the employee is so licensed;
2. The primary (over 50%) duty of the position is to enforce the general criminal laws of the state;
3. The position charges the employee with the prevention and detection of crime;
4. The position gives this employee the full power of arrest, and
5. The position is assigned to a designated police or sheriff's department.

THEREFORE, BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy Sheriff in the Kanabec County Sheriff's Office satisfies all of the requirements listed above and declares its desire to provide all future employees holding said part-time law enforcement position with coverage under the Police and Fire plan; AND

BE IT FURTHER RESOLVED that Kanabec County will provide a copy of this resolution to PERA each time it provides Police and Fire membership to a person who is hired to said part-time position and will indicate the name of the employee eligible for such coverage.

County Coordinator Kris McNally led a discussion regarding an Updated Agreement between the Minnesota Department of Revenue and Kanabec County for Collection of Local Transit Sales and Use Tax.

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

Resolution #7 - 6/20/23

Approval of the Revised Agreement between the Minnesota Department of Revenue and Kanabec County for Collection of a Local Transit Sales and Use Tax

WHEREAS, the Minnesota Department of Revenue has requested an updated agreement with Kanabec County as a result of its modification of the distribution cycle for revenue collected by the local transit sales and use tax, as well as responsibilities at the end of the duration of said tax; and

WHEREAS, agreement changes take effect January 1, 2024;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners approves the updated agreement as requested by the Minnesota Department of Revenue;

BE IT FURTHER RESOLVED the Kanabec County Board Chair and County Coordinator are authorized to sign the updated agreement.

Action #8 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried

unanimously to recess the board meeting at 9:16am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:16am on Tuesday, June 20, 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 #FS9 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the Family Services Board Agenda as presented.

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

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

Resolution #FS10 – 6/20/23

WHEREAS, Kanabec County Family Services will receive one-time funding of \$126,121. to be used for expenses that support Medical Assistance (MA) renewals in the Financial Unit, and

WHEREAS, overtime pay for staff to complete MA applications is an allowable expense; and

WHEREAS, the Family Services Director is requesting approval for using up to \$20,000 of the funds for overtime pay for staff in order to have the flexibility if /when there is a significant increase in the MA applications.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the use of up to \$20,000 of the one-time funding for overtime pay for financial staff in the case of a significant increase in MA applications.

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

Resolution #FS11 – 6/20/23

Foster Care Rabies Vaccination Policy Resolution

WHEREAS, Kanabec County Family Services has created a policy to require foster homes in Kanabec County to vaccinate their dogs, cats and ferrets in order to keep foster children safe, and

WHEREAS, if there are no state or local ordinances in place or if the ordinances do not require rabies immunizations it will still be the policy of Kanabec County Family Services that

licensed foster homes maintain current rabies immunizations on all dogs, cats and ferrets over the age of three months.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the rabies vaccination policy for county licensed foster care homes as submitted.

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

Resolution #FS12 – 6/20/23
Regional Fraud Agreement Resolution

WHEREAS, the Regional Administrative Agency (Pine County Human Services) contracts with the State of Minnesota’s Department of Human Services, Financial Fraud and Abuse Investigations Division to administer the FPI program in Kanabec County; and

WHEREAS Kanabec County, dba Kanabec County Family Services desires to enter into an agreement with Pine County Human Services, acting as the Regional Fraud Prevention Administrative Agency to achieve mutually beneficial goals by establishing structures for providing FPI services to Kanabec County.

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves the Family Services Director entering into a Regional Fraud Administration Agreement with Pine County Human Services commencing July 1, 2023 through June 30, 2025 with no funds to be exchanged, rather each agency will be responsible for their own costs in performing the stated duties:

COUNTY AGENCY DUTIES. The COUNTY AGENCY will:

2.1 Cooperate with the STATE and the FPI REGIONAL ADMINSTRATIVE AGENCY in fulfilling goals and objectives of the FPI program pursuant to the FPI Guidelines, United States laws, federal regulations, State of Minnesota (State or state) laws, applicable Department rules and county ordinances.

2.2 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY in monitoring fraud referrals, completed investigations and case actions taken as a result of fraud prevention investigations.

2.3 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY and the STATE in submission of narrative, financial and/or statistical reports either as required in FPI guidelines or as requested by the STATE.

2.4 Ensure that eligibility workers under its control make FPI referrals to the investigator representing the REGIONAL ADMINSTRATIVE AGENCY, cooperate with case action reporting requirements and participate in funded FPI program related training.

2.5 Evaluate FPI referral rates among COUNTY AGENCY eligibility workers in order to identify fraud detection training needs.

2.6 Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined by a COUNTY AGENCY attorney or the COUNTY AGENCY decides not to pursue criminal prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.

REGIONAL ADMINISTRATIVE AGENCY DUTIES. The REGIONAL ADMINISTRATIVE AGENCY will:

3.1 Provide FPI services and report FPI Program activity to the COUNTY AGENCY.

3.2 Use qualified investigative staff to provide FPI services.

3.3 Annually provide training to COUNTY AGENCY eligibility workers in fraud detection to assist them identifying cases that should be referred. Provide training to COUNTY AGENCY eligibility workers on FPI forms and procedures.

3.4 Assist the COUNTY AGENCY in the identification and disqualification of individuals through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is contemplated.

Action #FS13 – Alison Holland introduced the following resolution and moved its adoption:

Resolution #FS13 – 6/20/23

Lakes & Pines CAC, Inc. Agreement for Homelessness Prevention
Resolution

WHEREAS, Kanabec County Family Services will be receiving State funds to assist in preventing homelessness of youth pre-K through 12th grade, and

WHEREAS, Lakes and Pines CAC, Inc. is willing and able to provide their expertise and professional knowledge to provide homelessness prevention services to children and youth age pre-K – through 12th grade, and

WHEREAS, Kanabec County Family Services would like to contract with Lakes and Pines CAC, Inc. to provide said homelessness services to area youth.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Kanabec County Family Services Director entering into an Agreement with

Lakes and Pines CAC, Inc. for homelessness services for children and youth up to 12th grade commencing on July 1, 2023 and terminating December 31, 2024 and not to exceed the annual funds provided by the State of Minnesota.

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 #FS14 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #FS14 – 6/20/23

Sue’s Bus Service Agreement Resolution

WHEREAS, Kanabec County Family Services is in need of transportation daily for clients between home and school, or other destinations and

WHEREAS, Sue’s Bus Service is willing and able to transport said clients to school or other destinations as determined by county and parent/guardian.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Agreement with Sue’s Bus Service for transporting clients’ to and from school or other destinations until further notice and billed at the current DHS Nonemergency Medical Transportation rate.

Action #FS15 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the payment of 128 claims totaling \$297,106.32 on Family Services Funds.

Action #FS16 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:30am and to meet again on Tuesday, July 18, 2023 at 9:20am.

The Board of Commissioners reconvened.

County Coordinator Kris McNally presented the revised Policy P-111 Phased Retirement Option for approval.

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

Resolution #17 - 6/20/23

Approval of Revised Policy P-111 Phased Retirement Option

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

WHEREAS, in 2009 the County originally adopted a Phased Retirement Option Policy based on MN Statute 353.371; and

WHEREAS, the State of Minnesota has made revisions to MN Statute 353.371 Postretirement Option since that time; and

WHEREAS, the proposed policy revisions reflect the changes in MN Statute 353.371; and

THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby adopts the revised Phased Retirement Option Policy P-111 effective June 20, 2023.

County Coordinator Kris McNally led a discussion regarding the Seasonal Lawn Care Worker Position.

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

Resolution #18 - 6/20/23

Approval to Hire Persons Aged 16 or 17 to Perform Seasonal Lawn Care Duties

WHEREAS, Kanabec County has a need for seasonal lawn care duties; and

WHEREAS, the Public Works Department has budgeted to hire seasonal help to perform said duties; and

WHEREAS, response to the posting for the seasonal help has been limited; and

WHEREAS, altering the position requirements to allow persons ages 16 and older to apply may produce candidates previously not eligible for consideration; and

WHEREAS, the performance of lawn care duties for municipalities is allowed for persons ages 16 and older per MN Statute 181A.116; and

WHEREAS, MCIT has confirmed no prohibitions of coverage for persons under age 18 for legal, authorized work;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby authorizes posting for and hiring the Seasonal Lawn Care Worker to allow persons aged 16 and older to be eligible for consideration;

BE IT FUTHER RESOLVED if a person aged 16 or 17 is hired, he or she may only perform duties allowable under MN Statute 181A.116.

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

Resolution #19 - 6/20/23
Approval of Seasonal Lawn Care Worker Job Description

WHEREAS, Kanabec County has a need for seasonal lawn care duties; and

WHEREAS, a job description and physical analysis has been created for a Seasonal Lawn Care Worker;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the Seasonal Lawn Care Worker job description and physical analysis as presented;

BE IT FUTHER RESOLVED that the Seasonal Lawn Care Worker shall be paid beginning at Grade 1, Step A on the County’s established pay scale.

Family Services Director Chuck Hurd and Community Health Director Kathy Burski met with the Board to discuss South Country Health Alliance Membership. The Board will discuss the topic again in the future when additional information related to the outcome of court proceedings is available. Information only, no action was taken.

County Recorder Lisa Holcomb met with the Board to discuss matters concerning her department.

Action #20 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to raise the fee to file marriage credentials from \$5.00 to \$20.00, effective July 1, 2023.

The Board expressed consensus for County Recorder Lisa Holcomb to move forward with contacting Trimin Systems to gather information regarding the use of their credit card system for LandShark.

County Recorder Lisa Holcomb gave a department update and presented the current department budget. Information only, no action was taken.

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

Future Agenda Items: Remove Driver’s License Update. Add Next Generation 911 System.

The Board held a discussion regarding dates for budget work sessions. The Board will meet for Budget Work Sessions on August 8, 2023 and August 22, 2023 beginning at 8:00am; as well as September 12, 2023 if needed.

Action #21 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to adjourn the meeting at 10:48am and to meet again in Regular Session on Wednesday, July 5, 2023 at 9:00am.

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

Attest: _____
Board Clerk