

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**March 7, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, March 7, 2023 pursuant to adjournment with the following Board Members present in person: Tom Roeschlein, Rick Mattson, Wendy Caswell and Alison Holland. Present via WebEx at a public location: 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 addition: 9:40am Lisa Holcomb, request for approval of VitalChek Services Contract.

**9:01am** – The Chairperson called for public comment. Those that responded included:

Renee Crisman	Presented an impassable road complaint per MN Statute 163.16 for Hornet St. in Hillman Twp. and requested a hearing on said complaint.
Galen Brelie	Comments in support of Renee Crisman's request for a hearing of an impassable road, and encouraging the Board to take the request very seriously.

**9:10am** – The Chairperson closed public comment.

**9:10am** – Commissioner Peter Ripka joined the meeting via WebEx.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following paid claims:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ann Lake Township	7,359.77
Ann Lake Township	388.48
Arthur Township	23,063.41
Arthur Township	11,662.27
Brunswick Township	23,070.16
Brunswick Township	2,038.03
Budzien, Nicholas & Jennifer	26.00
Chamberlain Oil	764.08
City of Mora	13,213.02
Comfort Township	17,058.33
Comfort Township	971.62
Dearborn National Life Insurance Co	629.24
Ford Township	5,904.21
Grass Lake Township	18,349.73
Grass Lake Township	138.02
Haybrook Township	4,418.98
Haybrook Township	973.88
Health Partners	6,914.81
Hillman Township	500.00
Hillman Township	8,488.82
Kanabec County AT ACH_VISA	529.94
Kanabec Township	12,320.96
Kanabec Township	584.03
Knife Lake Township	18,152.07
Knife Lake Township	6,489.62
Kroschel Township	7,570.11
Kroschel Township	1,936.45
Life Insurance Company of North America	594.77
Peace Township	19,281.59
Peace Township	5,871.47
Pomroy Township	8,767.64
Quadient Finance	4,782.04
Southfork Township	15,150.00
Southfork Township	27,895.22
The Hartford Priority Accounts	6,863.69
VC3, Inc.	188.00
Verizon Wireless Aircards	1,335.34

VSP Insurance Co	526.74
Whited Township	11,714.22
<b>39 Claims Totaling:</b>	<b><u>\$ 296,486.76</u></b>

Action #3 – Alison Holland introduced a motion to approve the following claims on the funds indicated:

**Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Adam's Pest Control	250.00
Adam's Pest Control	125.00
Adam's Pest Control	125.00
American Septic Service	130.00
Aspen Mills	14.00
Aspen Mills	2,231.00
Association of MN Counties	350.00
Auto Value	35.97
BlueStar Graphics	525.00
Caswell, Wendy	96.94
Clifton Larson Allen	3,150.00
Coborn's Inc.	1,698.34
Curtis, Michael	656.57
ECSWC	7,130.70
East Central Regional Juvenile Center	4,487.00
Fox Run Kennels	500.00
Grainger	127.31
Granite City Jobbing Co	807.44
Granite City Jobbing Co	299.03
Hartshorn, Jim	78.60
Hoefert, Robert	563.96
Holcomb, Lisa	509.42
Holcomb, Lisa	98.25
Holcomb, Lisa	75.00
Horizon Towing	414.75
Kanabec County Environmental Services	25,000.00
Kanabec County Highway Dept	295.39
Kanabec County Highway Dept	19.20

Kroschel Land Surveyors, Inc.	4,700.00
Marco	105.92
Marco	477.00
Marco	414.00
Marco	490.00
Marco	3,267.40
Mattson, Jean	58.33
Mattson, Jean	95.96
McFadden, Barbara	75.00
MEI Total Elevator Solutions	893.81
Methven Funeral and Cremation Services	250.00
Michael Keller, Ph.D., L.P.	650.00
Milaca Chiropractic Center	85.00
Mora Bakery	32.06
Nagell Appraisal & Consulting	7,000.00
O'Reilly Auto Parts	7.49
Oslin Lumber	42.00
Ramsey County	507.00
Ratwik, Roszak & Maloney, PA	1,800.00
Ripka, Peter	75.00
Ripka, Peter	74.40
Rupp, Anderson, Squires & Waldspurger PA	1,864.00
Salmela, Terry	88.10
Schiferli, Kelsey	75.00
Sea Change Print Innovations	909.51
Stellar Services	124.50
Stellar Services	138.95
Summit Food Service Management	3,978.71
SwipeClock LLC	332.00
Van Alst, Lillian	867.22
Vertiv Corporation	4,510.00
<b>59 Claims Totaling:</b>	<b><u><u>\$ 83,782.23</u></u></b>

### **Road & Bridge**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Auto Value	3,187.81
Beaudry Oil & Propane	23,272.99

Central Pension Fund	804.75
Dultmeier Sales	69.29
Fluegge's Ag	18,770.00
Force America	552.92
Houston Engineering	14,037.94
Jacon LLC	149,142.53
JMD Manufacturing	7,301.74
Johnson Hardware	915.48
Kanabec County Highway Dept	190.30
Kroschel Land Surveyors	1,320.00
Little Falls Machine	212.25
Millerbernd	4,200.00
North Central International	185.42
Novus Glass	300.00
Nuss Truck	653.53
Sherburne County Public Works	280.00
Towmaster	1,621.18
Trent Terpstra	385.17
USIC	120.00
Vault Health	120.29
Widseth Smith Nolting	2,129.00
<b>23 Claims Totaling:</b>	<b><u>\$ 229,772.59</u></b>

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 was passed.

Action #4 – Tom Roeschlein introduced a motion to approve the February 21, 2023 minutes as presented.

The motion was duly seconded by Alison Holland 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 was passed.

Action #5 – Peter Ripka introduced the following resolution and moved its adoption:

**Resolution #5 – 3/7/23**  
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	\$1,696.96
Quality Disposal	\$4,205.00
Arthur Township	\$500.00
Total	\$6,401.96

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

Action #6 – Alison Holland introduced a motion to recess to meeting at 9:20am to a time immediately following the Community Health Board.

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 was passed.

The Kanabec County Community Health Board met at 9:20am on Tuesday, March 7, 2023 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell and Alison Holland. Present via WebEx: Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Community Health Director Kathy Burski gave the Director's Report.

Action #CH7 – Tom Roeschlein introduced the following resolution and moved its adoption:

## **Resolution #CH7 – 3/7/23**

### **Public Health Emergency Preparedness Concurrence Resolution**

**WHEREAS**, the Minnesota Department of Health (MDH) Public Health Emergency Preparedness fifth budget period of the five year project period (2023-2024 Budget Period 5) will focus on continuing COVID-19 response and recovery activities, incorporating lessons learned during the COVID-19 response by updating plans, policies and/or procedures, developing staff through participation in select training and exercises and , developing strategies to move public health emergency preparedness work forward during Budget Period 5 and the next five-year period (2024-2029), and

**WHEREAS**, there will be a set of recurring and base grant-related activities that all CHBs will complete, and

**WHEREAS**, the funding level-based duties will continue COVID-19 response work and emphasize recovery activities. CHBs will address gaps identified through hot washes in after

action reports, assess the public health incident management structure, and participate in MDH trainings including Psychological First Aid (PFA), MN Responds system administrators, and potentially an in-person NIMS/ICS training (if MDH is able to offer it). CHBs will develop and/or revise plans for social media, risk communication, responder safety and health, and pandemic influenza. CHBs will also continue regular communication with volunteers to help keep them engaged.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves Minnesota Department of Health’s approach to Public Health Emergency Preparedness for the 2023-24 budget period.

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

Action #CH8 – Alison Holland introduced the following resolution and moved its adoption:

**Resolution #CH8 – 3/7/23**  
Reality Based Leadership LLC Resolution

**WHEREAS**, Kanabec County Community Health along with 4 other counties in the region have funds available for staff recovery/development through COVID-19 funds; and

**WHEREAS**, Reality Based Leadership LLC is willing and knowledgeable in the areas requested for providing a partial day After Action Forum in a centrally located facility, and

**WHEREAS**, each County will pay a portion of the cost of the training.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director to sign an Agreement with Reality Based Leadership LLC to provide a partial day presentation for Community Health staff for \$15,000 plus travel expenses to be paid with Community Health COVID-19 funds, which will be partially reimbursed by the other four counties.



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

Action #CH9 – Alison Holland introduced the following resolution and moved its adoption:

### **Resolution #CH9 – 3/7/23**

#### **WIC Communications Innovations and Outreach (CIAO) Grant Participation Resolution**

**WHEREAS**, the five county region is considering partnering together to submit a Federal Grant to work with organizations to develop, implement, and evaluate innovative outreach strategies to increase WIC awareness, participation, benefit redemption and reduce disparities, and

**WHEREAS**, the program will improve the health and well-being of children and families, and

**WHEREAS**, the counties would also work with Hunger Impact Partners to help address needs in the counties and provide resources and expertise to implement recruitment and marketing strategies and to connect more families in the area with food resources at a time when the SNAP benefits are decreasing from the additional public health emergency funding, and

**WHEREAS**, Hunger Impact Partners is willing and able to be the applicant of record, as well as the fiscal agent for the grant application if the collaborative were to be funded.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director partnering with the five county region and Hunger Impact Partners to apply for the WIC Community Innovations and Outreach (CIAO) grant, to accept said funding upon award to provide outreach throughout the community.

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

Action #CH10 – Tom Roeschlein introduced a motion to approve the payment of 48 claims totaling \$38,820.76 on Community Health Funds.

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 was passed.

Action #CH11 - Alison Holland introduced a motion to adjourn Community Health Board at 9:44am and to meet again on Tuesday, April 4, 2023 at 9:20am.

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 was passed.

The Board of Commissioners reconvened.

County Recorder Lisa Holcomb met with the Board to give a department update and request approval for VitalChek Services Contract.

Action #12 – Alison Holland introduced the following resolution and moved its adoption:

**Resolution #12 – 3/7/23**  
**VitalChek Services Contract Resolution**

**WHEREAS**, Kanabec County Recorder’s Office provides at the counter and by mail vital record services to customers; and

**WHEREAS**, the VitalChek desires to contract with Kanabec County Recorder’s Office to provide on-line vital record services; and

**WHEREAS**, the County Attorney has reviewed the contract and cited no issues;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Recorder to sign a contract with VitalChek to provide on-line vital record services.

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

County Auditor/Treasurer Denise Snyder met with the Board to give a semi-annual department update and to request to use capital equipment funds for an unexpected, unbudgeted expense related to complications from the MCIS conversion.

Action #13 – Tom Roeschlein introduced a motion to approve the use of capital equipment funds for an unexpected, unbudgeted expense to mail the valuation statements separately from the tax statements this year due to complications related to the MCIS conversion and statutory deadlines for said mailings.

The motion was duly seconded by Alison Holland 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 was passed.

**10:24am** – The Chairperson called for a five minute break.

**10:29am** – The Board reconvened.

Action #14 – Alison Holland introduced the following resolution and moved its adoption:

## **Resolution #14 – 3/7/23**

**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 Kanabec County Agricultural Society for a raffle event to be held at Ogilvie Raceway, 1539 MN-23, Ogilvie, MN 56358 on July 17, 2023.

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

Rick Mattson led a discussion regarding dissatisfaction with the current location of the 4-H Educator's Extension Office due to small space, lack of public accessibility, etc. The board

discussed options to move the 4-H Educator's Extension Office to other space within the county. The board will look at options to consider and resume discussion at a future meeting.

Action #15 – Tom Roeschlein introduced a motion to approve moving forward with the budgeted scanning and archiving project for the official board meeting minute books.

The motion was duly seconded by Alison Holland 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 was passed.

County Coordinator Kris McNally led a discussion regarding the need and cost for audio upgrade in the board room. Discussion was held regarding whether the upgrade would cause problems such as feedback or delays, and if it would be possible to only use the room speakers in the audience portion of the room. Coordinator McNally will consult with I.S. and bring information back to the board. No action was taken.

County Coordinator McNally gave an update regarding the 2023 Pay Equity Report. The report has been officially accepted and in compliance. Information only, no action was taken.

County Coordinator McNally led a discussion regarding consideration to adopt the proposed Public Comment Policy.

Action #16 – Wendy Caswell introduced the following resolution and moved its adoption:

**Resolution #16 - 3/7/23**  
**Adoption of Kanabec County Public Comment Policy**

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

**WHEREAS**, the proposed policy is recommended in order to establish a standard of conduct and a guide to the Board and the citizens they serve for the public comment portion of board meetings;

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby adopts the Public Comment Policy effective March 7, 2023 and assigns policy number A-123.

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

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

Action #17 – Alison Holland introduced a motion to adjourn the meeting at 11:08am at to meet again in regular session on Tuesday, March 21, 2023 at 9:00am.

The motion was duly seconded by Tom Roeschlein 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 was passed.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk