

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

May 2, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, May 2, 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 Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the agenda with the following changes: Add late entry gambling requests to agenda item #4. Add discussion regarding a letter received from Arthur Township requesting a meeting to discuss ordinance issues.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the April 18, 2023 minutes with the following correction: Action #17 – Alison Holland abstained.

9:02am – The Chairperson called for public comment three times. None responded.

9:04am - The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor-Treasurer	12,419.45
AT&T Mobility	1,510.51
Consolidated Communications	1,125.59
Fortra LLC	412.92

Kanabec County Auditor HRA	6,000.00
Marco	176.00
Minnesota Energy Resources Corp	11,009.88
Quality Disposal	524.60
VC3, Inc	3,310.00
Card Services (Coborn's)	217.57
City of Mora	14,511.91
Chamberlain Oil	1,161.37
City of Mora	1,552.11
East Central Energy	1,359.40
Minnesota Energy Resources Corp	1,231.03
Dearborn National Life Insurance Co	602.62
Health Partners	6,519.86
Life Insurance Company of North America	594.77
The Hartford Priority Accounts	7,032.43
VSP Insurance Co	556.26
20 Claims Totaling:	\$ 71,828.28

Action #4 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Ace Hardware	19.20
Adam's Pest Control - Main	125.00
Aspen Mills	342.05
Aspen Mills	988.20
Aspen Mills	289.84
Auto-Chlor System	402.00
BlueStar Graphics	225.00
Bob Barker	235.80
Carda, Ryan	81.22
Caswell Cycle	142.95
Curtis, Michael	371.65
East Central Solid Waste Commission	88.00
Economic Development Assn of MN	355.00
Ernest, Jennifer	75.00

Hamilton Funeral Homes	430.00
Hartshorn, Jim	196.50
Hodsdon, Richard	1,169.11
Hoefert, Robert	1,103.02
Hohn's Auto Body & Glass	6,132.40
Holcomb, Lisa	75.00
Hullopeter, Lesa	75.00
Intoximeters, Inc	1,190.00
Kanabec County Agricultural Society	240.00
Kanbec County Coordinator's Office	487.10
Kastenbauer, Paul	124.32
Kubesh, JohnClair	199.00
MACATFO	30.00
Marco	3,267.40
Marco	273.00
Mattson, Jean	75.00
McFadden, Barbara	75.00
MCIS	14,426.00
MCIS	531.00
MCIS	4,733.00
MCIS	3,583.00
Minnesota Revenue	53.05
Minnesota UI	1,142.87
Neighborhood National Bank	24.00
Northland Fire Protection	1,181.20
ODP Business Solutions LLC	59.00
ODP Business Solutions LLC	13.36
O'Reilly Auto Parts	72.19
O'Reilly Auto Parts	50.45
Pine City Motor Vehicle Inc.	125.00
Premium Waters, Inc.	26.45
Quill	21.18
Reliance Telephone, Inc	50.00
Reliance Telephone, Inc	2,050.00
RELX Inc. DBA LexisNexis	189.08
Ripka, Peter	55.80
Ripka, Peter	104.00
RT Vision	937.50

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Salmela, Terry	88.10
Schiferli, Kelsey	75.00
SHI	812.00
State of Minnesota - BCA	855.00
State of Minnesota - Dept of Transportation	4,230.18
Stellar Services	206.45
Stellar Services	310.83
Summit Food Service Management	4,216.41
Summit Food Service Management	4,110.27
Summit Food Service Management	4,167.90
SwipeClock LLC	332.00
Thomsen, Brandon	326.96
Van Alst, Lillian	1,227.27
WEX	442.75
68 Claims Totaling:	<u>\$ 70,649.51</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
Beaudry Oil & Propane	21,156.60
Steve Berndt	98.25
Bjorklund	881.24
Brock White	1,781.50
Central McGowan	193.95
Central Pension Fund	570.45
George DeJong	343.94
Granite City Jobbing	181.96
Kanabec County Highway Dept	85.05
Little Falls Machine	4,069.25
Anders McGriff	99.97
MCIT	57.00
Mille Lacs County Public Works	134.10
MPCA	700.33
Mora Unclaimed Freight	47.17
North Central International	1,274.13
ODP	52.27

RDO Equipment	284,250.00
RTVision	1,875.00
Scott's Lawn & Landscapes	7,770.00
Stepp MFG	1,195.91
Towmaster	1,076.45
Trueman Welsters	1,104.30
USIC	30.00
24 Claims Totaling:	<u>329,028.82</u>

Action #5 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #5a – 5/2/23

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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at the DeAnna Lilienthal Residence 2867 Rainbow St, Brook Park, MN 55007 on August 12, 2023.

Resolution #5b– 5/2/23

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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at Ogilvie Raceway 1539 MN-23 Ogilvie, MN 56358 on June 3, 2023.

Resolution #5c – 5/2/23

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 TLC of Kanabec County, DBA: Kick Cancer to the Curb for a raffle event to be held at the Ogilvie Community Center 203 Oric Ave N. Ogilvie, MN 56358 on August 5, 2023.

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

Resolution #6 – 5/2/23

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	\$825.47
Quality Disposal	\$2,724.00
Arthur Township	\$500.00
Total	\$4,049.47

County Coordinator Kris McNally led a discussion regarding a letter received from Arthur Township. The letter was sent to the County Board and Environmental Services to request a meeting with the purpose of clarifying county and township zoning and platting administrative requirements.

Action #7 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to schedule a meeting between Arthur Township and the Public Works Committee to address the issues identified in the letter.

Action #8 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #8 - 5/2/23

Resolution to Hold a Public Hearing on an Impassable Road Complaint

WHEREAS, on March 3, 2023 the Kanabec County Board of Commissioners was presented with a impassable road complaint petition signed by 10 Hillman Township landowners; and

WHEREAS, said complaint petition was pursuant to Minnesota Statute 163.16 Impassable Road; and

WHEREAS, Minnesota Statute 163.16 requires the County Board by resolution to hold a public hearing;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners intends to hold a public hearing on said impassable road complaint petition on the 16th day of May, 2023 at 10:10a.m. during a Regular Board of Commissioners Meeting in Boardroom #164 at the Kanabec County Courthouse, 317 Maple Ave E., Mora, MN 55051.

BE IT FURTHER RESOLVED this public hearing shall be legally noticed in the Kanabec County Times on May 4, 2023;

BE IT FURTHER RESOLVED that a copy of the complaint petition and the public hearing notice shall be mailed to the township clerk;

BE IT FURTHER RESOLVED that all persons signing the complaint shall also be notified of the time and place of the public hearing.

Commissioner Alison Holland led a discussion regarding a proclamation declaring Childcare Appreciation Day in Kanabec County.

Action #9 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #9 – 5/2/23

Resolution Proclaiming May 12th as Child Care Provider Appreciation Day in Kanabec County

WHEREAS, Child Care Aware® of America and other organizations nationwide are recognizing Child Care Providers on this day; and

WHEREAS, Child Care provides a safe, nurturing place for the enrichment and development of millions of children nationwide, and is vital force in our economy; and

WHEREAS, the pandemic illuminated how indispensable child care providers are for the well-being and economic security of Kanabec County’s young children, families, and communities.

WHEREAS, child care programs, which are mostly small businesses, run and staffed predominated by women, are still recovering from health and financial hardships stemming from the pandemic while they have continued to meet the needs of families; and

WHEREAS, Kanabec County recognizes that child care has been a lifeline for families, communities, and the economy and as such, has provided much-needed support to providers to help sustain the viability of child care by including childcare growth opportunities as a strategic priority for the Kanabec County EDA. The Kanabec County EDA supports a Childcare Capacity Committee which has led the region in child care capacity research, supply planning, and supporting growth and sustainability.

WHEREAS, our future depends on the quality of the early childhood experiences provided to young children today; support for high-quality child care represents a worthy commitment to our children’s future.

NOW, THEREFORE, BE IT RESOLVED, that Kanabec County Board of Commissioners, hereby proclaim May 12, 2023, as Provider Appreciation Day in Kanabec County and urge all residents to recognize Child Care Providers for their important work.

Action #CH10 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 9:16am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:16am on Tuesday, May 2, 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 #CH11 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the Community Health Board Agenda as presented.

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

Action #CH12 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #CH12 – 5/2/23

Full-time Suicide Prevention Coordinator Resolution

WHEREAS, Kanabec County Community Health has had an Agreement with Carlton County to provide a part-time Suicide Prevention Coordinator through the Suicide Prevention grant from MN Department of Human Services, and

WHEREAS, the Minnesota Department of Health has taken over the management of the Minnesota Community-Based Suicide Prevention Grant for the State, and

WHEREAS, Carlton County has received and will administer a grant to provide suicide prevention and awareness services to the Northern Region of Minnesota commencing July 1, 2023, and

WHEREAS, Carlton County wishes to purchase said services from Kanabec County, who meets the requirements for the desired services authorized by Carlton County, and

WHEREAS, Carlton County agrees to purchase and Kanabec County agrees to hire and supervise a Regional Coordinator to oversee grant efforts within the following counties: Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director together with the HR Director to hire a full-time Regional Suicide Prevention Coordinator at Grade 12, Step A at the rate of \$25.97 per hour and to sign the agreement with Carlton County for providing the suicide prevention and awareness services.

Action #CH13 – Tom Roeschlein introduced the following resolution and moved its adoption:

Resolution #CH13– 5/2/23

Central Minnesota Council on Aging Grant Resolution

WHEREAS, Kanabec County Community Health has been a recipient of Title III grant funding from the Central Minnesota Council on Aging for the Public Health Nurse

Clinic; and

WHEREAS, Kanabec County Community Health will be receiving the Request For Proposal from Central Minnesota Council on Aging for the continuation of the Title III grant in the near future, and

WHEREAS, the Community Health Director recommends applying for the continuation grant for seniors being served through these programs.

THEREFORE BE IT RESOLVED to approve the Kanabec County Community Health Director to apply for the continuation grant for the Title III funds from Central Minnesota Council on Aging and to accept the grant and sign the Agreement if it is awarded.

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, Tom Roeschlein, Wendy Caswell, Alison Holland

OPPOSED: None

ABSTAIN: Peter Ripka

whereupon the resolution was declared duly passed and adopted.

Action #CH14 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following resolution:

Resolution #CH14 – 5/2/23

Strong Foundations Capacity-Building Grant Resolution

WHEREAS, Kanabec County Community Health has an opportunity to apply for a Strong Foundations evidence-based family home visiting capacity building grant; and

WHEREAS, the grant is for Strong Foundations grant awardees who are interested in increasing the capacity of their evidence-based home visiting program to better serve families through creation and implementation of a Supplemental Action Plan, and

WHEREAS, the funding would be utilized, if awarded to design processes to increase recruitment, engagement and retention of families during the prenatal period, and

WHEREAS, funding would also enhance infrastructure to support staff providing evidence based home visiting services with model fidelity by increasing capacity for evaluation and continuous quality improvement activities.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to apply for, accept the funds and sign the Agreement for the Strong Foundations Capacity-Building grant if approved. Funds would be approved for between \$50,000 and \$150,000 and the project would commence on June 1st, 2023 and end December 31, 2024.

Action #CH15 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #CH15a – 5/2/23

Resolution Endorsing Kanabec County - Timber Trails Public Transit's Americans with Disabilities Program Plan.

WHEREAS, Kanabec County - Timber Trails Public Transit under the Americans with Disabilities Act of 1990 (ADA), is committed to operating an ADA compliant Public Transit Service in Kanabec County.

WHEREAS, Kanabec County - Timber Trails Public Transit must establish an ADA Program that meets U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38).

THEREFORE BE IT RESOLVED THAT, Kanabec County - Timber Trails Public Transit will follow the ADA Plan compliance elements to provide quality transportation services without discrimination to all persons including individuals with disabilities.

BE IT FURTHER RESOLVED THAT, Kanabec County Board of Commissioners authorizes the Transit Director and/or Kanabec County Community Health Director to implement and oversee compliance of Kanabec County - Timber Trails Public Transit's Americans with Disabilities Program Plan.

Resolution #CH15b – 5/2/23

Resolution Endorsing Kanabec County - Timber Trails Public Transit's ADA No Show/Cancellation Policy

WHEREAS, Kanabec County - Timber Trails Public Transit under the Americans with Disabilities Act of 1990 (ADA), is committed to operating an ADA compliant Public Transit Service in Kanabec County.

WHEREAS, Kanabec County - Timber Trails Public Transit must establish operating and service guidelines for dealing with “No Shows” in accordance with the requirements of the Americans with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38).

BE IT RESOLVED THAT, Kanabec County - Timber Trails Public Transit will follow the ADA No Show/Cancellation Policy compliance elements to provide quality transportation services without discrimination to all persons including individuals with disabilities.

BE IT FURTHER RESOLVED THAT, Kanabec County Board of Commissioners authorizes the Transit Director and/or Kanabec County Community Health Director to implement and oversee compliance of Kanabec County - Timber Trails Public Transit’s Americans with Disabilities Program No Show/Cancellation Policy Plan.

Action #CH16 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the payment of 70 claims totaling \$37,593.94 on Community Health Funds.

Action #CH17 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to adjourn Community Health Board at 9:47am and to meet again on Tuesday, June 6, 2023 at 9:20am.

The Board of Commissioners reconvened.

Chairperson Rick Mattson presented Deputy Chad Keehr with a plaque in recognition of his 25 years of service to the County.

County Sheriff Brian Smith met with the Board to request approval of the annual Boat & Water Grant.

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

Resolution #18 - 5/2/23

BE IT RESOLVED to approve and authorize the Chairperson and Sheriff to sign the State of Minnesota Annual County Boat & Water Safety Grant Agreement, grant #226061 in the amount of \$2,044 for the state fiscal year 2023 ending June 30, 2024.

HR Specialist Kim Christenson met with the Board to request approval of a job re-evaluation.

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

Resolution #19 – 5/2/23

WHEREAS Kanabec County Policy P-106, Section III calls for a reevaluation of a county job when the job changes substantively, and

WHEREAS, a vacancy in the Collections Clerk position prompted review of this job description; and

WHEREAS, the Auditor Treasurer recommended several updates in the job description; and

WHEREAS the HR Specialist has submitted updated the job description and physical analysis to the wage consultant at MRA for evaluation for the Collections Clerk position, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the above job title remains at the same pay grade;

BE IT RESOLVED that the County Board accepts the job description changes and approves the wage consultant’s recommendation for the above job title.

9:56am – The Board took a five minute break.

10:02am – The Board reconvened.

County Auditor/Treasurer Denise Snyder met with the Board to request approval of the annual East Central Riders Snowmobile Grant.

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

Resolution #20 - 5/2/23

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2024 Maintenance and grooming Grant Agreement.”

Future Agenda Items: None.

Action #21 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to close the meeting at 10:05am pursuant to MN Statute §13D.03 to discuss matters related to Labor 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 #22 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to return to open session at 10:24am.

Under other board matters, the Board expressed consensus for the Coordinator to work with the Transit Department to evaluate the consolidation of the Transit Director and the Transit Operations Supervisor positions and to refrain from posting the Transit Operations Supervisor Position until that evaluation has been completed and reviewed by the Board.

Action #23 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 10:39am and to meet again in regular session on Tuesday, May 16, 2023 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk