

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

November 7, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, November 7, 2023 pursuant to adjournment with the following Board Members present in person: Rick Mattson, Tom Roeschlein, 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 Wendy Caswell and carried unanimously to approve the agenda with the following addition: Late Entry, 11:15am Appointment, item b. Renewal of Medical Examiner Contract Agreement.

Action #2 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the October 17, 2023 minutes as presented.

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>
Ann Lake Twp	32,789.76
Arthur Twp	117,775.41
AT&T Mobility	1,547.54
Braham Public Schools	53,602.08
Braham Public Schools	53,601.91
Brunswick Twp	57,905.10
Card Services (Coborn's)	40.00
Card Services (Coborn's)	180.04
City of Braham	12,853.85
City of Grasston	7,270.16
City of Mora	746,288.60
City of Mora	19,334.36
City of Mora	994.08
City of Ogilvie	55,278.71
City of Quamba	32,804.41

Comfort Twp	55,146.31
Comm of Finance - Treas Div	179.29
Dearborn National Life Insurance Co	595.60
East Central Energy	1,634.79
East Central Regional Development Commission	10,259.15
East Central School District	20,409.86
East Central School District	20,418.26
Ford Twp	28,305.40
Grass Lake Twp	43,261.03
Haybrook Twp	29,178.04
Health Partners	7,383.03
Hillman Twp	28,457.01
Hinckley-Finlayson Schools	17,569.91
Hinckley-Finlayson Schools	17,569.82
Isle Public Schools	19,010.33
Isle Public Schools	19,010.23
Kanabec County	101,185.32
Kanabec County	101,185.30
Kanabec County AT ACH_VISA	2,456.35
Kanabec County Auditor-Treasurer	14,763.11
Kanabec County Sheriff	901.00
Kanabec Twp	35,463.93
Knife Lake Improvement District	18,316.77
Knife Lake Twp	49,915.50
Kroschel Twp	9,399.30
Life Insurance Company of North America	621.56
Marco Inc	178.12
Marco Inc	3,335.71
Milaca Public Schools	4,965.61
Milaca Public Schools	4,965.58
Minnesota Energy Resources Corp	6,899.84
Minnesota Energy Resources Corp	136.51
Mora Public Schools	1,223,374.87
Mora Public Schools	1,223,372.91
Office of MN.IT Services	1,338.65
Ogilvie Public Schools	347,833.79
Ogilvie Public Schools	347,833.24
Peace Township	59,209.69
Pine City Public Schools	283.25
Pine City Public Schools	283.25
Pomroy Twp	39,118.30
Quality Disposal	262.30
Quality Disposal	28.97

Southfork Twp	17,180.40
St Paul Port Authority	1,917.39
The Hartford Priority Accounts	6,580.75
VC3, Inc	7,896.00
Verizon Wireless Air Cards	1,415.38
Verizon Wireless Cell Phones	3,709.84
VSP Insurance Co	583.22
Whited Twp	32,919.38

66 Claims Totaling: \$ 5,180,485.16

9:02am – The Chairperson called for public comment three times. Those that responded included the following:

Charlie Strickland Jr.	Comments requesting that the County Board pass a resolution declaring that Israel has the right to defend itself.
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9:06am – 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 Revenue Fund:

Vendor	Amount
A and E Cleaning Services	570.00
Ace Hardware	94.64
Ace Hardware	72.95
Adam's Pest Control	250.00
Aspen Mills	328.00
Aspen Mills	1,676.24
Aspen Mills	1,051.14
Aspen Mills	1,679.75
Aspen Mills	287.11
Aspen Mills	179.95
Aspen Mills	250.39
Auto Value	141.44
Auto Value	240.41
BCA	480.00
Bee Line Service Center, Inc.	1,063.56
Blowers, Lisa	153.27
Blue Star Graphics	180.00
Blue Star Graphics	60.00
Blue Star Graphics	525.00
Booth, Jessica	40.00

Burski, Kathy	115.45
Carda, Ryan	355.00
Carda, Ryan	94.32
City of Mora	54,447.00
Clifton Larson Allen LLP	8,406.25
Clifton Larson Allen LLP	5,825.00
Clifton Larson Allen LLP	4,380.00
East Central Regional Juvenile Center	4,487.00
ECM Publishers	179.20
Feine, Jeffrey	237.25
Fourness, Chris	34.06
Fourness, Chris	93.67
Fourness, Chris	299.99
G & N Enterprises	600.00
Granite City Jobbing Co	36.87
Granite Electronics	155.00
Granite Electronics	405.00
Gratitude Farms	500.00
Hartshorn, Jim	16.00
Hoefert, Robert	1,631.61
Hohn's Auto Body & Glass	3,520.11
Holcomb, Lisa	124.45
Holcomb, Lisa	118.91
Holland, Alison	74.67
Horizon Towing	529.50
Ideal Service, Inc.	760.00
Imaging Spectrum, Inc.	291.70
IT Savvy LLC	837.36
IT Savvy LLC	1,674.72
Johnson Brothers Law	160.00
Johnson Hardware & Rental	985.00
Kanabec County Recorder	20.00
Kanabec County Sheriff's Office	65,597.82
Kanabec Publications	33.21
Kanabec Publications	147.06
Kanabec Publications	309.85
Kanabec Publications	280.80
Kanabec Soil & Water Cons.	710.19
Kanabec Soil & Water Cons.	3,313.30
Kanabec Soil & Water Cons.	572.78
Kanabec Soil & Water Cons.	3,669.24
Kanabec Soil & Water Cons.	2,137.64
Karen J Skaj, RMR	29.75

Koenings, Katie	90.39
Lakeland Printers Inc	431.00
Mattson Electric	100.00
MCIS	14,426.00
MCIS	4,733.00
MCIS	3,583.00
Methven Funeral and Cremation Services	400.00
Mille Lacs SWCD	31.00
Minnesota Department of Labor & Industry Financial Services Office	50.00
Minnesota Secretary of State - Notary	120.00
MN Attorney General's Office	280.49
MNCCC	50.00
MNCCC	40.00
Mora Bakery	32.06
MRA	925.00
MRA	2,497.50
Nagell Appraisal & Consulting	3,850.00
Northstar Computer Forms, Inc.	192.82
Novus Glass	950.00
ODP Business Solutions, LLC	80.52
ODP Business Solutions, LLC	125.66
Ramsey County	1,400.00
RandiAnn C. Harvey	38.25
Ratwik, Roszak & Maloney, PA	11,175.13
Reliance Telephone, Inc	1,100.00
RELX Inc. DBA LexisNexis	231.72
Richard Hodsdon	8,279.51
Richard Hodsdon	16,657.04
Rinke Noonan	790.00
Ripka, Peter	37.20
Segelstrom, Chad	369.96
Stellar Services	6.14
Stellar Services	31.64
Summit Food Service Management	4,004.39
Summit Food Service Management	3,960.54
Sward, Marie	69.43
SWIFT	101.26
SwipeClock LLC	332.00
Van Alst, Lillian	1,913.26
Vogel, Mary Ann	13.00
Wickeham, Teresa	415.16

104 Claims Totaling: \$ 261,434.65

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

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning Services	1,140.00
Ace Hardware	61.50
Aramark	446.36
Auto Value	2,286.60
Beaudry Oil & Propane	24,913.10
Bjorklund Companies	6,764.58
Blum Sand and Gravel	78.04
CPF	576.90
Compass Minerals	2,039.80
Erickson, Curt	219.54
Fahrner Asphalt Sealers	16,632.00
Glens Tire	591.00
Gopher State One-Call	36.45
Granite City Jobbing	324.71
Houston Engineering	7,846.48
Johnson Hardware	1,339.74
Kanabec County Highway Dept	113.10
Kroll, Bryan	85.01
Marco	352.17
Magnuson, Dale	251.99
MN Dept of Transportation	3,918.10
MN Hoist Inspection	1,311.00
Morton Salt	16,905.12
Newman Traffic Signs	166.19
North Central International	218.88
Northern States Supply	302.82
ODP Business Solutions	96.08
Olson Power & Equipment	356.24
Oslin Lumber	33.60
Owens Auto Parts	102.68
Quality Disposal	208.24
RDO Equipment	48,272.00
Safety-Kleen Systems	426.95
Sanitary Systems	260.72
Scott, Rod	300.00
Tomlinson, Timothy	274.99

Towmaster	259.26
USIC Locating	120.00
White Cap	907.36
Widseth Smith Nolting	2,926.74
Ziegler	196.84

41 Claims Totaling: 143,662.88

Action #6 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to recess the Board Meeting at 9:12am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:12am on Tuesday, November 7, 2023 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH7 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Community Health Board Agenda with the following addition: Request to hire an RN for the Case Manager position at a level 13C pursuant to County Policy P-106.

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

The Board expressed consensus to advertise for a Full Time Home Health Aide/Homemaker position. If there is interest in this position, Kathy Burski will come back to the Board to request authorization for hiring and to further assess budget impact.

Action #CH8 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #CH8 – 11/7/23

RN – Case Manager Resolution

WHEREAS, Kanabec County Community Health has had an RN-PHN Case Manager position open for two months, and

WHEREAS, interviews were completed, an offer was made and rejected due to the salary; and

WHEREAS, the position was reposted, interviews were held and an offer has been made again and a request was made to be hired at a level closer to her current wage, and

WHEREAS, the Community Health Director is requesting to hire an RN at level 13C, or \$29.87 per hour for the Case Manager position.

THEREFORE BE IT RESOLVED the Community Health Board approves the Community Health Director and HR Director to hire an RN for the Case Manager position at a level 13C, which is \$29.87 per hour, compared to a level 13A which is \$27.78 for 2023.

Action #CH9 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the payment of 94 claims totaling \$73,451.82 on Community Health Funds.

Action #CH10 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:42am and to meet again on Thursday, December 7, 2023 at 5:20pm.

The Board of Commissioners reconvened.

Doug Host, Principal at Clifton Larson Allen LLP met with the Board to present the 2022 Audit results and draft financial statements.

Action #11 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #11 - 11/7/23

Resolution Accepting Kanabec County's Audited Financial Statements for Year-Ending December 31, 2022

WHEREAS, the independent audit firm, Clifton Larson Allen LLP, has issued their opinion that Kanabec County's financial statements, as of December 31, 2022, are presented fairly and in accordance with generally accepted accounting principles; and

WHEREAS, Doug Host, authorized representative of Clifton Larson Allen LLP, and Denise Snyder, Kanabec County Auditor/Treasurer, presented a summary of key information in the 2022 Comprehensive Annual Financial Report to the Kanabec County Board of Commissioners; and

WHEREAS, the State Auditor's Office requires the Kanabec County Board of Commissioners to accept the audited financial statements and make them available for public inspection in the Office of the State Auditor and in the Office of the County Auditor;

THEREFORE BE IT RESOLVED by the Kanabec County Board of Commissioners to accept the audited financial statements for year-ending December 31, 2022 as presented.

HR Specialist Kim Christenson met with the board to discuss matters concerning Human Resources.

Action #12 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #12a - 11/7/23

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 following positions are on the rotation schedule for 2023:

Dept	Position
Assessor	Certified Appraiser
Assessor	Assistant Assessor
Attorney	Legal Secretary/Paralegal
Attorney	Victim & Witness Service Coord
Attorney	Assistant County Attorney
Auditor/Treasurer	Collections Clerk
Auditor/Treasurer	Deputy Auditor, Finance
Auditor/Treasurer	County Auditor/Treasurer
Public Health	Clerk Typist IIA PH
Public Health	Home Health Aide
Public Health	Case Aide-Family Health
Public Health	Administrative Assistant-PHFS
Public Health	Nursing Supervisor
Public Health	Family Health Supervisor
Probation	Court Services Secretary
Probation	Work Site Supervisor
Public Works	Accountant
Public Works	CADD Technician, Civil
Public Works	Hwy Maintenance Supervisor
Public Works	Assistant Engineer
Public Works	County Public Works Director
Recorder	County Recorder
Sheriff	Law Enforcement Assistant
Sheriff	Jail - Office Assistant
Sheriff	Civil Process Coordinator
Sheriff	Jail Administrator
Sheriff	Chief Deputy Sheriff
Sheriff	County Sheriff

and,

WHEREAS the job descriptions were given to the Department Heads for updating and returned to the Personnel Director and HR Specialist for final review, and

WHEREAS the County Coordinator and HR Specialist have examined the above job titles and feel changes made do not warrant further review by the pay consultant and should remain at the same pay grade;

BE IT RESOLVED that it is the decision of the County Board to accept and approve the remaining job descriptions with updates made.

Resolution #12b – 11/7/23

Deputy Finance 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 Deputy Finance 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 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 descriptions and approve the wage consultant’s recommendations;

BE IT FURTHER RESOLVED to accept the ranking for the “Deputy Finance” position, which results in Pay Range 11;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

Resolution #12c – 11/7/23

Highway Maintenance Supervisor 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 Highway Maintenance Supervisor 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 15 to Grade 16 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 "Highway Maintenance Supervisor" position, which results in Pay Range 16;

BE IT FURTHER RESOLVED that this change is effective January 1, 2024.

HR Specialist Kim Christenson presented a consent agenda to approve the newly created positions of Certified Appraiser I, Certified Appraiser II, and Property Specialist. The consent agenda failed for lack of a motion. The Board expressed consensus to postpone discussion regarding this matter until the 10:45am appointment of County Assessor Tina Von Eschen.

Action #13 – It was moved by Tom Roeschlein, seconded by Allison Holland and carried unanimously to approve the following resolution:

Resolution #13 - 11/7/23
Requested Extension of a Medical Leave of Absence

WHEREAS, the Kanabec County Employee Handbooks states that a medical leave of absence generally will not exceed 6 months; and that any additional time off for the leave must be requested in writing, supported by written certification from the treating physician, and approved by the County Board of Commissioners; and

WHEREAS, the Kanabec County Employee Handbook further states that if the leave extends past six months, the County will generally fill the vacancy and the employee's name will then be placed on a layoff eligibility list; and

WHEREAS, the Human Resources department has received a request from an employee to extend a leave of absence and has received written documentation from the treating physician to support said extension; and

WHEREAS, this is the second extension of this leave, with the first being under the terms of the employee's collective bargaining agreement for five months ending on November 15, 2023;

THEREFORE BE IT RESOLVED to approve an extension of this leave of absence until December 15, 2023;

BE IT FURTHER RESOLVED that the Coordinator's Office is authorized to fill the regular vacancy, if needed, no sooner than December 16, 2023 and move the employee's name to a layoff eligibility list;

BE IT FURTHER RESOLVED that the Coordinator's Office is authorized to hire a temporary employee after November 15, 2023 to fill the vacancy if the department director deems that it is necessary to fulfill seasonal work demands.

Dennis Rice, Broadband Manager with East Central Energy met with the County Board to request support and grant match funding for the MN Border-to-Border Round #9 Grant. An update regarding the progress on the installation of broadband was also given.

Action #14 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #14 - 11/7/23
**RESOLUTION IN SUPPORT OF EAST CENTRAL ENERGY’S BROADBAND
PROJECT IN KANABEC COUNTY**

WHEREAS, East Central Energy is working to provide efficient and affordable fiber broadband internet to its service area; and

WHEREAS, the mission is to provide high-speed internet to every home and business, fostering community vitality, affordable and quality health care, equitable education, a strong economy, and efficient government; and

WHEREAS, East Central Energy is applying for the Minnesota Border-to-Border Round 9 Broadband Development Grant Program. The Border-to-Border Broadband Round 9 Development Grant Program funds the expansion of broadband service to areas of Minnesota that are unserved or underserved; now

THEREFORE BE IT RESOLVED, that the governing board of Kanabec County, State of Minnesota, hereby endorses East Central Energy’s Broadband Project to provide to fiber broadband internet to its service area;

BE IT FURTHER RESOLVED, that Kanabec County commits \$25,000 for the matching portion of the 2023 Minnesota Border-to-Border Round 9 Broadband Development Grant Program grants received in support of East Central Energy’s Broadband Project;

BE IT FURTHER RESOLVED, that the authorizing authority of Kanabec County does hereby adopt this resolution.

County Assessor Tina Von Eschen met with the Board to discuss matters concerning her department.

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

Resolution #15 - 11/7/23
Lease Buy-Out of 2019 Jeep

WHEREAS, the terms of the Enterprise Fleet Services lease for the 2019 Jeep Cherokee Latitude 4dr 4x4 allow for buy-out; and

WHEREAS, the Assessor’s Office believes that purchasing this vehicle from Enterprise Fleet Services at this time is in the best interest of the County; and

WHEREAS, the Assessor’s budget has allocated funds for the purchase of this vehicle;

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby approves the buy-out of the 2019 Jeep Cherokee Latitude 4dr 4x4 for \$4,236.15 from Enterprise Fleet Services;

BE IT FURTHER RESOLVED, the Assessor is authorized to execute the documents related to said purchase.

The Board resumed discussion regarding clarification of the following newly created job descriptions and related certification requirements: Certified Appraiser I, Certified II, and Property Specialist.

Action #16 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #16a – 11/7/23
Certified Appraiser I Evaluation

WHEREAS the board did by Resolution #16a-10/17/23 refer the position of Certified Appraiser I to the pay plan consultant for review, 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 based on the overall points, recommends the position to be placed at a Grade 11;

BE IT FURTHER RESOLVED to accept the ranking for the Certified Appraiser I position effective January 1, 2024.

Resolution #16b – 11/7/23
Certified Appraiser II Evaluation

WHEREAS the board did by Resolution #16b-10/17/23 refer the position of Certified Appraiser II to the pay plan consultant for review, 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 based on the overall points, recommends the position to be placed at a Grade 12;

BE IT FURTHER RESOLVED to accept the ranking for the Certified Appraiser II position effective January 1, 2024.

Resolution #16c – 11/7/23 **Property Specialist Evaluation**

WHEREAS the board did by Resolution #16c-10/17/23 refer the position of Property Specialist to the pay plan consultant for review, 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 based on the overall points, recommends the position to be placed at a Grade 9;

BE IT FURTHER RESOLVED to accept the ranking for the Property Specialist position effective January 1, 2024.

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

Resolution #17 - 11-7-23

WHEREAS Jacob Bowland has successfully obtained his Certified Minnesota Assessor license from the State Board of Assessor's as of October 16, 2023; and

WHEREAS doing so qualified him for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser 1;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves Mr. Bowland's promotion to Assessor Certified Appraiser 1 and corresponding pay increase to Grade 11, Step A at \$24.15 per hour effective 10/21/2023.

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

Resolution #18 - 11-7-23

WHEREAS Sandra Ruud has successfully obtained her Certified Minnesota Assessor license from the State Board of Assessor's as of October 13, 2023; and

WHEREAS doing so qualified her for promotion from the Assessor Trainee Appraiser to Assessor Certified Appraiser 1;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves Ms. Ruud’s promotion to Assessor Certified Appraiser 1 and corresponding pay increase to Grade 11, Step A at \$24.15 per hour effective 10/21/2023.

County Assessor Tina Von Eschen gave a department update. Information only, no action was taken.

10:57am – The County Board took a five-minute break.

11:02am – The County Board reconvened.

Commissioner Ripka led a discussion regarding the future of the Snake River Watershed Management Board. Environmental Services Supervisor Teresa Wickeham and Aitkin County Commissioner Leiviska met with the Board to participate in the discussion. The Board expressed consensus to not dissolve the Snake River Watershed Management Board at this time, and to prepare a resolution for consideration at the next meeting on November 21, 2023.

Chief Deputy Kevin Braiedy met with the Board to discuss matters concerning the Sheriff’s Office.

Action #19 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to hold a public hearing during the regular Board of Commissioners Meeting on Thursday, December 7, 2023 at 5:40pm to seek public input on the Kanabec County Sheriff’s Office proposed Drone (Unmanned Aerial System “USA”) Program.

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

Resolution #20 – 11/7/23

Medical Examiner Contract

WHEREAS the terms of the contract with River Valley Forensic Services, P.A. expire December 31, 2023, and

WHEREAS River Valley Forensic Services, P.A. has agreed to contract for services in 2024; and

WHEREAS the County Sheriff is satisfied with the services provided by River Valley Forensic Services, P.A.; and

BE IT RESOLVED to approve the Medical Examiner Contract Agreement with River Valley Forensic Services, P.A. for services provided by or under Dr. Kelly Mills as Kanabec County Medical Examiner effective January 1, 2024 for a term ending December 31, 2024.

County Coordinator Kris McNally led a discussion regarding a request to create an assigned fund for Extension Education Expo Donations. The board expressed consensus to table

the request until after the Extension Committee meeting on November 21st.

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

Resolution # 21 - 11/7/23

Updating the Planning Commission Membership Description

WHEREAS the Kanabec County Board of Commissioners on the 9th day of November 1965, did adopt a resolution establishing a Planning Commission; and

WHEREAS upon revision in 2019, Kanabec County’s Ordinance #5 Shoreland added a specific requirement under item 3.3.1 that “at least one member shall be a shoreland resident.”

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the update to the Planning Commission membership description to specify that at least one member shall be a shoreland resident;

BE IT FURTHER RESOLVED that this change does not alter the number of Planning Commission members but is merely intended to clarify the specific membership requirements.

Future Agenda Items: Discuss the future of the Snake River Watershed Management Board. Consider request to create an assigned fund for Extension Education Expo.

11:48am – The Board took a five-minute break.

11:53am - The Board reconvened.

Action #22 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to close the meeting at 10:53am pursuant to the Open Meeting Law, MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #23 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to return to open session at 1:01pm.

Under other matters, the Board directed the Coordinator to schedule a work session at 8:00am on Tuesday, November 21st to further examine the 2024 budget and levy and to schedule the Public Works Director to attend.

Additionally, Commissioner Caswell noted that the payroll and related payroll tax issue had been resolved with Welia Healthy System.

Action #24 – It was moved by Peter Ripka, seconded by Alison Holland and carried

unanimously to adjourn the meeting at 1:10pm. The Board will meet again for a work session on Tuesday, November 21st at 8:00am to be followed by a regular meeting at 9:00am.

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

Attest: _____
Board Clerk