

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

October 17, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, October 17, 2023 pursuant to adjournment with the following Board Members present: 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 Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the agenda with the following additions: Late Entry – Isanti County Pheasants Forever charitable gambling request, raffle at Pheasant Ridge 11/26/23; Late Entry – SCORE Claims; Late Entry- Appointment for Denise Snyder, Auditor/Treasurer – Discuss problems with Welia closing related to state and federal tax withholding at the time of privatization.

Action #2 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the minutes of October 3, 2023 as presented.

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

| <u>Vendor</u> | <u>Amount</u> |
|---------------------------------|---------------|
| City of Mora | 24,257.26 |
| Consolidated Communications | 1,145.77 |
| East Central Energy | 84.89 |
| Gunderson, Ryan | 500.00 |
| Kwik Trip | 15,731.51 |
| Land & Cabins LLC | 500.00 |
| Marco | 159.00 |
| Midcontinent Communications | 448.19 |
| Minnesota Department of Finance | 5,356.50 |
| Minnesota Department of Finance | 31.50 |
| Minnesota Department of Health | 1,147.50 |
| Mora Motor Vehicle Inc | 3,369.95 |

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|------------------------------|---------------------|
| Quadient Finance USA, Inc. | 3,000.00 |
| Quality Disposal | 504.04 |
| Siebre, Maria | 600.00 |
| Spire Credit Union | 9,171.25 |
| Verizon Wireless Aircards | 1,415.40 |
| Verizon Wireless Cell Phones | 3,112.54 |
| 18 Claims Totaling: | \$ 70,535.30 |

9:03am – The Chairperson called for public comment three times. There were no responses.

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 Revenue Fund:

| Vendor | Amount |
|---------------------------------------|---------------|
| Ace Hardware | 22.96 |
| Ace Hardware | 6.59 |
| Ace Hardware | 45.47 |
| Ace Hardware | 65.98 |
| Advanced Correctional Healthcare | 18,790.63 |
| Advanced Correctional Healthcare | (966.00) |
| Aspen Mills | 1,109.74 |
| Aspen Mills | 1,103.48 |
| Aspen Mills | 130.12 |
| Athey, Lucas | 208.29 |
| Auto Value | 32.98 |
| Barbo, Elizabeth | 450.00 |
| BCA/Business Shared Services | 600.00 |
| BlueStar Graphics | 525.00 |
| BlueStar Graphics | 90.00 |
| Bob Barker | 680.00 |
| Brrr Equipment Service | 979.00 |
| Carney Forensics | 1,388.55 |
| Clifton Larson Allen LLP | 31,883.50 |
| Clifton Larson Allen LLP | 1,350.00 |
| Clifton Larson Allen LLP | 1,000.00 |
| Clifton Larson Allen LLP | 5,320.00 |
| Curtis, Michael | 161.13 |
| Daniels Health | 304.54 |
| East Central Regional Juvenile Center | 4,487.00 |
| EATI | 6,575.37 |

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|---|------------|
| Eric Hanson Consulting | 5,940.00 |
| FBG Service Corporation | 4,829.00 |
| FBG Service Corporation | 2,543.00 |
| FBG Service Corporation | 672.00 |
| Glen's Tire | 1,017.72 |
| Glen's Tire | 888.32 |
| Granite City Jobbing Co | 760.72 |
| Granite Electronics | 437.40 |
| Granite Electronics | 70.00 |
| Hamilton Funeral Homes | 430.00 |
| Hartshorn, Jim | 28.17 |
| Hero Industries, Inc | 1,100.00 |
| Hoefert, Robert | 800.41 |
| Industrial Health Services Network Inc | 47.90 |
| ITSAVVY | 861.57 |
| Johnsons Hardware | 1,006.74 |
| Kanabec County Community Health | 1,508.01 |
| Kanabec County Community Health | 3,630.59 |
| Kanabec County Community Health | 3,139.32 |
| Kanabec Publications | 1,456.00 |
| Kanabec Publications | 436.77 |
| Kanabec Publications | 40.32 |
| Kanabec Publications, Inc | 45.50 |
| Kanabec Publications, Inc | 45.50 |
| Kanabec SWCD | 144.00 |
| Kirby Kennedy & Associates | 667.20 |
| Lakeland Printers Inc | 45.00 |
| Lindberg, Jodi | 104.80 |
| MAAP | 50.00 |
| McFadden, Barbara | 121.83 |
| Michael Keller, Ph.D., L.P. | 650.00 |
| Minnesota Monitoring, Inc. | 120.00 |
| Minnesota UI | 164.00 |
| MN Dept of Revenue, Property Tax Division | 30.00 |
| MNCCC LockBox | 13,027.75 |
| Mora Chamber of Commerce | 75.00 |
| Motorola Solutions | 2,115.00 |
| Northland Trust Services Inc | 900,000.00 |
| Northland Trust Services Inc | 49,912.50 |
| Northland Trust Services Inc | 495.00 |
| Novus Glass | 350.00 |
| ODP Business Solutions, LLC | 50.94 |
| Office Depot | 52.56 |

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|--------------------------------------|--------------------------------------|
| O'Reilly Auto Parts | 4.66 |
| O'Reilly Auto Parts | 40.78 |
| Premium Waters, Inc. | 15.10 |
| Prime Mechanical Insulation, Inc. | 2,350.00 |
| Regents of the University of MN | 19,670.25 |
| RELX Inc. DBA LexisNexis | 231.72 |
| RELX Inc. DBA LexisNexis | 220.00 |
| Rick's Home Furnishings | 575.76 |
| Rick's Home Furnishings | 353.81 |
| River Valley Forensic Services, P.A. | 250.00 |
| River Valley Forensic Services, P.A. | 250.00 |
| River Valley Forensic Services, P.A. | 2,000.00 |
| River Valley Forensic Services, P.A. | 250.00 |
| RS Eden | 6.80 |
| RT Vision | 3,583.12 |
| RT Vision | 3,583.13 |
| Segelstrom, Chad | 305.78 |
| State of Minnesota - BCA | 575.00 |
| State of Minnesota - BCA | 1,080.00 |
| Stellar Services | 7.51 |
| Stellar Services | 53.09 |
| Streicher's | 149.00 |
| Streicher's | 168.99 |
| Summit Companies | 148.00 |
| Summit Food Service Management | 7,272.37 |
| Summit Food Service Management | 3,916.76 |
| Summit Food Service Management | 4,067.51 |
| Sundsvold, Taylor | 107.42 |
| Tinker & Larson Inc | 980.84 |
| Trimin Systems, Inc. | 1,108.26 |
| Van Alst, Lillian | 1,289.04 |
| Von Eschen, Tina | 224.12 |
| Welia Health | 48.00 |
| WEX | 423.50 |
| 103 Claims Totaling: | <u><u>\$ 1,131,565.19</u></u> |

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

| Vendor | Amount |
|-----------------|---------------|
| Auto Value | 1,716.50 |
| Central McGowan | 297.15 |
| Currie, Michael | 190.00 |

| | |
|--------------------------------|----------------------------|
| Glen's Tire | 591.00 |
| Kanabec County Highway Dept | 65.90 |
| Knife River | 2,350,288.88 |
| MN Dept of Natural Resources | 400.00 |
| Morton Salt | 12,731.92 |
| Northern Safety Co., Inc | 67.92 |
| Northern States Supply | 113.15 |
| Northwest Lasers & Instruments | 59.00 |
| ODP | 126.60 |
| Power Plan | 2,859.44 |
| Wallace, Bruce | 149.93 |
| Wiacom | 675.30 |
| 15 Claims Totaling: | <u>2,370,332.69</u> |

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

Resolution #6 – 10/17/23

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 Isanti County Pheasants Forever for a raffle event to be held at Pheasants Ridge Shooting Preserve 1547 Imperial St, Ogilvie, MN 56358 on November 26, 2023.

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

Resolution #7 – 10/17/23

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 | \$744.48 |
| Quality Disposal | \$5,494.20 |
| Arthur Township | \$500.00 |
| Total | \$6,738.68 |

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

Resolution #8 - 10/17/23
Nemeth Orthodontics Lease for 2024

WHEREAS the Nemeth Orthodontics utilizes space in the Courthouse Building to provide convenient orthodontia services to local youth, and

WHEREAS the annual lease agreement is due for renewal,

BE IT RESOLVED that the Kanabec County Commissioners approve the attached lease agreement and rate increase from \$140 per month to \$150 per month for Nemeth Orthodontics for FY 2024;

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign said lease.

Action #9 - It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to recess the meeting at 9:13am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:13am on Tuesday, October 17, 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.

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 Family Services Board Agenda as presented.

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

Resolution #FS11 – 10/23/23
Office Support Specialist to Case Aide Resolution

WHEREAS, Family Services has budgeted for a position change from Office Support Specialist to Eligibility Case Aide at the front desk in 2024, and

WHEREAS, due to staffing changes and workload at the front desk the Director is requesting to make the position change sooner, effective in November, and

WHEREAS, the cost associated with the change will be made up by the Federal Time Study participation incentive and the MA Renewal funds that were received in July of this year, as well as the current wages of the Office Support Specialist which will also offset the cost.

THEREFORE BE IT RESOLVED that the Family Services Board approves the Family Services Director and Human Resources Director to convert an Office Support Specialist position to an Eligibility Case Aide position in November 2023 rather than waiting until January 2024.

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

Resolution #FS12 – 10/17/23

Computer Purchase Resolution

WHEREAS, Kanabec County Family Services has budgeted for upgrading computers on a regular rotation, and

WHEREAS, in recent years, due to the pandemic funding and the purchase of laptops for staff, that process was interrupted, and

WHEREAS, at this time the Family Services Director wishes to return to a regular schedule of upgrading a specific number of computers each year to keep the annual replacement costs to a minimum, and

WHEREAS, Family Services is requesting to purchase 8 desk top and 3 laptop computers, which are budgeted in the equipment categories. Of the Family Services 2023 budget \$10,983.66 will remain after the purchase.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director with the assistance of the IS Director to purchase 11 computers at a cost not to exceed \$10,000.

Action #FS13 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #FS13 – 10/17/23

Adobe Pro Purchase Resolution

WHEREAS, Kanabec County Family Services would like to purchase 43 Adobe Pro licenses for agency staff, and

WHEREAS, the software will improve the productivity, and efficiency by editing and sending documents as well as the ability to use e-signatures, and

WHEREAS, the cost of this software is budgeted for under the professional services category in the Family Services 2023 budget.

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the Family Services Director with the assistance of the IS Director to purchase 43 Adobe Pro licenses for Family Services staff not to exceed \$4,000.

Action #FS14 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the payment of 140 claims totaling \$282,316.96 on Family Services Funds.

Action #FS15 – It was moved by Alison Holland, seconded Tom Roeschlein and carried unanimously to adjourn Family Services Board at 9:25am and to meet again on Tuesday, November 7, 2023 at 9:20am.

The Board of Commissioners reconvened.

HR Specialist Kim Christenson met with the Board to request approval to send job descriptions to the pay consultant for review.

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

Resolution #16a – 10/17/23

Approve Job Description and Refer for Pay Consultant Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications,
and

WHEREAS the position of Certified Appraiser I is a newly created position, and

WHEREAS the County Assessor has submitted a job description and physician analysis,
and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Certified

Appraiser I job description be sent to the salary consultant for review.

Resolution #16b – 10/17/23
Approve Job Description and Refer for Pay Consultant Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications,
and

WHEREAS the position of Certified Appraiser II is a newly created position, and

WHEREAS the County Assessor has submitted a job description and physician analysis,
and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Certified Appraiser II job description be sent to the salary consultant for review.

Resolution #16c – 10/17/23
Approve Job Description and Refer for Pay Consultant Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications,
and

WHEREAS the position of Property Specialist is a newly created position, and

WHEREAS the County Auditor/Treasurer has submitted a job description and physician analysis, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Property Specialist job description be sent to the salary consultant for review.

Auditor Treasurer Denise Snyder met with the Board to discuss problems with Welia closing related to state and federal tax withholding at the time of privatization. Commissioner Caswell will request that the Hospital Board add discussion regarding this matter to their next meeting agenda and will follow up with the Auditor Treasurer. Information only, no action was taken.

EDA Director Jim Hartshorn met with the Board to give an update regarding his

department. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding Local Affordable Housing Aid. The Board discussed Local Affordable Housing Aid priorities and next steps. The Board expressed consensus to table any decisions pending further information from Lakes & Pines CAC.

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

Future Agenda Items: Snake River Watershed Management Board, discuss what happened at the public hearing. Lakes and Pines program updates and needs. Policy regarding waterline under County Road. Discuss how to better handle properties with excess amounts of junk.

Action #17 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to close the meeting at 11:00am 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 #18 - It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to return to open session at 11:26am.

Action #19 – It was moved by Peter Ripka, seconded by Wendy Caswell, and carried unanimously to adjourn the meeting at 11:28am and to meet again in Regular Session on Tuesday, November 7, 2023 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk