

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

October 3, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, October 3, 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 Alison Holland, seconded by Peter Ripka and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the minutes of September 19, 2023 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>
Anderson, Dale & Gabrielle	500.00
Card Services (Coborn's)	288.09
Card Services (Coborn's)	620.85
Dearborn National Life Insurance Co	543.64
East Central Energy	1,380.77
Hammond, Nick	500.00
Health Partners	7,361.32
Kanabec County AT ACH_VISA	713.70
Life Insurance Company of North America	621.56
Lind, Terry	500.00
Marco	178.12
Minnesota Energy Resources Corp	6,771.82
Minnesota Energy Resources Corp	67.26
Office Of MN.IT Services	1,338.65
Quadient Finance USA, Inc	2,719.45

VSP Insurance Co

586.76

16 Claims Totaling: \$ 24,691.99

9:02am – The Chairperson called for public comment three times. There were no responses.

9:04am – The Chairperson closed public comment.

Action #4 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following claims on the Revenue Fund:

<u>Vendor</u>	<u>Amount</u>
1st Choice Document Destruction	15.00
1st Choice Document Destruction	25.00
1st Choice Document Destruction	176.40
1st Choice Document Destruction	58.80
1st Choice Document Destruction	15.00
1st Choice Document Destruction	20.00
1st Choice Document Destruction	90.00
1st Choice Document Destruction	30.00
Adam's Pest Control, Inc.	250.00
Anne M. Carlson Law Office, PLLC	180.00
Aspen Mills	133.41
Assured Security	357.50
Blowers, Lisa	543.95
Bowland, Jacob	86.28
Bowland, Tim	115.96
Caswell, Wendy	39.96
Coborns	125.00
Curtis, Michael	532.52
ECM Publishers	210.40
Elite Septic LLC	650.00
Granite Electronics	701.00
Hoefert, Robert	818.10
Innovative Office Solutions, LLC	53.72
Jacobs, Tim	98.25
Johnson Brothers Law	220.00
Kanabec County Coordinator's Office	474.05
Kanabec County Highway Dept	214.34
Kanabec County Highway Dept	270.04
Kanabec Publications	744.00
Kanabec Publications	744.00
Kanabec SWCD	5,000.00

Kanabec SWCD	1,751.06
Marco	3,335.71
Mattson, Jean	52.03
MN Public Transit Association	275.00
Mora Bakery	64.12
ODP Business Solutions	139.98
ODP Business Solutions	21.99
ODP Business Solutions	15.40
Olson, Jessica	65.50
Panoramic Software Inc	990.00
Quadient Leasing USA, Inc.	2,086.20
Reliance Telephone, Inc	600.00
Ripka, Peter	55.80
Ruud, Sandy	159.79
Schneider, James	195.00
Schneider, James	430.00
Scotts Lawn & Landscapes	330.00
Snyder, Denise	98.25
Stellar Services	137.23
Stellar Services	108.30
Stolarzyk, Jenae	336.81
Summit Food Service Management	4,149.22
Sunshine Printing	192.00
SwipeClock LLC	332.00
Van Alst, Lillian	1,515.02
56 Claims Totaling:	<u><u>\$ 30,429.09</u></u>

Action #5 – It was moved by Wendy Caswell and seconded by Alison Holland to approve Agenda Item #4, Regular Bills – Road & Bridge Fund as presented. Upon discussion the motion and second were rescinded pending further clarification.

Action #6 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to table the approval of Agenda Item #4, Regular Bills – Road & Bridge Fund pending further clarification.

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

Resolution #7 – 10/3/23
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	\$942.49
Quality Disposal	\$2,738.00
Arthur Township	\$500.00
Total	\$4,180.49

Action #8 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to recess the Board meeting at 9:14am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:14am on Tuesday, October 3, 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 #CH9 – 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. Information only, no action was taken.

Action #CH10 – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the payment of 74 claims totaling \$41,707.78 on Community Health Funds.

Action #CH11 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Community Health Board at 9:25am and to meet again on Tuesday, November 21, 2023 at 9:20am.

The Board of Commissioners reconvened.

County Coordinator Kris McNally led a discussion regarding a request from Pokegama Lake Association for the distribution of charitable gambling proceeds.

Action #12 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

Resolution #12 – 10/3/23

BE IT RESOLVED the Kanabec County Board of Commissioners hereby recommends the following distribution of the charitable gambling proceeds from the Pokegama Lake Association for 2023:

- \$6,000 Mora Food Shelf
- \$4,000 Ogilvie Food Shelf
- \$3,000 Catholic Charities – Kanabec County Senior Food Program
- \$3,000 Kanabec County Victim Services Program
 - for direct client assistance or outreach
- \$2,000 Kanabec County K-9 Unit
 - food, veterinary expenses, training, equipment

County Coordinator Kris McNally led a discussion regarding the sponsorship of an off-highway motorcycle trails program.

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

Resolution #13 - 10/3/23

Authorizing Sponsorship of an Off-Highway Motorcycle Trails Program

WHEREAS, the State of Minnesota has made funding available through the Minnesota Trails Assistance Program for the purpose of constructing and maintaining Off-Highway Motorcycle (OHMs), and

WHEREAS, Kanabec County desires to make available to its citizens and visitors such an area for the aforementioned purposes;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners will act as the sponsor for the funding application to the State of Minnesota Department of Natural Resources for development and maintenance OHM trails within the Snake River State Forest, open to the public and managed by the Norsemen Motorcycle Club; and

BE IT FURTHER RESOLVED that upon approval of the application by the State, Kanabec County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement; and

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign such an agreement with the Department of Natural Resources;

BE IT FINALLY RESOLVED the County of Kanabec hereby names the Auditor/Treasurer as the fiscal agent for this project.

Environmental Services/GIS Technician Ryan Carda met with the Board to give an update regarding SCORE Funding. Information only, no action was taken.

Auditor/Treasurer Denise Snyder met with the Board to discuss matters concerning her department.

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

Resolution #14 - 10/3/23

RESOLUTION SETTING WAGES FOR COUNTY ELECTION JUDGES

WHEREAS the County Auditor-Treasurer’s office continues to experience an increase in the absentee voting requests, and

WHEREAS the County Auditor-Treasurer will need to hire county election judges to assist the office with testing and processing absentee voting requests and ballot processing during the election cycle, and

BE IT RESOLVED that the County Board authorizes the County Auditor-Treasurer to hire no more than four (4) trained election judges to assist the office staff in election machine testing and absentee ballot processing as needed, at a rate of pay of \$18.00 per hour for election judges and \$20.00 per hour for head election judges, and

BE IT FURTHER RESOLVED that this authorization will remain in effect until such authorization is rescinded by the County Board.

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

Resolution #15 – 10/3/23

AUDITORS WARRANT APPROVAL

WHEREAS, Minnesota Statute 375.18 Subd. 1b authorizes the county board, at its discretion, to delegate its authority to pay certain claims made against the county to a county administrative official; and

WHEREAS, county boards opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds; and

WHEREAS, the Auditor/Treasurer is a county administrative official, and Kanabec County has internal accounting and administrative control procedures to ensure the proper disbursement of public funds.

NOW, THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners authorizes the Auditor/Treasurer to approve Auditors Warrant claims for payment

in the following circumstances:

- Employee benefit payments and other payroll-related payments.
- Monthly credit card payments, including gas cards (to avoid finance charges)
- Registration for car titles, conferences, and seminars, as authorized by a department head.
- Hotel registrations approved by the department heads that don't have established credit.
- Regular monthly utility bills.
- Items approved and listed in County Board meeting minutes.
- Refund of/for overpayment of property tax, permits, or other fees.
- Tax settlements and other related tax payments.
- Payments to the State of Minnesota, as required by statute.
- State Grant Pass-Thru Payments
- Funds for Sheriff's Office drug buy-money, as authorized by the County Sheriff.
- Payments authorized by court order.
- Payments made in accordance with County financial policies, that have prior Board approval, including but not limited to:
 - Contract payments (postage machine, copier, vehicle leases, etc)
 - Capital project expenses (Road & Bridge), and
 - All other claims for which Board-approved budgeted funds exist.

BE IT FURTHER RESOLVED that a listing of all payments made under this provision shall be presented to the County Board for informational purposes at each regularly-scheduled meeting as required by Minnesota Statute 375.18 Subd. 1b.

Public Works Director Chad Gramentz met with the Board to discuss matters concerning his department.

Action #16 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #16 – 10/3/23
Snow Removal

WHEREAS the following quotes were received for 2023 / 2024 snow removal:

<u>Vendor</u>	<u>\$/Snow Event</u>
MKJ Trucking & Snow Removal	\$1,120.00

WHEREAS the low quote of \$1,120.00/event was submitted by MKJ Trucking & Snow Removal, and

THEREFORE BE IT RESOLVED to accept the quote of \$1,120.00 by MKJ Trucking & Snow Removal and authorize the Public Works Director to sign the contract.

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

Resolution #17 – 10/3/23
Concrete Repair

WHEREAS the following quotes were received for concrete sidewalk and curb repairs on County Grounds:

Premier Outdoor \$11,720 (curb and sidewalk) (\$5,752 driveway apron)

WHEREAS, said quotes were presented before the Board, and

THEREFORE BE IT RESOLVED to accept the quote of \$11,720 by Premier Outdoor for concrete sidewalk and curb repairs, and

BE IT FURTHER RESOLVED to reject the quoted work for driveway apron repair.

Action #18 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following claims on the Road & Bridge Fund:

Vendor	Amount
A&M Aggregate	14,863.55
Bjorklund Companies	2,311.82
Campbell, Gary	1,000.00
CPF	563.10
East Central Diesel & Equipment	17,971.56
East Central Solid Waste	1,099.34
EGT Testing	75.00
Houston Engineering	12,022.35
Jacon	52,150.82
Johnson Hardware	419.98
J R Oil	50.00
Kanabec County Highway Dept	90.85
Kanabec Publications	66.69
McGriff, Anders	275.03
Morton Salt	9,163.74
ODP Business Solutions	386.63
Oslin Lumber	116.66
USIC Locating	60.00
Widseth Smith Nolting	1,717.92
19 Claims Totaling:	<u><u>\$ 114,405.04</u></u>

County Coordinator Kris McNally led a discussion regarding leased vehicles from Enterprise Fleet Services.

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

Resolution #19 - 10/3/23
Update the List of Authorized Signers

WHEREAS Kanabec County leases vehicles from Enterprise Fleet Services for numerous departments uses; and

WHEREAS the list of individuals who are authorized to execute lease agreements on behalf of Kanabec County has not been updated since 2015;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby authorizes the County Sheriff, Chief Deputy, Assessor, Family Services Director and Coordinator to execute lease agreements for their respective departments with Enterprise Fleet Services provided said leases are included in their respective approved budgets and have Board approval.

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

Resolution #20 - 10/3/23
Approve Lease Agreements for Assessor’s Office and EDA/Vehicle Pool

WHEREAS Kanabec County leases vehicles from Enterprise Fleet Services; and

WHEREAS lease agreements for the Assessor’s Office and the EDA/Vehicle Pool were reviewed during the budgeting process; and

WHEREAS said respective lease agreements require Board approval;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves the lease agreements for the Assessor’s Office and the EDA/Vehicle Pool;

BE IT FURTHER RESOLVED, Assessor Tina Von Eschen is authorized to execute the lease agreement on behalf of the Assessor’s Office and Coordinator Kris McNally is authorized to execute the lease agreement on behalf of the EDA/Vehicle Pool.

Future Agenda Items: None

10:24am – The Board took a five minute break.

10:30am – The Board reconvened.

Action #21 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to close the meeting at 10:30am 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. Public Works Director Chad Gramentz joined the closed session at 10:50.

Action #22 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to return to open session at 11:15am.

In other matters, Rick Mattson led a discussion on a complaint he had received from a landowner in the shorelands of his district. Commissioner Mattson will follow up on the complaint with Environmental Services and Public Works Director Gramentz.

Action #23 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:31am. The Board will meet again in regular session on Tuesday, October 17, 2023 at 9:00am.

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

Attest: _____
Board Clerk