

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**September 19, 2023**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, September 19, 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 Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the minutes of September 5, 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>
Card Services (Coborn's)	40.00
Card Services (Coborn's)	179.44
City of Mora	22,607.42
Consolidated Communications	1,128.20
East Central Energy	179.34
Kanabec County Auditor/Treasurer	11,577.56
Kwik Trip	16,179.50
Midcontinent Communications	450.19
Minnesota Department of Finance	5,724.50
Quality Disposal	1,003.55
Smith, Craig	425.00
Spire Credit Union	8,542.69
Verizon Cell Phones	3,801.00
<b>13 Claims Totaling:</b>	<b>\$ 71,838.39</b>

**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 Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following claims on the Revenue Fund:

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	690.00
Ace Hardware	1.60
Advanced Correctional Healthcare	19,890.93
American DataBank	9.40
American DataBank	48.35
Anne M. Carlson Law Office, PLLC	150.00
AT&T Mobility	1,547.54
Axon Enterprise Inc.	495.00
BlueStar Graphics	1,575.00
C & D Auto	125.00
Carney Forensics	2,702.99
Curtis, Michael	306.65
East Central Regional Juvenile Center	4,487.00
East Central Solid Waste Commission	49.58
Election Systems & Software Inc	2,126.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glen's Tire	764.12
Garcia, Brenda	122.88
Grainger	112.10
Grainite Electronics	378.00
Granite City Jobbing Co	1,001.18
Gratitude Farms	500.00
Hartshorn, Jim	87.77
Hoefert, Robert	960.89
Hohn's Auto Body & Glass	114.60
ITSavvy LLC	1,892.00
Jamar Company	972.50
Johnson Brothers Law	660.00
Johnsons Hardware	47.96
Kanabec Publications	568.00
Kanabec Publications	290.16
Kanabec Publications	254.55

Kanabec Publications	488.20
LeadsOnline	2,613.00
Marco	159.00
Marco	3,335.71
Marco	273.00
MEI Total Elevator Solutions	1,217.52
Mid-American Research Chemical	201.36
Minnesota Monitoring, Inc.	150.00
Minnesota Monitoring, Inc.	82.50
Minnesota Monitoring, Inc.	248.00
MN Counties Insurance Trust	174.00
MN Counties Insurance Trust	(156.00)
MNCCC Lockbox	818.16
Motorola Solutions	2,115.00
North Central Bus & Equipment	210.69
ODP Business Solutions LLC	116.36
ODP Business Solutions LLC	52.76
O'Reilly Auto Parts	43.46
O'Reilly Auto Parts	178.02
Premium Waters, Inc.	45.10
Ramsey County	1,703.00
Ramsey County	1,471.00
RELX Inc DBA Lexis Nexis	220.00
RELX Inc DBA Lexis Nexis	231.75
Ripka, Peter	74.40
River Valley Forensic Services, P.A.	1,250.00
RS EDEN	373.53
SHI	158.76
SHI	158.76
SHI	158.76
SHI	158.76
SHI	952.56
Stellar Services	180.05
Stellar Services	167.71
Summit Food Service Management	4,074.98
Summit Food Service Management	1,144.57
Tinker & Larson Inc	3,423.57
Van Alst, Lillian	1,185.55
VC3	3,631.25
Vye	420.00
WEX	420.75
Young, Kathy	104.80

**76 Claims Totaling: \$ 85,006.10**

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:

<u>Vendor</u>	<u>Amount</u>
A & E Cleaning Services	1,380.00
Ace	59.97
Aramark	557.95
Beaudry Oil	23,879.80
Bjorklund Companies LLC	222.72
Crawford's Equipment	52,569.24
Diesel Laptops	2,095.00
Federated Co-ops	123.82
Gopher State One-Call	29.70
Granite City Jobbing	231.16
Kanabec County Highway Dept	85.05
Knife River	675,969.65
Kroll, Bryan	289.99
Kwik Trip	32.91
Marco	352.17
MEI	611.74
MN Fall Expo	390.00
Morton Salt	18,758.33
North Central International	314.67
Northern States Supply	222.15
ODP	450.19
Power Plan	241.73
Premier Asphalt	12,376.00
Sanitary Systems	170.00
Summit	2,383.75
USIC Locating	210.00
Vault Health	61.16
White Cap	290.61
Wiacom	675.30
Ziegler	141.71
<b>30 Claims Totaling:</b>	<b><u><u>\$ 795,176.47</u></u></b>

Action #6 – 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, September 19, 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.

Action #FS7 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the Family Services Board Agenda as presented.

Family Services Director Chuck Hurd gave the Director’s report.

Child Support/Financial Supervisor Tim Dahlberg and Lead Child Support Officer Tammy Owens met with the Board to give a presentation regarding Child Support Statistics, SNAP Management Evaluation, 2024-25 MFIP Biennial Service Agreement, and an updated County Burial Policy.

Action #FS8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the following resolution:

**Resolution #FS8- 9/19/23**  
MFIP Biennial Service Agreement Resolution

**WHEREAS**, the Minnesota Family Investment Program (MFIP), Minn. Stat. §256J.626, subd. 4, requires counties to have an approved service agreement to receive consolidated funds, and

**WHEREAS**, the primary purpose of the service agreement is to assess statewide efforts toward the goal of “economic stability for low income families” under MFIP, and

**WHEREAS**, Kanabec County Family Services has completed, posted and presented a Plan for submission to the Minnesota Department of Human Services.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves the K.C.F.S. Minnesota Family Investment Program 2024-2025 Biennial Service Agreement as presented.

Action #FS9 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

**Resolution #FS9 – 9/19/23**  
Revised Burial Policy Resolution

**WHEREAS**, under Minnesota Statutes, the County is required to provide for the final disposition of indigent persons; and

**WHEREAS**, policies pertaining to burials are at the discretion of the County Board, to

the extent that they do not conflict with special provisions in state law or regulations for MFIP burials, and

**WHEREAS**, from time to time it is expected that revision of these policies should be made to update them and make them reflect the times, and

**WHEREAS**, “the method of disposition will be direct cremation. Immediate burial is an option if cremation is contrary to the beliefs or expressed wishes of the deceased, or those of the deceased’s spouse or next of kin. If the county assumes financial responsibility for the final disposition through direct cremation, the cost cannot exceed the county limits and there cannot be any enhancements. For immediate burial, the county shall provide up to the maximum cremation allocation toward the cost of the burial. If family and/or friends choose to make substitutions such as upgrading beyond the indicated basic immediate burial services and items, they will be obligated to pay for the entire cost of the disposition (i.e. there will be no eligibility for county dollars to cover any costs),” and

**WHEREAS**, the Family Services Director is recommending revising the current burial policy to reflect these changes.

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves the revised Kanabec County Burial Policy, to become effective October 1, 2023.

Action #FS10 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the payment of 126 claims totaling \$243,623.13 on Family Service Funds.

Action #FS11 – It was moved by Tom Roeschlein, seconded Alison Holland and carried unanimously to adjourn Family Services Board at 9:48am and to meet again on Tuesday, October 17, 2023 at 9:20am.

The Board of Commissioners reconvened.

HR Specialist, Kim Christenson met with the Board to present 2024 insurance renewal recommendations from the Insurance Committee.

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

## **Resolution #12 – 9/19/23**

**WHEREAS** the county offers health insurance to its employees who regularly work 30 hours or more per week, and

**WHEREAS** the current contract with Minnesota Healthcare Consortium expires December 31, 2024, and

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the county health insurance, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT FURTHER RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the health insurance contract with Minnesota Healthcare Consortium for the following plans at the following rates:

Medica Passport Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$749.30	\$2,000.18
\$2,000 Deductible	\$665.76	\$1,777.20

Medica Elect Plan	Proposed Rates	
	Single	Family
\$850 Deductible	\$655.64	\$1,750.16
\$2,000 Deductible	\$582.54	\$1,555.06

*Action #13* – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve a consent agenda including all of the following actions:

**Resolution #13a – 09/19/23**  
LIFE INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the county life insurance coverage, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the Life Insurance Contract with The Hartford.

**Resolution #13b – 09/19/23**  
LTD INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary long term disability coverage, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Long Term Disability Insurance Contract with The Hartford.

**Resolution #13c – 09/19/23**  
DENTAL INSURANCE

**WHEREAS** the County offers voluntary dental insurance to its employees, and

**WHEREAS** the current contract with Health Partners expires on December 31, 2023,  
and

**WHEREAS** the county insurance committee has reviewed proposals from MetLife, Ameritas, Cigna, Guardian, and Humana for the 2024 plan year, and

**WHEREAS** the insurance committee recommends accepting the proposal from MetLife including an increase up to \$1,250 for the annual maximum benefit;

**BE IT RESOLVED** to accept the recommendation of the insurance committee and approve an agreement with MetLife for employee dental insurance for the 2024 plan year.

**Resolution #13d – 09/19/23**  
SHORT TERM DISABILITY INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary short term disability coverage, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Short Term Disability Insurance Contract with Dearborn National.

**Resolution #13e – 09/19/23**  
VISION INSURANCE

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary vision coverage, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;



**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Vision Insurance with VSP pool plan.

## **Resolution #13f – 09/19/23**

### **ACCIDENT, CRITICAL ILLNESS, & HOSPITAL INSURANCE**

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance, and

**WHEREAS** the proposed rates are unchanged from the current contract, and

**WHEREAS** the Insurance Committee has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Insurance Committee and renew the voluntary Accident Insurance, Critical Illness Insurance, and Hospital Insurance with Cigna.

HR Specialist Kim Christenson provided the board information regarding the Local 363 Health Insurance Plan renewal for 2024. Information only, no action was taken.

The Board held a discussion regarding consideration to enter into the joint powers agreement for the implementation of the Snake River Comprehensive Watershed Management Plan. Kanabec Soil and Water Supervisor Deanna Pomije explained the history of the joint powers agreement development.

Action #14 – Tom Roeschlein introduced a motion to table the adoption of the Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan. The motion failed for lack of a second.

Action #15 – Alison Holland introduced the following resolution and moved its adoption:

## **Resolution #15 - 9/19/23**

### **Adoption of Joint Powers Agreement (JPA) for the Implementation of the Snake River Comprehensive Watershed Management Plan**

**WHEREAS**, in early 2020, the counties of Aitkin, Kanabec, Mille Lacs, and Pine and the Soil and Water Conservation Districts of those four counties adopted a Memorandum of Agreement (MOA) to develop and adopt a coordinated watershed management plan for the Snake River Watershed; and

**WHEREAS**, the plan has been developed and adopted by all members of the MOA; and

**WHEREAS**, the Snake River Watershed Comprehensive Watershed Management Plan Policy Committee has developed a Joint Powers Agreement for all parties participating in the plan for the Snake River Watershed with the purpose to implement the adopted plan, and

**WHEREAS**, a majority of the partners have since adopted said Joint Powers Agreement to form the Snake River Watershed Plan Partnership (SRWPP); and

**WHEREAS**, Kanabec County is the majority stakeholder in the Snake River Watershed at 49% of the entire watershed within its boundaries; and

**WHEREAS**, the Kanabec County Board of Commissioners finds it important to maintain a vote on decisions made for the Snake River Watershed despite concerns about the governance structure of the SRWPP;

**THEREFORE, BE IT RESOLVED** that Kanabec County Board of Commissioners hereby adopts the Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan;

**BE IT FURTHER RESOLVED**, the Board Chair and County Attorney are authorized to sign the Joint Powers Agreement for the Implementation of the Snake River Comprehensive Watershed Management Plan.

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, **OPPOSED**  
Rick Mattson, **OPPOSED**

whereupon the resolution was declared duly passed and adopted.

Action #16 – Alison Holland introduced the following resolution and moved its adoption:

## **Resolution #16 – 9/19/23**

**BE IT RESOLVED**, Commissioner Ripka is appointed to be the primary representative and Commissioner Mattson is appointed to be the alternate representative in the Snake River Watershed Plan Partnership.

The motion for the adoption of the foregoing Resolution was duly seconded by Wendy Caswell and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Tom Roeschlein, Wendy Caswell, Alison Holland,  
Peter Ripka

**OPPOSED:** Rick Mattson  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

**10:03am** – The County Board took a five-minute break.

**10:08am** – The County Board reconvened.

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

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

**Resolution #17 – 9/19/23**  
**Final Payment**  
**KCP 22-07**  
**Pavement Markings**

**WHEREAS** the projects, KCP 22-07 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

**THEREFORE BE IT RESOLVED** that we do hereby accept said project for and on behalf of the County of Kanabec and authorize final payment to Sir Lines-A-Lot, LLC in the amount of \$4,527.27.

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

**Resolution #18 – 9/19/23**  
**Building Controls Components**

**WHEREAS** the Kanabec County Board authorized upgrades to building automation systems with AARPA funds, and

**WHEREAS** the following quotes were received for variable air volume actuators, controllers, and associated components:

Building Controls Group	\$51,627.86
Eric Hanson Consulting, LLC	\$91,444.70

**WHEREAS**, said quotes were presented before the Board, and

**THEREFORE BE IT RESOLVED** to accept the low quote of \$51,627.86 by Building Control Group for variable air volume actuators, controllers, and associated components.

Public Works Director Chad Gramentz led a discussion regarding Right-of-Way Acquisition and gave an update regarding road construction projects. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding a request by the Norsemen Motorcycle Club for Kanabec County to become a sponsor for a motorcycle trail maintenance program in the Snake River State Forest through a DNR grants and aid program. The Board expressed consensus to move forward with becoming a sponsor. The Coordinator will draft a resolution for review and consideration and the next meeting.

Rick Mattson led a discussion regarding the adoption of the Preliminary 2024 Budget and Maximum Tax Levy.

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

**Resolution #19 – 9/19/23**

Resolution to set the Maximum Levy and Proposed Preliminary Budget for FY2024

**BE IT RESOLVED** by the Kanabec County Board of Commissioners that the following proposed fiscal year 2024 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	15,668,974	8,593,997
<i>b.</i> Family Services Fund	6,754,592	2,235,053
<i>c.</i> Community Health	3,017,495	431,708
<i>d.</i> Road & Bridge Fund	8,661,633	1,864,670
<i>e.</i> Railroad Authority Fund	2,100	1,200
<i>f.</i> Debt Service “Bond Fund”	1,057,166	991,166
<i>g.</i> SUB-TOTALS <i>(total of a. through f.)</i>	\$35,161,960	\$14,117,794
<i>h.</i> + EDA Levy		\$159,470

<b>j. TOTAL PRELIMINARY PAYABLE Y2024 LEVY (total=g +h)</b>	<b>\$14,277,264</b>
---	---------------------

**BE IT FURTHER RESOLVED** that the budget reflects revenue of \$ 1,493,342 in County Program Aid.

County Coordinator Kris McNally led a discussion regarding a request to update the list of individuals who are authorized to execute lease agreements with Enterprise Fleet Services on behalf of Kanabec County. The Board expressed consensus to table the approval of this request until more historical information is provided.

Future Agenda Items: None

Action #20 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to close the meeting at 10:33am 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.

Action #21 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to return to open session at 10:45a.m.

The Board had a discussion on the process of department head evaluations. Information only. No action was taken.

Action #22 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to adjourn the meeting at 11:00a.m. and to meet again in Regular Session on Tuesday, October 3, 2023 at 9:00am.

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

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