

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

## September 5, 2023

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, September 5, 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, County Attorney Barbara McFadden, 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 Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the corrected minutes of August 1, 2023 as presented.

*Action #3* – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the minutes of August 15, 2023 as presented.

*Action #4* – It was moved by Wendy Caswell, seconded by Alison Holland and carried unanimously to approve the following paid claims:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Kanabec County Auditor-Treasurer	12,201.14
Kanabec County AT ACH_VISA	1,012.36
Office of MN.IT Services	1,338.65
East Central Energy	1,359.84
Himile, Merlin	500.00
Minnesota Energy Resources Corp	67.26
Card Services (Coborn's)	92.07

Marco Inc	434.59
Minnesota Energy Resources Corp	6,703.56
Chamberlain Oil	546.54
Dwyer, Donn	500.00
City of Mora	289.06
Quadient Finance USA Inc	2,000.00
Terhaar, Cheryl	169.50
VC3, Inc.	6,540.00
Verizon Wireless Aircards	1,415.38
City of Mora	1,121.69
East Central Energy	85.09
Dearborn National Life Insurance Co	569.58
Health Partners	7,070.07
Life Insurance Company of North America	621.56
The Hartford Priority Accounts	6,771.27
VSP Insurance Co	580.66
<b>23 Claims Totaling:</b>	<b><u>\$ 51,989.87</u></b>

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

**9:04am** – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Accurate Controls Inc	164.00
Ace Hardware	32.17
Ace Hardware	37.99
Ace Hardware	234.02
Adam's Pest Control, Inc.	250.00
Aitkin County Administrator	10,079.00
American Legion Post #201	115.46
Anne M. Carlson Law Office, PLLC	440.00
Aspen Mills	1,111.57
Aspen Mills	190.27
Aspen Mills	302.78
Auto Value	77.97

Auto Value	245.93
Bohnsack Law Office	90.25
Bowland, Jacob	137.55
Clifton Larson Allen LLP	17,705.10
Coborn's Grocery Store	105.00
Crider, Grant	219.00
Curtis, Michael	729.12
East Central Energy	86,000.00
EATI	3,076.17
EATI	5,963.40
EATI	3,613.78
Electric Motor Service, Inc	611.45
Glen's Tire	547.44
Government Management Group	3,750.00
Grand View Lodge	751.53
Granite City Jobbing Co	268.56
Granite City Jobbing Co	1,149.20
Granite Electronics	365.00
Granite Electronics	50,000.00
Granite Electronics	362.00
Hancock Surveying	200.00
Handyman's Inc	423.27
Handyman's Inc	1,005.19
Herschberger, Ervin & Anna	401.00
Hoefert, Robert	1,858.89
Hohn's Auto Body & Glass	12,948.95
Hohn's Auto Body & Glass	4,021.85
Hohn's Auto Body & Glass	1,129.00
Holiday Station Store	105.00
Horizon Towing	214.75
Imaging Spectrum, Inc.	69.06
IT SAVVY LLC	38.00
Journey, Ann Marie	300.00
Kanabec County Highway Department	167.65
Kanabec County Highway Department	346.88
Kanabec Publications	576.52
Kanabec SWCD	6,098.30
Koenings, Katie	186.29

Laacke & Joys Company LLC	1,919.00
Law Office of Richard Hodsdon	2,820.00
Lilyerd, Tom	7,784.54
MACATFO	50.00
MACATFO	50.00
Marco, Inc	477.00
Marotte, Amber	214.99
Mattson Electric	120.00
Mattson Electric	10,633.65
MCAA	500.00
Menards	50.61
Metropolitan Mechanical Contractors, Inc.	3,942.00
MN Alliance on Crime	160.00
MNCCC Lockbox	90.00
MNCVSO Assistants Association	197.00
MRA	185.00
MRA	2,081.25
NJC Promos	350.00
Northland Business Systems	5,278.79
ODP Business Solutions	99.25
ODP Business Solutions	148.31
ODP Business Solutions	106.94
ODP Business Solutions	241.55
ODP Business Solutions	33.98
ODP Business Solutions	14.99
O'Reilly Auto Parts	7.99
Oslin Lumber	242.61
PD's Embroidery	45.00
Premium Waters, Inc.	45.10
Prihoda, Christopher	323.00
Quill	165.13
Quill	43.77
Ratwik, Roszak & Maloney, PA	574.00
Reliance Telephone	500.00
RELX Inc. DBA LexisNexis	220.00
RJ Mechanical	465.64
Ruud, Sandy	184.00
Ruud, Sandy	220.74

Schmitt, Kelly	417.20
Scotts Lawn & Landscapes	235.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
Scotts Lawn & Landscapes	55.00
State of Minnesota - BCA	25.00
Stellar Services	114.99
Stellar Services	356.65
Stellar Services	114.64
Summit Companies	306.50
Summit Companies	2,736.50
Summit Companies	299.50
Summit Companies	543.00
Summit Food Service Management	4,069.64
Summit Food Service Management	4,194.05
Summit Food Service Management	3,999.04
SwipeClock LLC	332.00
Talos Dynamics	1,642.85
Thomsen, Brandon	50.00
Van Alst, Lillian	1,637.61
VC3	4,800.00
VC3	2,362.50
Ziegler Inc.	6,616.98
<b>113 Claims Totaling:</b>	<b><u><u>\$ 294,530.79</u></u></b>

Action #6 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following claims on Road & Bridge Funds:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace	227.64
A&M Aggregate	753.17
Auto Value	2,927.42
Bjorklund Companies	331.00
CPF	809.40
Contech Engineered Solutions	49,267.90
DeJong, George	31.06

Federated Co-op	58.75
IT Savvy LLC	876.18
Kanabec County Highway Dept	124.90
Knife River Corp	249.87
Northern Safety	124.93
Nuss Truck	156.76
ODP Business Solutions	243.64
Olson Power	1,149.45
Sanitary Systems	170.00
Scott's Lawn & Landscapes	1,079.03
USIC Locating	250.00
Widseth Smith Nolting	8,588.62
Ziegler	384.99

**20 Claims Totaling: \$ 67,804.71**

*Action #7* – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #7 – 9/5/23**

### 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	\$783.17
Quality Disposal	\$5,291.80
Arthur Township	\$500.00
Total	\$6,574.97

*Action #8* – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the Board meeting at 9:13am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:13am on Tuesday, September 5, 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 #CH9 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the Community Health Board Agenda as presented.

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

Adult Health Supervisor Farrah Gajewski met with the Board to give a presentation regarding the Quality Assessment and Performance Improvement (QAPI) Program.

Action #CH10 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #CH10 – 9/5/23**

**BE IT RESOLVED** the Kanabec County Community Health Board has reviewed, evaluated, and approved the Quality Assessment and Performance Improvement (QAPI) program for the Community Health agency.

Action #CH11 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

### **Resolution #CH11 – 9/5/23** **Lamar Advertising Contract resolution**

**WHEREAS**, Kanabec County Community Health has funds available and a need to advertise for vaccinations (including COVID) due to a drop in vaccination rates and,

**WHEREAS**, Lamar is an advertising agency with local area billboards available for such a service and is willing and able to meet the needs of the agency and,

**WHEREAS**, Kanabec County Community Health wishes to enter into an advertising contract with Lamar to provide the needed advertising services.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Kanabec County Community Health Director to sign a service contract with Lamar for advertising vaccinations at a cost of no more than \$6,800 for a period of six

months.

Action #CH12 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution, with changes to the Delegation Agreement as recommended by County Attorney Barbara McFadden, and upon approval of said changes by UCare:

## **Resolution #CH12 – 9/5/23**

UCare Delegation Agreement Resolution

**WHEREAS**, UCare desires to delegate care coordination services to Kanabec County Community Health, and

**WHEREAS**, the care coordination services are intended to be provided by a team member to foster communication among UCare members, providers, staff and other organizations, and

**WHEREAS**, Kanabec County Community Health desires to provide the delegated services in accordance with UCare policies and procedures and in compliance with applicable federal and state laws and regulations and National Committee for Quality Assurance accreditation standards, and

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director signing the Delegation Agreement including the Business Associate Agreement, Schedule G and Schedule M between UCare and Kanabec County for the time period January 1, 2023 until terminated by either party.

Action #CH13 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the payment of 88 claims totaling \$63,894.22 on Community Health Funds.

Action #CH14 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:39am and to meet again on Tuesday, October 24, 2023 at 9:20am.

The Board of Commissioners reconvened.

Attorney John Kolb met with the County Board via WebEx to discuss recommendations for the Snake River Watershed Partnership Joint Powers Agreement. Kanabec Soil and Water District Manager Deanna Pomije was also present. Information only, no action was taken.



Barbara Chaffee, Tricia Bigaouette, and Diana Ristamaki from Central Minnesota Jobs and Training (CMJTS) met with the County Board to give their annual update. CMJTS Employment Specialist Monica Moore presented the local success story of Andrea Meyer. Information only, no action was taken.

**10:33am** – The County Board took a five-minute break.

**10:38am** – The County Board reconvened.

Kanabec County Auditor/Treasurer Denise Snyder met with the County Board to give a department update. Information only, no action was taken.

Environmental Services GIS Technician Ryan Carda and 4-H Youth Extension Educator Nikki Priebe met with the Board to request approval of 2023 Household Hazardous Waste Day & County Clean-Up Day.

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

### **Resolution #15 – 9/5/23**

**WHEREAS** the board has received a request for support of a Kanabec County Clean-Up Day and Household Hazardous Waste Collection to be held on Saturday, October 14, 2023, and

**WHEREAS** the Kanabec County Board of Commissioners and Environmental Services support such an event;

**BE IT RESOLVED** that the county will provide up to \$5,000, to be paid using SCORE/Surcharge funds to help fund the County Clean-up Day.

**BE IT FURTHER RESOLVED** that the county will provide up to \$9,000, to be paid using SCORE/Surcharge funds to help fund the Household Hazardous Waste Collection.

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

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

### **Resolution #16 – 9/5/23**

### **Roof Repairs for Salt Shed and Garage**

**WHEREAS** the roof on the storage garage and salt shed at the county pit are in need of repair, and

**WHEREAS** the following quotes were received for roofing work:

	Garage	Salt Shed	Total
DKN Construction	\$8,585	\$14,091	\$22,676
Miller Roofing	\$11,580	\$21,960	\$33,540

**WHEREAS** DKN Construction provided the low quote of \$22,676, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$22,676 by DKN Construction for roof repairs of the garage and salt shed at the county pit.

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

### **Resolution #17 – 9/5/23** **Legal Services for Right of Way Acquisition**

**WHEREAS** project no SAP 033-605-023, CSAH 5 from TH 23 to CSAH 19 will include right of way acquisition for the entire length of the project, and

**WHEREAS** specialized legal services may be necessary for acquisitions that may require eminent domain, and

**WHEREAS** Rinke Noonan has provided a quote for said legal services on an hourly basis – ranging from \$125- \$495 per hour, and

**WHEREAS** said quote was presented before the Board, and

**THEREFORE BE IT RESOLVED** to accept the agreement by Rinkee Noonan for legal services for assistance with right of way acquisition for SAP 033-605-023.

Public Works Director Chad Gramentz gave construction updates regarding current road projects. Information only, no action was taken.

Public Works Director Chad Gramentz led a discussion regarding the process of addressing and a brief history of the current county addressing system. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding Local Affordable Housing Aid.

Action #18 – It was moved by Tom Roeschlein with subsequent Board consensus to table the discussion regarding Local Affordable Housing Aid to a future meeting.

Future Agenda Items: SCORE Funds long term sustainability, Local Affordable Housing Aid.

Action #19 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to close the meeting at 11:40am pursuant to the Open Meeting Law, MN Statute §13D.05 subd. 3(b) to discuss matters under Attorney Client Privilege. 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 County Attorney Barbara McFadden.

Action #20 – At 12:01pm Chair Mattson closed the Attorney Client Privileged closed session to enter into a closed session pursuant to MN Statute §13D.05 subd.3.c.3 to discuss matters related to a Possible Real Estate Transaction. Those present during the Possible Real Estate Transaction closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as Public Works Director Chad Gramentz (via phone) and County Coordinator & Personnel Director Kris McNally.

Action #21 – At 12:13pm Chair Mattson closed the Possible Real Estate Transaction closed session to enter into a closed session pursuant to MN Statute §13D.03 to discuss matters related to Labor Negotiation Strategy. Those present during the Labor Negotiation Strategy closed portion of the meeting were Commissioners Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka; as well as Public Works Director Chad Gramentz (via phone) and County Coordinator & Personnel Director Kris McNally.

Action #22 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to end the Labor Negotiation Strategy closed session and resume the open meeting at 12:25pm.

Action #23 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 12:26pm to a budget work session at 1:00pm.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, September 5, 2023 at 1:00pm pursuant to recess with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland, and Peter Ripka.

Action #24 – The Chairperson adjourned the meeting at 3:20pm. The Board will meet again for a Budget Work Session on Tuesday, September 12, 2023 at 8:00am.

The Kanabec County Board of Commissioners met for a Budget Work Session on Tuesday, September 12, 2023 at 8:00am pursuant to recess with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland, and Peter Ripka.

Action #25 – The Chairperson adjourned the work session at 10:30. The Board will meet again in regular session on Tuesday, September 19, 2023 at 9:00am.

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

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