

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**April 2, 2024**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, April 2, 2024 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, 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 Tom Roeschlein and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the minutes of March 19, 2024 as presented.

Action #3 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor-Treas	15,342.86
Card Services (Coborn's)	44.40
Marco	178.12
Minnesota Energy Resources Corp	10,034.58
East Central Energy	1,670.28
Kanabec County Auditor HRA	5,781.08
Miller, Jason	500.00
Maetzold, Lanny	425.00
Cigna Health & Life Insurance Company	774.46
Dearborn National Life Insurance Co	477.78
MetLife	6,608.20
The Hartford Priority Accounts	6,720.65
VSP Insurance Co	612.00
<b>13 Claims Totaling:</b>	<b><u><u>\$ 49,169.41</u></u></b>

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

Juley Speed	Comments regarding the application process for vacation rental homes in Kanabec County and the Kanabec County Shoreland Ordinance.
Ayrlahn Johnson	Comments and updates regarding fully funding roads and bridges.

**9:14am** – 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:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ace Hardware	69.89
Adam's Pest Control, Inc.	250.00
Amazon Capital Services	499.00
Amazon Capital Services	999.90
Amazon Capital Services	3.99
Amazon Capital Services	102.26
Amazon Capital Services	86.55
Amazon Capital Services	272.38
Amazon Capital Services	96.50
Amazon Capital Services	96.50
Amazon Capital Services	96.50
Anoka Couty Sheriff's Office - Civil Unit	80.00
Aspen Mills	125.24
Auto Value	1,018.75
Auto Value	52.96
Barlow, Jeffery	473.69
Baycom	408.00
Baycom	638.00
Bee Line Service Center, Inc.	133.75
Brownells, Inc	282.07
Clifton Larson Allen LLP	2,205.00
Curtis, Michael	725.41
Daniels Health	314.08
Eagle Mountain Flag & Flagpole	2,156.08
EATI	1,678.69
Electric Motor Service, Inc.	325.00
Family Services Collaboration	40,000.00
Federated Coops	499.04
Fourness, Chris	32.21

GALLS, LLC	527.50
Hamilton Funeral Homes	430.00
Handyman's Inc	41.94
Hayford Ford	716.47
Hoefert, Robert	979.54
J. Buberl Law	260.00
Kanabec County Community Health	3,669.11
Kanabec County Community Health	2,668.98
Kanabec County Community Health	2,002.06
Kanabec County Highway Dept	46.43
Kanabec Publications	3,032.77
Kelly, John	118.74
Laacke & Joys Company LLC	13,112.39
Marco	273.00
McKinnis & Doom PA	140.00
MN Counties Insurance Trust	524.00
Motorola Solutions	2,115.00
North Central Bus & Equipment	84.53
Obrycki, Chaz	289.25
ODP Business Solutions, LLC	62.86
Oslin Lumber	35.84
Primdata	276.36
Quadient Leasing USA, Inc.	2,086.20
Ramsey County	656.00
Ratwik, Roszak & Maloney, PA	1,737.50
Risk & needs Assessment, Inc.	200.00
RS EDEN	1,084.75
SAVVY	773.67
Segelstrom, Chad	167.97
Segelstrom, Chad	119.98
Smith, Trenton	175.00
Stellar Services	26.99
Summit Food Service Management	3,859.98
Summit Food Service Management	3,919.01
Summit Food Service Management	3,882.94
Swank Motion Pictures	535.00
SwipeClock LLC	380.00
Thomson Reuters - West	2,228.00
Van Alst, Lillian	1,311.86
<b>68 Claims Totaling:</b>	<b><u><u>\$ 108,273.06</u></u></b>

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>
Alexandria Technical & Community College	245.00
Beaudry Oil & Propane	3,668.15
Berndt, Steve	97.82
Compass Minerals	4,761.92
Frontier Precision	120.00
Herc-U-Lift	230.52
Johnson Hardware	555.00
Kanabec County Highway Dept	118.38
Mattson Electric of Mora	255.00
MEI Total Elevator Solutions	611.74
MN Dept of Public Safety	90.00
MN Dept of Transportation	33,450.01
MN Secretary of State Notary	120.00
Northern States Supply	54.72
ODP	5.49
Rinke Noonan	4,421.00
Safety-Kleen Systems	404.63
Scientific Sales	33.50
Skydio	2,183.00
Trueman Welters	183.09
USIC Locating	70.00
<b>21 Claims Totaling:</b>	<b><u>51,678.97</u></b>

Action #6 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to recess the meeting at 9:19am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:19am on Tuesday, April 2, 2024 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 #CH7 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the Community Health Board Agenda as presented.

Family Health Supervisor Ashley Berg gave an update regarding MECSH (Maternal Early Childhood Sustained Home-Visiting), Universal Baby Visits, and Temporary Assistance for Needy Families (TANF) and Maternal Child Health (MCH). Information only, no action was taken.

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

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

## **Resolution #CH8 – 4/2/24**

### Public Health Emergency Preparedness Concurrence Resolution

**WHEREAS**, the CDC Public Health Emergency Preparedness project period 5, July 1, 2024 – June 30, 2028 provides a detailed list of strategies and activities that state and local public health departments must accomplish during this time period. These strategies and activities are consistent with the ten principles in the newly introduced Response Readiness Framework (RRF) and the Strategies and Activities outlined in the Notice of Funding Award (NOFO).

**WHEREAS**, the specific CHB Grant Duties for the five-year project period were developed through an iterative process with a work group of local public health representatives, review and discussions with the SCHSAC PHEP Oversight Work Group, and input and direction from the MDH Division of Emergency Preparedness and Response. The work groups reviewed the NOFO and the RRF as part of their discussions. The discussions also included the requirements for the Cities Readiness Initiative (CRI), tiering grant duties to align with funding levels and CHB capacity, base expectations such as attending MDH-sponsored training and responding to Health Alert Messages (HANs), and efforts to continue improving response readiness and ability to rapidly recover from incidents and events. Additionally, this year the work groups addressed aligning and complementing but not replicating work occurring with the state funded Response Sustainability Grant.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board concurs with the general approach to public health emergency preparedness as outlined by the Minnesota Department of Health for the 2024-28 budget period.

Action #CH9 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #CH9 – 4/2/24**

### Strong Foundations Capacity Building Media and Marketing Resolution

**WHEREAS**, Kanabec County Community Health has secured a Strong Foundations Capacity Building Grant from the MN Department of Health; and

**WHEREAS**, the purpose of the grant is to increase recruitment, engagement and retention of families in the family home visiting program; and

**WHEREAS**, grant funding was budgeted for the purpose of marketing and media work; and

**WHEREAS**, multiple proposals were received for the provision of social media and

marketing work thru 12/31/2024; and

**WHEREAS**, Community Health staff have evaluated the proposals for ability meet the scope of the work, ability to work within current website constraints, ability to work within the budget of \$34,000, and through a review of sample work products; and

**THEREFORE BE IT RESOLVED**, the Kanabec County Community Health Board accepts proposal from The Brink Collective and Wildflower Media Ventures;

**BE IT FURTHER RESOLVED** to authorize Kanabec County Community Health Director to enter into an agreement for the services not to exceed \$34,000.

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

### **Resolution #CH10 – 4/2/24**

#### TriWest Healthcare Alliance Contract Resolution

**WHEREAS**, Kanabec County Community Health provides services for area residents who may or may not be insured; and

**WHEREAS**, TriWest Healthcare Alliance (TriWest) has partnered with Blue Cross and Blue Shield of Minnesota to deliver a network of providers to serve military members and their families, and

**WHEREAS**, Kanabec County has had participating contracts with several health plans and wishes to contract with TriWest in order to serve the military population, and

**WHEREAS**, if Kanabec County Community Health contracts with insurance providers, clients receive better benefits for services rendered, relieving some of the out-of-pocket expenses for those services and Kanabec County Community Health is paid directly by the insurance provider, when they otherwise may not receive payment at all.

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Community Health Director to sign a contract with TriWest to serve the military population locally.

Community Health Director Kathy Burski presented estimated annual costs to hire a Full-time Home Health Aide.

The Board expressed consensus for Community Health Director Kathy Burski to work with Human Resources to advertise to hire one Full-Time Home Health Aide.

*Action #CH11* – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the payment of 86 claims totaling \$40,475.33 on Community Health Funds.

Action #CH12 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:52am. The Community Health Board will meet again on Tuesday, May 7, 2024 at 9:20am.

The Board of Commissioners reconvened.

County Attorney Barbara McFadden presented a request to approve payment of tax court order to RCTC LLC.

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

**Resolution #13 - 4/2/24**  
**Approve Payment of Tax Court Order**

**WHEREAS**, an Order Granting Motion for Costs and Disbursements was filed in Court File Nos. 33-CV-21-86 and 33-CV-22-71, a property tax appeal, on March 22, 2024, wherein the County was ordered to pay \$4,767.50 to the petitioning party; and

**WHEREAS**, the recommendation of the County Attorney and consulting attorney is that it is in the best financial interest of the Kanabec County taxpayers to pay the order and avoid the costly appeal process.

**THEREFORE, BE IT RESOLVED** the Kanabec County Board of Commissioners hereby approves paying \$4,767.50 to RHTC LLC to satisfy the order granting the petitioner’s motion for costs and disbursements.

HR Specialist Kim Christenson met with the Board to discuss matters regarding the county vehicle pool.

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

**Resolution #14 - 4/2/24**  
**Approval to Sell the 2002 Dodge Caravan**

**WHEREAS**, the County-owned 2002 Dodge Caravan is in need of costly repairs that are estimated to exceed its value and remaining lifespan;

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby grants authority to staff to sell the 2002 Dodge Caravan via public auction.

County Coordinator Kris McNally presented a request to fill a vacancy on behalf of County Auditor/Treasurer Denise Snyder.

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

### **Resolution #15 – 4/2/24**

**WHEREAS**, as the result of an upcoming retirement, there is a vacancy in the position of full-time Deputy Auditor-Finance, and

**WHEREAS** the Board desires to refill this position;

**THEREFORE, BE IT RESOLVED** that the County Board authorizes the County Auditor/Treasurer and Human Resources to hire a full-time Deputy Auditor- Finance to fill the position at the Grade 10 and step defined by the pay system and policy P-106;

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted;

**BE IT FURTHER RESOLVED** that if the position is filled by an internal promotion, the vacancy caused by the promotion is approved to be filled.

County Coordinator Kris McNally presented requests to fill vacancies on behalf of County Sheriff Brian Smith.

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

### **Resolution #16 – 4/2/24** **Approval to Fill an Investigator Vacancy**

**WHEREAS**, as the result of an internal promotion, there is a vacancy in the Kanabec County Sheriff's Office in the Investigator position, and

**WHEREAS** the Board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Sheriff or designee and the County Personnel Director to hire a full-time Investigator to fill the position at Grade 15 and Step defined by the pay system and policy P-106.

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

### **Resolution #17 – 4/2/24** **Approval to Fill Two Full-Time Correctional Officer/Dispatcher Vacancies**

**WHEREAS**, as the result of one resignation and one retirement, there are two full-time



vacancies in the Kanabec County Sheriff's Office in the Correctional Officer/Dispatcher position, and

**WHEREAS** the Board desires to refill these vacant positions;

**BE IT RESOLVED** that the County Board authorizes the Sheriff or designee and the County Personnel Director to hire two full-time Correction Officer/Dispatchers to fill the positions at Grade 10 and Step defined by the pay system and policy P-106.

Action #18 – Alison Holland introduced the following resolution and moved its adoption:

**Resolution #18 - 4/2/24**  
**Approval to Hire a Deputy Above Step A**

**WHEREAS**, Kanabec County Sheriff's Office has a full-time Deputy vacancy, and

**WHEREAS**, Kanabec County has an opportunity to hire a highly qualified candidate;  
and

**WHEREAS**, said candidate has 15 years of current law enforcement experience and training, as well as current, valid POST licensure; and

**WHEREAS**, said candidate has expressed a desire to work for Kanabec County; and

**WHEREAS**, Kanabec County's Wage & Salary Policy P-106 allows the Board to recognize relevant experience and education for hiring a candidate above Step A on the wage chart; and

**WHEREAS**, the Kanabec County Sheriff is recommending hiring this candidate at Grade 14, Step F (\$36.18/hour) plus a one-time starting bank of 40 hours of PTO, which is commensurate with his current pay and benefit structure;

**THEREFORE BE IT RESOLVED** the Board of Commissioners hereby approves the Sheriff and Human Resources to hire this Deputy candidate at Grade 14, Step F with a starting bank of 40 hours of PTO, contingent on successful completion of the background study.

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, IN FAVOR  
Rick Mattson, IN FAVOR

Whereupon the resolution was declared duly passed and adopted.

County Surveyor Tyler Kroschel met with the Board to present a request to apply for a

section corner re-establishment grant.

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

**Resolution #19 - 4/2/24**  
**PLSS Monument/Section Corner Re-Establishment Grant**

**WHEREAS**, Kanabec County is responsible for maintaining Public Land Survey (PLS) corners in Kanabec County, and

**WHEREAS**, Kanabec County has many PLS corners that need to be re-established, and

**WHEREAS**, there is funding available from the Spring 2024 Public Land Survey System (PLSS) Monument Grant through MnGeo available, and

**WHEREAS**, Kanabec County’s Surveyor desires to apply for said funds in the amount of \$140,000;

**NOW, THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby supports the application for grant funds for reestablishing PLS corners in Kanabec County.

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

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

**Resolution #20 – 4/2/24**  
**Purchase of Real Property and Authorization for Relocation Benefits**  
**CSAH 5 SAP 033-605-023**

**WHEREAS**, the County Board has determined that it is necessary and in the public’s interest and benefit to build upon and improve County State Aid Highway 5 (the “Project”), and

**WHEREAS**, the Project requires that the County acquire total fee title acquisition of 2376 Quarter Street, Brook Park, MN 55007-4609, PID No. 15.01340.10, (the “Property”), and

**WHEREAS**, the acquisition of the Property will result in the displacement of the owners; and

**WHEREAS**, a purchase agreement for the Property with a value of \$235,000 has been negotiated, and

**WHEREAS**, Minnesota Statutes Section 117.52 requires the County to provide relocation assistance and benefits to the displaced owners, and

**WHEREAS**, a memo describing said relocation assistance and benefits was presented before the Board, and

**NOW, THEREFORE, BE IT RESOLVED**, To authorize the payment of \$235,000.00 for the purchase of 2376 Quarter Street, Brook Park, MN 55007, and

**BE IT FURTHER RESOLVED**, The County Engineer, together with Rinke Noonan, as special counsel for the County, are hereby authorized to administer and make payments for relocation assistance and benefits including a housing differential and reimbursement of moving expenses in accordance with Minnesota Statutes Chapter 117 and the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

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

## **Resolution #21 – 4/2/24**

### **Seasonal Employees**

**WHEREAS** the County Highway Department budget includes funds for the hiring of seasonal employees, and

**WHEREAS** the County Engineer has requested approval to hire two (2) seasonal employees to perform seasonal maintenance work on county grounds and highways and assist with construction observation/testing, and

**WHEREAS** the Board desires to fill these seasonal positions;

**BE IT RESOLVED** that the County Board authorizes the Public Works Director, and the County Personnel Director to hire two(2) full-time seasonal workers for the 2024 season, and

**BE IT FURTHER RESOLVED** that the rate of pay for seasonal workers will be set at the time of hire by the Public Works Director and Personnel Director at \$13.76, \$14.58, \$15.46 or \$16.39 per hour, respective to seasons worked, and that the hours of work for the seasonal workers be limited to those budgeted.

Public Works Director Chad Gramentz presented a Right-Of-Way Offer from Roger Helmbrecht. Information only, no action was taken.

Public Works Director Chad Gramentz led a discussion regarding the County Road Safety Plan and the establishment of the County Road Safety Plan Task Force. Commissioner Tom Roeschlein expressed interest in serving on the Task Force. Information only, no action was taken.

Public Works Director Chad Gramentz gave a brief historical overview regarding ownership of parking lots surrounding the County Courthouse. Information only, no action was taken.

**10:30am** – The Board took a ten minute break.

**10:40am** – The Board reconvened.

County Coordinator Kris McNally presented a request for a resolution approving the amended Master Agreement with Trimin Systems, Inc. on behalf of County Recorder Lisa Holcomb.

Action #22 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

## **Resolution #22 - 4/2/24**

### **Approval of Amended Master Software Agreement with Trimin Systems, Inc.**

**WHEREAS** the Kanabec County Recorder’s office needs new servers to host all its software programs; and

**WHEREAS** multiple options were discussed at the Kanabec County Board of Commissioner’s meeting on March 19, 2024; and

**WHEREAS** the out-source hosting option with Trimin Systems, Inc. was approved; and

**WHEREAS** the Board has been presented with a request to sign an amended contract with Trimin Systems, Inc.;

**THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby approves the Amended Master Software Agreement with Trimin Systems, Inc. and authorizes the Board Chair to sign said contract.

County Coordinator Kris McNally led a discussion regarding the 2025 Budget Preparation Schedule. The Board set the following dates for 2025 Budget (Preliminary) Work Sessions: August 6<sup>th</sup>, August 20<sup>th</sup>; and September 3<sup>rd</sup> after the regular board meetings, and all day on August 13, as well as September 4<sup>th</sup> if needed.

Commissioner Wendy Caswell led a discussion regarding updates and pictures for the Kanabec County Website. The Board directed County Coordinator Kris McNally to obtain quotes for pictures of County Commissioners and Department Heads.

County Coordinator Kris McNally led a discussion regarding committee appointments.

Action #23 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried

unanimously to approve the following resolution:

### **Resolution #23 – 4/2/24**

**BE IT RESOLVED** to appoint Adam Munsterteiger to the Extension Committee as a representative of District 1 for a three-year term effective immediately and expiring January 7, 2025.

Action #24 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #24 – 4/2/24**

#### **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	\$683.67
Quality Disposal	\$3,316.00
Arthur Township	\$500.00
Total	\$4,803.04

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

Future Agenda Items: Follow up on the VRBO concerns raised by Ms. Speed

Action #25 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to close the meeting at 11:18am 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 and County Coordinator & Personnel Director Kris McNally.

Action #26 – At 11:32am Tom Roeschlein made a motion, seconded by Peter Ripka, and carried unanimously to close the Possible Real Estate Transaction closed session.

Action #27- At 11:32am Alison Holland made a motion, seconded by Wendy Caswell, and carried unanimously to enter into a closed session pursuant to MN Statute §13D.05 subd.3.d.

to discuss matters related to Security Recommendations at the Courthouse. Those present during the Security Recommendations at the Courthouse 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 and County Coordinator & Personnel Director Kris McNally.

Action #28 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 11:47am. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday, April 16, 2024 at 9:00am.

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

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