

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

July 2, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, July 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 (via WebEx) 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 Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the agenda with the addition of Late Entry: Mora HRA – Mysa House II Funding Request Resolution.

Action #2 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the June 18, 2024 minutes as presented.

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

| <u>Vendor</u> | <u>Amount</u> |
|---------------------------------------|---------------|
| AT&T Mobility | 1,549.63 |
| Bruce, Mike | 265.00 |
| Card Services (Coborn's) | 8.28 |
| Card Services (Coborn's) | 694.63 |
| Card Services (Coborn's) | 233.47 |
| Cigna Health & Life Insurance Company | 774.46 |
| City of Mora | 21,180.57 |
| Dearborn National Life Insurance | 499.21 |
| East Central Energy | 1,644.94 |
| Marco Inc | 5,118.24 |
| MetLife | 6,637.59 |
| Minnesota Energy Resources Corp | 3,247.89 |
| Office of MN.IT Services | 1,338.65 |
| Pierson, Kathryn | 265.00 |

| | |
|--------------------------------|----------|
| Quadient Leasing USA, Inc. | 2,086.20 |
| The Hartford Priority Accounts | 6,570.01 |
| VSP Insurance Co | 630.30 |
| Weaver, Heath | 500.00 |

18 Claims Totaling: \$ 53,244.07

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

9:04am – The Chairperson closed public comment.

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

| <u>Vendor</u> | <u>Amount</u> |
|-------------------------------|---------------|
| Ace Hardware | 15.18 |
| Ace Hardware | 73.86 |
| Ace Hardware | 6.99 |
| Amazon Capital Services | 19.25 |
| Amazon Capital Services | 192.22 |
| Amazon Capital Services | 120.01 |
| Amazon Capital Services | 76.77 |
| Amazon Capital Services | 297.50 |
| American DataBank | 282.35 |
| Barlow, Jeffery | 930.63 |
| Baycom | 8,841.00 |
| Bee Line Service Center, Inc. | 1,028.22 |
| BlueStar Graphics | 65.00 |
| Bob Barker | 423.10 |
| Bracewell, Earl | 89.07 |
| Brrr Equipment Service | 250.00 |
| Curtis, Michael | 690.77 |
| East Central Regional Library | 88,652.50 |
| Ernest, Jennifer | 93.76 |
| Garcia, Brenda | 213.06 |
| Grainger | 245.04 |
| Hildi Inc | 3,500.00 |
| Hoefert, Robert | 830.80 |
| Holcomb, Lisa | 95.10 |
| J.J. Keller & Associates | 611.88 |
| Kanabec County Ag Society | 4,500.00 |
| Kanabec County History Center | 6,000.00 |
| Kanabec Publications | 33.47 |
| Kellum, Kendra | 309.54 |

| | |
|--------------------------------|------------------------------------|
| Mattson, Jean | 75.00 |
| MCCC, Mi33 | 394.75 |
| Michael Keller, Ph.D., L.P. | 650.00 |
| Mid-American Research Chemical | 714.57 |
| Minnesota Monitoring, Inc. | 720.00 |
| Morris Electronics | 4,233.75 |
| MRA | 277.50 |
| Munsterteiger, Adam | 75.00 |
| North Central Bus & Equipment | 257.50 |
| Northland Fire Protection | 731.95 |
| O'Brien, Pat | 93.09 |
| Ogilvie Museum | 1,500.00 |
| Olson, Rhonda | 85.72 |
| Osthus, Marlin | 2,986.22 |
| Paulson, Stephanie | 110.51 |
| PeerPlace Networks LLC | 1,500.00 |
| Ratwik, Roszak & Maloney, PA | 3,568.00 |
| RELX Inc. DBA LexisNexis | 220.00 |
| RELX Inc. DBA LexisNexis | 238.70 |
| REVIZE LLC | 1,900.00 |
| Ripka, Peter | 75.00 |
| Sabinash, Douglas | 87.06 |
| Schiferli, Kelsey | 97.11 |
| Segelstrom, Chad | 618.47 |
| Snyder, Denise | 95.14 |
| Stellar Services | 444.97 |
| Summit Food Service Management | 4,067.71 |
| Summit Food Service Management | 4,069.86 |
| Sunshine Printing | 141.50 |
| SwipeClock LLC | 300.00 |
| Van Alst, Lillian | 1,339.33 |
| Wellness in the Woods | 1,094.32 |
| Young, Kathy | 129.34 |
| Zaudtke, Wayne | 79.02 |
| 63 Claims Totaling: | <u><u>\$ 151,458.16</u></u> |

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

| <u>Vendor</u> | <u>Amount</u> |
|-------------------------|---------------|
| Amazon Capital Services | 111.96 |
| Auto Value | 2,870.29 |
| B & F Fastener Supply | 391.15 |

| | |
|-----------------------------|----------------------------|
| Gary Campbell | 1,400.00 |
| Central McGowan, Inc. | 161.44 |
| Federated Co-ops, Inc. | 175.88 |
| Gilbert & Roxann Helmbrecht | 3,634.54 |
| Charles Hippen-Koch | 35.36 |
| North Central International | 457.36 |
| Pomp's Tire Service, Inc. | 714.36 |
| Trueman Welters | 368.00 |
| USIC Locating Services | 470.00 |
| Vestis Group | 756.34 |
| Waircom, Inc. | 675.30 |
| 14 Claims Totaling: | <u>\$ 12,221.98</u> |

On behalf of the Mora HRA, County Coordinator Kris McNally presented a resolution to allocate \$48,130 of the Statewide Affordable Housing Aid to support the Mysa House II Project.

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

Resolution #6 - 7/2/24

Resolution Committing Statewide Affordable Housing Aid Funds to the Mysa House II Senior Housing Project

WHEREAS, the Kanabec County Board of Commissioners is committed to promoting the development of affordable housing within Kanabec County; and

WHEREAS, the State of Minnesota allocated funds through the Statewide Affordable Housing Aid program to support such efforts; and

WHEREAS, the Mora Housing and Rehabilitation Authority (HRA) has proposed the development of a twenty-four-unit senior housing project located on Valhalla Circle in Mora; and

WHEREAS, the proposed project will provide safe and affordable housing for low-income seniors, with seven units reserved for those earning at or below 30% of Area Median Income (AMI) and the remaining seventeen units for those earning at or below 50% AMI as determined by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Mora HRA has demonstrated a need for financial support to strengthen their position in the funding application for the project; and

WHEREAS, the Kanabec County Board of Commissioners has reviewed the project proposal and determined that it meets the eligibility requirements for utilizing Statewide Affordable Housing Aid funds;

NOW, THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves the commitment of \$48,130 in Statewide Affordable Housing Aid funds to support the development of the Mysa House II project.

County Coordinator Kris McNally led a discussion regarding dates and funding for an employee appreciation lunch. The Board directed staff to investigate whether there are any prohibitions to budgeting to fund the event or for Commissioners and department heads to contribute funds to the event. September 19th is the tentative date for the event.

Action #7 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to recess the meeting at 9:16am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:16am on Tuesday, July 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 #CH8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to approve the Community Health Board Agenda as presented.

East Central Regional Suicide Prevention Coordinator Brianne McClellan met with the Board to an update regarding her position and work completed in the region. Information only, no action was taken.

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

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

Resolution #CH9 – 7/2/24

SCHA Delegation Agreement Fourth Amendment Resolution

WHEREAS, County of Kanabec through its Health and Human Services agencies is contracted with South Country Health Alliance to provide services to its members, and

WHEREAS, South Country Health Alliance and Kanabec County agree to amend Exhibit D of the Delegation Agreement dated January 1, 2020 by deleting it and all previous versions in its entirety and replacing it with Exhibit D as amended January 1, 2024, and

WHEREAS, this amendment reflects changes in rates for the Community Care Connector / Case Aide positions, and

THEREFORE, the Community Health Director is requesting permission to sign the amendment, and

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Amendment to the South Country Health Alliance Delegation Agreement dated January 1, 2020 effective January 1, 2024.

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

Resolution #CH10 – 7/2/24

Request for Public Health Supervisor and Public Health Planner / Communications Coordinator positions

WHEREAS, Kanabec County Community Health has been awarded \$188,716 in ongoing funding to increase the local agency’s capacity to work on foundational capabilities, and

WHEREAS, Kanabec County Community Health staff participated in planning sessions discussing how to meet the vision of the future and has developed the job descriptions for a Public Health Supervisor and a Public Health Planner / Communications Coordinator that will assist in achieving that vision, and

WHEREAS, the positions have been sent to the pay consultant and it has been determined that the cost for the total salary and fringe for these two positions can be covered with the ongoing funding as well as other grants, and

THEREFORE, the Community Health Director is requesting to advertise and hire for these two positions; the Public Health Supervisor as an internal posting and the Public Health Planner / Communications Coordinator as an external posting, and

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to advertise and hire for these two positions.

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

Resolution #CH11 – 7/2/24

Request to Hire Home Health Aide at Higher Pay Rate

WHEREAS, Kanabec County Community Health has offered the position of part-time intermittent Home Health Aide to an individual who has worked as a Home Health Aide for us in the past, and

WHEREAS, the individual has requested to be hired at a higher pay rate due to their previous experience with Kanabec County, and

WHEREAS, the higher pay rate for this individual would be within the Kanabec County Community Health budget, and

THEREFORE, the Community Health Director is requesting to hire the Home Health Aide candidate at Step B (\$18.02), and

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to offer the higher pay rate to the Home Health Aide candidate.

Action #CH12 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the following resolution:

Resolution #CH12 – 7/2/24

Request to Hire Certified Public Health Nurse at Higher Pay Rate

WHEREAS, Kanabec County Community Health has had a certified Public Health Nurse (PHN) position posted for over 30 days, and

WHEREAS, only one qualified application was received, and

WHEREAS, an interview was held and an offer has been made and subsequently a request was made to be hired at a level closer to her current wage and reflective of her experience, and

THEREFORE, the Community Health Director is requesting to hire a Public Health Nurse at grade 15 level C, or \$35.38 per hour, and

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to hire a certified Public Health Nurse at a grade 15 level C, which is \$35.38 per hour, compared to grade 15 level A, which is \$32.91 for 2024.

Action #CH13 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

Resolution #CH13 – 7/2/24

Timber Trails 2025 Agreement

WHEREAS, Kanabec County has resolved to apply for the 2025 Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service, and

WHEREAS, Kanabec County agrees to provide a local share of up to 15 percent of the total operating cost and up to 20 percent of the total capital costs, and

WHEREAS, Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State, and

THEREFORE, the Community Health Director is requesting permission to sign the 2025 agreement, and

THEREFORE BE IT RESOLVED that Kanabec County authorizes the Director of Kanabec County Community Health or the Transit Director to execute the Agreement and any Amendments.

Action #CH14 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the payment of 80 claims totaling \$33,614.99 on Community Health Funds.

Action #CH15 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:38am. The Community Health Board will meet again on Tuesday, August 6, 2024 at 9:20am.

The Board of Commissioners reconvened.

Community Health Director Kathy Burski met with the Board to present a recommendation from the Opioid Settlement Committee for funding.

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

Resolution #16 – 7/2/24

Opioid Settlement Committee Recommendation for Funding Resolution

WHEREAS, the Opioid Settlement Committee is recommending to approve Mora and Ogilvie Public Schools request to help support the School Resource Officer position for the 2024-2025 school year, and

WHEREAS, the School Resource Officer improves the connection with students and families, is actively involved in the DARE education program and works with students/families needing extra support with attendance or other risky behavior, and

WHEREAS, the total cost of the School Resource Officer position would be shared by the Kanabec County Sheriff's Office, both school districts, and opioid settlement dollars, and

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners approves the Opioid Settlement Committee's request to approve funding for Mora and Ogilvie Public Schools to help support the School Resource Officer not to exceed \$20,000.00 for the 2024-2025 school year.

Watershed Coordinator Deanna Pomije met with the Board to give an update regarding the Snake River Watershed Partnership project. Information only, no action was taken.

Environmental Services Supervisor Ryan Carda met with the Board to discuss the dissolution of the Snake River Watershed Management Board (SRWMB). Information only, no action was taken.

Ryan Carda presented an Interim Use Permit (IUP) for Vacation Rental at 534 Fish Lake Drive, Mora.

Action #17 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Interim Use Permit application for the vacation rental by Brian & Trisha Bengston at 534 Fish Lake Drive, Mora per the Planning Commission’s recommendation.

Ryan Carda presented information regarding vacation rental properties in Kanabec County. Information only, no action was taken.

Court Services Director Lucas Athey met with the Board to give a department update. Information only, no action was taken.

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

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

Resolution #18 – 7/2/24
CSAH 27 Microsurfacing

WHEREAS the following quotes were received for microsurfacing on CSAH 27 from TH 65 to Hersey Ave:

| | |
|---------|-------------|
| ASTECH | \$67,965.44 |
| Fahrner | \$50,470.00 |

THEREFORE, BE IT RESOLVED, to accept the low quote of \$50,470.00 By Farhner Asphalt for microsurfacing on CSAH 27 from TH65 to Hersey Ave, and

BE IT FURTHER RESOLVED to authorize the Board Chair and Coordinator to sign the contract.

Public Works Director Chad Gramentz led a discussion regarding a Right-of-Way counteroffer.

Action #19 –Peter Ripka introduced a motion to approve the counter-offer from Roger Helmbrecht for Right-of-Way Acquisition in the amount of \$6,961.27. The motion was seconded by Wendy Caswell and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Peter Ripka, Alison Holland, Wendy Caswell, Rick Mattson

OPPOSED: None

ABSTAIN: Tom Roeschlein

whereupon the motion passed.

Public Works Director Chad Gramentz gave an update regarding the State Highway project detour. Information only, no action was taken.

10:45am – The Board took a five minute break.

10:50am – The Board reconvened.

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

County Coordinator Kris McNally discussed an 8am start time for the upcoming budget work sessions, for which Board consensus was affirmative. Staff also followed up previous discussion by inquiring about holding an employee appreciation lunch this year with department heads bringing items potluck style and discussing budgeting the event for next year, for which Board consensus was also affirmative.

Future Agenda Items: None

Action #20 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to close the meeting at 11:07am pursuant to the Open Meeting Law, MN Statute §13D.05d subd 3.d. to discuss matters related to Security Issues – Public Services Building & Courthouse Infrastructure. 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 and Building Maintenance Supervisor Dave Mulvaney.

Action #21 – It was moved by Alison Holland, seconded by Wendy Caswell, and carried unanimously at 11:30am to end the closed session for security issues and move into a closed session pursuant to 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 #22 – It was moved by Alison Holland, seconded by Wendy Caswell, and carried unanimously to return to open session at 12:01pm.

Action #23 – It was moved by Alison Holland, seconded by Peter Ripka, and carried unanimously to adjourn the meeting at 12:02pm. The Kanabec County Board of Commissioners will meet again for a special meeting on Thursday, July 11, 2024 at 6:00pm; and in regular session on Tuesday, July 16, 2024 at 9:00am.

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

Attest: _____
Board Clerk