

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**June 18, 2024**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, June 18, 2024 pursuant to adjournment with the following Board Members present: Rick Mattson, Tom Roeschlein, Wendy Caswell, Alison Holland and Peter Ripka. Absent: None. 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 June 4, 2024 as presented.

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

<u>Vendor</u>	<u>Amount</u>
Kwik Trip Inc	13,767.18
MACPO	400.00
Midcontinent Communications	215.09
Minnesota Department of Finance	5,175.50
Quadient Finance USA, Inc.	5,500.00
City of Mora	1,318.13
Kwik Trip Inc	270.94
Consolidated Communications	1,141.86
Kanabec County AT ACH_VISA	77.16
Kanabec County Treas, Blaze Credit Union	7,526.47

Midcontinent Communications	244.09
Quality Disposal	1,083.49
Verizon Wireless Cell Phones	3,572.25
East Central Energy	222.69
Schneider, Deb	795.00
Soderstrom, Mary	75.00
Kanabec County	15,428.61
<b>18 Claims Totaling:</b>	<b><u>\$ 56,813.46</u></b>

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 & E Cleaning Services	630.00
Ace Hardware	46.14
Adam's Pest Control, Inc.	250.00
Advanced Correctional Healthcare	20,692.92
Amazon Capital Services	80.38
Amazon Capital Services	9.90
Amazon Capital Services	46.93
Aspen Mills	297.05
Aspen Mills	196.95
Athey, Lucas	124.62
Barlow, Jeffery	639.18
Baycom	27.00
Buresh, Corey	656.92
Cook, Brandon	76.38
Curtis, Michael	161.47
DC Design Works LLC	48.32
DKN Construction	5,511.00
East Central Regional Juvenile Center	4,957.00
East Central Solid Waste Commission	132.77
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
Glens Tire	28.00
Government Forms and Supplies	179.85
Granite City Jobbing Co	769.26

Granite City Jobbing Co	826.50
Granite Electronics	258.00
Gratitude Farms	500.00
Griffin, Zach	569.45
Hoefert, Robert	1,076.02
Hohn's Auto Body & Glass	8,231.65
Innovative Office Solutions, LLC	412.76
Kanabec County Community Health	2,511.12
Kanabec County Highway Dept	50.56
Kanabec Publications	1,406.99
Kastenbauer, Paul	1,259.08
Kelly, John	83.54
MEI Total Elevator Solutions	1,290.22
Michael Keller, Ph.D, L.P.	650.00
MN Energy Resources Corporation	402.56
Mora Bakery	32.06
Motorola Solutions	2,115.00
Newton, Deb	40.00
Northstar Computer Forms, Inc.	385.64
O'Brien, Pat	93.43
ODP Business Solutions LLC	113.29
ODP Business Solutions LLC	53.78
Olson, Rhonda	85.72
O'Reilly Auto Parts	50.60
Premium Waters, Inc	84.34
Q Media Properties LLC	184.00
Ramsey County	1,440.00
Ripka, Peter	133.21
River Valley Forensic Services, P.A.	750.00
RS Eden	29.90
Sabinash, Douglas	87.06
Sirchie	38.45
Snyder, Denise	94.85
State Chemical Solutions	849.90
State of Minnesota, BCA	375.00
Stellar Services	120.22
Streicher's	2,150.42
Summit Food Service Management	4,026.15

Summit Food Service Management	3,996.60
Thomas Sno Sports	140.33
Tinker & Larson Inc	1,899.12
Van Alst, Lillian	1,182.55
WEX Health, Inc.	434.50
Zaudtke, Wayne	79.02

**69 Claims Totaling: \$ 84,199.63**

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

**9:14am** – The Chairperson closed public comment.

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

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A & E Cleaning	1,260.00
Beaudry Oil & Propane	121.92
Braham Motor Service	67.27
Central Pension Fund	576.00
Federated Co-ops	692.45
Fueling MN	64.00
Gopher State One-call	67.50
Johnson Hardware	390.92
Kanabec Co Highway Department	70.10
Kanabec Publications	37.00
Marco Inc	352.17
Mark Madden	10.22
MEI Total Elevator Solutions	648.08
Mora Chev	1,671.90
North Central International	573.23
North Country Chevrolet GMC	47,475.00
ODP Business Solutions	56.59
Olson Power & Equipment	1,000.00
RJ Mechanical	3,590.70
Sanitary Systems	200.00

Trueman Welters	5,205.94
USIC Locating	60.00
<b>22 Claims Totaling:</b>	<b><u>\$ 64,190.99</u></b>

County Coordinator Kris McNally gave an update regarding encumbered, spent, and remaining ARPA funds, project status, and deadlines. The Board directed Kris McNally to obtain estimates for building security upgrades to the Public Health Office, the Board Room, and the Coordinator’s Office, convene and discuss at the ARPA committee level, and bring back committee recommendations.

Action #6 – It was moved by Alison Holland, seconded by Tom Roeschlein, 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, June 18, 2024 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 Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the Family Services Board Agenda as presented.

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

Action #FS8 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the payment of 107 claims totaling \$168,895.36.

Action #FS9 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the Family Services Board at 9:22am. The Family Services Board will meet again on Tuesday, July 16, 2024 at 9:20am.

The Board of Commissioners reconvened.

Adrian Bixby, Executive Director of the Mora HRA, Kirsten Faurie, City of Mora Community Development Director, and Skip Duchesneau with DW Jones (via WebEx) met with the Board to request funding for a senior housing project, Mysa House II.

Action #10 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to allocate \$48,130, half of the 2023 Statewide Affordable Housing Aid to support a 24-unit affordable senior housing project in the county.

Kirsten Faurie, City of Mora Community Development Director met with the Board to discuss a potential tax abatement and next steps. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding Statewide Affordable Housing Aid. Staff was directed to proceed with requesting formal proposals from two organizations in consideration of administration of the funds.

County Coordinator Kris McNally presented a request for approval of a resolution enabling part-time deputies to receive PERA.

Action #11 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the following resolution:

## **Resolution #11 - 6/18/24**

**WHEREAS**, Minnesota Statutes 353.64, Subdivision 2, permits the governing body of a governmental subdivision to declare that a position is that of a police officer and that the person who holds said position on a part-time basis is to be covered by the Police and Fire retirement plan if the following employment duties and qualification requirements are met:

1. The position requires a license by the Minnesota peace officer standards and training board and the employee is so licensed;
2. The primary (over 50%) duty of the position is to enforce the general criminal laws of the state;
3. The position charges the employee with the prevention and detection of crime;
4. The position gives this employee the full power of arrest, and
5. The position is assigned to a designated police or sheriff's department.

**THEREFORE, BE IT RESOLVED** that Kanabec County hereby declares that the position of Deputy Sheriff in the Kanabec County Sheriff's Office satisfies all of the requirements listed above and declares its desire to provide all future employees holding said part-time law enforcement position with coverage under the Police and Fire plan; AND

**BE IT FURTHER RESOLVED** that Kanabec County will provide a copy of this resolution to PERA each time it provides Police and Fire membership to a person who is hired to said part-time position and will indicate the name of the employee eligible for such coverage.

**9:53am** – The Board of Commissioners took a break.

**10:01am** – The Board of Commissioners reconvened.

County Sheriff Brian Smith met with the Board to request approval of the memorandum of agreement between the Kanabec County Sheriff's Office and the Ogilvie School District and the Mora School District.

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

## **Resolution #12 - 6/18/24**

### School Resource Officer Program Memorandum of Agreement

**WHEREAS**, the Kanabec County Sheriff's Office, the Ogilvie School District, and the Mora School District agree that it is mutually beneficial to all parties for a Deputy Sheriff to be assigned as a School Resource Officer (SRO) to the Mora and Ogilvie School Districts; and

**WHEREAS**, the Kanabec County Board of Commissioners committed American Rescue Act funds in support Kanabec County's portion of the SRO program; and

**WHEREAS**, the Kanabec County Sheriff has successfully negotiated terms for the SRO program with the respective Ogilvie and Mora School District Administrations for the school year 2024-2025;

**THEREFORE, BE IT RESOLVED** the Kanabec County Board of Commissioners hereby approves the Memorandum of Agreement for the School Resource Office Program for the school year 2024-2025;

**BE IT FURTHER RESOLVED** the Board authorizes the Kanabec County Sheriff to sign said document on behalf of Kanabec County.

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

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

## **Resolution #13 – 6/18/24**

### RESOLUTION DESIGNATING THE IDENTIFIED OFFICIAL WITH AUTHORITY FOR EDUCATION IDENTITY AND ACCESS MANAGEMENT

**WHEREAS** the Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual

designation of an Identified Official with Authority (IOwA) for each local government agency that uses the Education Identity and Access Management (EDIAM) system, and

**WHEREAS** the designated IOwA is responsible for authorizing, reviewing and recertifying user access for their local government agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota systems must be reviewed and recertified at least annually, and

**WHEREAS** the IOwA is responsible for authorizing user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and further responsible for revoking the user's access when it is no longer needed to perform their job duties, and

**WHEREAS** the Kanabec County Board of Commissioners must designate an IOwA to authorize user access to State of Minnesota Education secure websites for Kanabec County and that an EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually as well as any time there is a change in the assignment of the IOwA;

**THEREFORE, BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby designates Denise M. Snyder, Kanabec County Auditor-Treasurer, as the sole Identified Official with Authority (IOwA) for KANABEC COUNTY, Organization No. 0033-91;

**BE IT FURTHER RESOLVED** that it is Kanabec County's designated IOwA's exclusive responsibility to appoint any IOwA Proxy role(s) within Kanabec County.

County Court Administrator Heather Mickelson met with the Board to give a department update. Information only, no action was taken.

*Action #14* – It was moved by Peter Ripka, seconded by Alison Holl and carried unanimously to close the meeting at 10:20am pursuant to the 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, HR Specialist Kim Christenson and County Attorney Barbara McFadden.

*Action #15* – It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to return to open session at 11:13am.

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 Wendy Caswell and carried unanimously to approve the following resolution:

**Resolution #16 - 6/18/24**  
**2024 Highway Projects**

**WHEREAS** the following bids were received for the 2024 highway projects: SAP 033-605-023, KCP 21-04 (CR 71), KCP 24-02(CR 86), KCP 24-08 (patching), Arthur 24-01

Knife River Corporation	\$4,232,315.53
Duininck, Inc.	\$4,353,190.59

**THEREFORE, BE IT RESOLVED**, to accept the low bid of \$4,232,315.53 for the construction of SAP 033-605-023, KCP 21-04, KCP 24-02, KCP 24-08, and Arthur 24-01.

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

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

**Resolution #17 - 6/18/24**  
**Safe Streets and Roads for All (SS4A) Program Safety Commitment**

**WHEREAS**, The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. To be an eligible applicant for this new safety funding, a county **MUST** have an eligible Action Plan in place; and

**WHEREAS**, the Minnesota Department of Transportation has selected Kanabec County to participate in Phase III of the Minnesota County Road Safety Plan (CRSP) update to develop an eligible Action Plan to participate in future SS4A grant opportunities; and

**WHEREAS**, the CRSP update with the SS4A action plan component will meet the requirements of the SS4A Discretionary Program to allow priority projects, identified in the planning process, to receive future SS4A capital grant funding; and,

**WHEREAS**, the SS4A action plan component of the CRSP requires an official public commitment from the local governing body establishing a goal of eventual zero roadway fatalities and serious injuries on its roadways.

**WHEREAS**, subject to funding award for an identified project in the plan, the County Board would be asked to consider authorization to execute a grant agreement at a future meeting.

**BE IT RESOLVED**, that Kanabec County commits to a goal of zero roadway fatalities and serious injuries by 2045, with an interim goal of 50 percent reduction in fatal and serious injury crashes within ten years.

**BE IT FURTHER RESOLVED**, that Kanabec County acknowledges that achieving the goal of zero roadway fatalities and serious injuries will require significant staff effort and financial resources over a sustained period, and that prioritizing safety investments will need to be elevated in the planning of future projects and policies. The Kanabec County Engineer or designee will establish a task force comprised of various area leaders charged with the oversight of the Action Plan development, implementation, and monitoring.

Public Works Director Chad Gramentz gave an update regarding Right-of-Way Acquisitions. Additional information was requested for discussion at a future meeting. No action was taken.

Future Agenda Items: Mora HRA funding request

Action #18 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to close the meeting at 11:50am 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 County Coordinator & Personnel Director Kris McNally and HR Specialist Kim Christenson.

Action #19 – It was moved by Alison Holland, seconded by Peter Ripka, and carried unanimously to return to open session at 12:36pm.

Action #20 – It was moved by Alison Holland, seconded by Tom Roeschlein, and carried unanimously to adjourn the meeting at 12:37pm and to meet again in regular session on Tuesday, July 2, 2024 at 9:00am.

*Signed* \_\_\_\_\_

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

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