

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 4, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, June 4, 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 Alison Holland and carried unanimously to approve the agenda with the following changes: Add late addition, Gambling Request – Event Date Change. Remove agenda item #12, Closed Session: Attorney Client Privilege.

Action #2 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the minutes of May 21, 2024 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>
Absolute Title LLC	3,492.00
Ann Lake Twp	45,226.37
Arthur Twp	180,714.79
Braham Public Schools	95,174.93
Braham Public Schools	95,174.92
Brunswick Twp	83,481.72
Card Services (Coborns)	80.00
Card Services (Coborns)	188.18
Cigna Health & Life Insurance Company	774.46
City of Braham	23,388.15
City of Grasston	10,762.86
City of Mora	1,130,866.52
City of Mora	16,482.21

City of Ogilvie	73,755.75
City of Quamba	26,473.20
Comfort Twp	83,221.09
Comm of Finance - Treas Div	472.04
Dearborn National Life Ins Co	481.67
E C Riders	1,665.53
East Cent Reg Dev Commission	15,009.98
East Central Energy	277.35
East Central Energy	108.17
East Central School District	29,926.29
East Central School District	29,926.28
Ford Twp	50,562.20
Grass Lake Twp	75,083.66
Haybrook Twp	58,674.89
Hillman Twp	38,291.75
Hinckley-Finlayson Schools	34,158.63
Hinckley-Finlayson Schools	34,158.62
Isle Public Schools	29,616.58
Isle Public Schools	29,616.58
Kanabec County	139,406.42
Kanabec County	139,306.43
Kanabec County Aud-Treas	792.95
Kanabec Twp	52,323.61
Knife Lake Improvement District	23,066.06
Knife Lake Twp	72,170.03
Kroschel Twp	15,784.12
Marco Inc	178.12
Marco Inc	3,812.71
MetLife	6,433.50
Milaca Public Schools	10,607.99
Milaca Public Schools	10,607.99
Minnesota Energy Resources Corp	7,000.34
MN Commissioner of Revenue	99.98
Mora Motor Vehicle Inc	3,321.53
Mora Public Schools	1,698,660.12
Mora Public Schools	1,676,176.09
Ogilvie Public Schools	555,977.77
Ogilvie Public Schools	555,977.76
Peace Twp	78,162.50
Pine City Public Schools	295.46
Pine City Public Schools	295.45
Pomroy Twp	66,101.52
Southfork Twp	31,732.07

St Paul Port Authority	17,903.37
The Hartford Priority Accounts	6,755.00
VC3, Inc.	29,102.00
Verizon Wireless Aircards	1,730.44
VSP Insurance Co	581.50
Whited Twp	46,496.67
62 Claims Totaling:	<u><u>\$ 7,548,146.87</u></u>

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

Vendor	Amount
Accurate Controls Inc	681.00
Accurate Controls Inc	517.00
ACE Hardware	42.14
Advanced Correctional Healthcare	2,089.10
Advanced Correctional Healthcare	20,692.92
Amazon Capital Services	173.34
Amazon Capital Services	22.25
Amazon Capital Services	21.23
Amazon Capital Services	303.13
Amazon Capital Services	133.66
Amazon Capital Services	15.15
Amazon Capital Services	77.14
American Red Cross	434.44
American Red Cross	546.42
American Red Cross	770.42
Aspen Mills	190.27
Aspen Mills	162.11
Aspen Mills	305.24
Aspen Mills	2,286.75
Athey, Lucas	218.42
Auto Value Mora	38.95
Barlow, Jeffery	571.91
Bliss, Erica	1,304.42
Brink Collective	4,500.00
Brr Equipment Service	957.00
Cook, Brandon	26.80
Curtis, Michael	98.49
DSC Communications	31,115.35
Gratitude Farms	500.00
Handyman's Inc	249.98
Hoefert, Robert	1,148.38

Johnson Brothers Law	200.00
Johnson Brothers Law	100.00
Kanabec Publications	46.25
Kanabec Publications	275.00
Kanabec Publications	44.88
LSQ Funding Group	3,798.20
Minnesota Monitoring, Inc.	488.00
MN Highway Safety & Research Center	510.00
Office Depot	129.35
R.M. Cotton Company	2,239.80
Ratwik, Roszak & Maloney, PA	11,122.41
RS Eden	104.00
Sarah Schumacher	121.94
Sheriff's Office Pine County	500.00
State of Minnesota - BCA	25.00
Stellar Services	155.78
Summit Food Service Management	4,038.19
SwipeClock LLC	300.00
Timothy J. Peterson - Attorney at Law, LLC	840.00
Van Alst, Lillian	778.54
VC3	1,443.75
VC3	300.00
Wellness in the Woods	82.72
Wellness in the Woods	531.51
55 Claims Totaling:	<u><u>\$ 98,368.73</u></u>

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 Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following claims on the Road & Bridge Fund:

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	475.52
Alexis Vanwagner & Blake Hein	648.96
Auto Value	2,787.01
Beaudry Oil & Propane	1,605.28
Central Pension Fund	568.80
Duane Helmbrecht	16,787.35
Ian Pratt & Paige Gobel	1,157.71

Kanabec Co Highway	162.08
Kanabec Publications	490.01
Knife River Concrete	8,797.80
Knife River Corp-North	664.62
Martin Breuer & Rosemary Breuer	2,590.19
ODP Business Solutions	186.69
Rinke Noonan	1,563.50
Shaun VanVleet & Alyssa Vanvleet	6,900.25
Trueman Welters	254.77
Tysonn Peterson	12,843.28
USIC	530.00
Vestis Group	438.24
Wes Houtsma	650.00
Widseth Smith Nolting	3,410.00
21 Claims Totaling:	<u><u>\$ 63,512.06</u></u>

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

Resolution #6 – 6/4/24

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	\$908.56
Quality Disposal	\$3,104.00
Arthur Township	\$500.00
Total	\$4,512.56

County Coordinator Kris McNally led a discussion regarding the process, draft calendar, and goals in establishment of the 2025 budget and preliminary levy. The board expressed consensus to support the budget calendar as presented, and to direct department heads to target an overall budget increase of no more than 3-3.5%.

County Coordinator Kris McNally led a discussion regarding the replacement of the Minnesota state flags and state seals at Kanabec County. The Board expressed consensus that it

should be the responsibility of the State to replace flags and seals in Court Administration. The County will replace stamps and seals as required for County offices by January 2025, and state flags will be replaced in accordance with their natural replacement cycle.

County Coordinator Kris McNally led a discussion regarding consideration to revise the County's hiring process.

Action #7 – Wendy Caswell introduced a consent agenda including all of the following actions:

Resolution #7a – 6/4/24

Rescind Resolution #25-12/7/23- Board Approval Required for Filling Vacancies

WHEREAS, the Board of Commissioners is responsible for overseeing Kanabec County's management and administration, participating in long-range planning, and managing the county budget and finances; and

WHEREAS, the Board continuously looks for opportunities to run Kanabec County operations more efficiently and cost-effectively in the short and long-term; and

WHEREAS, as with most government agencies, employee wages and benefits are one of the County's primary expenses; and

WHEREAS, the Board currently requires all major expenditures to be reviewed and approved prior to purchase and desires to implement a similar process prior to filling vacancies;

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby requires County management and administration, including the County Sheriff, County Attorney, County Auditor-Treasurer, and all department heads, to receive approval from the Board prior to posting, advertising, and filling position vacancies effective immediately.

Resolution #7b – 6/4/24

Board Approval Required for Filling Vacancies

WHEREAS, the Board of Commissioners is responsible for overseeing Kanabec County's management and administration, participating in long-range planning, and managing the county budget and finances; and

WHEREAS, the Board continuously looks for opportunities to run Kanabec County operations more efficiently and cost-effectively in the short and long-term; and

WHEREAS, as with most government agencies, employee wages and benefits are one of the County's primary expenses; and

WHEREAS, the Board currently requires all major expenditures to be reviewed and

approved prior to purchase and desires to implement a similar process prior to filling vacancies;

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby requires County management and administration, including the County Sheriff, County Attorney, County Auditor-Treasurer, and all department heads, to receive approval from the Board prior to filling position vacancies effective immediately.

The motion for the adoption of the foregoing Resolutions was duly seconded by Alison Holland and upon a vote being taken thereon, the following voted:

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

OPPOSED: Tom Roeschlein

ABSTAIN: None

whereupon the resolutions were declared duly passed and adopted.

Action #8 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to recess the meeting at 9:23am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:23am on Tuesday, June 4, 2024 pursuant to adjournment with the following Board Members present: Tom Roeschlein, Rick Mattson, Wendy Caswell, Alison Holland and Peter Ripka. Family Health Supervisor Ashley Berg presented the Community Health Board Agenda.

Action #CH9 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the Community Health Board Agenda as presented.

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

Resolution #CH10– 6/4/24

Ninja Anywhere Contract Resolution

WHEREAS, Kanabec County Community Health has a goal to provide activities for older youth/adolescents and have planned to bring in a ninja event and,

WHEREAS, Kanabec County Community Health wrote and was awarded a grant through their reducing isolation and increasing connections fund. The cost of this would be \$2,900.00 and 100% covered by this grant and,

WHEREAS, Kanabec County Community Health has received permission from the Kanabec County Fair Board to utilize space on the grounds to host this event. Participants/parents would sign a waiver and Ninja Anywhere carries insurance of \$1,000,000 per occurrence/\$2,000,000 annual aggregate and,

WHEREAS, the County Attorney reviewed the contract and recommended different language under the indemnification section of the contract. This request has been forwarded to the Ninja Anywhere legal representative and,

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director to enter into a contract with Ninja Anywhere where they will bring and set up inclusive movement opportunities for all ages and ability levels.

THEREFORE BE IT FURTHER RESOLVED that the Community Health Director will only enter into the contract with Ninja Anywhere if a change in the indemnification section of the contract meets the approval of the County Attorney.

Action #CH11 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the payment of 104 claims totaling \$47,125.96 on Community Health Funds.

Action #CH12 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 9:30am. The Community Health Board will meet again on Tuesday, July 2, 2024 at 9:20am.

The Board of Commissioners reconvened.

Chair Mattson led a discussion regarding attendance at AMC’s District 5 Spring Meeting. The Board expressed consensus for Commissioner Ripka to attend, and for Commissioner Holland to serve as the alternate.

County Coordinator Kris McNally led a discussion regarding attendance at the Kanabec County GIS Committee Meeting. The Board expressed consensus for Commissioners Roeschlein and Holland to attend.

County Assessor Tina Von Eschen led a discussion regarding the upcoming County Board of Appeals and Equalization Meeting to be held on Monday, June 17th at 6:30pm. Information only, no action was taken.

County Assessor Tina Von Eschen led a discussion regarding whether the board would like to move to having a “True County” Assessment or continue to charge back fees to the jurisdictions. The Board requested cost estimates for both options, including staff time, to be presented a future meeting for further consideration.

Deputy Auditor – Property & Tax Tim Jacobs met with the Board to present a request from the Minnesota Department of Natural Resources to perform a 10 year ecological study on a tax forfeit parcel. Tim Jacobs will contact the DNR to obtain a proposed agreement to include details regarding the ability of the county to sell the property in the future. Tim Jacobs will bring

the agreement to the County Board for further consideration after it's been reviewed by the County Attorney.

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

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

Resolution #13 - 6/4/24

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2024-2025

KANABEC COUNTY BOARD - JUNE 4, 2024

Establishment	LIQUOR	BEER	TOBACCO
Ann River Winery	On/Sun	-	-
Braham Moose Lodge 1544	Club/Sun	-	-
The Crows Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	-
McBees Bar & Grill	On/Off/Sun	-	-
Northwoods Steakhouse	On/Off/Sun	-	-
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Fire Pit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/Sun	-	-
Eagles Cove Resort	On/Sun	-	-
Dollar General	-	-	Yes

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

Resolution #14 – 6/4/24

**RESOLUTION AUTHORIZING SNAKE RIVER TRAIL #150 EXTENSION
OPERATED AND MAINTAINED BY EC RIDERS**

WHEREAS the EC Riders Snowmobile Club currently operates and maintains the Snake River Snowmobile Trail within Kanabec County and Kanabec County acts as the legal sponsor for DNR funding for maintenance of snowmobile trails managed by EC Riders, and

WHEREAS Kanabec County has received a request from EC Riders to extend the Snake River Snowmobile Trail #150 for a distance of 5.8 miles north from Braham to Henriette thus connecting with Hinckley Flames Snowmobile Club Trail #189, and

WHEREAS this trail extension provides added safety to drivers by reducing the oncoming headlights of snowmobilers and reduces the number of driveway approaches to groom over, and

WHEREAS this trail extension does not fall under the current DNR Grant-in-Aid trail funding and maintenance would be the financial responsibility of the EC Riders Snowmobile Club,

THEREFORE BE IT RESOLVED that Kanabec County approves the 5.8 mile extension of the Snake River Snowmobile Trail #150 along Kanabec County Road 66 and 155th Avenue and north along Highway 107 in Kanabec County, and

BE IT FURTHER RESOLVED the trail extension will be approved contingent on the EC Riders Club obtaining all the necessary permissions from effected property owners, Kanabec County and the State of Minnesota.

County Sheriff Brian Smith met with the Board to discuss matters concerning his department.

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

Resolution #15 - 6/4/24

DPS/State Patrol Lease Agreement Resolution

WHEREAS, the Kanabec County has been leasing office space to the MN Department of Public Safety/State Patrol since 2002, and

WHEREAS, both the Kanabec County Sheriff's Office and the Department of Public Safety find said leasing arrangement to be of mutual benefit to the partnership between the organizations and in the best interest of the public therefore desire it to continue, and

WHEREAS, the current lease agreement has expired and an updated agreement with a current lease rate has been negotiated;

THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves lease agreement #11211 through the MN Department of Administration for

Public Safety/State Patrol;

BE IT FURTHER RESOLVED the Board authorizes the Board Chair and Coordinator to execute all necessary documents related to said lease.

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

Resolution #16 – 6/4/24
Approve Renewal of the Memorandum of Agreement with LELS to Extend the Chief Deputy’s Leave of Absence from the Union

WHEREAS, licensed peace officer Kevin Braiedy accepted the position of Chief Deputy effective January 5, 2015, after serving in the Union as a Deputy, Investigator, and Sergeant for the Kanabec County Sheriff’s Office beginning March 16, 2005; and

WHEREAS, Chief Deputy Braiedy was granted a leave of absence from the Union for a period not to exceed January 5, 2025; and

WHEREAS, Chief Deputy Braiedy has requested an extension of this leave of absence through January 5, 2027; and

WHEREAS, the Kanabec County Sheriff, Law Enforcement Labor Services, Inc., and the Union Stewards have expressed support for the extension of this leave of absence as stated;

NOW, THEREFORE, the Kanabec County Board of Commissioners hereby approves the Memorandum of Agreement with Law Enforcement Labor Services, Inc. to extend Chief Deputy Braiedy’s leave of absence from the union while preserving his departmental seniority;

BE IT FURTHER RESOLVED, the Board Chair is authorized to sign said Memorandum of Agreement on behalf of the Board of Commissioners;

BE IT FURTHER RESOLVED, the Kanabec County Board of Commissioners continues to recognize Board Resolution #12-01/06/15 which states that “Should Braiedy be dismissed from the position of Chief Deputy for reasons other than just cause, he will be reinstated in the Sheriff’s Department in a Post-licensed Sergeant position with his seniority preserved as it was at the time of appointment to Chief Deputy Sheriff. The reinstatement shall not result in an increase in staff in the Sheriff’s Department. Staff reduction consistent with the bargaining unit agreement will be used if necessary to achieve this end.”

10:19am – The Board of Commissioners took a break.

10:25am – The Board of Commissioners Reconvened.

The Chairperson presented a request from Vasaloppet Inc. for a date change on an existing exempt permit for a lawful gambling event.

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

Resolution #17– 6/4/24

WHEREAS the Kanabec County Board of Commissioners by Resolution #24-5/21/24 approved a Vasaloppet, Inc. request for an exempt permit for a lawful gambling event within Kanabec County to be held on August 8, 2024, and

WHEREAS the Vasaloppet, Inc. notified the County that the date of the event had changed and requires County Board approval for the date change;

THEREFORE BE IT RESOLVED to approve the date change for the Vasaloppet, Inc. bingo event to be held at Sapsucker Farms, 2752 215th Ave, Mora, MN 55051 on August 1, 2024, instead of August 8, 2024.

Environmental Services Supervisor Ryan Carda met with the Board to discuss matters concerning his department. Ryan Carda led a discussion regarding participation in the adoption of the Kettle River/Upper St. Croix River and the Rum River Comprehensive Watershed Plans and Joint Powers Agreements. The Board requested additional information regarding the County's involvement if they were to opt in or out.

Environmental Services Supervisor Ryan Carda presented two interim use permit applications for vacation rentals.

Action #18 – It was moved by Tom Roeschlein, seconded by Alison Holland and carried unanimously to approve the Interim Use Permit application for the short term/vacation rental by Juley Speed, Ryan Speed, Jean Viger & Christopher Viger at 2639 Chris Haven Drive, Mora with the condition that the new well be approved by MDH and that the lodging license is obtained, per the Planning Commission's recommendation.

Action #19 – It was moved by Wendy Caswell, seconded by Tom Roeschlein and carried unanimously to approve the Interim Use Permit application for the short term/vacation rental by David & Ragen Howe at 20379 Ann River Drive, Mora with the condition that if the overnight occupancy is going to be increased greater than 10, the property owners will need to re-apply for an amendment to the IUP to increase the occupancy, per the Planning Commission's recommendation.

The Board held a discussion regarding stakeholder input on the County's Economic Development Authority (EDA). Discussion was held regarding input from townships and cities. The Commissions haven't heard from all of the townships and cities at this time.

City of Mora Community Development Planner Kirsten Faurie spoke with the Board about matters concerning the City and County Economic Development Authorities, a current request for a City and a County Tax Abatement, and opportunities for the county to continue processing tax abatements in the absence of an EDA Director.

Action #20 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to rescind Resolution #25 – 5/7/24 Temporarily Suspending New Kanabec County EDA Tax Abatement Applications.

The Board directed County Coordinator Kris McNally to collaborate with the City of Mora to find a consultant to provide guidance on the consideration of Kanabec County EDA Tax Abatement Applications.

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

Future Agenda Items: Kanabec County’s Economic Development Authority and the pending tax abatement application; Statewide Affordable Housing Aid - Lakes & Pines and CMHP; ARPA funds.

Action #21 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to close the meeting at 11:26am 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 and HR Specialist Kim Christenson.

Action #22 – It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to return to open session at 12:25pm.

Tom Roeschlein inquired about remaining ARPA funds and requested information be provided at a future meeting.

Action #23 – It was moved by Peter Ripka, seconded by Alison Holland, and carried unanimously to adjourn the meeting at 12:30pm. The Kanabec County Board of Commissioners will meet again for the County Board of Appeal and Equalization Meeting on Monday, June 17, 2024 at 6:30pm, and in regular session on Tuesday, June 18, 2024 at 9:00am.

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

Attest: _____
Board Clerk