

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

March 5, 2024

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, March 5, 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 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 Wendy Caswell and carried unanimously to approve the minutes of February 20, 2024 as presented.

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

<u>Vendor</u>	<u>Amount</u>
Cigna Health & Life Ins Co	774.46
City of Mora	1,708.12
Dearborn National life Insurance Co	453.12
East Central Energy	293.26
East Central Energy	1,736.14
Kanabec County AT ACH_VISA	1,454.36
Marco Inc	3,335.71
Marco Inc	178.12
MetLife	6,650.54
Minnesota Energy Resources Corp	12,133.28
Park Forest Estates	1,758.00
Snyder, Denise	24.00
Sunrise Construction	26.00
The Hartford Priority Accounts	6,709.62
Verizon Wireless Aircards	1,575.70

VSP Insurance Co 547.74
16 Claims Totaling: \$ 39,358.17

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

9:03am – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	15.13
Adam's Pest Control, Inc.	250.00
Amazon Capital Services	12.94
Amazon Capital Services	39.23
American DataBank LLC	96.25
Aspen Mills	271.72
Aspen Mills	234.21
Barlow, Jeffery	993.01
Bob Barker	680.00
Caswell, Wendy	100.22
Chisago County Probation	410.00
Clifton Larson Allen LLP	16,275.00
Crider, Grant	1,084.90
Dale's Heating & Appliance	533.00
DC Design Works LLC	106.50
East Central Regional Juvenile Center ATTN: Danna Timm	4,957.00
East Central Solid Waste Commission	53.01
Emma's Pizza	39.00
Fourness, Chris	80.40
Grainger	326.73
Grainger	83.60
Granite City Jobbing Co	448.90
Hamilton Funeral Homes	430.00
Hoefert, Robert	758.44
Holcomb, Lisa	398.13
Holcomb, Lisa	103.18
Horizon Towing	579.50
Innovative Office Solutions, LLC	254.03
IT SAVVY	73.66
Johnson, Deanna	60.00
Kanabec County Highway Department	37.89
Kanabec County Highway Department	237.32

Kanabec Publications	83.96
Kanabec Publications	376.40
Marco, Inc	477.00
Milaca Chiropractic Center	170.00
Minneapolis Forensic Psychological Services, LLC	2,668.75
MNCCC	57.41
MNCCC	57.41
Northern Technology Initiative, Inc.	1,090.00
Northland Fire Protection	218.00
Oak Gallery	30.16
Peterson Company LTD	5,800.00
Quadient Finance USA, Inc.	64.60
Ratwik, Roszak & Maloney, PA	4,392.12
RHTC LLC	56,270.00
RHTC LLC	5,515.77
Ripka, Peter	38.06
RS Eden	41.80
RS Eden	34.00
SCSS/CRS	32.22
SEACHANGE	71.22
Squires, Waldspurger & Mace, P.A.	1,500.00
St. Louis County	346.52
State of Minnesota - Dept of Transportation	4,263.10
Stellar Services	9.50
Stellar Services	56.12
Summit Food Service Management	4,009.77
Summit Food Service Management	3,949.63
Summit Food Service Management	3,876.35
SwipeClock LLC	332.00
ULINE	59.55
Van Alst, Lillian	1,252.23
VanGorden, Dylan	104.99
VC3	407.40

65 Claims Totaling: \$ 127,678.94

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:

<u>Vendor</u>	<u>Amount</u>
Avenu Insights & Analytics	6,933.29
Auto Value	2,177.64
Beaudry Oil & Propane	362.67
Kanabec County Highway Dept	85.45

Koch's Hardware Hank	99.98
LHB Inc	1,680.75
Little Falls Machine	939.77
Mille Lacs County Public Works	273.40
MN Equipment	836.37
Northern States Supply	971.53
North Second Street Steel	967.48
Oak Gallery	87.58
Pioneer Tree Services	3,750.00
Rinke Noonan	4,065.00
Scientific Sales	69.50
Ziegler	199.40
16 Claims Totaling:	<u>\$ 23,499.81</u>

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

Resolution #6 – 3/5/24
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	\$816.84
Quality Disposal	\$3,486.20
Arthur Township	\$500.00
Total	\$4,803.04

Action #7 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #7a– 3/5/24

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for TLC of Kanabec County DBA Kick Cancer to the Curb, for a raffle event to be held at Ogilvie Raceway, 1539 MN-23, Ogilvie, MN 56358 on June 8, 2024.

Resolution #7b – 3/5/24

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for TLC of Kanabec County DBA Kick Cancer to the Curb, for a raffle event to be held at Ogilvie Community Center, 203 Oric Ave N., Ogilvie, MN 56358 on August 3, 2024.

Resolution #7c– 3/5/24

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for TLC of Kanabec County DBA Kick Cancer to the Curb, for a raffle event to be held at the DeAnna Lilienthal Residence, 2867 Rainbow St, Brook Park, MN 55007 on August 10, 2024.

Action #8 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to recess the meeting at 9:14am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:14am on Tuesday, March 5, 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 #CH9 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to approve the Community Health Board Agenda with the following addition: Initiative Foundation Grant Request Resolution.

Adult Services Supervisor Farrah Gajewski gave an update regarding the Kanabec County Community Health Home Care Quality Assurance Program. Information only, no action was taken.

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

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

Resolution #CH10 – 3/5/24
Homemaker to Home Health Aide Resolution

WHEREAS, Kanabec County Community Health (KCCH) has individual staff that provide both Home Health Aide (certified) and Homemaker services in clients homes, and

WHEREAS, on May 13, 2009 the Kanabec County Board did resolve to create the Homemaker position and submit to the pay consultant for review (County Board Resolution 11), and

WHEREAS, the pay scale was determined to be at minimum wage (outside of county pay scale), and

WHEREAS, the situation has changed and there are several reasons to eliminate the homemaker position, leaving those duties to be performed by the Home Health Aides: the increase in reimbursement rates over the years, payroll would be more efficient for the Auditor and Community Health, Home Care revenues have exceeded the budgeted estimates and KCCH has had difficulty attracting and retaining staff due to the lower pay.

THEREFORE, the Community Health Director is requesting to eliminate the Homemaker pay scale and move the duties to the Home Health Aides at their current rate of pay.

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director and HR Director eliminating the Homemaker position so those duties can be performed by the Home Health Aides at their current rate of pay.

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

Resolution #CH11 – 3/5/24

Addendum to SHIP Agreement for Additional Funding Resolution

WHEREAS, Kanabec County Community Health with Isanti, Mille Lacs and Pine counties has received funds for the purpose of reducing tobacco use and exposure through increasing healthy eating, increased activity and managing chronic disease through the Statewide Health Improvement Program (SHIP) grant, and

WHEREAS, funds have been made available to the Statewide SHIP program from the Juul Settlement for additional funding to local SHIP grantees, and

WHEREAS, the region of Isanti, Kanabec, Mille Lacs and Pine have agreed to conduct tobacco audits, present results to their local communities and attend three virtual training sessions with the additional funding to be received.

THEREFORE, Kanabec County Community Health, as the regional fiscal agent for the SHIP grant is requesting to create an addendum to the original agreements with Isanti, Mille Lacs and Pine counties dated November 1, 2023 for the following amounts:

Isanti County not to exceed \$2,898.00;
Mille Lacs County not to exceed \$4,581.75; and
Pine County not to exceed \$4,079.25

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director creating an Addendum to the original Agreements dated November 1, 2023 with Isanti, Mille Lacs and Pine Counties to expend the additional SHIP funding received from the JUUL Settlement to conduct tobacco audits and attend training not to exceed the amounts noted above.

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

Resolution #CH12 – 3/5/24

Initiative Foundation Grant Request Resolution

WHEREAS, loneliness and isolation are growing challenges in Central Minnesota, and

WHEREAS, Kanabec County Community Health (KCCH) has the opportunity to apply for a grant from the Initiative Foundation for projects and programs that bridge differences and bring people together, and

WHEREAS, KCCH would like to apply for funds to enhance Mora Rocks the Park with activities and events for older youth and older adults, and

WHEREAS, the projects should fit within the following three areas:

Projects that strengthen social bonds through shared experiences, events or community gatherings;

Projects that create social bonds while addressing community challenges such as workforce, youth or elder engagement, serving those who are underserved or marginalized, or connecting people who are caretakers;

Projects that strengthen relationships and build understanding among two or more communities that have historically been in conflict or isolated from one another

THEREFORE, the Community Health Director is requesting to apply for, and accept funds and sign a contract with the Initiative Foundation if the project is approved.

THEREFORE, BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Director applying for the Initiative Foundation grant and accepting the funds and signing a contract with the Initiative Foundation if the project is approved.

Transit Director Helen Pieper met with the Board to present the proposed Timber Trails Public Transit Procurement Policy.

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

Resolution #CH13 – 3/5/24

A resolution endorsing Kanabec County - Timber Trails Public Transit's Procurement Policy.

WHEREAS, Kanabec County - Timber Trails Public Transit is committed to operating a compliant Public Transit Service in Kanabec County, and

WHEREAS, Kanabec County - Timber Trails Public Transit must establish a Procurement Policy in compliance with Federal and State regulations.

BE IT RESOLVED THAT Kanabec County - Timber Trails Public Transit will follow the Procurement Policy compliance elements.

BE IT FURTHER RESOLVED THAT the Kanabec County Board of Commissioners authorizes the Transit Director and/or Kanabec County Community Health Director to implement and oversee compliance of Kanabec County - Timber Trails Public Transit's Procurement Policy.

Action #CH14 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the payment of 71 claims totaling \$27,991.17 on Community Health Funds.

Action #CH15 – It was moved by Tom Roeschlein, seconded by Alison Holland and

carried unanimously to adjourn Community Health Board at 9:51am. The Community Health Board will meet again on Tuesday, April 2, 2024 at 9:20am.

The Board of Commissioners reconvened.

County Assessor Tina Von Eschen met with the Board to discuss matters concerning her department.

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

Resolution #16 – 3/5/24

WHEREAS there is a vacancy in the position of a Certified Appraiser, and

WHEREAS the Board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire a Full Time Certified Appraiser or Appraiser Trainee to fill the position at the grade and step defined by the pay system and policy P-106, and

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

County Assessor Tina Von Eschen gave a brief update regarding the RHTC tax court case. Information only, no action was taken.

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

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

Resolution #17 - 3/5/24

Upgrading Two Patrol Deputy Positions to Patrol Sergeant Positions

WHEREAS the Kanabec County Sheriff's Office 2024 budget provides for 15 Patrol Deputies and 2 Patrol Sergeants; and

WHEREAS the Sheriff's Office is currently staffed by 14 Patrol Deputies and 2 night-shift Patrol Sergeants with 1 unfilled vacancy; and

WHEREAS the Sheriff's Office is recommending upgrading 2 of the existing Patrol Deputy positions to become Patrol Sergeant positions, thus providing 2 Patrol Sergeant positions for both day and night shifts; and

WHEREAS this upgrade would not result in an overage in the Sheriff's Office budget due to the existing vacancy;

WHEREAS, this upgrade would result in immediate 24/7 patrol supervision including weekends and holidays; and

WHEREAS, this upgrade would also improve retention of existing officers through additional promotional opportunities, as well as allow for lateral movement within the internal sergeant ranks;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby approves upgrading two Patrol Deputy positions into Patrol Sergeant positions;

BE IT FURTHER RESOLVED that the Sheriff's Office is authorized to proceed with performing their standard operating procedure for posting and promoting to fill the new Patrol Sergeant positions.

The Board reviewed the Annual Consolidated Monthly Kanabec County Sheriff's Office Report for 1/1/22 – 12/31/22 compared to 1/1/23 – 12/31/23. Information only, no action was taken.

A brief discussion was held regarding pending legislation for School Resource Officers. Information only, no action was taken.

County Sheriff Brian Smith gave an update regarding the Sheriff's Office Drone Program. There are now six pilots that are trained and qualified to operate the drone. 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 Peter Ripka and carried unanimously to approve the following resolution:

Resolution #18 – 3/5/24

Final Payment

2023 Bituminous Paving

**SAP 033-608-015, SAP 033-626-007, Arthur township 23-01,
KCP 23-02 (County Road 43), KCP 23-05 (County Wide patching), City of Mora 2023-01**

WHEREAS the projects, SAP 033-608-015, SAP 033-626-007, Arthur township 23-01, KCP 23-02 (County Road 43), KCP 23-05 (County Wide patching), City of Mora 2023-01 have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises, and

THEREFORE BE IT RESOLVED that we do hereby accept said projects for and on behalf of the County of Kanabec and authorize final payment to Knife River Corporation in the amount of \$87,051.16.

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

Resolution #19 – 3/5/24
SAP 033-605-023 Right-of-Way
Determination of Just Compensation
Notice of Possession

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”);

WHEREAS, the Project requires that the County acquire total fee title acquisition of PID No. 15.01340.10, and permanent and temporary easements over certain other parcels along CSAH 5 as depicted in Exhibit A (collectively the “Properties”);

WHEREAS, the County Board has determined that obtaining title and possession of the Properties as soon as legally possible is necessary and in the public’s interest for the construction of the Project;

WHEREAS, all efforts shall be made to seek the voluntary acquisition of the Properties, but eminent domain will be used as a last resort.

NOW, THEREFORE, BE IT RESOLVED BY THE KANABEC COUNTY BOARD THAT:

1. Acquisition of the Properties by the County over the real property listed in Exhibit A is necessary for the purposes of constructing the Project;
2. The County Engineer, together with Rinke Noonan, as special counsel for the County, are hereby authorized to secure appraisals for the acquisition of the Properties, which will be determined to be just compensation for the acquisition.
3. The County Engineer and Rinke Noonan, as special counsel for the County, are hereby authorized on behalf of the County to acquire the Properties through direct negotiation and, if necessary, by the exercise of the power of eminent domain pursuant to and as authorized by Minnesota Statutes Chapter 117.
4. Based upon the County’s need to obtain title and possession of the Properties to keep the Project on schedule, Rinke Noonan is specifically authorized to notify those property owners that have not yet voluntarily agreed to the sale and easements on the Properties of the County’s intent to take possession pursuant to Minnesota Statutes Section 117.042. The County Attorney and Rinke Noonan are further authorized to carry out eminent

domain proceedings for said Properties in accordance with Minnesota Statutes Chapter 117.

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

Resolution #20 – 3/5/24
Tanks, Bulk Fuel, and Fuel Management System

WHEREAS the following listing quotes were received from Beaudry Oil and Propane and Federated Coops Inc. suppling Kanabec County Public Works with a three-year contract for fuel tanks, bulk fuel, and fuel management system:

Federated Co-ops Inc.:	No 1 & No 2 Diesel Rack plus \$0.35	Gasoline Rack plus \$0.35
Beaudry Oil and Propane:	No 1 & No 2 Diesel Rack plus \$0.21	Gasoline Rack plus \$0.21

WHEREAS Federated Co-ops Inc. quote did not provide a fuel management system, and

WHEREAS the annual costs for fuel based historical usage and on the low bid by Beaudry Oil and Propane is estimated to be \$19,440 for gasoline, \$29,650 for No. 1 Diesel, and \$107,900 for No. 2 Diesel for a total annual cost estimated to be \$156,990, and

THEREFORE BE IT RESOLVED to accept the quote of rack price plus \$0.21 for Gasoline, No 1 Diesel, and No. 2 Diesel by Beaudry Oil and Propane for tanks, bulk fuel, and fuel management system as quoted and authorize the Public Works Director to sign the agreement.

Public Works Director Chad Gramentz gave a department update including review of the 2023-2024 Kanabec County Brushing Map. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding the upcoming Public Hearing to be held on March 7, 2024 on the Intent to Adopt and Enact and Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places within Kanabec County. Information only, no action was taken.

County Coordinator Kris McNally gave an update regarding Committee Appointments.

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

Resolution #21 – 3/5/24

BE IT RESOLVED to appoint Mandy Odencrans as an alternate to the Emergency Medical Services Advisory Committee for a three year term commencing immediately and expiring January 5, 2027.

Future Agenda Items: Per diem resolution; Community Health Board, costs to hire a full time Home Health Aide; School Resource Officer legislation and future funding.

Action #22 – It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to adjourn the meeting at 10:54am. The Kanabec County Board of Commissioners will meet again for a public hearing on Thursday, March 7, 2024 at 6:00pm

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

Attest: _____
Board Clerk