

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**May 21, 2024**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, May 21, 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 (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 Tom Roeschlein, seconded by Peter Ripka and carried unanimously to approve the agenda with the following addition: Late Entry, Request to fill a Vacancy.

Action #2 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the minutes of May 7, 2024 as presented.

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

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,141.86
East Central Energy	1,639.87
Gardner, Chris	500.00
Kanabec County AT ACH VISA	1,259.90
Kanabec County Auditor HRA	21,522.06
Kanabec County Auditor-Treasurer	14,678.61
Kwik Trip Inc	12,612.66
Midcontinent Communications	467.72
Minnesota Department of Finance	5,931.00

Minnesota Energy Resources Corp	259.88
Office of MN.IT Services	2,490.65
Quality Disposal	1,083.49
Schmid, Tanner	600.00
Verizon Wireless Aircards	1,545.90
Verizon Wireless Cell Phones	3,574.51

**15 Claims Totaling: \$ 69,308.11**

Action #4 – It was moved by Peter Ripka, 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	660.00
Amazon Capital Services	1,240.45
Amazon Capital Services	28.88
Amazon Capital Services	67.40
Amazon Capital Services	59.95
Amazon Capital Services	145.27
Amazon Capital Services	6.17
Amazon Capital Services	37.81
Amazon Capital Services	28.34
Amazon Capital Services	293.39
Amazon Capital Services	21.94
Amazon Capital Services	103.80
Amazon Capital Services	7.94
Amazon Capital Services	209.46
American DataBank	73.45
American Solutions for Business	1,791.11
American Solutions for Business	1,610.04
American Solutions for Business	1,533.94
American Solutions for Business	1,028.22
Anne M Carlson Law Office, PLLC	1,520.00
Anne M Carlson Law Office, PLLC	1,150.00
AT&T Mobility	1,499.14
Auto Value	41.98
Barlow, Jeffery	795.96
Blowers, Lisa	147.40
Booth, Jessica	72.77

Brrr Equipment Service	1,355.00
Curtis, Michael	588.93
East Central Solid Waste Commission	58.65
ECM Publishers	631.20
Emma's Pizza	320.00
FBG Service Corporation	4,829.00
FBG Service Corporation	2,543.00
FBG Service Corporation	672.00
G & N Enterprises	420.00
G & N Enterprises	312.50
Glen's Tire	81.09
Glen's Tire	141.23
Granite City Jobbing Company	237.84
Granite City Jobbing Company	417.31
Granite Electronics	2,025.67
Hamilton Funeral Homes	430.00
Hoefert, Robert	1,061.28
IT Savvy	874.00
J.P Cooke Company	52.95
Johnson Brothers Law	2,020.00
Johnson Brothers Law	1,240.00
Kanabec County Soil & Water	10,000.00
Kanabec Publications	349.00
Kanabec Publications	46.25
Kanabec Publications	200.00
Kanabec Publications	831.00
Made of Mora/Promotional Designs	47.95
McFadden, Barbara	84.42
McKinnis & Doom PA	240.00
McKinnis & Doom PA	1,690.00
McNally, Kris	160.31
Minnesota Attorney General's Office	93.80
Morris Electronics	250.00
Motorola Solutions	2,115.00
Newton, Deb	60.00
Oak Gallery	16.50
ODP Business Solutions, LLC	73.38
Pieper, Helen	111.76

Premium Waters, Inc	43.75
Q Media Properties LLC	16.00
Ramsey County	3,050.00
RELX Inc. DBA LexisNexis	220.00
RELX Inc. DBA LexisNexis	238.70
SafeAssure Consultants Inc	9,750.21
SIRCHIE	65.80
SIRCHIE	129.30
Squires, Waldspurger & Mace, P.A.	1,625.00
State of Minnesota - BCA	300.00
State of Minnesota - BCA	300.00
State of Minnesota - BCA	50.00
Stellar Services	105.18
Stellar Services	90.67
Summit Food Service Management	4,046.94
Summit Food Service Management	4,014.12
Tinker & Larson Inc	4,017.14
Van Alst, Lillian	850.23
WEX Health, Inc	431.75
Ziegler Inc.	329.86

**84 Claims Totaling: \$ 80,530.48**

**9:03am** – The Chairperson called for public comment. Those that responded included the following:

Daniel Douglas	Comments regarding the use of drones in the county and privacy concerns.
Jon Sanford	Comments regarding the Kanabec Soil & Water District.

**9:17am** – The Chairperson closed public comment.

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

<u>Vendor</u>	<u>Amount</u>
A&E Cleaning	1,320.00
Amazon Capital Services	183.21
B & F Fastener Supply	143.91

DKN Construction	8,585.00
Erkenbrack John & Nancy	1,960.55
Frontier Precision, Inc	131.25
Gopher State one-call	35.10
J.R. Oil Co	50.00
Johnson Dale & Kimberlee	3,243.85
Johnson Hardware & Rental	538.73
Kanabec Co Highway	46.25
Kanabec County Recorder	20.00
Kanabec Publications	148.00
Marco, Inc	352.17
Martin Marietta	451.15
Med Compass	775.00
MN Pollution Control Agency	912.69
Nelson, Ryan & Sheila	3,080.61
Nuss Truck Equipment	1,819.74
ODP Business Solutions	356.19
Olson Power & Equipment	399.06
Oslin Lumber	149.67
Trueman Welters	10,949.00
USIC	300.00
Wiarcom, Inc	675.30
Ziegler Inc	18.15
<b>26 Claims Totaling:</b>	<b><u>36,644.58</u></b>

Action #6 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to recess the meeting at 9:19am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:19am on Tuesday, May 21, 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 Peter Ripka, seconded by Alison Holland and carried unanimously to approve the Family Services Board Agenda as presented.

Social Worker Alissa McDermeit met with the Board to give a presentation regarding the Foster Care Recruitment Plan.

Action #FS8 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #FS8 – 5/21/24**

#### Family Services Foster Care Recruitment Resolution

**WHEREAS** Kanabec County Family Services would like to provide and improve Child Foster Care recruitment and,

**WHEREAS** two bids have been received and the contractor has submitted a bid and can meet the goals of the agency for an advertising and marketing project for Child Foster Care recruitment and,

**WHEREAS** the Family Services agency will use ARPA funds to pay for services provided under agreement and,

**THEREFORE** the Family Services Director is requesting permission to enter into a contract with Brink Collective in order to provide services for the agency and,

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board authorizes the Family Services Director to enter into a contract with Brink Collective and to sign such an agreement with the total cost not to exceed \$9,000.00.

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

Action #FS9 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

### **Resolution #FS9 – 5/21/24**

#### Family Services Case Aide Resolution

**WHEREAS** a Case Aide in the Child Support area has given notice of their retirement effective June 27<sup>th</sup>, 2024 and,

**WHEREAS** this position is necessary for the operation of this unit and,

**WHEREAS** the Family Services Director is requesting to replace this Case Aide position

and,

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board authorizes the Family Services Director, assisted by the HR Director, to hire a full time Case Aide at Grade 7, Step A, which is \$19.52 per hour.

Action #FS10 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to approve the following resolution:

### **Resolution #FS10 – 5/21/24**

Contract for Mental Health Services with Isanti County Health & Human Services as Fiscal Agent for Region 7E AMHI Resolution

**WHEREAS** pursuant to Minnesota Statute 402.02, subd. 1, Region 7E has identified a certain population who are in need of family preservation, education/resources and related mental health services, and

**WHEREAS** Minnesota Statute 245.461 through 245.486 establish the Minnesota Comprehensive Adult Mental Health Act, and

**WHEREAS** Kanabec County Family Services represents that it is duly licensed, qualified, and willing to perform such services, and

**THEREFORE** the Family Services Director is requesting permission to enter into a contract with Isanti County Health & Human Services as Fiscal Agent for the Region 7E Adult Mental Health Initiative (AMHI) to provide mental health services as described in the contract.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board authorizes the Family Services Director to enter into a contract with Isanti County Health & Human Services on behalf of the Region 7E AMHI for mental health services and to sign said contact, commencing January 1, 2024 through December 31, 2024.

Action #FS11 – It was moved by Wendy Caswell, seconded by Peter Ripka and carried unanimously to approve the payment of 114 claims totaling \$235,471.80 on Family Services Funds.

Action #FS12 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to adjourn Family Services Board at 9:41am. The Family Services Board will meet again on Tuesday, June 18, 2024 at 9:20am.

The Board of Commissioners reconvened.

East Central Regional Development Commission’s Executive Director Bob Voss & Economic Development Director Jordan Zellar met with the board to give an informational presentation regarding the ECRDC. Information only, no action was taken.

**9:58am** – The Board took a five minute break.

**10:04am** – The Board reconvened.

Chairperson Rick Mattson presented Sheriff Brian Smith with a plaque in recognition of his 30 years of service to Kanabec County.

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

### **Resolution #13 - 5/21/24**

**WHEREAS**, Kanabec County was awarded an Emergency Management Performance Grant effective January 1, 2022; and

**WHEREAS**, said grant requires annual renewal and budget updates;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the 2022 Emergency Management Performance Grant Agreement and authorizes the Board Chair, County Sheriff and County Auditor Treasurer to sign on behalf thereof.

Sheriff Brian Smith gave a department update. The Sheriff’s Office quarterly report was reviewed and discussion included a staffing update, discussion regarding drones, and the detour on Highway 23. Information only, no action was taken.

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

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

### **Resolution #14 - 5/21/24**

#### **Approval to Hire a Deputy Auditor- Finance Above Step A**

**WHEREAS**, Kanabec County Auditor/Treasurer’s Office has a full-time Deputy Auditor-Finance vacancy, and

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

**WHEREAS**, said candidate has 13+ years of current governmental accounting experience, including 12 years in the Kanabec County Auditor Treasurer’s Office; 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 Auditor/Treasurer is recommending hiring this candidate at Grade 10, Step F (\$27.61/hour);

**THEREFORE BE IT RESOLVED** the Board of Commissioners hereby approves the Auditor/Treasurer and Human Resources to hire this Deputy Auditor- Finance candidate at Grade 10, Step F contingent on successful completion of the background study.

Action #15 – It was moved by Peter Ripka, seconded by Alison Holland and carried unanimously to recess the meeting at 10:29am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 10:29am on Tuesday, May 21, 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 #CH16 – It was moved by Tom Roeschlein, seconded by Wendy Caswell and carried unanimously to approve the Community Health Board Agenda as presented.

Action #CH17 – It was moved by Peter Ripka, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #CH17 - 5/21/24**

**WHEREAS**, Kanabec County Community Health has received a resignation of a Home Care Nurse (RN/PHN), and

**WHEREAS**, the position is in the current budget and work load dictates the need for the position to be refilled, and

**WHEREAS**, the Community Health Director is requesting to advertise and hire for the position;

**THEREFORE, BE IT RESOLVED** the Community Health Board authorizes the Community Health Director and the County Personnel Director to hire either a Full Time Registered Nurse to fill the position at Step A, Range 13 of the pay plan which is \$28.48 per hour or the rate set by internal promotion or a Full Time Certified Public Health Nurse to fill the position at Step A, Range 15 of the pay plan which is \$32.91 per hour or the rate set by internal promotion, and

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

Action #CH18 – It was moved by Tom Roeschlein, seconded by Peter Ripka and carried unanimously to adjourn Community Health Board at 10:31am. The Community Health Board will meet again on Tuesday, June 4, 2024 at 9:20am.

The Board of Commissioners reconvened.

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

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

**Resolution #19 – 5/21/24**  
**Rescind Resolution #21 – 4/16/24**

**WHEREAS** the Kanabec County Board resolved to purchase a 2025 Western Star 47X plow truck chassis from Boyer Trucks St. Michael for the amount of \$151,045, and

**WHEREAS** Kanabec County has been notified that the order cannot be fulfilled due to supply chain issues, and

**THEREFORE BE IT RESOLVED** to rescind Resolution #21 – 4/16/24 and cancel said order.

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

**Resolution #20 – 5/21/24**  
**Purchase Plow Truck Chassis**

**WHEREAS** the following quote was received for a 2025 Volvo VHD tandem plow truck chassis:

Nuss Truck & Equipment:     \$155,381

**WHEREAS** said quote is based on state contract pricing, and

**WHEREAS** vehicle specifications presented before the Board, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$155,381 by Nuss Truck & Equipment for a 2025 Volvo VHD tandem plow truck chassis and approve the purchase thereof.

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

**Resolution #21 – 5/21/24**  
**Hire Highway Accountant Above Step A**

**WHEREAS**, Kanabec County has a full-time Highway Accountant position vacant; and

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

**WHEREAS**, said candidate has 8 years of direct experience in governmental and cost accounting, in addition to an Accounting A.A.S.; and

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

**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 Public Works Director is recommending hiring this candidate at Grade 10, Step D (\$25.86/hour);

**THEREFORE, BE IT RESOLVED**, the Kanabec County Board of Commissioners hereby authorizes the Public Works Director and Coordinator's Office to hire said candidate at Grade 10, Step D contingent upon the candidate passing the background study.

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

### **Resolution #22 – 5/21/24**

**WHEREAS** there is a vacancy in the position of a full-time Secretary in Public Works, and

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

**BE IT RESOLVED** that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full-time Secretary to fill the position at Step A, Grade 6 of the pay plan which is \$18.41 per hour or the rate set by internal promotion, and

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

Action #23 – It was moved by Alison Holland, seconded by Tom Roeschlein and carried unanimously to approve the following resolution:

### **Resolution #23 - 5/21/24**

**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 the Kanabec County Conservation Club for a raffle event to be held at Kanabec County Conservation Club at 1963 160<sup>th</sup> Ave Mora, MN 55051 on April 6, 2025.

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

## **Resolution #24– 5/21/24**

**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 Vasaloppet, Inc. for a bingo event to be held at Sapsucker Farms, 2752 215<sup>th</sup> Ave, Mora, MN 55051 on August 8, 2024.

Action #25 – It was moved by Alison Holland, seconded by Wendy Caswell and carried unanimously to approve the following resolution:

## **Resolution #25 - 5/21/24**

**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 Suicide Awareness Voices of Education (SAVE) for a raffle event to be held at Loyal Order of the Moose 2353, 103<sup>rd</sup> Ave, Braham, MN 55006 on August 25, 2024.

Future Agenda Items: Further discussion regarding the Kanabec County Economic Development Authority

Action #26 –It was moved by Peter Ripka, seconded by Tom Roeschlein and carried unanimously to close the meeting at 10:50am 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 #27 – At 11:20 am Chair Mattson closed the Attorney Client Privilege closed session to enter into a closed session 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 #28 – It was moved by Alison Holland, seconded by Peter Ripka and carried unanimously to adjourn the meeting at 12:07pm and to meet again in regular session on Tuesday, June 4, 2024 at 9:00am.

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

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