



Kanabec County Board of Commissioners

Regular Meeting Agenda

The Meeting of April 7, 2020

Pursuant to the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on March 25, 2020 and pursuant to Minn. Stat. §13D.021, in-person meetings of the Kanabec County Board of Commissioners are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12. This is an Open Meeting and the public and media is urged to listen to the meeting via the phone number listed below.

To be held via telephone conference call:

Call-in number for public access: +1-408-418-9388 United States

Access Code: 969 622 604



**County Board Room (limited access due to need for social distancing)
(Room 164 at the main courthouse lobby, Maple Ave Entrance)
County Courthouse, 18 North Vine St, Mora, MN 55051**

Scheduled Appointments: Times are approximate and time allotted to each subject will vary. Appointment times may be changed at the discretion of the board.

The audience is invited to join the board in pledging allegiance:

*I pledge allegiance to the
flag of the United States of
America,
and to the Republic for
which it stands:
one nation under God,
indivisible with Liberty
and Justice for all.*

- 9:00am a. Pledge of Allegiance
b. Agenda approval
- 9:05am Recess county board to a time immediately following the PHB.
Public Health Board
- 9:30am Heidi Steinmetz, EDA Director and Lonnie Ness, EDA Board Chair-
Emergency Loan Program for small businesses
- 10:00am Denise Snyder, Auditor/Treasurer- Liquor License Fees & Election Judge Training
- 10:15am Robbie Anderson, Deputy Auditor, Property & Tax - Repurchase Request
- ~~10:30am Public Comment~~ **Public Comment will not be held at this meeting**

Other business to be conducted as time is available:

- 1. Minutes
 - a. March 17, 2020 Regular Meeting Minutes
 - b. March 25, 2020 Emergency Meeting Minutes
- 2. Paid Bills
- 3. Regular Bills
- 4. Consent Agenda
 - a. Gambling Request- Knife Lake Sportsmen's Club
 - b. SCORE Claims
- 5. Knife Lake land update
- 6. Essential/Critical Sector Workers and Department Updates to Date
- 7. PTO accrual on non-work time during COVID-19 staffing
- 8. Future Agenda Items
- 9. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, April 7, 2020
9:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing –no update
 - Annual Reporting/MDH Deliverables
 - Coronavirus
 - NACO High Performance Leadership Academy (HPLA)
 - Transit
4. Financial Reports – see attached
 - Trial Balance page 4-6
 - February Financial Report page 7
5. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 8-17
6. Other Business
7. Adjourn

Kanabec County Community Health/Timber Trails
Director's Report
April 2020

Community Health Report

Staffing:

No update

Annual Reporting/MDH Deliverables:

Progress continues to be made on all of the deliverables.

Deadline for all deliverables was extended to April 30.

Coronavirus:

Staff continues to participate in the regular update calls from the Minnesota Department of Health and Centers for Disease Control, Regional Hospital Preparedness, media briefings and others that are scheduled.

Community Health has opened its Departmental Operations Center (DOC) and there are daily meetings with the team. Incident Objects are created and work completed to meet those objectives.

The County Emergency Operations Center has been opened with twice weekly calls/webinars occurring. These occur on Mondays and Thursdays at 10 a.m. (recently changed from a 9:00 a.m. start). The meetings include representation from Community Health, Family Services, County Coordinator, Emergency Management, Sheriff's Office, Timber Trails, City of Mora, City of Quamba, Welia Health, Coborn's, Long Term Care/Assisted Living, Faith Community, Chamber of Commerce, Dialysis, East Central Electric, Mora and Ogilvie Public Schools, non-profit. Others have been invited but have not yet attended/others are added to the invitee list as deemed necessary. These meetings are used to give a situational update and to have entities report out what they are doing, what is hard, what help might be needed. Desired messaging is an area of discussion and a Joint Information Center has been established to ensure consistent messaging from all.

A County COVID-19 Hotline has been set up and is being staff by Human Services staff 8:00 a.m. – 5:00 p.m. seven days a week.

An Essential Services process has been set up and is currently being staffed by Public Health. The Essential Services process was put in to place to assist residents who are in isolation or quarantine and have no way of getting their essential items such as groceries and prescriptions. It is the role of Community Health to ensure the individual has access to the essential items without going out to obtain them. This does not mean we necessarily assume financial responsibility for these items. Clients would still be required to purchase their own food, medication, etc. but we would assist by providing a delivery service of sorts if the client does not have other contacts to obtain said items.

Other items we are preparing for:

- to take over day zero and monitoring contacts for people who are asked to enter into isolation or quarantine due to travel or exposure. MDH usually provides this service but may not have the capacity to do so which means Public Health will take this over
- the need for the hospital to surge which may mean discharging patients to our home care program

NACO High Performance Leadership Academy (HPLA):

The Director's participation in this program has been delayed until August at this time.

Transit:

As one would expect ridership is down. Buses are still operating and providing access for people to obtain essential items. Timber Trails is ensuring people get to dialysis. The dialysis center has a plan in place for any patients who may test positive for COVID-19. This will include scheduling treatments in the evening and they will work with Timber Trails to transport outside of normal hours if needed.

Timber Trails is doing its best to transport one person at a time or just a couple in order to be able to limit exposure. They are also cleaning in between passengers.

Volunteer rides have either been cancelled by medical providers or some clients have cancelled. Numbers are down.

Sheila
3/30/20 2:11PM

**** Kanabec County ****



Page 1

As of Date: 02/2019

TRIAL BALANCE REPORT

Report Basis: 2 1 - Cash
2 - Modified Accrual
3 - Full Accrual

Save Report: N

Comment:

FUND Range From 15 Thru 15

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Sheila
3/30/20 2:11PM

TRIAL BALANCE REPORT
As of 02/2019

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

Account		Beginning Balance	Actual This-Month	Actual Year-To-Date	Current Balance
-----Assets-----					
1001	Cash	769,512.53	22,380.23-	29,414.25-	740,098.28
1003	Audit Adjustments To Cash	5,029.33	0.00	5,029.33-	0.00
1110	Taxes Receivable - Prior & Delinquent	11,027.23	0.00	11,027.23-	0.00
1201	Accounts Receivable (Acc)	166,044.05	61,747.98-	166,044.05-	0.00
1261	Due From Other Funds (Acc)	14,655.45	14,655.45-	14,655.45-	0.00
1281	Due From Other Governments (Acc)	240,605.31	75,541.27-	240,605.31-	0.00
Total Assets		1,206,873.90	174,324.93-	466,775.62-	740,098.28
---Liabilities and Balance-----					
Liabilities					
2021	Accounts Payable (Acc)	38,577.73-	14,522.39	38,577.73	0.00
2030	Salaries Payable	121,929.22-	0.00	121,929.22	0.00
2091	Due To Other Funds (Acc)	13,652.76-	1,834.43	13,652.76	0.00
2100	Due To Other Governments	8,222.18-	0.00	8,222.18	0.00
2101	Due To Other Governments (Acc)	31,293.93-	14,215.85	31,293.93	0.00
2230	Deferred Inflows	11,027.23-	0.00	11,027.23	0.00
Total Liabilities		224,703.05-	30,572.67	224,703.05	0.00
Fund Balance					
2881	Assigned Fund Balance	982,171.08-	0.00	0.00	982,171.08-
2910	Revenue Control	0.00	95,042.99-	95,728.04-	95,728.04-
2925	Expenditure Control	0.00	238,795.25	337,800.61	337,800.61
Total Fund Balance		982,171.08-	143,752.26	242,072.57	740,098.51-
Total Liabilities and Balance		1,206,874.13-	174,324.93	466,775.62	740,098.51-
488	Kanabec Pine Community Health (fka 59)				
-----Assets-----					
1001	Cash	0.11-	0.00	0.00	0.11-
Total Assets		0.11-	0.00	0.00	0.11-
---Liabilities and Balance-----					
Liabilities					
2030	Salaries Payable	0.10	0.00	0.00	0.10
2030	Salaries Payable	0.24	0.00	0.00	0.24
Total Liabilities		0.34	0.00	0.00	0.34
Total Liabilities and Balance		0.34	0.00	0.00	0.34
15	Community Health Fund	0.00	0.00	0.00	0.00

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3/30/20 2:11PM
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TRIAL BALANCE REPORT
As of 02/2019

Report Basis: Modified Accrual



Page 3

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
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Kanabec County Community Health - Board Financial Report

15-484

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March
<u>outstanding payments/payments not vet posted</u>						
Pilt/flex pay/misc expenses VISA						
Rev	0		0.00	0.00	0.00	CTC
Exp	0		0.00	0.00	0.00	DFC 16,503.87
Local Public Health Infrastructure						FAP
Rev	410,257.00	1.17%	4,807.64	4,722.57	85.07	LCTS
Exp	372,769.00	27.74%	103,413.96	63,249.82	40,164.14	LPHG 13,447.00
Prevent Infectious Disease						MCH 3,424.77
Rev	23,750.00	5.75%	1,365.36	589.25	776.11	MIECHV 35,556.12
Exp	29,730.00	11.14%	3,311.68	1,564.91	1,746.77	PHEP 6,678.87
Environmental Health						RPC
Rev	25.00	0.00%	0.00	0.00	0.00	SHIP 53,531.10
Exp	4,636.00	0.53%	24.53	0.00	24.53	TANF 2,588.78
Healthy Communities-Adult Health						WIC 10,686.00
Rev	290,166.00	14.76%	42,823.10	26,838.64	15,984.46	MIIC 432.28
Exp	279,446.00	17.44%	48,737.91	25,538.66	23,199.25	CMCOA
Healthy Communities-Health Improvement						MN Choice
Rev	502,296.00	22.09%	110,967.67	90,599.09	20,368.58	Admin asst
Exp	487,991.00	14.59%	71,216.92	34,377.47	36,839.45	mental hlth
Healthy Communities-Family Health						Suicide Prev 2,485.32
Rev	938,192.00	15.49%	145,295.28	95,400.23	49,895.05	MHIG 25,672.44
Exp	795,439.00	15.97%	127,069.75	73,994.77	53,074.98	Home care 103,638.00 estimate only see note below
Emergency Preparedness						
Rev	30,734.00	23.91%	7,349.63	670.76	6,678.87	274,644.55
Exp	28,258.00	20.31%	5,739.29	3,230.34	2,508.95	
Assure Access-Case Management						
Rev	372,900.00	24.68%	92,049.03	26,896.20	65,152.83	
Exp	376,002.00	14.76%	55,500.08	29,268.68	26,231.40	SCHA Connector - We get reimbursed twice a year. Not included above.
Assure Access-Home Care						
Rev	604,000.00	15.12%	91,335.50	46,584.52	44,750.98	
Exp	798,049.00	18.59%	148,332.35	81,662.32	66,670.03	
Agency Totals						Home Care-This is the billed amount and we are paid a
Rev	3,172,320.00	15.64%	495,993.21	292,301.26	203,691.95	0.00 percentage of that and that percentage varies by
Exp	3,172,320.00	17.76%	563,346.47	312,886.97	250,459.50	0.00 paysource. Also, VA may pay up to two years after the

amount has changed

Board Meeting 04/07/2020

Abstract Totals for Commissioner Vouchers

Board Meeting 04/07/20	Amount	Vendors	Transactions
Abstract #1	39,090.07	50	103
Abstract #2			
Totals	39,090.07	50	103

Abstract Totals for Auditor Vouchers

Board Meeting 04/07/20	Amount	Vendors	Transactions
Abstract #1	1,554.99	1	4
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals	1,554.99	1	4

Sheila
4/2/20 10:52AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

Sheila
4/2/20 10:52AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	434	Ability Network Inc						
		15-484-487-8450-6211		61.74	March billing svc/eligibility	20M-0041859	Services & Charges	N
4		15-484-487-8453-6211		185.21	March billing svc/eligibility	20M-0041859	Services & Charges	N
2		15-484-493-8452-6211		154.34	March billing svc/eligibility	20M-0041859	Services & Charges	N
1		15-484-496-8447-6211		216.06	March billing svc/eligibility	20M-0041859	Services & Charges	N
	434	Ability Network Inc		617.35	4 Transactions			
	451	American Solutions For Business						
5		15-484-485-8464-6411		380.00	2000 business card magnets	INV04706959	Supplies	N
6		15-484-485-8464-6411		30.24	tax	INV04706959	Supplies	N
7		15-484-485-8464-6411		30.00	shipping	INV40706959	Supplies	N
	451	American Solutions For Business		440.24	3 Transactions			
	538	Berg/Ashley						
55		15-484-450-0000-6331		62.10	March admin mileage		Mileage & Meals	N
54		15-484-496-8447-6331		19.55	March home care mileage		Mileage & Meals	N
	538	Berg/Ashley		81.65	2 Transactions			
	185	Bergstadt/Jennifer						
60		15-484-496-8449-6331		304.18	Feb-Mar HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		304.18	1 Transactions			
	2736	Bernhardt/Maria						
56		15-484-487-8451-6331		4.60	February HP mileage		Mileage & Meals	N
57		15-484-487-8453-6331		69.58	February MIECHV mileage		Mileage & Meals	N
61		15-484-487-8453-6331		147.20	2/27 March MIECHV mileage		Mileage & Meals	N
59		15-484-487-8456-6331		1.15	February WIC mileage		Mileage & Meals	N
58		15-484-487-8457-6331		1.72	February MCH mileage		Mileage & Meals	N
	2736	Bernhardt/Maria		224.25	5 Transactions			
	1396	Biever/Laurie						
62		15-484-496-8449-6331		304.18	Feb Mar HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		304.18	1 Transactions			
	3094	Burski/Kathy						
63		15-484-450-0000-6331		72.05	March admin mileage		Mileage & Meals	N
	3094	Burski/Kathy		72.05	1 Transactions			
	1101	Card Services						
8		15-484-481-8481-6411		21.48	bleach to clean equipment		Supplies	N

Sheila
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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	1101 Card Services		21.48	1 Transactions		
9	298 Childrens Dental Services					
	15-484-485-8475-6285		557.76	Transport staff/equip 013120		Contracted Work Y
	298 Childrens Dental Services		557.76	1 Transactions		
10	2386 Clia Laboratory Program					
	15-484-450-0000-6245		180.00	CLIA lab waiver certification	24D0651172	Registration & Membership Dues N
	2386 Clia Laboratory Program		180.00	1 Transactions		
64	1388 Elfstrum/Brenda					
	15-484-496-8449-6331		296.13	Feb Mar HHA mileage		Mileage & Meals N
	1388 Elfstrum/Brenda		296.13	1 Transactions		
65	3646 Felland/Becky					
	15-484-496-8447-6331		192.05	Feb Mar home care mileage		Mileage & Meals N
	3646 Felland/Becky		192.05	1 Transactions		
66	3501 Fratzke/Michelle					
	15-484-493-8452-6331		21.28	Feb Mar CM mileage		Mileage & Meals N
	3501 Fratzke/Michelle		21.28	1 Transactions		
68	1128 Glocke/Beverly					
	15-484-496-8448-6331		28.75	Feb Mar HM mileage		Mileage & Meals N
67						
	15-484-496-8449-6331		381.23	Feb Mar HHA mileage		Mileage & Meals N
	1128 Glocke/Beverly		409.98	2 Transactions		
12	4184 Health Dimension Rehabilitation Inc					
	15-484-496-8447-6211		7,277.35	February PT services		Services & Charges N
13						
	15-484-496-8447-6211		2,171.58	February OT services		Services & Charges N
14						
	15-484-496-8447-6211		29.97 -	February attempt visit credit		Services & Charges N
	4184 Health Dimension Rehabilitation Inc		9,418.96	3 Transactions		
11	324 Healthcare First					
	15-484-496-8447-6211		104.74	March HHCAHPS fee	5099907	Services & Charges N
	324 Healthcare First		104.74	1 Transactions		
69	234 Holland/Jeff					
	15-484-496-8447-6331		271.40	Feb Mar home care mileage		Mileage & Meals N

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15 Community Health Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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	Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
	234	Holland/Jeff		271.40	1 Transactions			
15	1112	Hopkins Medical Products						
	15-484-490-8484-6432			29.75	disposable temp probe covers	IN00926052	Medical Supplies	N
16	15-484-490-8484-6432			3.48	shipping and handling	IN00926052	Medical Supplies	N
	1112	Hopkins Medical Products		33.23	2 Transactions			
17	12990	Innovative Office Solutions						
	15-484-450-0000-6412			209.95	admin office supplies	IN2929987	Office Supplies	N
	12990	Innovative Office Solutions		209.95	1 Transactions			
18	3095	Isanti County Public Health						
	15-484-485-8468-6880			2,296.71	Jan hlthy eat/active living		Grant Admin- Pass thru	N
19	15-484-485-8468-6880			1,017.59	Jan tobacco strategy		Grant Admin- Pass thru	N
20	15-484-485-8468-6880			1,932.71	Feb hlthy eat/active living		Grant Admin- Pass thru	N
21	15-484-485-8468-6880			207.78	Feb tobacco strategy		Grant Admin- Pass thru	N
	3095	Isanti County Public Health		5,454.79	4 Transactions			
22	386	ITsavvy LLC						
	15-484-450-0000-6405			636.40	HP proBook 430 G6 computer	01174865	Computers & Hardware	N
23	15-484-490-8484-6411			636.40	HP ProBook-remote during Covid	01174865	Program Supplies	N
	386	ITsavvy LLC		1,272.80	2 Transactions			
24	4132	Juettner Marketing						
	15-484-485-8464-6211			400.00	Feb drop box campaign		Services & Charges	Y
25	15-484-485-8464-6211			332.00	March web host, domain name		Services & Charges	Y
26	15-484-485-8464-6211			660.00	March web redesign cleanup		Services & Charges	Y
	4132	Juettner Marketing		1,392.00	3 Transactions			
34	653	Kanabec County Auditor						
	15-484-450-0000-6331			201.48	March admin co vehicle use		Mileage & Meals	N
33	15-484-487-8453-6331			43.70	March MIECHV co vehicle use		Mileage & Meals	N
	653	Kanabec County Auditor		245.18	2 Transactions			
35	1245	King Sparrow						
	15-484-485-8480-6411			249.33	regional meeting supplies		Program Supplies	N
	1245	King Sparrow		249.33	1 Transactions			
70	17401	Kringstad/Mickey						
	15-484-493-8452-6331			90.85	Feb Mar CM mileage		Mileage & Meals	N

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15 Community Health Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
17401	Kringstad/Mickey		90.85	1 Transactions			
36	667 Lighthouse Child & Family Services LLC		300.00	Feb MIECHV sessions	5118	Services & Charges	Y
37	15-484-487-8453-6211		27.00	February travel	5118	Services & Charges	Y
	667 Lighthouse Child & Family Services LLC		327.00	2 Transactions			
38	377 Marco Inc		737.37	Sharp MX5070v copier agmt	26737755	Rental & Service Contracts Copier	N
	377 Marco Inc		737.37	1 Transactions			
41	1143 McKesson Medical-Surgical Govt Solution		18.04	PHNC supplies	78198347	Medical Supplies	Y
43	15-484-481-8481-6432		50.94	DP&C Hep A supplies	78211054	Medical Supplies	Y
42	15-484-469-8440-6432		2.25	WIC supplies	78211054	Medical Supplies	Y
40	15-484-487-8456-6432		294.42	home care supplies	78211054 78242	Medical Supplies	Y
44	15-484-496-8447-6432		537.00	Covid-19 supplies	78270510	Medical Supplies	Y
45	15-484-490-8484-6432		253.11	disinfectant, gloves, pads,	89351424	Medical Supplies	Y
39	15-484-490-8484-6432		45.32	Covid-19 supplies	95060136	Medical Supplies	Y
	1143 McKesson Medical-Surgical Govt Solution		1,201.08	7 Transactions			
46	198 Mille Lacs Co. Community & Veterans Ser		1,863.73	Feb hlthy eat/active living		Grant Admin- Pass thru	N
47	15-484-485-8468-6880		2,796.52	February tobacco strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,660.25	2 Transactions			
71	1353 Nelson/Darla		488.18	Feb Mar HHA mileage		Mileage & Meals	N
	1353 Nelson/Darla		488.18	1 Transactions			
73	927 Neumen/Cami		1.73	February CM mileage		Mileage & Meals	N
76	15-484-493-8452-6331		1.15	March CM mileage		Mileage & Meals	N
72	15-484-496-8447-6331		75.90	February home care mileage		Mileage & Meals	N
74	15-484-496-8447-6331		43.13	February home care mileage		Mileage & Meals	N
75	15-484-496-8447-6331		183.43	March home care mileage		Mileage & Meals	N
	927 Neumen/Cami		305.34	5 Transactions			
77	52 Olson/Autumn		26.45	Feb Mar TANF mileage		Mileage & Meals	N
	15-484-487-8450-6331						

Sheila
4/2/20 10:52AM
15 Community Health Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
78	15-484-487-8451-6331		11.50	Feb Mar HP mileage		Mileage & Meals N
79	15-484-487-8453-6331		167.33	Feb Mar MIECHV mileage		Mileage & Meals N
80	15-484-487-8457-6331		41.40	Feb Mar MCH mileage		Mileage & Meals N
52	Olson/Autumn		246.68	4 Transactions		
4074	Osterdyk/Dorothy					
81	15-484-496-8449-6331		63.25	Feb Mar HHA mileage		Mileage & Meals N
4074	Osterdyk/Dorothy		63.25	1 Transactions		
3333	Petersen/Renee					
82	15-484-490-8484-6411		18.62	Covid 19 supplies		Program Supplies N
3333	Petersen/Renee		18.62	1 Transactions		
632	Pine County Health & Human Services					
48	15-484-485-8468-6880		3,776.85	Feb hlthy eat/active living		Grant Admin- Pass thru N
49	15-484-485-8468-6880		1,769.50	Feb tobacco strategy		Grant Admin- Pass thru N
632	Pine County Health & Human Services		5,546.35	2 Transactions		
2712	Raudabaugh/Carey					
83	15-484-493-8452-6331		26.45	Feb Mar CM mileage		Mileage & Meals N
2712	Raudabaugh/Carey		26.45	1 Transactions		
479	Ring/Elsa					
85	15-484-487-8450-6331		4.60	Feb Mar mileage		Mileage & Meals N
84	15-484-487-8453-6331		150.65	Feb Mar MIECHV mileage		Mileage & Meals N
479	Ring/Elsa		155.25	2 Transactions		
1030	Ringler/Jennie					
87	15-484-496-8448-6331		4.03	Feb Mar HM mileage		Mileage & Meals N
86	15-484-496-8449-6331		148.92	Feb Mar HHA mileage		Mileage & Meals N
1030	Ringler/Jennie		152.95	2 Transactions		
3174	Rosburg/Diane					
88	15-484-496-8447-6331		160.60	Feb Mar home care mileage		Mileage & Meals N
3174	Rosburg/Diane		160.60	1 Transactions		
16326	Sarkisyan/Amber					
89	15-484-496-8449-6331		189.18	Feb Mar HHA mileage		Mileage & Meals N
16326	Sarkisyan/Amber		189.18	1 Transactions		

Sheila
4/2/20 10:52AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 7

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
561	Sheriff, Kanabec County					
32	15-484-485-8464-6331		26.45	mileage tobacco checks		Mileage & Meals N
30	15-484-485-8464-6211		229.35	deputy wages tobacco checks	10219	Services & Charges N
31	15-484-485-8464-6211		200.00	2 decoys tobacco checks	10219	Services & Charges N
27	15-484-485-8464-6211		229.35	deputy wages alcohol checks	32320	Services & Charges N
28	15-484-485-8464-6211		200.00	2 decoys alcohol checks	32320	Services & Charges N
29	15-484-485-8464-6331		26.45	mileage alcohol checks	32320	Mileage & Meals N
561	Sheriff, Kanabec County		911.60	6 Transactions		
1083	Swanson/Lori					
101	15-484-485-8468-6331		4.59	Feb-Mar WW HE/AL mileage		Mileage & Meals N
102	15-484-485-8468-6331		31.05	Feb Mar Comm Tob mileage		Mileage & Meals N
103	15-484-485-8468-6331		226.26	Feb Mar all strategy mileage		Mileage & Meals N
1083	Swanson/Lori		261.90	3 Transactions		
1893	Tamarac Medical,Inc					
50	15-484-487-8451-6432		10.00	1 quantitative blood lead test	102250	Medical Supplies N
51	15-484-487-8451-6432		14.95	1 quantitative blood lead test	102250	Medical Supplies N
1893	Tamarac Medical,Inc		24.95	2 Transactions		
462	Telander/Jenilee					
90	15-484-485-8480-6331		243.10	Feb Mar mileage and meals		Mileage & Meals N
462	Telander/Jenilee		243.10	1 Transactions		
167	Telander/Sarah					
91	15-484-450-0000-6331		66.70	Jan-Mar admin mileage		Mileage & Meals N
92	15-484-496-8449-6331		16.10	Feb HHA mileage		Mileage & Meals N
167	Telander/Sarah		82.80	2 Transactions		
594	Wilttrout/Shari					
95	15-484-469-8440-6331		2.30	Feb DP&C mileage		Mileage & Meals N
93	15-484-487-8450-6331		9.20	Feb Mar TANF mileage		Mileage & Meals N
94	15-484-487-8453-6331		64.40	Feb Mar MIECHV mileage		Mileage & Meals N
594	Wilttrout/Shari		75.90	3 Transactions		
1233	Wojcik/Erica					
96	15-484-496-8449-6331		25.30	Feb Mar HHA mileage		Mileage & Meals N
1233	Wojcik/Erica		25.30	1 Transactions		
1246	WPS TriWest VAPC3					

Sheila
 4/2/20 10:52AM
 15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
52	15-484-496-8447-6880		516.03	overpayment 19A561625300		Medicare Pass Thru N
				09/02/2019 09/02/2019		
1246	WPS TriWest VAPC3		516.03	1 Transactions		
452	Zaiser/Kelly					
97	15-484-487-8450-6331		11.50	Feb Mar TANF mileage		Mileage & Meals N
98	15-484-487-8453-6331		89.70	Feb Mar MIECHV mileage		Mileage & Meals N
99	15-484-487-8457-6331		2.30	Mar MCH mileage		Mileage & Meals N
100	15-484-493-8452-6331		31.05	Feb Mar CM mileage		Mileage & Meals N
452	Zaiser/Kelly		134.55	4 Transactions		
1218	Zemke/Kristi					
53	15-484-485-8468-6331		69.58	WW wellness mtg Isanti 031220		Mileage & Meals N
1218	Zemke/Kristi		69.58	1 Transactions		
15 Fund Total:			39,090.07	Community Health Fund	50 Vendors	103 Transactions
Final Total:			39,090.07	50 Vendors	103 Transactions	

Sheila
4/2/20

10:52AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE\$

Page 9

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	39,090.07	Community Health Fund	
	All Funds	39,090.07	Total	Approved by,
			
			

9:30am Appointment

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Emergency Loan Program for Small Businesses	b. Origination: EDA
c. Estimated time: 15 minutes	d. Presenter: Heidi Steinmetz

e. Board action requested:

EDA staff is asking the Board to authorize the EDA to establish an Emergency Loan Program for small businesses during the April 8, 2020 EDA meeting. This authorization would allow the EDA to begin fundraising within the community to establish this new loan program. The EDA does not currently have enough funds to establish this new loan program on its own. This authorization would include an acknowledgement that the EDA will return to the April 21, 2020 Board meeting to request a contribution towards this new loan program from the County Board.

f. Background:

Attached is an example of a recently established COVID-19 Business Assistance Loan Policy & Application. This example was provided to EDA staff from a longtime & trusted colleague in Kandiyohi County. The EDA's Emergency Loan Program policy and application will be drafted based on Kandiyohi's program.

Supporting Documents: Yes Attached: ☒

Date Received in County Coordinator's Office:

Coordinators Comments:



COVID-19 Business Assistance Loan Program

The Kandiyohi County and City of Willmar Economic Development Commission (EDC) exists to be a catalyst for economic growth of the greater Kandiyohi County area. The EDC provides both technical assistance and financial assistance to businesses located in Kandiyohi County.

On March 16, 2020, in response to federal and state leaders pronouncing a state of emergency due to the fast moving COVID-19 outbreak, Minnesota Governor Walz signed Executive Order 20-04 to order temporary closure of Minnesota restaurants and bars to dine-in customers. Two days later, on March 18th, Governor Walz further ordered the closing of other places of public accommodation, including all salons, barbershops and other businesses in Executive Order 20-08. Other recommended measures include social distancing by individuals in all public places and limits on the number of people congregating in any gathering.

The safety measures implemented to protect people during the health emergency (pandemic) have potential to significantly affect small businesses. The EDC has decided it is in the best interest of businesses and the overall economy of the area to create an emergency assistance fund for businesses that have been forced to close or significantly reduce their operations.

1. Goals and Objectives

- Provide emergency financing for businesses that are experiencing financial hardships due to the executive orders related to COVID-19 business restrictions.
- Allocate up to \$150,000 in EDC resources for this program.
- Ensure that all of these short-term loans will be beneficial to Kandiyohi County and are paid back in a timely manner.
- Facilitate business survival, especially for small businesses, during this pandemic.
- Enhance, to the greatest extent possible, the retention of jobs throughout the County.

2. Eligible Applicants

- All eligible business categories must be referenced in Governor Walz's Executive Orders (EO 20-04 and EO 20-08).
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kandiyohi County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been in business since December 1, 2019.
- All eligible applicants must be current with Kandiyohi County property taxes.

Applicants are encouraged to review the Governor's Executive Orders 20-04 and 20-08 listed in Appendix A for further definition and clarification of businesses that are or are not eligible for this COVID-19 Business Assistance Loan. The EDC retains final authority to determine if a business is eligible or not, and whether to approve a loan or not.

3. Eligible Loan Activities

- Operating capital to sustain the business until longer-term assistance programs are available.
- Inventory or equipment needed to resume or re-structure operations of the business.
- Other activities having sufficient merit as determined by EDC policy and Board approval on a case-by-case basis.

4. Other Considerations

- Compliance with all government regulations, including Minnesota Department of Health requirements.
- COVID-19 Business Assistance Loan funds will be available for as long as the EDC determines prudent. It is currently anticipated that funding will be available until July 1, 2020.
- The EDC reserves the right to limit the amount of funds available for this program at any time.

5. Conflict of Interest

- Any Board member that may indirectly or directly gain financially from loan transactions shall immediately inform the EDC Board(s) of any potential conflict of interest, and shall abstain from any related votes.
- If a potential conflict of interest exists, all necessary steps will be taken to ensure that the loan application is processed in full accordance with EDC Board policies, and local and State regulations.

6. Loan Conditions

- Maximum loan amount is \$5,000. Applicants may request funding one time under this program.
- Interest rate will be 0% percent.
- Recipients will be charged a 1% loan origination fee, which will be due from the borrower at the time of closing.
- Loans will be for a maximum length of 24 months. Borrowers may prepay without penalty.
- Loan repayments may be deferred for up to six months.
- Repayment terms for loans will be determined on an individual basis, so long as the total principal balance is repaid within 24 months of the date of the first draw of loan funds by the borrower.
- Upon default of the loan, or the permanent closure or sale of the business, the loan immediately becomes due and payable in full.
- Loans are not transferable unless the transfer is approved by the EDC Board.
- Loan payment method will be automatic withdrawal ("ACH").

7. Application Requirements

- The "COVID-19 Business Assistance Loan" application must be completed in its entirety by the applicant and submitted to the EDC Office located at 222 20th Street SE, P.O. Box 1783, Willmar, MN 56201; or submitted electronically to edc@kandiyohi.com in order to be considered.
- Applications will be considered and acted on by the EDC's Finance Committee.
- The most recent federal tax return filed by the business.
- Income statements and balance sheets for the past year or current within 90 days, if the business has been in business less than one year.
- Personal credit report for each principal owner.

8. Collateral

- Personal and/or corporate guarantees will be required from all owners or partners with 20% or more ownership.

Approved by EDC Finance Committee: 3/24/2020

Adopted by EDC Joint Operations Board and Joint Powers Board 3/26/2020

APPENDIX A

Businesses cited in Governor's Emergency Executive Order 20-04 as follows:

Beginning no later than March 17, 2020 at 5:00 p.m., and continuing until March 27, 2020 at 5:00 p.m., the following places of public accommodation are closed to ingress, egress, use and occupancy by members of the public:

- a. Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-house food cafeterias that serve residents, employees and clients of businesses, child care facilities, hospitals and long-term care facilities.
- b. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- c. Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption.
- d. Theaters, cinemas, indoor and outdoor performance venues, and museums.
- e. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas.
- f. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.
- g. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs.

Businesses cited in Governor's Emergency Executive Order 20-08 as follows:

Paragraph 1.e. of Executive Order 20-04 is amended by the following additions (indicated by underlined text) and deletions (indicated by strikethroughs): *Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.*

All other provisions of Executive Order 20-04 remain in effect.



COVID-19 Business Assistance Loan Program Application

Applicant Information

DBA - Legal Name of the Business: _____

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years Months	Fed Tax Id#	MN State License
Mailing Address		City	Zip
Location Address		City	Zip
Business Phone	()	Business Fax	()
E-Mail Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$ _____	The number of your employees who have been impacted by the Governor's Executive Orders?	
How has the Governor's Executive Orders financially affected your business?			
For what purpose will these funds be used?			

Principal #1

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

Principal #2

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

Primary Lender

Name	Phone	Ref#
Address	Fax	
Contact	Title	

Eligible Applicants

- All eligible business categories must be referenced in Governor Walz's Executive Orders ([EO 20-04](#) and [EO 20-08](#)).
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kandiyohi County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been in business since December 1, 2019.
- All eligible applicants must be current with Kandiyohi County property taxes.

Application Requirements

- The "COVID-19 Business Assistance Loan" application must be completed in its entirety by the applicant and submitted to the EDC Office located at 222 20th Street SE, P.O. Box 1783, Willmar, MN 56201; or submitted electronically to edc@kandiyohi.com in order to be considered.
- Applications will be considered and acted on by the EDC's Finance Committee.
- The most recent federal tax return filed by the business.
- Income statements and balance sheets for the past year or current within 90 days, if the business has been in business less than one year.
- Personal credit report for each principal owner.

LOAN PROGRAM POLICY AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The Kandiyohi County and City of Willmar Economic Development Commission (EDC) has the right to verify any information contained in this application, including credit reports on the individuals and the business, and may contact any individuals and institutions involved with the proposed project. The lenders named herein have the right to share information with the EDC, its Finance Committee and boards as is necessary to approve the application for its loan funds.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

Applicants are encouraged to review the [Governor's Executive Orders 20-04 and 20-08](#) for further definition and clarification of businesses that are or are not eligible for this COVID-19 Business Assistance Loan. The EDC retains final authority to determine if a business is eligible or not, and whether to approve a loan or not.

For questions, call 320-235-7370 or toll free 866-665-4556 or email edc@kandiyohi.com

Approved by EDC Finance Committee 3/24/2020

Adopted by EDC Joint Operations Board and Joint Powers Board 3/26/2020

10:00am Appointment

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Liquor license renewals & Online Training for Election Judges	b. Origination: AT Office
c. Estimated time: 5 min	d. Presenter(s): Denise Snyder

e. Board action requested:

1. Defer liquor license renewal fees from May to June
2. Approve online training for election judges VS in house. Cost would be passed on to the townships/cities.

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:15 am Appointment

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Repurchase	b. Origination: County Auditor's Office
c. Estimated time: minutes	d. Presenter(s): Roberta Anderson

e. Board action requested:

Review application for repurchase for Parcel 10.00775.40

f. Background:

The former owner, Denise Gonsior has submitted an application to repurchase her property at 2590 Legend St, Mora. She says she is disabled and has lost income—but wants to be able to keep her property.

Supporting Documents: Yes

Date Received in County Coordinator's Office:	
--	--

Coordinators Comments:

KANABEC COUNTY
BREAKDOWN OF COSTS ON REPURCHASE OF PROPERTY
PARCEL #10.00775.40
Denise Gonsior

Repurchase by: April 30, 2020

Minimum repurchase amount	5,550.02
Pre-Forfeiture Taxes	4,236.00
Pre-Forfeiture Tax (P&I)	1,526.76
Before SpAsmt Billed/Unbilled Principal	-
Before SpAsmt Pre-Forfeiture (P&I)	-
Current Tax & Penalty	1,116.00

<i>Basic Repurchase Price</i>	6,878.76
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EXTRA COSTS OF REPURCHASE:

State Deed Tax	22.70
State Deed Fee	25.00
Recording Fee	46.00

TOTAL COST IF PURCHASED BY: April 30, 2020	\$ 6,972.46
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To the Honorable Board of County Commissioners of Kanabec County, Minnesota

I, the undersigned owner/~~mortgagee~~/~~heir~~/~~representative of heirs~~:

(Cross out all but one)

Densior Gonsior, owner

At the time of forfeiture, of the parcel of land situated in the County of Kanabec, State of Minnesota, described as follows, to-wit: PID #10.00775.40

S1/2 of NW1/4 of NW1/4 of NW1/4

Sec 13 Twp 40 Range 24

Do hereby make application for the purchase of said parcel of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Sec 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

- (a) That hardship and injustice has resulted because of the forfeiture of said land, for the following reasons, to-wit:

Homeless Disability
loss of income Disabled
from Two income To one

- (b) That the repurchase of said land by me will promote and best serve the public interest because:

I want be homeless and
living on the street
and being a burden Denis Gonsior
To society anyone
Please Help! Don't TAKE my LAND!

Densior Gonsior
Owner/Mortgagee/Heir/Representative of Heir

Let me pay my BACK TAXES to SAM!

R 2020 Mod? 1 R 10.00775.40 Calc thru: 4/03/2020 MP#:Taxpayer 12 Total: EMV TMV Deeded acres
STATE OF MINNESOTA 102,500 5.00

Dist: 1001 TIF Dist:

Plat:

Sect Twnshp Range Lot Block

Alternate

13 040 024

S1/2 OF NW1/4 OF NW1/4 OF Subd:

Escrow

NW1/4

EXEMPT - Tax Forfeit

Forfeited Parcel

Prop Address

2590 LEGEND ST MORA MN 55051-

T Original

Adj/Chg

Payments

Unpaid Bal

☐ Net Tax
☐ Special Asmt
☐ Tot before P&I
☐ Penalty
☐ Interest
☐ Fees

* *Totals

F2=Tier F14=Legal F16=Notes F17=APINs F19=OtherNames F24=MoreKeys
A=GS B=ASM C=DQ E=TR F=SP H=THST I=PRASC J=COJ P=PA R=ADJ U=CAMA Y=CMP

Agenda Item #1a

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

March 17, 2020

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, March 17, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: County Coordinator Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the March 3, 2020 minutes with the following changes: Add page numbers, change “adjourned to basement” to “recessed to basement”, and add language to say “a roll call vote was called for”.

Action #3 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
CW Technology	1,166.40
EC Riders	8,620.78
Kwik Trip	5,648.16
Midcontinent Communications	605.71
Minnesota Department of Finance	5,138.50
Spire Credit Union	12,993.43
Chamberlain Oil	3,143.59
East Central Energy	188.47
Minnesota Energy Resources Corp	991.87
Dearborn National Life Insurance Co	788.43
Health Partners	6,172.60
11 Claims Totaling:	<u><u>45,457.94</u></u>

Action #4 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Tuesday, March 17, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5 – It was moved Craig Smith, seconded by Les Nielsen and carried unanimously to approve the Family Services Agenda with the following addition: COVID-19 Discussion.

Tim Dahlberg, Financial Supervisor met with the County Board to give a presentation regarding Able-Bodied Adults WE (ABAWD). Information only, no action was taken.

Action #FS6 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #FS6 – 3/17/20
Respite Care Services Grant for Children

WHEREAS, Kanabec County Family Services has been presented with the opportunity to apply for funding for Respite Care services for families with children who are experiencing an emotional disturbance, with or without a case manager, and

WHEREAS, respite services are a much needed support for the caregivers of children with emotional disturbances and there is little funding available to provide the needed break for families, and

WHEREAS, Kanabec County Family Services Director requests the Board approve the Respite Services Grant Agreement.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the Agreement for Respite Services grant through the Minnesota Department of Human Services in the amount of \$5394.00 for the grant period April 1, 2020 through June 30, 2021 and approves the Family Services Director to sign said Agreement.

Action #FS7 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the payment of 128 claims totaling \$158,493.45 on Welfare Funds.

Action #FS8 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:31am and to meet again on April 21, 2020 at 9:05am.

The Board of Commissioners reconvened.

County Assessor Tina Von Eschen met with the County Board to follow up on the discussion regarding hospital taxation. Information only, no action was taken.

Action #9 - It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund	
Vendor	Amount
A and E Cleaning Services	500.00
Ace Hardware	42.68
Advanced Correctional Healthcare	19,954.35
American DataBank	125.65
Assured Security	25.40
AT&T Mobility	1,388.24
Auto Value Mora	446.63
Bachman, Fran	155.07
Braham Motor Service Inc	3,278.95
Clifton Larson Allen LLP	6,250.00
CORE Professional Services PA	800.00
CORE Professional Services PA	800.00
Curtis, Michael	723.85
CW Technology	9,000.00
D&T Ventures	625.00
Department of Transportation, State of MN	300.00
East Central Exterminating	125.00
East Central Regional Library	5,253.60
Eustice, Todd	195.50
Faust, Patrick	68.43
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
FedEx	372.13
Field Training Solutions	295.00
First Witness Child Advocacy Center	100.00
Frisch, Justin	51.56
Glen's Tire	812.95
Grainger	427.27

Grainger	173.63
Granite City Jobbing	1,075.62
Handyman's Inc	368.64
Handyman's Inc	317.76
Hoefert, Robert	982.10
Horizon Towing	277.17
Industrial health Services Network Inc	44.90
Kanabec County Ag Society	2,500.00
Kanabec County Treasurer	3,617.68
Kanabec Publications	131.25
Kanabec Publications	272.73
Kanabec Publications	346.00
Kanabec Publications	501.27
Kanabec Soil & Water	3,422.43
Knife River Corporation	15,106.38
Manthie, Wendy	982.68
Marco	134.68
Mark's	487.48
MCCC	4,550.00
McFadden, Barbara	71.87
McKinnis & Doom PA	102.00
MEI Total Elevator Solutions	979.20
Methven Funeral and Creamation Services	400.00
Midcontinent Communications	127.91
Midcontinent Communications	58.23
Minnesota County Attorneys Association	95.00
Minnesota Monitoring Inc	144.00
Nelson, Ronette	426.64
Oak Gallery	33.92
Office Depot	63.83
Office Depot	34.99
Office Depot	15.19
Office Depot	86.95
Pacific Dunes Forensic Psychological Services	2,812.50
PHASE Inc	44.80
Premium Waters Inc	21.59
Priority Dispatch	730.00
Prochazka, Thomas	28.75
Quality Disposal	388.36
Quality Disposal	24.15
Quality Disposal Systems	199.35

Quill	89.98
RELX Inc DBA LEXISNEXIS	187.41
RT Vision	6,850.00
SIRCHIE	97.26
Stellar Services	810.87
Sterling Solutions Inc	750.00
Summit Companies	500.00
Summit Food Service Management	8,890.06
Swank Motion Pictures	509.00
Tenth Judicial District	307.45
Thomson Reuters - West	155.00
Tinker & Larson Inc	46.10
Tinker & Larson Inc	49.50
Tinker & Larson Inc	696.92
Van Alst, Lillian	134.95
Verizon Wireless	206.31
Verizon Wireless	406.97
Verizon Wireless	(25.83)
Verizon Wireless	691.16
Verizon Wireless	51.22
Verizon Wireless	592.20
Verizon Wireless	68.25
Verizon Wireless	225.48
Verizon Wireless	61.22
Verizon Wireless	51.22
Verizon Wireless	112.44
Verizon Wireless	183.66
Verizon Wireless	42.65
Vertiv Corporation	6,360.00
Visser, Maurice	561.58
Zamora, Ray	1,333.83

100 Claims Totaling: \$132,290.79

Road & Bridge

Vendor	Amount
A and E Cleaning	950.00
Ace	255.34
Ameripride	506.13
Auto Value	3,805.25
Beaudry Oil Propane	27,085.80

Cargill Incorporated	25,242.39
Central McGowan	179.91
Currie Michael	18.00
Dultmeier Sales	25.10
E.A.T.I.	576.20
Frontier Precision	95.00
Glen's Tire	573.45
Gopher State One-call	13.50
Kanabec County Highway Department	87.00
Kanabec Publications	632.91
Kroschel Land Surveyors	1,840.00
Kwik Trip	14.75
Marco	188.00
Midwest Machinery Co	1,090.80
MN Dept of Public Safety	56.00
North Central International	3,654.88
Northern States Supply	97.93
Olson Power & Equipment	241.74
Oxygen Service	176.14
Owens Auto Parts	121.72
Quality Disposal Systems Inc.	164.25
Stearns County Highway	51.12
USIC	140.00
28 Claims Totaling:	<u><u>\$67,883.31</u></u>

Action #10 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #10 – 3/17/20

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	\$4,983.52
Quality Disposal	\$3,916.60
Arthur Township	\$400.00
Total	\$9,300.12

The Board held a discussion regarding an easement request for the property at 312 Forest Ave E. Information only, no action was taken. Staff was directed to contact the property owner to seek additional information about the request.

Randy Ulseth, Welia Health CEO met with the County Board to give an update regarding the hospital.

Action #11 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the extension to the existing agreement with Allina Healthcare.

County Coordinator Kris McNally led a discussion regarding a counter-proposal from the Knife Lake “Parcel C” adjoining land owners. Property owner Jim Griesgraber was present and discussed his county-proposal with the Board. The Board expressed consensus to allow the Coordinator to negotiate with the adjoining land owners for an extension of the proposed encroachment agreement to allow for structure maintenance and to be brought back to a future meeting for approval.

10:38am – The Chairperson called for public comment. Those that responded included:

Dave Halverson	Comments regarding 2 nd Amendment dedicated County.
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10:45am – The Chairperson closed public comment.

Action #12 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #12 - 3/17/20

WHEREAS the County has employed a 4-H Summer Assistant in past years, and

WHEREAS the Board did budget for this position in 2020, and

WHEREAS the Board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire a 4-H Summer Assistant to refill the vacant position at \$10.00 per hour, or \$10.30 per hour if the person has prior experience as a Kanabec County 4-H Summer Assistant, and

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

Kris McNally gave the Coordinator's Report. Information only, no action was taken.

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

Action #13 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #13 – 3/17/20

KCP 19-04(CR 47), KCP 20-02 (CR 81), KCP 20-20 (Patching), SAP 033-610-017, SAP 033-610-018, SAP 033-613-005, Arthur 20-01

WHEREAS the following bids were received on March 10, 2020 for bituminous paving and associated construction:

Knife River Corp.	\$2,534,534.53
Central Specialties Inc.	\$2,979,160.85
Duninck Inc.	\$3,290,418.89

WHEREAS the lowest responsible bid was \$2,534,534.53 submitted by Knife River Corp., and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$2,534,534.53 submitted by Knife River Corp. for bituminous paving and associated construction, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for this project.

Action #14 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #14 – 3/17/20

Equipment Rental and Service Bids

WHEREAS bids were received and opened on March 16, 2020 for equipment rental rates and services, and

WHEREAS long term equipment rental quotes were received and presented before the board, and

WHEREAS Kanabec County may require various equipment and services throughout the year;

THEREFORE BE IT RESOLVED to accept all bids and quotes as submitted, and

BE IT FURTHER RESOLVED that the Public Works Director is directed to utilize the bids as necessary based on the availability of the lowest responsible bid.

Action #15 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #15 – 3/17/20

Final Payment

SAP 033-618-003, KCP 19-08 (Patching), Arthur 19-01

WHEREAS Projects SAP 033-618-003, KCP 19-08 (Patching), Arthur 19-01 have in all things been completed and in accordance with the contract and the County Board being fully advised in the premises,

THEREFORE BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Knife River Corp, in the amount of \$15,106.38.

Chad Gramentz gave an update regarding the repair of the water service line to the County Highway Building. Information only, no action was taken.

Public Health Director Kathy Burski met with the County Board to discuss COVID-19.

Action #16 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to restrict all non-essential public access to all county buildings effective immediately and until further notice in response to the COVID-19 pandemic.

Action #17 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to temporarily delegate authority to department heads to consider telecommuting for some positions and to offer alternative schedules to implement greater social distancing practices in response to the COVID-19 pandemic.

The Board expressed consensus to recommend the following: No non-essential travel for staff. Employees that have traveled and are non-symptomatic will be asked to self-quarantine. If employees choose not to self-quarantine, social distancing practices will be applied if remote work isn't an option for their position. Specific quarantine issues will be addressed on a case by case basis by the public health staff in conjunction with human resources. Employees who exhibit symptoms will be asked to go home.

The Board discussed a request to consider advancing paid time off hours (PTO) to employees who run out of accrued time related to the pandemic. The Board tabled this discussion until a future meeting.

The Board expressed consensus to send a press release to the following entities: Kanabec County Times, Advertiser, Scotsman (this region), KBK, Lakes 103, WCMP, and the county's website & Facebook page. A memo will also be sent to all staff.

Future agenda items: 312 Forest Ave E. easement request, Knife Lake Property

Action #22 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:30pm and to meet again in regular session on April 7, 2020 at 9:00am.

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

Attest: _____
Board Clerk

Agenda Item #1b

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

March 25, 2020

The Kanabec County Board of Commissioners held an Emergency Meeting via telephone conference call at 2:00pm on Wednesday, March 25, 2020 pursuant to adjournment with the following Board Members present on-site: Dennis McNally, Craig Smith. The following board members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Others present on-site: County Coordinator Kris McNally, HR Specialist Kim Christenson, and Recording Secretary Kelsey Schiferli. Others participating via telephone included: County Attorney Barbara McFadden, County Recorder Lisa Holcomb, and County Auditor Treasurer Denise Snyder.

Commissioner McNally led the assembly in the Pledge of Allegiance.

Action #1 – Dennis McNally introduced a motion to approve the agenda as presented.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Public Health Director Kathy Burski gave an update regarding the COVID-19 Outbreak. She announced that as of March 26, 2020 the Public Health COVID-19 Hotline will be active from 8:00am – 5:00pm daily. The Public Health Department will be available to pick up and deliver groceries, prescriptions, and other necessities to Kanabec County Residents that are unable to do so due to the pandemic. Information only, no action was taken.

Action #2 – Dennis McNally introduced the following resolution and moved its adoption:

RESOLUTION #2 – 3/25/20

WHEREAS on March 13th, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency, and

WHEREAS on March 13th, 2020, Governor Tim Walz signed Executive Order 20-01 declaring a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response, and

WHEREAS the Kanabec County Department of Emergency Management requests the Kanabec County Board of Commissioners declare a Local State of Emergency in Kanabec County Pursuant to Minnesota States Chapter 12, regarding the COVID-19 outbreak;

BE IT THEREFORE RESOLVED that the Kanabec County Board of Commissioners approves the Declaration of a Local State of Emergency effective March 25, 2020 as follows:

Kanabec County Declaration of Local Emergency

Novel Coronavirus Disease, commonly known as COVID-19, a respiratory disease-that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person.

The United States Centers for Disease Control and Prevention (CDC) has identified the public health threat posed by COVID-19, and has advised that person-to-person spread of COVID-19 will continue to occur.

On January 31st, 2020, the United States Department of Health and Human Services declared a public health emergency for COVID-19, beginning on January 27, 2020.

On March 11th, 2020, the World Health Organization declared COVID-19 a global pandemic, after its widespread impact reached 112 countries and its effect was felt in nearly every region.

On March 13th, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency.

On March 13th, 2020, Governor Tim Walz signed Executive Order 20-01 declaring a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response.

The CDC and the Minnesota Department of Health (MDH) recommend that any individual with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.

During this pandemic, individuals who are not yet diagnosed with COVID-19 but may have been exposed to COVID-19 are being asked place themselves in quarantine to control or prevent further spread of COVID-19.

The White House, the CDC and the MDH now recommend restrictions on gatherings of more than 10 persons and further recommend practice of social distancing of at least 6-feet in all settings.

The significant community, organizational, institutional and business responses to the COVID-19 pandemic have the potential to compromise the provision of essential public services, including a reduction in the size of the workforce due to school closures, isolation, or quarantine.

The necessary resources to respond to and recover from this pandemic, as well as to mitigate the significant business disruption experienced within the County, may well exceed existing resources available within the County, and additional resources may be needed from Kanabec County, and state and federal sources.

THEREFORE, the Kanabec County Board of Commissioners, under the authority given in Minn. Stat. §12.29, subd. 1, declares that a local emergency exists within Kanabec County, effective March 25, 2020.

The Kanabec County Board of Commissioners hereby authorizes and directs Kanabec County Public Safety, Public Health, Administration and Emergency Management officials to undertake all actions necessary to protect the health, safety and welfare of the citizens of Kanabec County, including through the judicious exercise of the powers and responsibilities provided in Minn. Stat. §12.37.

The Kanabec County Board of Commissioners further directs County departments to immediately review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources that can and should be adjusted, modified or suspended, or to enact emergency regulations to support Kanabec County's response to the COVID-19 pandemic.

The Kanabec County Board of Commissioners further directs the Kanabec County Senior Management Team, consisting of the Sheriff, Public Health Director, Family Services Director, Coordinator, Attorney, Public Works Director, as well as the Kanabec County Director of Emergency Management, acting collectively as the County's Emergency Operations Team in responding to the COVID-19 pandemic, to request and coordinate appropriate aid and resources from surrounding jurisdictions, the State of Minnesota and the federal government, as needed. This directive authorizes purchases/procurement of goods and/or services up to a maximum of \$5,000 (five thousand dollars). All contractual agreements for goods or services, along with all contracts outside the scope of emergency management must be approved by the Board of Commissioners in order to be binding and effective.

Further, under Minn. Stat. §13D.021 and Minn. Stat. §373.052, subd. 1b, the Kanabec County Board of Commissioners further directs the County Coordinator, in consultation with the same County Emergency Operations Team, to take all right and prudent steps necessary to amend, suspend or otherwise adjust public access to County facilities, and normal locations, days and hours of County activities, operations and programs, in order to comply with the guidelines set by the White House, CDC and MDH for gatherings and social distancing, as well as based upon available County staffing and resources during this COVID-19 pandemic.

Further, under Minn. Stat. §13D.021, the Kanabec County Board of Commissioners declares in-person meetings of the County Board of Commissioners and other public bodies of the County to be impractical or imprudent during the COVID-19 pandemic, under the guidelines set by the White House, CDC and MDH for gatherings and social distancing, thus leading the Chairperson to direct that:

- Pursuant to Minn. Stat. §13D.021, in-person meetings of the Kanabec County Board of Commissioners, the Planning Commission/Board of Adjustment, the Housing and Redevelopment Authority, and other boards and commissions of Kanabec County are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12.
- Meetings of the County Board, the Planning Commission/Board of Adjustment, the Housing and Redevelopment Authority and other County boards and commissions may be conducted by telephone, video conferencing or other electronic means.
- In-person public attendance at meetings of the County Board, the Planning Commission/Board of Adjustment, the Housing and Redevelopment Authority and other County boards and commissions is not feasible, except by limiting in-person public attendance to as few people as possible for the necessary conduct of the public's business in the meeting room, with social distancing guidelines enforced, or as otherwise limited by recommendations and guidelines from state and federal authorities.
- County staff shall take such action as may be necessary to allow for such meetings to occur via telephone, video conferencing, or other electronic means pursuant to Minn. Stat. §13D.021, until such time as it is determined that in-person meetings may resume.
- County staff shall take such action as may be necessary to limit in-person public attendance to as few people as possible for the necessary conduct of the public's business in a meeting room and enforce social distancing guidelines, or otherwise limit such attendance as may be directed by the County Coordinator based on recommendations and guidelines from state and federal authorities.

Further, pursuant to Minn. Stat. § 12.29, subd. 1, the Kanabec County Board of Commissioners directs that this emergency declaration is in effect from the date of this declaration, as indicated below, and shall continue and remain in effect as long as the State of Minnesota peacetime emergency declaration remains in effect.

Further, the Kanabec County Board of Commissioners directs that this Declaration of Local Emergency, additions or changes to this declaration, the eventual termination or expiration of this declaration, and any and all official communications pertaining to the same, shall be given prompt and general publication, including on the County's website and social media sites, and immediately filed by the County Clerk.

The motion for the adoption of the foregoing Resolution was duly seconded by Gene Anderson and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor

Craig Smith, in favor
Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the resolution was declared duly passed and adopted.

County Sheriff Brian Smith discussed the potential use of the Mora Civic Center for local emergency response purposes as a temporary morgue. He also discussed the option of renting a refrigerated truck at a cost of \$60 per day, plus fuel. Brian will contact the National Guard to see if they have a refrigerated truck available. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding personnel considerations related to COVID-19.

Action #3 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #3 – 3/25/20

WHEREAS existing County policy requires employees to use PTO/banked sick/banked vacation to care for sick or healthy children, and

WHEREAS the new federal Families First Coronavirus Response Act (FFCRA) provides up to 12 weeks of paid leave (Paid Sick Time and EFMLA) for certain defined circumstances related to employees providing care for their child or children to be paid at 2/3 the amount of regular pay for employees who qualify,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners directs compliance with the Families First Coronavirus Response Act (FFCRA),

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners will allow employees who qualify for FFCRA paid sick leave and EFMLA to use PTO/banked sick/banked vacation to cover the remaining 1/3 of pay that is not covered by FFCRA between April 1 – December 31, 2020.

BE IT FUTHER RESOLVED that this resolution is in effect during only the effective dates of the FFCRA which are subject to change by the Secretary of Labor.

The motion for the adoption of the foregoing Resolution was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Gene Anderson, in favor

Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the resolution was declared duly passed and adopted.

Action #4 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #4 – 3/25/20

WHEREAS current County policy requires employees to use PTO/banked sick/banked vacation to cover at least the first five consecutive scheduled work days of an absence for the employee's injury, illness, or immediate family emergency illness, and

WHEREAS existing EMB Use Policy states that if the above stated illness/injury extends beyond 5 days, Emergency Medical Benefit (EMB) is allowed with the requirement of a doctor's note, and

WHEREAS existing policy requires initiation of FMLA after the first five consecutive scheduled work days of an absence for the employee's injury, illness, or immediate family emergency illness consecutive scheduled days of illness, and

WHEREAS the new federal Families First Coronavirus Response Act (FFCRA) provides up to 80 hours of paid sick time for qualifying employees in certain defined circumstances;

BE IT RESOLVED that the Kanabec County Board of Commissioners directs continuation of the existing EMB Use and FMLA policies with the requirement to provide a doctor's note;

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners directs compliance with the Families First Coronavirus Response Act (FFCRA) and coordination of paid leave benefits between federal mandates and existing county policy and benefits;

BE IT FURTHER RESOLVED that the Board authorizes employees who qualify to for the FFCRA Paid Sick Time to use PTO/banked sick/banked vacation to cover the remaining 1/3 of pay that is not covered by FFCRA in certain circumstances;

BE IT FURTHER RESOLVED that this resolution is in effect during only the effective dates of the FFCRA which are subject to change by the Secretary of Labor;

BE IT FURTHER RESOLVED to re-evaluate this matter on April 21, 2020.

The motion for the adoption of the foregoing Resolution was duly seconded by Dennis McNally and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the resolution was declared duly passed and adopted.

Discussion was held on advancing PTO benefits to employees who run out of accrued PTO. Board consensus was not to allow PTO advancement at this time, but continue to allow the existing PTO donation process as needed.

Action #5 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #5 – 3/25/20

WHEREAS the COVID-19 outbreak has led to restrictions to in-person public access to county facilities and adjustments in staffing schedules for the employees of Kanabec County, and

WHEREAS most Kanabec County department heads are temporarily able to continue to utilize staff at existing statuses and to offer telecommuting opportunities and social distancing practices to employees, and

WHEREAS other department heads have reduced employees' scheduled days/hours due to COVID-19-related lack-of-work and required use of accrued PTO for time not worked, and

WHEREAS some employees who have traveled or had exposure to an immediate family member with symptoms of COVID-19 (or similar) have been determined to potentially pose a risk of spreading the virus to the public and other employees, thus have been asked to isolate or self-quarantine, and

WHEREAS Kanabec County Board of Commissioner's priorities are to ensure the health and safety of the public and of the employees of Kanabec County, and to ensure the continuation of critical sector work provided by the county;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners authorizes allowing current, active employees to receive their regular pay and benefits (based on existing status) from March 14th through April 24th if they experience a reduction in hours due to lack of work; or illness or quarantine/isolation orders related to the COVID-19 outbreak;

BE IT FURTHER RESOLVED that employees will be required to use PTO/banked vacation/banked sick time for any vacation, personal time, sickness not related to COVID-19 and for work refusal from March 14th through April 24th.

BE IT FURTHER RESOLVED that the County Board of Commissioners will re-evaluate this on April 21st when more information about the impact and anticipated duration of the COVID-19 pandemic is available.

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, opposed
Craig Smith, opposed
Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the resolution was declared duly passed and adopted.

Action #6 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #6 – 3/25/20

WHEREAS the Governor of Minnesota issued Emergency Executive Order 20-20 at the same time as the Emergency Board Meeting of the Kanabec County Board of Commissioners; and

WHEREAS it was unknown if Emergency Executive Order 20-20 would define essential or critical sector workers, and

WHEREAS defining essential or critical sector workers was necessary and prudent in the County's COVID-Response Planning, staffing decisions, and asset allocation,

BE IT RESOLVED that the Kanabec County Commissioners agreed to use the Governor's Executive Order, the Kanabec County Emergency Operations Plan, and the discretion of the Kanabec County Commissioners to define essential or critical sector employees of Kanabec County.

The motion for the adoption of the foregoing Resolution was duly seconded by Craig Smith and upon a roll call vote being taken thereon, the following voted:

Dennis McNally, in favor
Craig Smith, in favor
Gene Anderson, in favor
Les Nielsen, in favor

Kathi Ellis, in favor

Whereupon the resolution was declared duly passed and adopted.

3:46pm – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on April 7, 2020 at 9:00am via a telephone conference call.

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

Attest: _____
Board Clerk

Agenda Item #2

Paid Bills

<u>Vendor</u>	<u>Amount</u>	<u>Purpose</u>	<u>Dept</u>
Consolidated Communications	1,019.77	Phone Bill	Various
Minnesota Energy Resources Corp	9,418.53	Gas Utilities	Various
Office of MN.IT Services	1,300.00	Wide Area Network	IS
Quadient Finance USA, Inc.	4,500.00	Postage for Courthouse & PSB	Unallocated
VISA	34.74	Chicago Faucet Shoppe/parts	Jail
East Central Energy	1,175.87	Intersection Lighting	Highway
WiarCom, Inc	618.45	Vehicle monitoring for trucks	Highway
Huth, Gary & Ramona	322.00	2020 Prepay Refund	Prepaid Tax Fund
Treasurer, Kanabec County	38.00	2020 Prepay Refund	Prepaid Tax Fund
Kanabec County Auditor-Treasurer	4,699.53	155 Lease Charg 222RFD/SO	Jail
Kanabec County Auditor HRA	48,972.00	2Q 2020 HRA Contributions	Various
Further	717.00	Admin Fees	HR
Kanabec County Auditor HRA	318.00	2Q 2020 HRA Contribution	Sheriff
Verizon Wireless	210.06	Monthly Phone Charges	Transit
East Central Energy	304.36	Intersection Lighting	Highway
Life Insurance Company of North America	648.10	Accident, Group Hosiptal, Critical Illness Ins P	Employee Benefits
MNPEIP	142,300.44	Health Insurance Premiums	Employee Benefits
Sun Life Financial	3,967.80	Life Insurance Premiums	Employee Benefits
The Hartford Priority Accounts	2,197.47	LTD Premiums	Employee Benefits
VSP Insurance Co	259.84	Vision Ins Premiums	Employee Benefits
Verizon Wireless	749.47	Monthly Aircards	Various
Mora Municipal Utilities	13,756.08	Electric & Water	Various
CW Technology	1,169.40	Monthly Email Filter, Backup, etc	IS
23 Claims Totaling:	<u><u>238,696.91</u></u>		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 4/7/20

Department Name	Vendor	Amount	Purpose
911 EMERGENCY TELEPHONE SYSTEM	Anderson, Jeff	512.22	Hotel/Mileage Reimbursement
		512.22	
ASSESSOR	Marco, Inc	159.00	Lease Agreement
ASSESSOR	Moore, David	10.00	Meal for Region III Meeting
ASSESSOR	Sunshine Printing	200.00	Post-it Notes
		369.00	
AUDITOR	1st Choice Document Destruction	67.25	Shredding
AUDITOR	Kanabec Publications	2,566.19	Publish Deq Tax List
AUDITOR	Office Depot	83.92	Office Supplies
AUDITOR	Snyder, Denise	41.80	Thumb Drive & Gloves
		2,759.16	
BUILDINGS MAINTENANCE	Ace Hardware	43.03	Parts
BUILDINGS MAINTENANCE	DKN Construction	9,600.00	Materials Delivered
BUILDINGS MAINTENANCE	Grainger	115.75	Quick Fit Duct
BUILDINGS MAINTENANCE	Mattson Electric	1,733.65	Lighting Retrofit
BUILDINGS MAINTENANCE	Mid-American Research Chemical	398.82	Urinal Screens, Cleaner
		11,891.25	
COMMISSIONERS	McNally, Dennis	125.35	Mileage Reimbursement
		125.35	
COMPUTER EXPENSES	MCCC BIN#135033	12,462.50	Qtry Tax & CAMA Support & Fees
		12,462.50	

COUNTY ATTORNEY	1st Choice Document Destruction	<u>78.00</u>	Shredding
		78.00	
COUNTY COORDINATOR	1st Choice Document Destruction	<u>12.00</u>	Shredding
		12.00	
COUNTY CORONER	Ingebrand Funeral Home	<u>830.00</u>	Removal & Transport
		830.00	
COUNTY RECORDER	1st Choice Document Destruction	18.00	Shredding
COUNTY RECORDER	Government Forms and Supplies	592.02	Certificate Folders
COUNTY RECORDER	Office Depot	<u>54.66</u>	Office Supplies
		664.68	
COURT ADMINISTRATOR	McKinnis & Doom PA	212.50	Court Appt Attorney Fees
COURT ADMINISTRATOR	McKinnis & Doom PA	<u>93.50</u>	Court Appt Attorney Fees
		306.00	
ECONOMIC DEVELOPMENT	Grand Event Center	<u>614.53</u>	2021 EDA Conference
		614.53	
ELECTIONS	DS Solutions	43.47	EJ Badges
ELECTIONS	Election Systems & Software Inc	827.89	T2020 Programming
ELECTIONS	Election Systems & Software Inc	3,613.11	PNP20 DS200/AM Programming
ELECTIONS	Sea Change Print Innovations	220.61	PNP Voter Receipts
ELECTIONS	Snyder, Denise	<u>123.35</u>	Mileage Reimbursement
		4,828.43	
EMPLOYEE WELLNESS	Card Services	<u>113.58</u>	Wellness Snake Station
		113.58	
ENVIRONMENTAL SERVICES	Environmental Systems Research Institute	2,081.00	ArcGIS Spacial Analyst
ENVIRONMENTAL SERVICES	Kanabec County Highway Department	<u>21.27</u>	Postage
		2,102.27	

HUMAN RESOURCES	4Imprint, Inc	439.03	Employee Recognition Cups
HUMAN RESOURCES	American DataBank	44.45	Background Study
HUMAN RESOURCES	ECM Publishers	174.00	Employment Ads
HUMAN RESOURCES	PD's Embroidery	45.00	Employee Recognition
		702.48	
INFORMATION SYSTEMS	REVIZE LLC	1,900.00	Yearly Svc Package Co Website
		1,900.00	
LAW LIBRARY	Matthew Bender, LexisNexis	206.10	Law Library Invoice
LAW LIBRARY	Thomson-Reuters-West	588.30	Law Library Invoice
		794.40	
MISC REVENUES	Simplifile	2,759.31	Refund of Mortgage Reg Tax
		2,759.31	
PROBATION & JUVENILE PLACEMENT	1st Choice Document Destruction	78.00	Shredding
PROBATION & JUVENILE PLACEMENT	Minnesota Monitoring, Inc	36.00	REAM GRANT March 2020
PROBATION & JUVENILE PLACEMENT	Office Depot	194.52	Office Supplies
PROBATION & JUVENILE PLACEMENT	RS Eden	87.11	Drug Testing
		395.63	
PUBLIC TRANSPORTATION	Auto Value Mora	217.65	Bus Parts
PUBLIC TRANSPORTATION	Curtis, Michael	1,191.02	Volunteer Mileage
PUBLIC TRANSPORTATION	Fairview Health Services	123.00	Drug Screens
PUBLIC TRANSPORTATION	Hoefert, Robert	1,463.72	Volunteer Mileage
PUBLIC TRANSPORTATION	Kanabec County Highway Department	3,028.78	Bus Repairs & Fuel
PUBLIC TRANSPORTATION	Manthie, Wendy	858.25	Volunteer Mileage
PUBLIC TRANSPORTATION	Milaca Chiropractic Center	80.00	DOT Physical
PUBLIC TRANSPORTATION	Mora Municipal Utilities	318.07	Utilities
PUBLIC TRANSPORTATION	Nelson, Jerald	94.30	Volunteer Mileage
PUBLIC TRANSPORTATION	Nelson, Ronette	526.13	Volunteer Mileage
PUBLIC TRANSPORTATION	Strelow, David	35.65	Mileage Reimbursement

PUBLIC TRANSPORTATION	Van Alst, Lillian	291.53	Volunteer Mileage
PUBLIC TRANSPORTATION	Visser, Maurice	710.47	Volunteer Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	<u>1,702.00</u>	Volunteer Mileage
		10,640.57	
SHERIFF	1st Choice Document Destruction	90.00	Shredding
SHERIFF	Aspen Mills	1,156.45	Uniforms
SHERIFF	Braham Motor Service Inc	101.36	Spark Plugs, Road Test
SHERIFF	Corporate Connection, Inc	818.50	Respirators, gloves, sanitizer
SHERIFF	Hohn's Auto Body & Glass	2,992.74	Car Repairs
SHERIFF	Kanabec County Highway Department	5,334.96	Labor & Equipment
SHERIFF	Northern Star Food Equipment	397.00	Diswasher probe, labor
SHERIFF	Tinker & Larson Inc	<u>229.00</u>	Oil Changes
		11,120.01	
SHERIFF - CITY OF MORA	Glen's Tire	<u>24.45</u>	Mount & Dismount
		24.45	
SHERIFF - JAIL/DISPATCH	1st Choice Document Destruction	24.00	Shredding
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	358.20	DOC Pharmacy
SHERIFF - JAIL/DISPATCH	Aspen Mills	224.46	Uniforms
SHERIFF - JAIL/DISPATCH	Bob Barker	722.28	Toiletry Supplies
SHERIFF - JAIL/DISPATCH	Electric Motor Service	784.97	7.5HP Baldor Motor
SHERIFF - JAIL/DISPATCH	Mattson Electric	4,295.00	Lighting Retrofit
SHERIFF - JAIL/DISPATCH	Office Depot	53.88	Office Supplies
SHERIFF - JAIL/DISPATCH	Reliance Telephone, Inc	1,500.00	Canteen Phone Cards
SHERIFF - JAIL/DISPATCH	Stellar Services	720.88	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	<u>8,845.67</u>	Inmate Meals
		17,529.34	
UNALLOCATED	Clifton Larson Allen LLP	281.42	Audit Services
UNALLOCATED	Quadient Leasing USA, Inc	1,686.42	Postage Machine Lease
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, F	<u>1,409.29</u>	Professional Services
		3,377.13	

VEHICLE POOL	Kanabec County Highway Department	<u>13.84</u>	Vehicle Maintenance
		13.84	
VETERAN SERVICES	1st Choice Document Destruction	108.00	Shredding
VETERAN SERVICES	4Imprint, Inc	<u>312.89</u>	Golf Scramble Swag
		420.89	
83 Claims Totaling:		<u><u>87,347.02</u></u>	

Agenda Item #3

Regular Bills - Road & Bridge

Bills to be approved: 4/7/20

Vendor	Amount	Purpose
Ace	434.44	Shop Supplies
Auto Value	3,792.49	Shop Supplies
Boyer Trucks	68.87	Repair Parts
Central McGowan	36.20	Welding Supplies
Compass Minerals	3,971.00	Salt
Crawford's Equipment	350.77	Repair Parts
Federated Co-ops	276.92	Repair Parts
Fleetpride	33.64	Repair Parts
FS Solutions	56.38	Drug Test
Grainger	295.77	Locates
J. R. Oil	50.00	Used Oil Removal
Kanabec County Highway Department	55.50	Petty Cash, Postage
Kris Engineering	650.00	Bolts
Little Falls Machine	270.28	Repair Parts
Marco	188.00	Printer Contract
MEG Corp	105.00	Fuel Test
MEI Total Elevator Solutions	489.59	Elevator Inspection
Mille Lacs County	282.73	Plowing County Road 81
Minncomm Utility	20,833.02	Water Line
MN Dept of Public Safety	25.00	EPCRA Hazardous Material Fee
North Central International	342.21	Repair Parts
Nuss Truck	353.54	Repair Parts
Office Depot	104.97	Office Supplies
Oslin lumber	28.00	Corners
Sawatzky, Fred	29.34	Bleach
Ultra Plumbing Services	1,700.00	Water Line
USIC	140.00	Locates
Water Laboratories	16.00	Water Test
Westling, Nathan	171.76	Water Hoses
Ziegler	491.63	Repair Parts

30 Claims Totaling: \$35,208.61

Agenda Item #4a

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Gambling Approval	b. Originating Department/Organization/Person: Knife Lake Sportsmen's Club
c. Estimated time: 2 Minutes	d. Presenter(s): None

e. Board action requested: Approve the following resolutions:

Resolution #__ – 4/7/20

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 Knife Lake Sportsmen's Club for a raffle event to be held at Knife Lake Sportsmen's Club, 2825 Hwy 65, Mora, MN 55051 on September 5, 2020.

f. Background:

Supporting Documents: None: Attached: ☒

Date received in County Coordinators Office: 3/26/20

Coordinators Comments:

To: Kanabec County Coordinator's Office
Kanabec County Board of Commissioners

From: Jean Viger, Knife Lake Sportsmen's Club Vice President

Date: March 24, 2020

Re: Application of Exempt Permit

The Knife Lake Sportsmen's Club is planning a fundraiser to raffle off an ATV/UTV at the Club's Annual Labor Day Pancake Breakfast on Saturday, September 5, 2020.

The proceeds from this raffle will be used for the care and maintenance of Knife Lake and the Knife Lake Sportsmen's Clubhouse as well as the financing of future KLSC events.

Enclosed is the exempt permit application. Please place this request for approval on the agenda of your next board meeting. If approved, please contact me and I will pick it up or you can mail it to me at 2659 Chris Haven Drive, Mora, MN 55051.

If there are any questions, please call me at 763-772-2840.

Thanks for your consideration.

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: KNIFE LAKE SPORTSMEN'S CLUB

Previous Gambling Permit Number: X-02117-20-029

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 2825 HWY 65 PO BOX 254

City: MORA State: MN Zip: 55051 County: KANABEC

Name of Chief Executive Officer (CEO): JEAN VIGER

CEO Daytime Phone: 763-772-2840 CEO Email: jeanmviger@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal

☐ Religious

☐ Veterans

☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): KNIFE LAKE SPORTSMEN'S CLUB

Physical Address (do not use P.O. box): 2825 HWY 65

Check one:

☐ City: _____ Zip: _____ County: _____

☒ Township: PEACE Zip: 55051 County: KANABEC

Date(s) of activity (for raffles, indicate the date of the drawing): SEPTEMBER 5, 2020

Check each type of gambling activity that your organization will conduct:

☐ Bingo

☐ Paddlewheels

☐ Pull-Tabs

☐ Tipboards

☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
<p>Complete a separate application for:</p> <ul style="list-style-type: none"> all gambling conducted on two or more consecutive days; or all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

Business Record Details »

Minnesota Business Name

Knife Lake Sportsmen's Club, Inc.**Business Type**

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

Q-1078

Home Jurisdiction

Minnesota

Filing Date

11/22/1978

Status

Active / In Good Standing

Renewal Due Date

12/31/2020

Registered Office Address2825 N Hwy 65
Mora, MN 55051
USA**Number of Shares**

NONE

Registered Agent(s)

(Optional) Currently No Agent

PresidentKIM SCHLOEMER
2825 N HWY 65
MORA, MN 55051
USA

Filing History

Filing HistorySelect the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/22/1978	Original Filing - Nonprofit Corporation (Domestic)	

<input type="checkbox"/>	Filing Date	Filing	Effective Date
	11/22/1978	Nonprofit Corporation (Domestic) Business Name (Business Name: Knife Lake Sportsmen's Club, Inc.)	
<input type="checkbox"/>	07/16/1990	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	03/16/1992	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	06/24/1997	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

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Agenda Item #4b

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: SCORE Claims	b. Originating Department: County Coordinator
c. Estimated time: -- minutes	d. Presenter(s): None

f. Board action requested:

Resolution #__ – 4/7/20

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	\$3,216.64
Quality Disposal	\$3,189.20
Arthur Township	\$400.00
Total	\$6,805.84

g. Background:

Provider	Billed	Paid Amount
QUALITY DISPOSAL (February)	\$2,789.20	\$2,789.20
WASTE MANAGEMENT ((February)	\$3,216.64	\$3,216.64
Sub-Total	\$6,005.84	\$6,005.84
Recycling Center Incentive Payments:		
Quality Disposal (February)	\$400.00	\$400.00
Arthur Township (February)	\$400.00	\$400.00
TOTAL PAYMENTS =		\$6,805.84

Date received in County Coordinators Office: Various dates in March

January 1, 2020 SCORE Fund balance = \$136,476.22

Revenue: 01-391-392-0000-5332 =

Expenditure: 01-391-392-0000-6211 = \$16,105.96

Current SCORE Funds balance is = \$120,370.26

Agenda Item #5

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Knife Lake land update	b. Origination: Coordinator's Office
c. Estimated time: 10 minutes	d. Presenter(s): Kris McNally Coordinator

e. Board action requested:

WHEREAS the Kanabec County Board of Commissioners wishes to sell parcel 10.00450.00, and

WHEREAS a tentative land transaction agreement has been reached with the adjoining land owner which would allow proceeding to the next step in the land sale process, and

WHEREAS Attorney Scott Anderson has reviewed the proposed land transaction and determined it acceptable and within the legal parameters of MN Statute 373.01,

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the tentative land transaction and hereby directs the Coordinator to proceed with securing a value determination from the County Assessor;

BE IT FURTHER RESOLVED if said value determination is deemed similar, the County Coordinator is directed to schedule a public hearing pursuant to Minnesota Statute 373.01 as soon as possible and remotely if the County is still under a Declared State of Emergency due to health pandemic.

f. Background:

A tentative agreement on the Knife Lake land has been reached with the adjoining landowner. According to Attorney Scott Anderson, the next steps to conduct the exchange are as follows:

First, the County Assessor must determine that the exchanged properties are of substantially similar value.

The second piece is that the County must hold a public hearing on this exchange- two weeks' posted notice at the Auditor's office and a newspaper notice identifying the legal description of the two parcels. This may be done remotely via conference call per Attorney Anderson.

Assessor Tina Von Eschen cited MN Statute 270.41, Subd. 5. requires a formal resolution to perform the value determination :

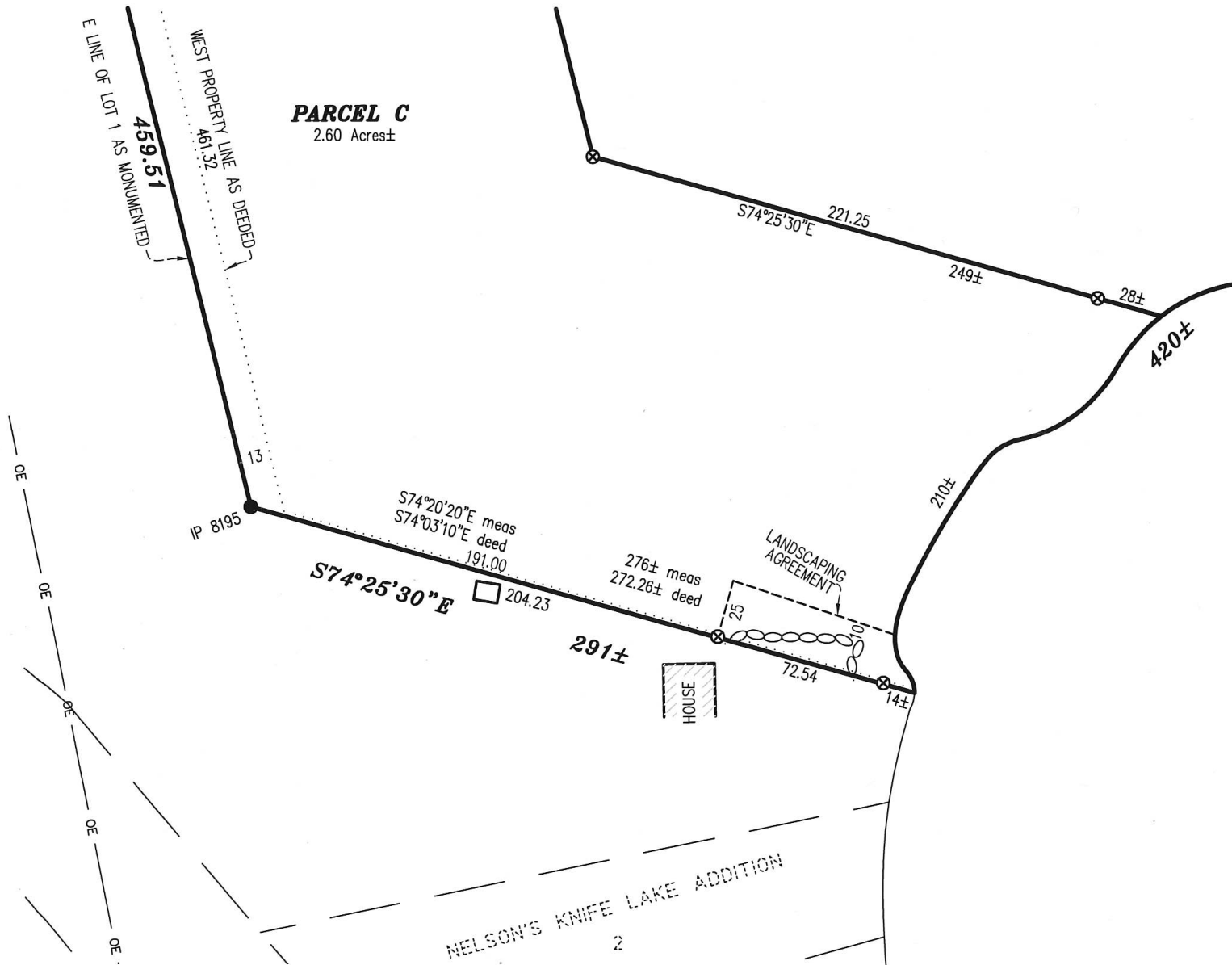
If a formal resolution has been adopted by the governing body of a governmental unit, which specifies the purposes for which such work will be done, this prohibition does not apply to appraisal activities undertaken on behalf of and at the request of the governmental unit that has employed or contracted with the individual. The resolution may only allow appraisal activities which are related to condemnations, right-of-way acquisitions, land exchanges, or special assessments.

Supporting Documents: None **Attached:** ☒

Date received in County Coordinators Office:

Coordinators Comments:

PARCEL C
2.60 Acres±



Agenda Item #6

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: COVID Staffing Update	b. Origination: Coordinator's Office
c. Estimated time: 15 minutes	d. Presenter(s): Kris McNally, Coordinator

e. Board action requested:

This is a follow up item from the 3/25/2020 Emergency Meeting. Pursuant to the Governor's Executive Order 20-20, the Critical Sector employees have been defined. Each department's current operational plan is also listed for the Board's review.

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:

Department	Critical	Continuity of Operation Plan	Current FTE Status versus regular staffing	Considerations
Commissioners	Yes	Commissioners meet via conference call, call & email staff as needed	100%	Normal workloads
Public Health	Yes	Plan in place. Telecommuters set up, on-site set up, PPE provided, staff split (home/on-site).	100%	High demand.
Family Services	Yes	Plan in place. Telecommuters set up, on-site set up, PPE provided, staff split (home/on-site), alternating shifts and added days.	100% Some staff working max, other working 30 hours + 10 hours training	Added local hotline; High demand in some areas, reduced in others.
Transit	Yes	Drivers rotating shifts, operations and dispatch staffed. Staffed 6AM-5:30PM <small>Teams in place. Same number working on road, jan, and dispatch.</small> Changed shifts to eliminate overlap. All 12 hour shifts (except office staff)	80-100% 2 working FT, other staff rotating regular duties and training and alternate duties.	Demand is temporarily reduced, CARE ACT will provide reimbursement for 5311 transit employees wages related to lack of work and quarantines.
Law Enforcement	Yes	Plan in place. Staff staggering hours. Working remotely as possible.	6 employees working full schedules- split between home/office 100%	Normal workloads/prioritized based on public safety needs
Probation	Yes	Plan in place. Staff staggering hours. Working remotely as possible.	1 working on site daily, 2 staggering shifts and being on call 24/7	Demand is temporarily reduced due to decreased court schedule
Information Technology	Yes	On site, social distanced and staggered shifts, rotating on-call availability and maintaining support.	100%	High demand.
Auditor/Treasurer	Yes	Alternating shifts/days, not allowing telework	7 employees working reduced schedules- rotating shifts in office, doing remote training	Normal workloads
Attorneys Office	Yes	Alternating shifts, Split staff (home/on-site)	100%	Demand is temporarily reduced due to decreased court schedule
Public Works	Yes	Hwy crew- limited access to building, working more from vehicles.	100%	Normal workloads
	Yes	Asst. Engineer and CADD Techs work remotely, socially distanced	100%	Normal workloads
	Yes	Accountant and support person on -site socially distanced.	100%	Normal workloads
Building Maintenance	Yes	On-site, staggered shifts, socially distanced	100%	Normal workloads
Environmental Services	Yes	Socially distanced. Remote and field work as possible.	100%	Normal workloads
Coordinator	Yes	Working primarily remotely (3). Staggered shifts on-site.	100%	Normal workloads
Assessor	Yes	Primarily working remotely. 1-2 in office socially distanced, staggered shifts.	6 employees working remotely, 1 employee on site/remote 100%	Normal workloads
Veterans' Services	Yes	Staggering shifts, home/on-site	100%	High demand
EDA	Yes	Working remotely- Many new SBDC initiatives	100%	High demand.
Recorder	Yes	Working on site, staggered shifts	100%	Normal workloads
Extension	No	Working remotely since March 17th per U of M President's	100% per Regional Director	High demand per Regional Director

Agenda Item #7

April 7, 2020

REQUEST FOR BOARD ACTION

a. Subject: Accrual of PTO hours on Non-Working Time during COVID Staffing	b. Origination: Commissioner Smith
c. Estimated time: 10 minutes	d. Presenter(s): Commissioner Smith

e. Board action requested:

f. Background:

Supporting Documents: None: ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:
