



Kanabec County Board of Commissioners

Regular Meeting Agenda June 2, 2020

Pursuant to the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on March 25, 2020 (extended on April 21, 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 WebEx telephone call or video meeting:

Telephone call-in number for public access: 1-408-418-9388 Access Code: 965 343 195

Video Meeting link:

<https://kanabeccounty.webex.com/kanabeccounty/j.php?MTID=mcc745dfc74767e7c216ffaadf9cca215>

Meeting number: 965 343 195 Password: bKU3MvkuP93

To be held at: County Board Room

(limited access due to need for physical/social distancing)

Room #164 at the main courthouse lobby, Maple Ave Entrance

County Courthouse, 18 North Vine St, Mora, MN 55051



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*

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

- 9:00am
 - a. Call the Meeting to Order
 - b. Roll Call
 - c. Pledge of Allegiance
 - d. Agenda approval
- 9:05am Recess county board to a time immediately following the Public Health Board.
Public Health Board
- 9:30am Erica Bliss, VSO
 - a. VetPro Web-based recordkeeping system
 - b. Adopt a Highway request
- 9:40am Denise Snyder, Auditor Treasurer
 - a. Formal request from the City of Mora for additional property tax settlement
 - b. Liquor license renewals
 - c. 1st Quarter Budget and Fund Balance update
- 9:55am Tina Von Eschen, Assessor- Board of Appeals & Equalization Meeting on June 15th at 6:30pm
- 10:00am Chad Gramentz & Kris McNally- updated Kanabec County Safely Re-Open Plan for COVID-19
- 10:20am Chad Gramentz, Public Works

10:30am Public Comment Call-in number for Public Comment 1-408-418-9388 Access Code: 965 343 195

Other business to be conducted as time is available:

1. Minutes
2. Paid Bills
3. Regular Bills
4. Commissioner Reports (continued)
5. Future Agenda Items
6. Discuss any other matters that may come before the County Board

ADJOURN

Kanabec County Community Health Board
AGENDA
Tuesday, June 2, 2020
9:00 a.m.

1. Call meeting to order
2. Agenda Approval page 1
3. Director's Report page 2-3
 - Staffing – rehire for a retiring HHA
 - Action requested page 4
 - See attached resolution
 - Legislative Update
 - Coronavirus
 - Staff Travel
 - Transit
4. Financial Reports – see attached
 - Trial Balance page 5-6
 - February Financial Report page 7
5. Abstract Approval
 - Action Requested
 - See attached Abstract and Vendor List page 8-14
6. Other Business
7. Adjourn

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

Community Health Report

Staffing:

There will be a HHA retiring in June. We also have one HHA who is a high risk individual and has chosen not to see any clients at this time. We are unsure of her return to work right now.

I would like to advertise and hire a part-time intermittent HHA position.

- Action Requested

- See attached resolution

Legislative Update:

On May 16, 2020, Minnesota Governor Tim Walz signed a bill raising our state tobacco sales age to 21. The new state law reinforces the federal Tobacco 21 law signed by President Trump in December of 2019, and will allow state and local units of government to conduct compliance checks and ensure the law is being followed.

Raising the tobacco age to 21 will help keep tobacco products out of schools, since there are many 18-year-olds but few 21-year-olds in high school social circles. Nearly 95 percent of addicted adult smokers started before 21. The National Academy of Medicine estimates that Tobacco 21 would lead to enormous health gains, including a 25 percent reduction in smoking initiation among 15-to-17-year-olds.

The new law takes effect on August 1st. The County's ordinance will need to be changed to align with the new law. If the Board wishes, I can have staff work with Barb on a draft to be brought forward.

Coronavirus:

Local Public Health is currently conducting the Contact Investigations/Contact Tracing for new positive cases in Kanabec County unless these cases are related to a congregate care facility or if it is a health care worker, the State will remain primary on those investigations.

Local Public Health is being asked if they have the capacity to serve as a liaison in long term care or assisted living facilities when they conduct testing of staff and residents. Long term care and assisted living facilities do not have to test but if they do, it is quite involved and the State has found it beneficial to have Public Health staff present to assist with communication before the testing and to be on site during the testing. We will be assessing our capacity to act in this position once we receive more information from the State. If testing is conducted, it is conducted to achieve a baseline and then repeated at 7 days and again at 14 days.

Current numbers/statistics will be provided during the Board meeting.

For up-to-date information you can look at the following website links:

Global Numbers: <https://coronavirus.jhu.edu/map.html>

State: <https://www.health.state.mn.us/diseases/coronavirus/situation.html>

Local: https://www.kanabecounty.org/departments/kanabec_county_covid-19_data.php

Staff Travel:

I requested and received approval from the Board Chair for a staff member to attend a two-day planning meeting as part of the Regional Suicide Prevention Grant funded through Carlton County. All expenses are paid for through the grant and it includes overnight at Maddens. Each person will have their own room and the

meeting rooms will allow for appropriate social distancing. It is a small group of people (5 coordinators, 2-3 other staff) from across the State. I felt it was important to have the staff person attend this event as they will be putting together plans for future work.

Transit:

- No update at this time

Resolution # KCCH __ 06/02/2020

WHEREAS there will be a vacancy in the position of a Home Health Aide/Homemaker, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a Part Time Home Health Aide/Homemaker to fill the position at Step A, Range 5 of the pay plan which is \$15.78 per hour or the rate set by internal promotion, and

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

Sheila
5/28/20 9:35AM

**** Kanabec County ****



Page 1

As of Date: 04/2020

TRIAL BALANCE REPORT

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

Save Report: N

Comment:

FUND Range From 15 Thru 15

**** Kanabec County ****



Sheila
5/28/20 9:35AM

TRIAL BALANCE REPORT
As of 04/2020

Report Basis: Modified Accrual

Page 2

15 Community Health Fund

<u>Account</u>	<u>Beginning Balance</u>	<u>Actual This-Month</u>	<u>Actual Year-To-Date</u>	<u>Current Balance</u>
-----Assets-----				
1001 Cash	294,794.13	53,850.67	69,984.44	364,778.57
1003 Audit Adjustments To Cash	4,697.57	0.00	4,697.57-	0.00
1110 Taxes Receivable - Prior & Delinquent	11,551.96	0.00	11,551.96-	0.00
Total Assets	311,043.66	53,850.67	53,734.91	364,778.57
---Liabilities and Balance-----				
Liabilities				
2020 Accounts Payable	523.17 -	0.00	0.00	523.17 -
2030 Salaries Payable	126,275.60 -	0.00	126,275.60	0.00
2100 Due To Other Governments	8,725.14 -	0.00	8,725.14	0.00
2230 Deferred Inflows	11,551.96 -	0.00	11,551.96	0.00
Total Liabilities	147,075.87 -	0.00	146,552.70	523.17 -
Fund Balance				
2881 Assigned Fund Balance	163,968.02 -	0.00	0.00	163,968.02 -
2910 Revenue Control	0.00	276,878.28 -	1,101,620.46 -	1,101,620.46 -
2925 Expenditure Control	0.00	223,027.61	901,332.85	901,332.85
Total Fund Balance	163,968.02 -	53,850.67 -	200,287.61 -	364,255.63 -
Total Liabilities and Balance	311,043.89 -	53,850.67 -	53,734.91 -	364,778.80 -
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

Kanabec County Community Health - Board Financial Report
15-484

Through April 2020

Department	Budget	Total year to date/ % of budget	Total	8.33% January	16.67% February	25.00% March	33.33% April	41.67% May	
<u>outstanding payments/payments not yet posted</u>									
Pilt/flex pay/misc expenses VISA									Hep A grant
Rev	0		0.00	0.00	0.00	0.00	0.00		CTC
Exp	0		0.00	0.00	0.00	0.00	0.00		DFC
Local Public Health Infrastructure									FAP
Rev	410,257.00	10.13%	41,545.57	4,722.57	85.07	32,937.93	3,800.00		LCTS
Exp	372,769.00	39.64%	147,749.12	64,018.82	40,933.14	26,164.56	16,632.60		LPHG
Prevent Infectious Disease									MCH
Rev	23,750.00	7.67%	1,821.32	589.25	776.11	307.04	148.92		MIECHV
Exp	29,730.00	24.78%	7,368.34	1,564.91	1,746.77	2,884.72	1,171.94		PHEP
Environmental Health									RPC
Rev	25.00	12.00%	3.00	0.00	0.00	3.00	0.00		SHIP
Exp	4,636.00	2.42%	111.97	0.00	24.53	15.90	71.54		TANF
Healthy Communities-Adult Health									WIC
Rev	290,166.00	44.29%	128,508.46	26,838.64	15,984.46	54,786.63	30,898.73		MIIC
Exp	279,446.00	30.60%	85,524.13	25,538.66	23,199.25	22,512.64	14,273.58		CMCOA
Healthy Communities-Health Improvement									MN Choice
Rev	502,296.00	47.02%	236,191.42	90,599.09	20,368.58	149.21	125,074.54		Admin asst
Exp	487,991.00	30.16%	147,177.03	34,377.47	36,839.45	37,189.50	38,770.61		mental hlth
Healthy Communities-Family Health									Suicide Prev
Rev	938,192.00	33.67%	315,878.09	95,400.23	49,895.05	105,221.81	65,361.00		MHIG
Exp	795,439.00	28.67%	228,080.00	73,994.77	53,074.98	53,948.94	47,061.31		Home care
Emergency Preparedness									71,586.03 estimate only see note below
Rev	30,734.00	267.94%	82,349.63	670.76	6,678.87	75,000.00	0.00		155,841.78
Exp	28,258.00	88.71%	25,067.05	3,230.34	2,508.95	4,757.48	14,570.28		
Assure Access-Case Management									
Rev	372,900.00	31.73%	118,303.32	26,896.20	65,152.83	16,250.51	10,003.78		
Exp	376,002.00	28.98%	108,970.87	29,268.68	26,231.40	27,359.19	26,111.60		SCHA Connector - We get reimbursed twice a year. Not included above.
Assure Access-Home Care									
Rev	604,000.00	30.09%	181,717.22	46,584.52	44,750.98	48,790.41	41,591.31		
Exp	798,049.00	35.88%	286,330.31	81,662.32	66,670.03	71,009.72	66,988.24		
Agency Totals									Home Care-This is the billed amount and we are paid a
Rev	3,172,320.00	34.87%	1,106,318.03	292,301.26	203,691.95	333,446.54	276,878.28	0.00	percentage of that and that percentage varies by
Exp	3,172,320.00	32.67%	1,036,378.82	313,655.97	251,228.50	245,842.65	225,651.70	0.00	paysource. Also, VA may pay up to two years after the

amount has changed

Board Meeting 06/02/2020

Abstract Totals for Commissioner Vouchers

Board Meeting 06/02/20	Amount	Vendors	Transactions
Abstract #1	51,416.90	31	50
Abstract #2			
Totals	51,416.90	31	50

Abstract Totals for Auditor Vouchers

Board Meeting 06/02/20	Amount	Vendors	Transactions
Abstract #1			
Abstract #2			
Abstract #3			
Abstract #4			
Abstract #5			
Totals			

Sheila
5/28/20 10:45AM

**** 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
5/28/20 10:45AM
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	Service Dates	Paid On Bhf #	On Behalf of Name	
	434	Ability Network Inc					
3		15-484-487-8450-6211		62.63 May billing svc/eligibility	20M-0075480	Services & Charges	N
4		15-484-487-8453-6211		187.88 May billing svc/eligibility	20M-0075480	Services & Charges	N
2		15-484-493-8452-6211		156.57 May billing svc/eligibility	20M-0075480	Services & Charges	N
1		15-484-496-8447-6211		219.20 May billing svc/eligibility	20M-0075480	Services & Charges	N
	434	Ability Network Inc		626.28 4 Transactions			
	538	Berg/Ashley					
40		15-484-490-8484-6331		9.20 May covid-19 mileage		Mileage & Meals	N
39		15-484-490-8484-6411		16.40 covid-19 supplies		Program Supplies	N
	538	Berg/Ashley		25.60 2 Transactions			
	185	Bergstadt/Jennifer					
24		15-484-490-8484-6331		6.90 covid essential svc travel		Mileage & Meals	N
23		15-484-496-8449-6331		259.90 Apr/May HHA mileage		Mileage & Meals	N
	185	Bergstadt/Jennifer		266.80 2 Transactions			
	1396	Biever/Laurie					
25		15-484-496-8449-6331		277.15 Apr/May HHA mileage		Mileage & Meals	N
	1396	Biever/Laurie		277.15 1 Transactions			
	3115	Cadca					
5		15-484-485-8480-6289		475.00 CADCA mid year conf reg		Staff Development	N
6		15-484-485-8480-6411		200.00 Prevention Prof. membership		Program Supplies	N
	3115	Cadca		675.00 2 Transactions			
	1101	Card Services					
48		15-484-490-8484-6411		57.05 groceries for clt-reimbursed		Program Supplies	N
	1101	Card Services		57.05 1 Transactions			
	278	City Of Mora					
22		15-484-490-8484-6411		32.50 qtr cost of dala horse banner	20200134	Program Supplies	N
	278	City Of Mora		32.50 1 Transactions			
	1388	Elfstrum/Brenda					
26		15-484-496-8449-6331		163.88 Apr/May HHA mileage		Mileage & Meals	N
	1388	Elfstrum/Brenda		163.88 1 Transactions			
	3646	Felland/Becky					
41		15-484-496-8447-6331		139.15 April/May home care mileage		Mileage & Meals	N

Sheila
5/28/20 10:45AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 3

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
3646	Felland/Becky		139.15	1 Transactions			
28	1128 Glocke/Beverly		29.33	Apr/May HM mileage		Mileage & Meals	N
27	15-484-496-8448-6331		171.92	Apr/May HHA mileage		Mileage & Meals	N
1128	Glocke/Beverly		201.25	2 Transactions			
8	4184 Health Dimension Rehabilitation Inc		9,412.80	April PT services		Services & Charges	N
9	15-484-496-8447-6211		782.33	April OT services		Services & Charges	N
4184	Health Dimension Rehabilitation Inc		10,195.13	2 Transactions			
10	324 Healthcare First		104.74	May HHCAHPS fee	5114964	Services & Charges	N
324	Healthcare First		104.74	1 Transactions			
11	386 ITsavvy LLC		89.78	notebook battery	01179358	Office Supplies	N
386	ITsavvy LLC		89.78	1 Transactions			
50	653 Kanabec County Auditor		52.90	May home care co. vehicle use		Mileage & Meals	N
653	15-484-496-8447-6331		52.90	1 Transactions			
44	674 Kanabec County Family Services		2,224.00	May Knickerbocker salary		Contracted Work - FS	N
45	15-484-481-8446-6285		981.58	May Knickerbocker hlth ins		Contracted Work - FS	N
46	15-484-481-8446-6285		166.80	May Knickerbocker PERA		Contracted Work - FS	N
47	15-484-481-8446-6285		155.04	May Knickerbocker FICA		Contracted Work - FS	N
674	Kanabec County Family Services		3,527.42	4 Transactions			
42	377 Marco Inc		787.11	Sharp MX5070v copier agmt	27102225	Rental & Service Contracts Copier	N
377	Marco Inc		787.11	1 Transactions			
14	1143 McKesson Medical-Surgical Govt Solution		41.50	COVID-19 supplies	02884139	Medical Supplies	N
34	15-484-490-8484-6432		52.42	home care supplies	04594109	Medical Supplies	N
35	15-484-496-8447-6432		114.73	covid-19 supplies	04985132 04844	Medical Supplies	N
12	15-484-490-8484-6432		40.47	home care supplies	3181627	Medical Supplies	N

Sheila
5/28/20 10:45AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
13	15-484-490-8484-6432		164.57	COVID-19 supplies	3181627 363982	Medical Supplies	N
	1143 McKesson Medical-Surgical Govt Solution		413.69	5 Transactions			
	198 Mille Lacs Co. Community & Veterans Ser						
15	15-484-485-8468-6880		3,590.79	April hlthy eat/active living		Grant Admin- Pass thru	N
16	15-484-485-8468-6880		710.28	April tobacco strategy		Grant Admin- Pass thru	N
	198 Mille Lacs Co. Community & Veterans Ser		4,301.07	2 Transactions			
	736 Naccho						
17	15-484-450-0000-6245		210.00	annual membership fee	254622	Registration & Membership Dues	N
				07/01/2020 06/30/2021			
	736 Naccho		210.00	1 Transactions			
	1353 Nelson/Darla						
29	15-484-496-8449-6331		323.73	Apr/May HHA mileage		Mileage & Meals	N
	1353 Nelson/Darla		323.73	1 Transactions			
	927 Neumen/Cami						
37	15-484-496-8447-6331		190.33	May home care mileage		Mileage & Meals	N
38	15-484-496-8447-6331		24.73	April home care mileage		Mileage & Meals	N
	927 Neumen/Cami		215.06	2 Transactions			
	329 Nurse Family Partnership Inc						
18	15-484-487-8453-6285		10,284.00	nurse consultation fee	20200793	Contracted Work	N
19	15-484-487-8453-6285		8,580.00	program support	20200793	Contracted Work	N
	329 Nurse Family Partnership Inc		18,864.00	2 Transactions			
	4074 Osterdyk/Dorothy						
30	15-484-496-8449-6331		85.10	Apr/May HHA mileage		Mileage & Meals	N
	4074 Osterdyk/Dorothy		85.10	1 Transactions			
	1051 Phelan/Francis J.						
7	15-484-496-8447-6283		2,675.00	preparation 2019 cost report	11097	Auditor Services	N
	1051 Phelan/Francis J.		2,675.00	1 Transactions			
	632 Pine County Health & Human Services						
20	15-484-485-8468-6880		599.43	April hlthy eat/active living		Grant Admin- Pass thru	N
21	15-484-485-8468-6880		339.36	April tobacco strategy		Grant Admin- Pass thru	N
	632 Pine County Health & Human Services		938.79	2 Transactions			

Sheila
5/28/20 10:45AM
15 Community Health Fund

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 5

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
43	1767 Professional Development Academy, LLC		495.00	NACO high performance academy	10181	Staff Development	N
	1767 Professional Development Academy, LLC		495.00	1 Transactions			
31	1030 Ringler/Jennie		159.28	Apr/May HHA mileage		Mileage & Meals	N
	1030 Ringler/Jennie		159.28	1 Transactions			
36	3174 Rosburg/Diane		147.37	April/May home care mileage		Mileage & Meals	N
	3174 Rosburg/Diane		147.37	1 Transactions			
32	16326 Sarkisyan/Amber		71.30	Apr/May HHA mileage		Mileage & Meals	N
	16326 Sarkisyan/Amber		71.30	1 Transactions			
33	462 Telander/Jenilee		30.00	May RPC program supplies		Program Supplies	N
	462 Telander/Jenilee		30.00	1 Transactions			
49	12306 WELIA HEALTH		5,265.77	medicare take backs		Medicare Pass Thru	N
	12306 WELIA HEALTH		5,265.77	1 Transactions			
15 Fund Total:			51,416.90	Community Health Fund	31 Vendors	50 Transactions	
Final Total:			51,416.90	31 Vendors	50 Transactions		

Sheila
5/28/20 10:45AM

**** Kanabec County ****



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Page 6

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	15	51,416.90	Community Health Fund	
	All Funds	51,416.90	Total	Approved by,
			
			

9:30am Appointment

Item a.

June 2, 2020

REQUEST FOR BOARD ACTION

a. Subject: Records Management System Upgrade	b. Origination: Kanabec County Veteran Services
c. Estimated time: 10 minutes	d. Presenter(s): Erica Bliss, CVSO

e. Board action requested:

Request to use MDVA grant dollars to upgrade current recordkeeping system from VIMCS to VetPro which is an Internet based system.

Total cost FY20 \$1,000.

Funds available this year due to inability to attend National or State conferences.

f. Background:

VetPro is offering a special during COVID and through June 2020. Savings of \$8,990 includes no cos migration from VIMS to VetPro and no cost set-up including on-going maintenance and support.

The Veterans Service Office completed training on May 21, 2020. We were very impressed with the system and the accessibility features. During this time of social distancing the option for secure mobile signatures will provide an office efficiency we do not currently have.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Date: May 26, 2020
Invoice #: KANA-MN
Customer ID: KANA-MN

(320) 679-6380

[illegible]

32932 Pacific Coast Highway #14-482, Dana Point, CA, (877) 558-8526, E-mail billing@panosoft.com

9:30am Appointment

Item b.

June 2, 2020

REQUEST FOR BOARD ACTION

a. Subject: Adopt a Highway	b. Origination: Kanabec County Veteran Services
c. Estimated time: 5 minutes	d. Presenter(s): Erica Bliss, CVSO

e. Board action requested:

Review and signature of agreement between MNDOT and Kanabec County Veteran Services to provide highway clean up x2 annually for location listed on agreement. (South of Mora, Brunswick)

f. Background:

We would like to provide an opportunity of community service for our veterans and to assist in the clean-up of highways in Kanabec County.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



MnDOT Contract #: _____

Adopt a Highway Agreement

Thank you for your interest in becoming a Minnesota Department of Transportation Adopt a Highway volunteer! Please complete this Agreement and submit it to the MnDOT Adopt a Highway coordinator for the district in which your requested segment is located.

Adopting Group/Organization and Group/Organization Name:

Kanabec County Veteran Services

Primary Contact Name: Erica Bliss

Street Address: 18 N Vine St

City: Mora State: MN Zip: 55051

Phone (work): (320) 679-6380

(home): _____ (cell): _____

Email Address: erica.bliss@co.kanabec.mn.us

Alternative Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone (work): _____ (home): _____ (cell): _____

Email Address: _____

Name to Appear on Sign. Signs can be up to 18 characters per line including spacing and punctuation. Visit MnDOT's Adopt a Highway website if you have questions about name requirements:

K	A	N	A	B	E	C		C	O	U	N	T	Y				
V	E	T	E	R	A	N		S	E	R	V	I	C	E	S		

Note: All capital letters are to be used. MnDOT reserves the right to approve and/or edit names or acronyms.

For office use only

Agreement Term: _____ to _____

Adopt a Highway Information:

Section Number: 3B0329

Truck Station: Mora

District: D3B

Sub Area: East

County: Kanabec

Highway: TH70

Between Milepost: 4 and Milepost: 6

Location: East of Brunswick/West of Grasston

Total Miles: 2

Agreement & Release

This Agreement between the Minnesota Department of Transportation ("MnDOT") and the individual, group, or organization shown on page 1 of this document individual, group, or organization name) ("Applicant") governs Applicant's participation in MnDOT's Adopt a Highway program.

In return for being allowed to participate in the Adopt a Highway program, Applicant agrees to the terms of this Agreement. By signing this Agreement, Applicant and MnDOT agree as follows:

1. **Applicant Defined.** As used in this Agreement, "Applicant" means and includes the person or entity entering into this Agreement, and its members, representatives, and any and all participants engaging in Adopt a Highway activities in connection with or on behalf of Applicant. Applicant must be at least 12 years of age.
2. **Agreement Term.** This Agreement will be effective on the date signed below. It will remain in effect for two years from the effective date. Applicant must not begin engaging in Adopt a Highway activities until this Agreement is fully executed.
3. **Terms & Conditions Are Part of this Agreement.** The MnDOT Adopt a Highway Terms and Conditions ("Terms and Conditions") follow this page and are part of this Agreement. Applicant agrees to abide by the Terms and Conditions.
4. **Volunteer Capacity.** Applicant is acting in a volunteer capacity, and will not be deemed an officer, employee, or agent of "MnDOT" for any reason. Applicant will not receive any compensation or benefits from MnDOT. Applicant is responsible for their own insurance coverage for injuries arising from or related to Applicant engaging in Adopt a Highway activities.
5. **Release of Liability for Personal Injury and Property Damage.** Applicant assumes full responsibility for any injuries to Applicant's person or property arising from or related to Applicant engaging in Adopt a Highway activities. MnDOT will not be responsible for such injuries arising from or related to Applicant engaging in Adopt a Highway activities.
6. **Hazards Acknowledged.** Applicant recognizes the hazardous nature of activities related to the Adopt a Highway program. Hazards include being exposed to weather, uneven terrain, plant life and wildlife, insects, nearby traffic, and pollutants and hazardous waste. Applicant agrees to accept all risks of participation.
7. **MnDOT May Modify or End This Agreement for Any Reason or For No Reason.** MnDOT may, in its sole discretion, revise or terminate this Agreement at any time, with or without cause, and without notice to Applicant.
8. **Severability.** If any term of this Agreement is deemed invalid or unenforceable, such term shall be excluded to the extent of such invalidity or unenforceability. The remaining terms of this Agreement shall not be affected.
9. **MnDOT Contact for Coordination.** Applicant will contact MnDOT to coordinate litter pick-up. Applicant will provide MnDOT any change in address, phone number, or contact person.

Name: Kristy Barhorst

Title: D3B Adopt a Highway Coordinator

Address: 3725 12th St. N., St. Cloud, MN 56303

Phone Number: (320) 223-6545 or (800) 657-3961

Email: Kristy.Barhorst@state.mn.us or AAHD3B.dot@state.mn.us

TERMS & CONDITIONS FOLLOW ON NEXT PAGE

MnDOT Adopt a Highway Terms and Conditions

1. Applicant agrees that it will obey and abide by all laws and regulations, including those relating to safety, and any such additional terms and conditions as MnDOT may require.
2. Applicant agrees that it:

WILL

- Pick up litter a minimum of two times a year and report to the Adopt a Highway Coordinator.
- Ensure that each participant reviews the Adopt a Highway Safety Training Video, this Agreement, and the guidelines before participating the Adopt a Highway activity.
- Ensure that a coordinator or leader acting on Applicant's behalf reviews the safety rules and regulations with all participants before engaging in litter pick up.
- Provide one adult supervisor for every 3 participants between the ages of 12-17. Volunteers working along the interstate must be age 18.
- Ensure that all minors (age 12-17) participating in litter-picking have written consent of a parent or legal guardian to participate (See attachment 1).
- Follow the MnDOT Adopt a Highway Guidelines.
- Only pick up litter during daylight hours and in good weather.
- Only pick up litter on one side of the road at a time.
- Wear required safety vests and exercise safety precautions in handling any potentially hazardous materials.
- If the Applicant changes, contact the AAH Coordinator.
- Report illicit discharge and any other hazardous materials to the AAH Coordinator.

WILL NOT

- Engage in Adopt a Highway activities until this Agreement is fully executed.
- Work beyond its assigned segment/section limits.
- Pick up litter on medians between roadways, median on/off ramps, center of roundabouts, bridges, in tunnels, on overpasses or around other structures that would or may pose a danger.
- Permit any person under the age of 12 to be present at the work site, even if not engaged in litter picking activities.
- Have any person present at the work site who is not participating in the Adopt a Highway activity.

(The Authorized Representative is signing on behalf of all of the volunteers participating in the Adopt a Highway Program in your organization)

Authorized Representative Signature

Date

Erica Bliss

Authorized Representative Name (Print)

9:40am Appointment

June 2, 2020

REQUEST FOR BOARD ACTION

a. Subject: Request from the City of Mora, Liquor license renewal, Financial Report	b. Origination: Auditor/Treasurer
c. Estimated time: 20 minutes	d. Presenter(s): Denise Snyder

e. Board action requested:

Approve the following resolutions:

- a. Request from the City of Mora for an Additional Property Tax Settlement
- b. Liquor License Renewal

Information Only:

- c. Auditor Treasurer's Report including Fund Balances and 1st Quarter Budget

f. Background:

Supporting Documents: None Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



**CITY OF MORA
MORA MUNICIPAL UTILITIES**

101 Lake Street South
Mora, MN 55051-1588

ci.mora.mn.us



320.679.1511

Fax 320.679.3862

320.679.1451

May 20, 2020

Kanabec County Board of Commissioners

18 North Vine Street
Mora, MN 55051

Kanabec County Auditor-Treasurer, Denise Snyder

18 North Vine Street
Mora, MN 55051

Dear County Board of Commissioners and Ms. Snyder:

On April 21, 2020, the Kanabec County Board approved Resolution #14 – 04/21/2020, which temporarily reduces the late payment penalty for property taxes due on May 15, 2020. The City of Mora relies on property tax collections for a significant portion of support to the General Fund and to Debt Service Funds. If a significant portion of taxpayers do not pay taxes payable by May 15, the City of Mora may be at risk of encountering deficit fund balances in our debt service funds.

At the request of Mora City Council, and in accordance with Minnesota State Statute § 276.11, the City of Mora hereby formally requests an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

Sincerely,

Alan Skramstad
Mayor, City of Mora

a. **Request by the City of Mora for an Additional Property Tax Settlement**

Resolution #__ - 6/2/20

WHEREAS the City of Mora relies on property tax collections for a significant portion of support for the City's general fund and debt service, and

WHEREAS on April 21, 2020 the Kanabec County Board of Commissioners passed Resolution # 14-04/21/2020 which reduced the late payment penalty for property taxes due May 15, 2020, and

WHEREAS the City of Mora may be at risk for a deficit fund balance if a significant portion of taxpayers fail to pay their property taxes by the deadline;

WHEREAS the Mora City Council formally requests, in accordance with Minnesota State Statute 273.11, an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the request of the Mora City Council for an additional settlement of property tax payments received between the dates of May 16, 2020 and July 31, 2020.

b. Liquor License Resolution

Resolution #__ - 6/2/20

Liquor & Tobacco Licenses

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

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

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2020-2021

KANABEC COUNTY BOARD – JUNE 2, 2020

Establishment	LIQUOR	BEER	TOBACCO
Braham Moose Lodge 1544	Club/Sun	-	-
Captain Dans' Crow's Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	Yes
Northwoods Steak House & RV Park	On/Off/Sun	-	Yes
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Fire Pit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/Sun	-	-

c. Auditor Treasurer's Report- 1st Quarter Fund Balance and Budget Update

The financial report was not available at the time of packet dissemination per the Auditor/Treasurer.

9:55am Appointment

June 2, 2020

REQUEST FOR BOARD ACTION

a. Subject: Board of Appeal & Equalization Meeting	b. Origination: County Assessor's Office
c. Estimated time: 5 Minutes	d. Presenter(s): Tina Von-Eschen, Assessor

e. Board action requested:

Discuss the format for the June 15th Board of Appeal & Equalization Meeting

The meeting is scheduled to be held at 6:30pm.

Should the meeting be held in-person, through WebEx, or a combination of the two?

f. Background:

Supporting Documents: None ☒ Attached:

Date received in County Coordinators Office:

Coordinators Comments:

10:00am Appointment

June 2, 2020

REQUEST FOR BOARD ACTION

a. Subject: Safely Re-Open Plan for the COVID-19 Pandemic	b. Origination: Safety Committee/Department Heads, Community Health, HR, Emergency Management, Law Enforcement
c. Estimated time: 15 minutes	d. Presenter(s): Chad Gramentz & Kris McNally

e. Board action requested:

Resolution #__-06-02-2020

Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic

WHEREAS the Board desires to have a comprehensive, department-supported plan to provide a safe and healthy workplace during the COVID-19 pandemic prior to the re-opening of Kanabec County facilities;

WHEREAS the Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic was drafted through a collaborative effort with the safety committee, department heads, law enforcement, emergency management, human resources, and community health using a template provided by the Minnesota Department of Labor and Industry based on the most current guidance and information available,

THEREFORE BE IT RESOLVED to accept the proposed plan for Kanabec County and implement immediately; and

BE IT FURTHER RESOLVED that the Board of Commissioners will determine when to proceed into each phase as defined in the plan; and

BE IT FUTHER RESOLVED that the Community Health Director and Personnel Director are authorized to disseminate the plan, as well as to update the plan and conduct training as needed; and

BE IT FUTHER RESOLVED that it is understood that required updates to the plan based on changing COVID-19 information will be disseminated to employees as soon as possible.

f. Background:

A vote was conducted by courthouse department heads/designees on 5/27/2020 and the majority voted not to staff a "gatekeeper" position in the courthouse lobby- as was previously discussed and proposed.

Supporting Documents: None

Attached: ☒

Date received in County Coordinators Office:

Coordinators Comments:



Kanabec County's Safely Re-Open Plan For the COVID-19 Pandemic

I. PURPOSE

The purpose of this document is to set forth Kanabec County's plan regarding the safe re-open and return to work practices that will comply with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 ("Minnesota OSHA Standards"), in addition to guidelines related to COVID-19 set forth by the Minnesota Department of Health and the Centers for Disease Control and Prevention ("MDH and CDC Guidelines"). This plan complies with the COVID-19 Preparedness Plan requirements as set forth in guidance published by the Department of Employment and Economic Development.

II. SCOPE OF COVERAGE

This plan is applicable to all employees of Kanabec County. All employees must be aware of this plan and will receive a copy that must be confirmed by receipt of the employee's signature.

Management and employees are responsible for executing and complying with all aspects of this plan. Kanabec County department heads and supervisors have the Kanabec County Commissioners full support in enforcing the provisions of this plan.

III. COUNTY OFFICES OPENING UNDER A PHASED APPROACH

Kanabec County will consider the health of all employees and the public as we move forward with reopening offices for public on-site access while applying the best practices for social distancing in the workplace.

Re-Opening Phase 1

- a. Kanabec County Departments continue to serve the public primarily by appointment and with limited building access as described below to promote social distancing practices compliance:

Public Service Building (Family Services/Community Health):

- * Appointments only.
- * Doors locked.
- * Use front door for entrance. Will try to have a one-way flow of public traffic, unless non-handicap accessibility issues arise.
- * Public access allowed by appointment with escorts in and out of the building.
- * Limited in-person meetings and regular cleaning of meeting rooms

Non-county tenants will be provided with guidance for consistency in the building.

Timber Trails Transit Building:

- * Appointment only.
- * Doors locked.

Law Enforcement Center (Jail):

- * Appointment only.
- * Doors locked.
- * Training room is set up as the Emergency Operations Center

Courthouse:

- * Appointments only.
- * Public access allowed by appointment with escorts in and out of the building.
- * Doors locked.

Public Works Building:

- * Appointment only.

* Doors locked.

*Kanabec County Driver's License Department will serve the public using drop boxes and scheduled appointments (starting June 15th) to ensure essential services are available such as real ID and driver's licenses.

b. Kanabec County staff utilize email, phone calls, drop boxes, curbside assistance and scheduled in-person appointments to ensure essential services are available to the public.

c. Plexiglas barriers installed at Kanabec County's public service counters and hand sanitizer, cleaning solution distributed to each department.

d. Signage posted to educate the public on access controls to prevent the spread of disease during county business:

Signage may include:

- Distancing markers for the public clearly marking out 6-foot distancing in various areas.
- 6-foot distancing and masks recommended.
- Screening questions posted at front entrances
- Proper handwashing and/or hand sanitizing techniques
- Cover Your Cough and Sneeze signage as reminders for employees and visitors to cover cough and sneezes will be posted.
- Employee personal space regular housekeeping practice signage will remind employees to routinely clean their own workstation.

e. Board and committee meetings held remotely with highly restricted numbers of people allowed in the room.

f. Meeting rooms not available for public use.

Re-Opening Phase 2

- a. Buildings re-opened to public access. Doors unlocked during business hours. One public access entrance door per building.
- b. Social distancing markers in place on the floors.
- c. Hand sanitizer, tissues, masks and waste baskets available for the public in the lobby areas and at each public service counter.
- d. Each department responsible to enforce social distancing protocols in their departments and areas of the building.
- e. Remote work continues and each department is responsible to adjust staff levels appropriately.
- f. Board and committee meetings continue to be held remotely with limited number of people allowed in the rooms.
- g. Courthouse basement bathrooms are designated for employee use only. Signs posted.
- h. Meeting rooms not available for public use.

Re-Opening Phase 3

- a. Buildings open to the public on same schedule as pre-COVID-19.
- b. Social distance floor markings are removed. Use of Plexiglas shields may continue at department discretion.
- c. Hand sanitizer and masks are no longer made available to the public; and staff only upon request.

- d. Meeting rooms available for public use.
- e. Board and committee meetings resume in person.

IV. VISITOR AND EMPLOYEE HEALTH SCREENINGS (PHASE 1 & 2)

Visitors:

- a. Screening questions posted on the entrance doors.
- b. If experiencing COVID-19 or similar symptoms, the appointment should be rescheduled or provided through curbside assistance (if possible).
- c. Visitors experiencing symptoms are advised to go home, stay away from other people, and contact their health care provider, as appropriate.
- d. Handwashing / hand sanitizer should be used by the public when entering the building.
- e. Masks recommended for all visitors and will be available as supplies allow.

Employees:

- a. The Health Screening chart provided by Public Health (APPENDIX A) will be used as a guide for Kanabec County employees.
- b. Employees will be required to report to supervisor if they will not be coming to work due to symptoms consistent with COVID-19.
- c. Employees who develop symptoms during the workday will immediately self-isolate and report to supervisor. Supervisor will send the employee home immediately.
- d. Employees should contact their health care provider, as appropriate.
- e. Employees who were potentially exposed to an infected co-worker need to contact Human Resources who will work with Public Health to discuss next steps.
- f. Employees quarantined or isolated need to contact Human Resources who will work with Public Health to discuss return to work.
- g. Employees will work with their supervisor and HR regarding the use of FFCRA, PTO, unpaid time, FMLA, EMB and other policies addressing COVID-19 illness.

V. EMPLOYEE WORK SCHEDULE (PHASE 1 & 2)

- a. Those that are authorized by the Dept Head should continue to telework as scheduled so as not to have all employees return to the building initially.
- b. Continue to practice social distancing within the office maintaining 6- foot distancing.
- c. Stagger shifts and/or allow flexible work hours as much as possible.
- d. Stagger break times.
- e. Avoid congregating in the break rooms or rest rooms.
- f. Wash hands frequently throughout the day.
- g. Wear masks.
- h. Clean and disinfect personal workstations including items such as phones, keyboards, touch screens, etc.

VIII. RESPIRATORY ETIQUETTE (PHASES 1 & 2)

Employees:

- a. Employees encouraged to wear masks especially if 6-foot distancing is impossible.
- b. Masks available through department heads upon request.
- c. Employees asked to follow precautionary signage recommendations such as cover-your-cough-and-sneeze, etc.

Public:

- a. The County recommends the public wear masks when entering the building for appointments.
- b. Masks provided by the county upon request and as supplies allow.
- a. The public will be asked to follow precautionary signage recommendations such as cover your cough and sneeze.

IX. CLEANING/SANITIZING (ALL PHASES)

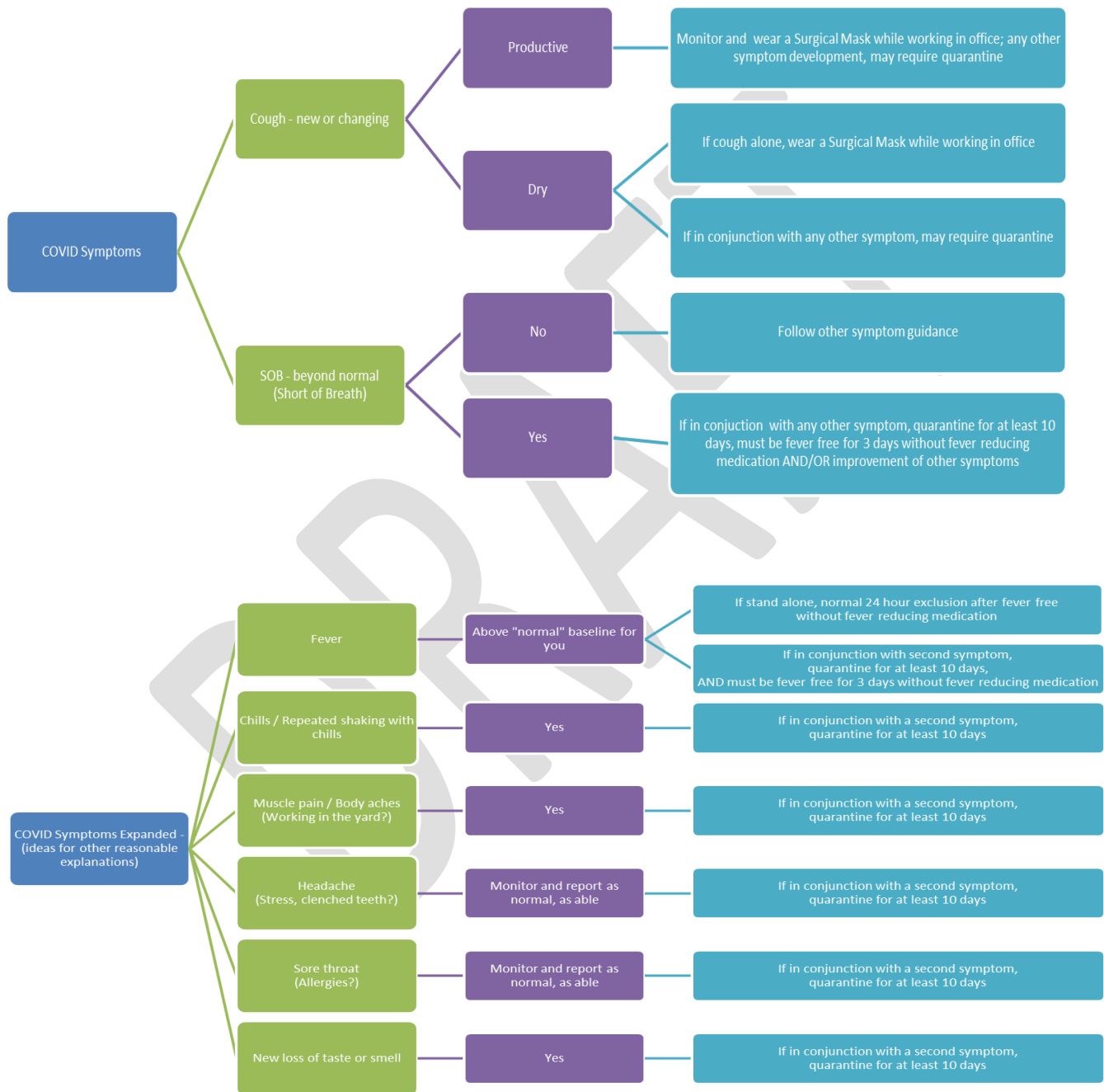
- a. Continue frequent cleaning/sanitizing in the building.

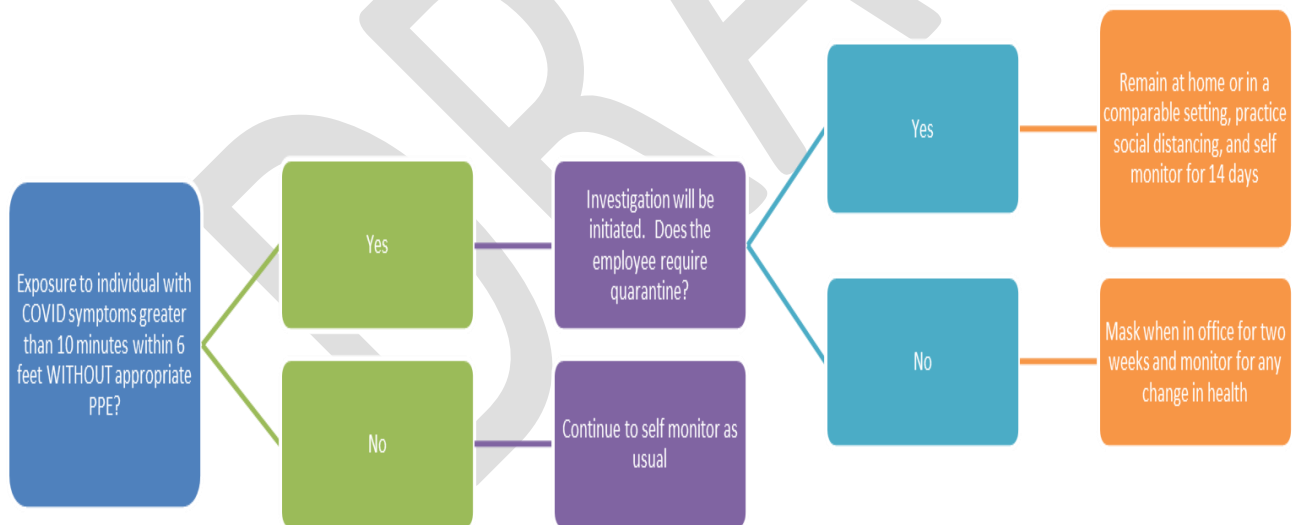
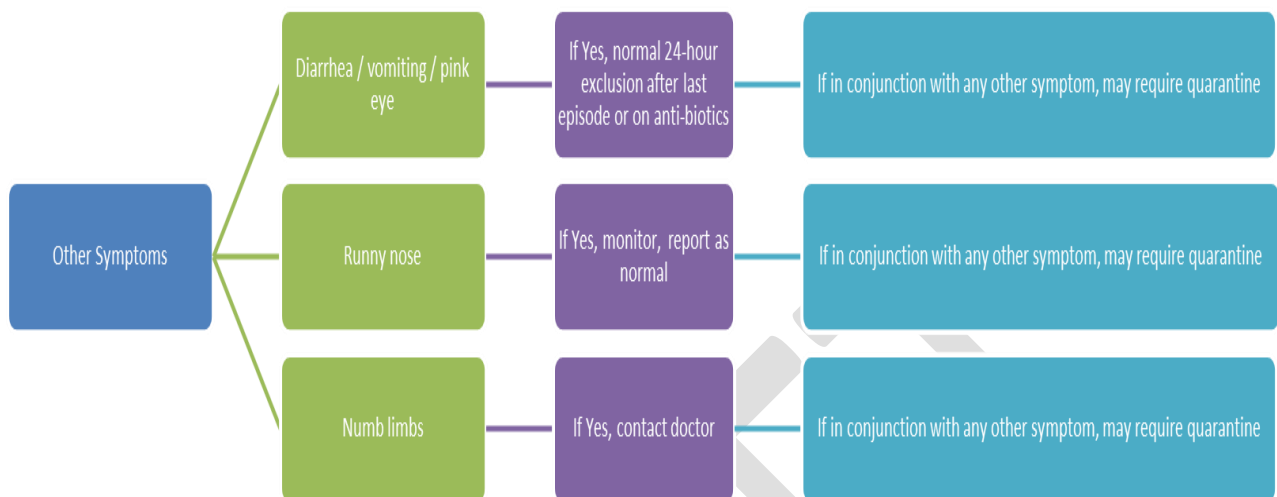
- b. Building Maintenance must be notified by the department head immediately if an employee working onsite within the past 3 days has experienced COVID-19 symptoms to initiate extra cleaning protocols.
- c. Masks, tissues, garbage cans made easily accessible along with hand sanitizer stations for the public at entrances.
- d. Employees responsible for cleaning and disinfecting personal workstations including items such as phones, keyboards, touch screens, etc.

X. COMMUNICATION and MEETINGS/TRAININGS (PHASE 1 & 2)

- a. No out of town business travel during this time and until further notice.
- b. Interviews conducted via conference call/videoconference.
- c. Postpone nonessential in-person meetings and use videoconference/conference calls when possible.
- d. Continue Board Meeting through combined call/videoconference with limited persons on-site.
- e. Individualized department plan for home visits/inspections (i.e. Assessors, Home Health, etc.).

APPENDIX A- Health Screening chart provided by Kanabec County Public Health (revised 4/30/2020)







COVID-19 Screening:

PLEASE SCREEN YOURSELF BEFORE ENTERING THE COUNTY BUILDINGS

Applies to:

- All staff before the start of each work shift
- All visitors

ASK YOURSELF THESE QUESTIONS:

Within the last 14 days, have you had any of these symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If the answer is YES to any of these questions, please DO NOT enter the building. Instead, please go home and conduct your business through a phone call or email with the department. Contact information can be found posted on the door or the county's website.

We appreciate your help keeping the employees and public safe during this pandemic.

PRINT EQUIPMENT CLEANING GUIDELINES

Helping Businesses Address Coronavirus

With public health concerns over the COVID-19 pandemic, also known as Coronavirus, Marco is providing customers information they need to effectively clean their devices and to assist in maintaining a healthy work environment.

The Centers for Disease Control and Prevention (CDC) recommends cleaning surfaces, followed by disinfection, as a best practice for the prevention of coronavirus and other viral respiratory illnesses in households and community settings.

Procedure for Cleaning Print Equipment

A CDC-recommended cleaning guideline is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the CDC recommended alcohol solution to clean high-touch, external surfaces on print devices.

1. Wear disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) when cleaning and disinfecting surfaces.
2. Lightly moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, but not saturated.
3. Do not spray any liquids directly onto the product. It can damage the control boards and render your device inoperable.
4. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.
5. When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
6. After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner sprayed onto a clean rag to remove streaking. Streaking on the copier/scanner glass from the CDC recommended cleaning solution could cause copy quality defects.

Additional Resources

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota COVID-19 response – <https://mn.gov/covid19/>

Businesses

CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

MDH Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

Minnesota Department of Employment and Economic Development (DEED) COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf



KANABEC
COUNTY
Minnesota

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of **Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic**. I understand that the contents of this plan are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies or communications, whether written or oral. I further understand that all contents in this plan are subject to change in accordance with applicable laws and updated COVID-19 information, and that employees will be advised of any changes as soon as reasonable possible.

I understand it is my responsibility to read and understand the contents of **Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic**, Appendix A, Appendix B and Appendix C. If I do not understand any provision of the plan, I shall contact my immediate supervisor or Human Resources for clarification.

I will print and sign this form indicating that I have been made aware of this plan and have received a copy of **Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic**.

Employee Signature _____

Print Name _____ Date _____

Note: All employees will be required to acknowledge receipt of the Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic by signing this acknowledgement and returning it to HR.

This copy is to be removed and placed in the employee's personnel file.

June 2, 2020
10:20 a.m. Appointment Agenda of
Chad T. Gramentz, PE
Public Works Director

1. Access Management Policy
2. Construction Update

Resolution #1 (06-02-20)

Resolution #1 (6-2-20)
Access Management Policy

WHEREAS the Kanabec County Board of Commissioners wishes to regulate access to the roadways under its authority in the interest of the public health, safety and welfare in accordance with MN Statute §160.08, and

WHEREAS the Public Works Director has presented a proposed policy titled “Kanabec County Access Management Policy” to the Board of Commissioners dated 6/2/2020 included herein by reference, and

THEREFORE BE IT RESOLVED that the Kanabec County Commissioners hereby accept and adopt the Kanabec County Access Management Policy as presented, and

BE IT FURTHER RESOLVED that this resolution replaces and revokes Resolution #3 dated 4/16/2003.

Memo



To: Kanabec County Board of Commissioners

CC:

From: Chad Gramentz

Date: 6/2/2020

Re: Access Management Policy

The Public Works packet for the June 2, 2020 meeting includes three documents in addition to this memo. The Access Management Policy document is a proposed policy for Board consideration to adopt. The Department Specifications document is the listing of requirements and specifications that the Public Works Department would require with permit issuance. The Existing Policy document is the current access policy the Board adopted in April of 2003.

As you read the documents, the highlighted text portions are the notable changes to the existing policy.

Culvert sales will also be a discussion point.

RESOLUTION

BE IT RESOLVED THAT pursuant to Minnesota Statutes 1974, Section 160.18, Subdivision 1, as amended by the 69th Legislature, Chapter 24, HF NO. 139, 1975, the Kanabec County Board of Commissioners hereby adopts the following policy for the furnishing of culverts to abutting landowners for suitable access to a County or State Aid Road:

BE IT FURTHER RESOLVED THAT THE FOLLOWING BE ESTABLISHED AS THE KANABEC COUNTY CULVERT AND RURAL ACCESS POLICY:

Abutting landowners to County or County State Aid Roads shall be allowed one (1) access per 40-acre parcel or one (1) access per parcel if less than 40 acres. One additional access may be approved, per 40 acre parcel, if the parcel is divided by a natural barrier. All access locations must be approved by the County Engineer. An access may be denied for reasons of public safety.

Abutting landowners desiring an approach entrance on County or State Aid Roads shall make an application for said entrance with the County Engineer. A deposit of \$100.00 will be required with each entrance permit application. If a culvert will be required as a provision of approving the entrance permit application, an additional fixed fee of \$250.00 per entrance will be required and shall be submitted to the County Highway Department prior to the County supplying the necessary culvert. Upon satisfactory completion of the entrance within ninety (90) days of permit, the \$100.00 deposit will be returned. If the entrance has not been completed within 90 days, the permit is void and all fees will be forfeited to the County and any construction on County right-of-way will be removed. The County reserves the right to inspect and/or reject any culverts that land owners may supply which do not satisfactorily meet the standards of the County. All culverts placed on the County right-of-way for entrance become the property of the County and shall not be moved by the land

owners.

The County shall determine the proper size, elevation and length culvert for any entrance onto County or County State Aid Roads. The County further reserves the right to determine the proper x-sectional dimensions and grades of said entrance. Any connectors required will be supplied by the County at no cost to land owners.

Future replacement of culverts that were installed according to County Policy, shall be at the expense of the County.

Adopted this 16th day of April 2003.

Attest: _____

Alan Peterson, Coordinator
Kanabec County, Minnesota

KANABEC COUNTY PUBLIC WORKS DEPARTMENTAL ACCESS MANAGEMENT REQUIREMENTS AND SPECIFICATIONS

1. General

- 1.1. By MN Statute §160.2715, no boulders, landscape timbers, retaining walls, plantings, fence posts and boards/wire, etc. are permitted within road right of ways.
- 1.2. Galvanized steel safety aprons are required on culvert installations in right of way corridors of paved roadways and right of way corridors that are larger than 66 feet in width or as required by the Public Works Department for safety reasons.
- 1.3. All construction materials shall meet these specifications. Any alternate materials must be approved on an individual basis.
- 1.4. The level of workmanship/quality of finish required for final approval is represented in sample photos attached to these specifications.

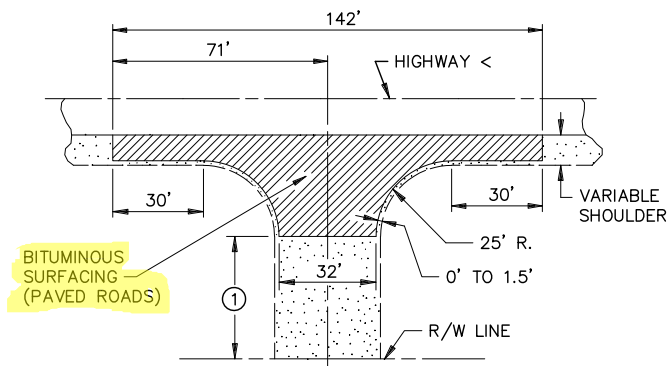
2. Process

- 2.1. Upon completion of the application, payment, and deposit, the County will provide a wooden stake to mark the location of the access. The applicant shall place the stake in the ditch where the center of the access is to be located. If the proposed work is a repair or replacement of an existing culvert, note as such on the application.
- 2.2. Notify Kanabec County Public Works the stake has been placed.
- 2.3. The proposed access location will be inspected in a timely manner, and upon approval, Kanabec County Public Works will issue the access permit.
- 2.4. The landowner or landowner's contractor shall construct the access in accordance with the specifications. The applicant will be given 90 days from the permit date to complete the installation. The deposit is held until all of the work is completed and vegetation is substantially established.
- 2.5. Upon completion of the access/culvert construction, the landowner shall contact the Kanabec County Public Works for a final inspection.
- 2.6. When the landowner has completed the work in accordance with the above specifications notify Kanabec County Public Works for a final inspection. Once the work is approved, a refund of the deposit will be issued. If the work fails to meet specifications notice will be provided on work required to bring the access into compliance. If compliance is not achieved in the time allowed the deposit will be forfeited.

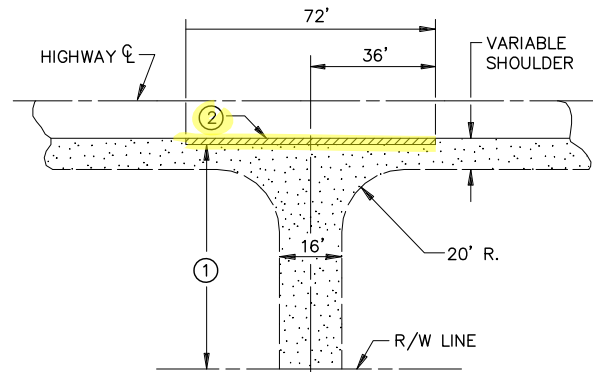
3. Specifications

- 3.1. Structural fill material must be non-organic natural material like clay, sand, or gravel. No organics, non-natural material, debris, or rock is allowed.
- 3.2. The side slopes of the access must be uniform and graded to a 4:1 or gentler slope.
- 3.3. Black dirt must be placed along the side slope, level with the safety aprons and seeded and rocks must be picked.
- 3.4. All disturbed areas must be stabilized with weed free mulch or erosion control blanket.
- 3.5. The surface of the access shall be covered with 3 inches of compacted gravel base.
- 3.6. All roadway accesses should be constructed in accordance with attached standard plans.
- 3.7. Culverts shall be galvanized or aluminized corrugated metal pipe in accordance with MnDOT specifications. The gauge of steel shall be as follows:

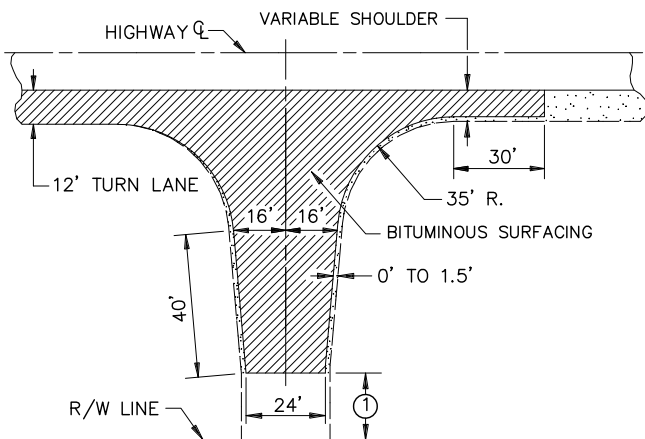
Pipe Diameter	Gauge of Steel
15" – 24"	16
30" – 36"	14
42" - 48"	12



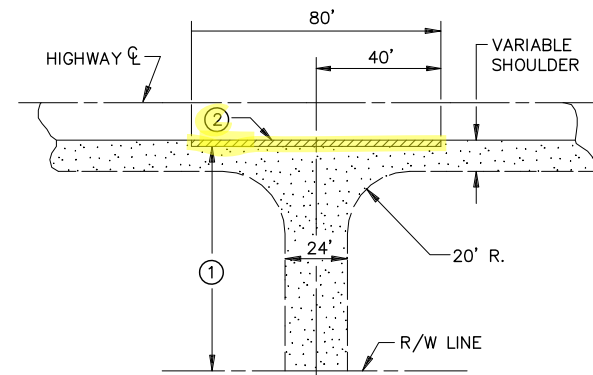
COMMERCIAL - INDUSTRIAL - FARM ENTRANCES



RURAL RESIDENTIAL ENTRANCE

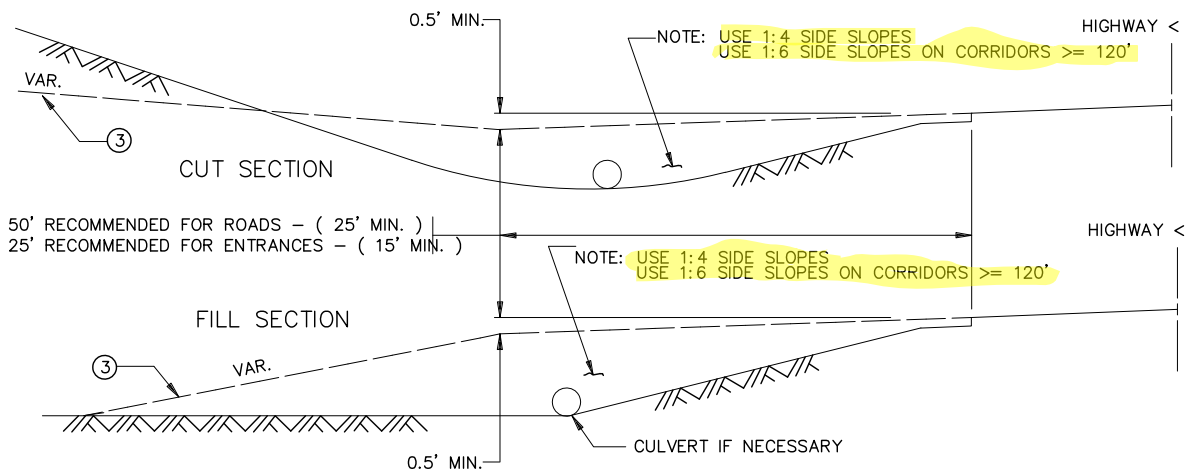


LOW VOLUME ROAD



FIELD ENTRANCES

- ① SURFACING TO MATCH EXISTING CONDITIONS. WHERE THERE IS NO SURFACING, PLACE GRAVEL BEYOND BITUMINOUS SURFACING TO R/W LINE.
- ② PLACE 2 FT. WIDE BITUMINOUS SURFACING AS DIRECTED BY ENGINEER.
- ③ 8% MAXIMUM COMMERCIAL; 15% MAXIMUM RESIDENTIAL.
- ④ THE USE OF PAVING SIMILAR TO COMMERCIAL ENTRANCES MAY BE APPROPRIATE FOR SOME RESIDENCES - AS SHOWN IN PLANS OR DIRECTED BY THE ENGINEER.



CROSS SECTIONS

KANABEC COUNTY

ACCESS MANAGEMENT POLICY

1.0 General

- 1.1 The Kanabec County Board of Commissioners, acting through its County Engineer and Public Works Department, is responsible to protect and maintain the general health, welfare and safety of its citizens and the traveling public who utilize the Kanabec County highway system and its rights of way. In order to meet this obligation it has been deemed necessary to implement an access management policy.
- 1.2 In accordance with MN Statute §160.18, and by resolution of the Kanabec County Board, permits are required for all new access installations and all work performed on existing access locations on all county highways and all county state aid highways.
- 1.3 The Kanabec County Engineer and the Public Works Department are charged with developing standards and implementing this policy in a consistent and fair manner.
- 1.4 The Public Works Department shall supply and install the initial mailbox support for new home sites that access off county highways or county state aid highways and for access repairs that do not meet mailbox support standard. The mailbox support will not be installed until the access installation is complete.
- 1.5 The access permit Fee is \$100. A \$500 deposit is required with all access permit applications. An additional \$75 fee will be included for all access permits requiring a swing away mailbox support. Deposits are refunded following installation in accordance to specifications and approval of the properly completed access installation is given.

2.0 Access

- 2.1 One access is allowed per parcel that has a standard $\frac{1}{4}$ quarter section (1,320' \pm) of road frontage or less. Parcels with frontage on multiple roads will be considered based on the roadway with the larger amount of road frontage.
- 2.2 The Public Works Department will work toward a zero net gain on the number of accesses installed on existing parcels of property. Property owners wanting to add an additional access will be required to remove an existing access from the county highway system before a permit to install a new one is issued.
- 2.3 The Kanabec County Engineer may allow a second access if:
 - 2.3.1 It is determined that due to the natural land features (stream, wetland, ravine etc.) a single access is inadequate to provide for proper use of the parcel of property provided that no safety issue is created by doing so.
 - 2.3.2 It is determined that for safety reasons it is in the best interest of the traveling public to do so.

- 2.3.3 It is determined that an agricultural field cannot practically be accessed through an existing residential driveway provided that no safety issue is created by doing so.
- 2.4 Access required for the development of property that is subject to the Kanabec County Subdivision Ordinance and other applicable controls will be addressed during the subdivision process.
- 2.5 The Kanabec County Engineer reserves the right to reject any access application if it is determined that it is detrimental to the general health, welfare and safety of the traveling public.
- 2.6 The Public Works Department will utilize the following criteria to determine adequacy of an access location.
- The access location shall meet appropriate requirements for site distance and location from intersections and other entrances.
 - Accesses should be aligned with entrances on the opposite side of the road when possible.
 - If property parcel abuts two or more roads, access should be provided from the lower volume road.
- 2.7 All access connections to Kanabec County roadways shall meet the requirements and specifications of the Kanabec County Public Works Department.
- 2.8 Kanabec County reserves the right to control the access point to the County highway and may require that it be shared. The access point is determined with consideration access spacing, environmental impacts, and safety relative to roadway geometry.
- 2.9 In urban areas (curb & gutter) the applicant is responsible for any removal and installation of the conforming curb ends. All curb replacement must meet and be constructed in accordance with MnDOT standards and specifications.
- 2.10 Kanabec County may install controlled access infrastructure at certain locations of the highway system. No access will be granted across these areas.
- 2.11 Requests for a temporary access will be considered by the County Engineer on a case by case basis. A deposit may be required.

3.0 Culverts

- 3.1 The cost of culvert materials and the installation shall be at the expense of the applicant. The culvert diameter, length and material type will be determined by the Public Works Department.
- 3.2 Culverts must be purchased commercially and must meet the specifications of the Public Works Department. Kanabec County will not sell culverts as a regular course of business.
- 3.3 When an existing culvert is in need of repair, it is the landowner's responsibility to replace the culvert and must obtain an access permit from Kanabec County Public Works.
- 3.4 If an access permit is in need of repair and presents a potential safety issue to the public, the property owner will be notified and given timeframe to complete the repair. If the property owner fails to address the safety issue within the given timeframe, Kanabec County forces will make necessary repairs to correct the safety issue and the property owner will be billed for the work.

Agenda Item #1

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

UNAPPROVED MINUTES

May 19, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, May 19, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Others present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: Public Health Director Kathy Burski, Public Works Director Chad Gramentz, County Recorder Lisa Holcomb, and County Assessor Tina Von Eschen.

The Vice-Chairperson 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.

Action #2 – Les Nielsen introduced a motion to approve the May 5, 2020 minutes as presented.

The motion 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
Les Nielsen, in favor
Gene Anderson, in favor

Kathi Ellis, in favor

Whereupon the motion was passed.

Action #3 – Gene Anderson introduced a motion to recess the Board Meeting at 9:05am to a time immediately following the Family Services Board.

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.

The Kanabec County Family Services Board met at 9:05am on Tuesday, May 19, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda via telephone.

Action #FS4 – Les Nielsen introduced a motion to approve the Family Services 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.

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

Action #FS5 – Les Nielsen introduced a motion to approve the Initiative Foundation grant request to secure funding for laptops and multi-factor authentication for staff working remotely.

Chairperson, Kathi Ellis handed the gavel over to Vice Chairperson, Dennis McNally. The motion was duly seconded by Kathi Ellis and upon a roll call vote being taken thereon, the

following voted:

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

Whereupon the motion was passed.

Vice Chairperson, Dennis McNally handed the gavel back to Chairperson, Kathi Ellis.

Action #FS6 – Gene Anderson introduced a motion to approve the Consumer Support Grant request to provide grants to children and adults with functional limitations.

The motion was duly seconded by Les Nielsen 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.

Action #FS7 – Gene Anderson introduced a motion to approve the payment of 90 claims totaling \$180,522.51 on Welfare Funds.

The motion was duly seconded by Les Nielsen 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.

Action #FS8 – Gene Anderson introduced a motion to adjourn Family Services Board at 9:22am and to meet again on June 16, 2020 at 9:05am.

The motion 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
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board of Commissioners reconvened.

Public Health Director Kathy Burski met with the County Board via WebEx to give an update on the COVID-19 Pandemic. Information only, no action was taken.

Public Health Director, Kathy Burski presented a contract with AmericInn for shelter if needed.

Action #9 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #9 - 5/19/20

WHEREAS one of the essential services Community Health is expected to provide if it is needed is shelter, and

WHEREAS the AmericInn located at 1877 Frontage Road, Mora, Minnesota 55051 has agreed to assist with meeting this essential service,

WHEREAS the costs associated with providing this essential services are expected to be reimbursable through FEMA or other Federal/State COVID-19 aid,

WHEREAS the agreement has been reviewed by Emergency Management, the County Attorney and Community Health;

BE IT RESOLVED that the Kanabec County Commissioners approve the attached agreement and authorize the Board Chair and Community Health Director to sign.

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

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

Whereupon the motion was passed.

Deputy Auditor Tax Roberta Anderson met with the County Board via WebEx to discuss the clean-up of tax forfeited properties. Information only, no action was taken.

10:00am – A Public Hearing was held to discuss a proposed exchange of parcels of real property of substantially similar or equal value.

A notice of public hearing was posted in the courthouse lobby, on the front doors of the courthouse, on the county website, and in the Kanabec County Times on April 30, 2020 and May 7, 2020. County Coordinator, Kris McNally read the following public notice aloud:

**KANABEC COUNTY BOARD OF COMMISSIONERS
NOTICE OF PUBLIC HEARING
REGARDING A PROPOSED EXCHANGE OF PARCELS OF REAL PROPERTY OF
SUBSTANTIALLY SIMILAR OR EQUAL VALUE**

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Kanabec, Minnesota, will conduct a public hearing pursuant to Minnesota Statute 373.01 regarding the proposed exchange of parcels of real property of substantially similar or equal value further described as follows:

Legal Description for Landscaping Encroachment Agreement:

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NELSON’S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence southeasterly along the easterly line of said Lot 1 459.51 feet, more or less, to the angle point in said easterly line; thence southeasterly along the northerly line of said Lot 1 a distance of 204.23 feet to the point of beginning of the property to be described; thence northeasterly deflecting to the left 90 degrees a distance of 25.0 feet; thence southeasterly deflecting to the right 93 degrees a distance of 72 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline to the intersection with the northerly line of said Lot 1; thence northwesterly along said northerly line to the point of beginning.

Legal Description for Quit Claim deed to Kanabec County:

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 90 degrees West along the north line of said Northeast Quarter of the Southwest Quarter a distance of 591.20 feet to the point of beginning of the property to be described; thence South 13 degrees 37 minutes 30 seconds East 461.32 feet; thence South 74 degrees 03 minutes 10 seconds East 272.26 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline 1.5 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON’S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence westerly and northwesterly along said northeasterly line of Lot 1 to the intersection with the north line of said Northeast Quarter of the Southwest Quarter; thence North 90 degrees East along said north line a distance of 14.2 feet, more or less, to the point of beginning.

This hearing will take place at 10:00 am via telephone and WebEx as part of the regular County Board meeting on May 19, 2020. Pursuant to the extension of the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on April 21, 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 public hearing is an open meeting and the interested persons may be heard at the public hearing, either orally by calling into the meeting or by sending written comments to be read during the hearing; written comments may also be filed with the Coordinator's Office at 18 N. Vine Street Mora, MN prior to the meeting.

For further information, contact the office of the Kanabec County Coordinator at 679-6440, visit https://www.kanabecounty.org/departments/public_notice.php/ or email kris.mcnelly@co.kanabec.mn.us

10:02am - The Chairperson called for public comment three times. There were no responses.

10:03am – The Chairperson closed public comment.

Action #10 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #10 – 5/19/20

WHEREAS the Kanabec County Board of Commissioners has determined that the best use of County-owned parcel 10.00450.00 located in Knife Lake Township on Salmonson's River Road, Mora, Minnesota 55051, is to split it into parcels, sell the parcels, and return the property to private ownership, and

WHEREAS the property was acquired in anticipation of use as a park and

WHEREAS it has been decided that such use is unlikely, and

WHEREAS upon surveying parcel 10.00450.00 it was determined that said parcel required a boundary line adjustment and establishment of an agreement with the adjoining land owner for encroaching landscaping access and maintenance, and

WHEREAS Kanabec County wishes to exchange an Encroachment Agreement allowing the adjoining land owner access to and maintenance of the existing landscaping in an area defined in appendix A for a quit claim deed described in Appendix B:

APPENDIX A

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence southeasterly along the easterly line of said Lot 1 459.51 feet, more or less, to the angle point in said easterly line; thence southeasterly along the northerly line of said Lot 1 a distance of 204.23 feet to the point of beginning of the property to be described; thence

northeasterly deflecting to the left 90 degrees a distance of 25.0 feet; thence southeasterly deflecting to the right 93 degrees a distance of 72 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline to the intersection with the northerly line of said Lot 1; thence northwesterly along said northerly line to the point of beginning.

APPENDIX B

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 90 degrees West along the north line of said Northeast Quarter of the Southwest Quarter a distance of 591.20 feet to the point of beginning of the property to be described; thence South 13 degrees 37 minutes 30 seconds East 461.32 feet; thence South 74 degrees 03 minutes 10 seconds East 272.26 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline 1.5 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence westerly and northwesterly along said northeasterly line of Lot 1 to the intersection with the north line of said Northeast Quarter of the Southwest Quarter; thence North 90 degrees East along said north line a distance of 14.2 feet, more or less, to the point of beginning.

WHEREAS the proposed land exchange satisfies requirements for boundary adjustments and is supported by legal counsel, and

WHEREAS the County Assessor has determined that the parcels included in the proposed exchange are of substantially similar value, and

WHEREAS a public hearing was conducted to consider input on the proposed exchange of parcels of real property of substantially similar or equal value;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the exchange of said parcels and further directs the County Attorney to prepare required exchange documents and the County Coordinator to attain signatures, execute and record said documents.

The motion 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
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #11 – Dennis McNally introduced a motion to approve the following paid claims:

Vendor

Amount

Midcontinent Communications	185.76
Minnesota Energy Resources Corp	5,976.85
Office of MN.IT Services	1,300.00
VISA	709.85
Dearborn National Life Insurance Co	715.27
Health Partners	5,993.63
6 Claims Totaling:	<u>\$14,881.36</u>

The motion 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
 Les Nielsen, in favor
 Gene Anderson, in favor
 Kathi Ellis, in favor

Whereupon the motion was passed.

Action #12 – Dennis McNally introduced a motion to approve the following claims on the funds indication:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	550.00
Advanced Correctional Healthcare	17,124.27
Aspen Mills	108.01
Aspen Mills	283.00
AT&T Mobility	655.35
AT&T Mobility	44.67
Athey, Lisa	500.00
Auto Value Mora	162.95
Auto Value Mora	48.45
Axon Enterprise Inc.	3,876.24
Blue Star Graphics	60.00
Bob Barker	467.29
Corporate Connection, Inc.	1,299.25
Curtis, Michael	911.60
East Central Exterminating	125.00
East Central Exterminating	275.00
East Central Solid Waste Commission	464.40
Enriquez, Alysha	500.00

FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Fiedler, Kaylynn	500.00
Gertken, Adam	480.93
Glen's Tire	24.00
Glen's Tire	77.80
Granite City Jobbing Company	101.46
Granite City Jobbing Company	631.25
Hoefert, Robert	691.15
Horizon Towing	572.45
Industrial Health Services Network Inc	44.90
IT SAVVY	249.50
Johnson Controls Fire Protection LP	358.40
Johnsons Hardware	534.87
Johnston, Emily	500.00
Kanabec County Community Health	170.00
Kanabec County Highway Department	19.15
Kanabec Publications	50.00
Kanabec Publications	95.20
League of MN Cities	126.50
Marco	920.04
Marco	159.00
Marco	134.68
Mattson Electric	947.85
Mattson Electric	100.00
MEI Total Elevator Solutions	196.58
Methven Funeral and Cremation Service	400.00
Minnesota Dept of Transportation	3,121.59
Minnesota Pollution Control Agency	42,919.14
Minnesota State Auditor	1,368.50
Nelson, Ronette	399.05
Nordenstrom, Sara	500.00
Premium Waters Inc	21.59
Quality Disposal Systems	24.15
Quality Disposal Systems	388.36
Quality Disposal Systems	199.35
Ramsey County	3,108.00
RELX Inc. DBA LexisNexis	187.58
SHI International Corp	109.00
Sholtz, Dianna	500.00
Sholtz, Mark	500.00

Stellar Services	505.45
Summit Companies	120.00
Summit Food Service Management	3,124.37
Tinker & Larson Inc	734.20
Van Alst, Lillian	158.13
Visser, Maurice	466.90
Zamora, Ray	766.48
66 Claims Totaling:	<u><u>\$101,758.07</u></u>

Road & Bridge Fund

Vendor	Amount
A and E Cleaning Services	1,100.00
Beaudry Oil & Propane	3,374.56
Brock White Company LLC	2,197.36
East Central Energy	258.62
Glen's Tire	183.00
Grainger	21.68
Granite Ledge Electrical Contractors	314.20
Hanson, Elaine	415.00
Kanabec County Auditor-Treasurer	224.94
Kanabec Publications	309.00
Little Falls Machine Inc	1,854.63
MARCO Inc	188.00
Mattson Electric of Mora	598.27
Minnesota Petroleum Service	5,367.41
Minnesota Pollution Control Agency (MPCA)	604.84
MN Dept of Transportation	365.51
Office Depot	131.30
Owens Auto Parts	799.16
Power Plan (RDO)	1,523.95
Quality Disposal Systems	164.25
RJ Mechanical	3,535.60
Roeschlein, Tom	648.00
Sanitary Systems	140.00
23 Claims Totaling:	<u><u>\$24,319.28</u></u>

The motion was duly seconded by Les Nielsen 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.

Action #13 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #13 – 5/19/20

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	\$3,059.42
Quality Disposal	\$3,399.00
Arthur Township	\$400.00
Total	\$6,858.42

The motion 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
Les Nielsen, in favor
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Kathi Ellis requested that deposits to the SCORE Fund be included on future SCORE Claims.

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

10:26am – The Chairperson called for public comment three times. None responded.

10:27am – The Chairperson closed public comment.

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

Action #14 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #14 – 5/19/20

WHEREAS there is a vacancy in the position of a HEO I, and

WHEREAS the board desires to refill this vacant position, and

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time HEO I to refill the vacant position at Step A, Range 7 of the pay plan which is \$17.73 per hour or the rate set by rule for internal promotion, and

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

BE IT FURTHER RESOLVED to authorize the Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

The motion died for lack of a second.

Chad Gramentz led a discussion regarding filling the vacant position of a Lead Worker. The Board expressed consensus to not refill the position at this time. No action was taken.

Action #15 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #15 – 5/19/20

WHEREAS there is a vacancy in the position of a HEO I, and

WHEREAS the board desires to refill this vacant position, and

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time HEO I to refill the vacant position at Step A, Range 7 of the pay plan which is \$17.73 per hour or the rate set by rule for internal promotion, and

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

BE IT FURTHER RESOLVED to authorize the Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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

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

Whereupon the motion was passed.

Action #16 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #16 – 5/19/20

WHEREAS the following quotes were received for signs and supplies inventory:

Newman Signs.....	\$52,572.95
MR Signs.....	\$55,867.39

BE IT RESOLVED to accept the low quote of \$52,572.95 submitted by Newman Signs.

The motion was duly seconded by Les Nielsen 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.

Action #17 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #17 – 5/19/20

WHEREAS the following quotes were received for wide gap crack filling for CSAH 4 and CSAH 24:

Fahrner Asphalt Sealers (flex patch)..... \$52,700.00

Bargen Incorporated (gap mastic)..... \$124,344.00

BE IT RESOLVED to accept the low quote of \$52,700.00 submitted by Fahrner Asphalt Sealers.

Chad Gramentz presented a list of quotes for parking lot striping. The Board expressed consensus to hold off on parking lot striping until next year. No action was taken.

Chad Gramentz led a discussion regarding the COVID-19 Preparedness Plan for Kanabec County.

Action #18 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #18 – 5/19/20

WHEREAS the **COVID-19 Preparedness Plan for Kanabec County** was drafted through a collaborative effort with the Safety Committee, individual employees, Law Enforcement, Emergency Management, Human Resources, Community Health using a template provided by the Minnesota Department of Labor and Industry, and

WHEREAS the Board desires to have a plan to provide a safe and healthy workplace during the COVID-19 pandemic prior to the re-opening of Kanabec County facilities;

THEREFORE BE IT RESOLVED to accept the COVID-19 Preparedness Plan for Kanabec County; and

BE IT FUTHER RESOLVED that the Personnel Director and Community Health Director are authorized to update the plan as needed, disseminate the plan and conduct training with the management and employees regarding the plan; and

BE IT FUTHER RESOLVED that it is understood that updates to the COVID-19 Preparedness Plan for Kanabec County will be disseminated to employees as soon as possible.

Chairperson, Kathi Ellis handed the gavel over to Vice Chairperson, Dennis McNally. The motion was duly seconded by Kathi Ellis and upon a roll call vote being taken thereon, the following voted:

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

Whereupon the motion failed.

Vice Chairperson, Dennis McNally handed the gavel back to Chairperson, Kathi Ellis.

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

Action #19 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #19 - 5/19/20

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2021 Maintenance and grooming Grant Agreement.”

The motion 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 motion was passed.

Action #20 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #20 - 5/19/20

**DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS
TO THE COUNTY AUDITOR-TREASURER OR THEIR DESIGNEE**

WHEREAS, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

WHEREAS, it is required for the governing body to annually delegate the authority to make electronic funds transfers to a designated chief financial officer or the officers designee; and

WHEREAS, it is required that the disbursing bank keep a certified copy of adopted delegation of authority; and

WHEREAS, it is required that the delegated authority present a list of initiators and transfer frequency annually to the board; and

WHEREAS, the county desires to utilize electronic funds transfers as authorized by statute.

THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners delegates the authority to make electronic funds transfers to the County Auditor-Treasurer, or her designee, under Minnesota Statutes 471.38.

The motion 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 motion was passed.

Action #21 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #21 – 5/19/20
2019 Donations, Changes Funds, Routine EFTs

WHEREAS certain county departments received donations in 2019, and

WHEREAS the County Auditor/Treasurer has monitored and tabulated all donations received;

BE IT RESOLVED to accept the following donations for the calendar year 2019:

Kanabec County Donations 2019

SHERIFF

Badges Program	\$13,426.41
Reserves	\$5,725.00
Project Lifesaver	\$70.00
Total Sheriff Donations	\$19,221.41

VETERANS

General	\$515.00
Coffee Talk (8240)	
EM Vets (8502)	\$4,931.50
Total Veterans Donations	\$5,446.50

Transit

Volunteer Drivers	\$0.00
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Total Donations to County in 2019	<u><u>\$24,667.91</u></u>
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Change Funds 2019

Auditor-Treasurer	Cash Drawer	\$500.00
Drivers License	Cash Drawer	\$100.00
Highway	Cash Drawer	\$150.00
Recorder	Cash Drawer	\$200.00

\$950.00

Kanabec County - Routine EFTS 2019

		County	
Further	Disb	Medical Reimbursement & HRA account claims	bi-weekly
County	Disb	Direct deposit payroll	bi-weekly
MNDOR	Disb	State payroll, sales & use, state general taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly
MNDPC	Disb	State deferred compensation plan, SO Union	bi-weekly
NACO/NACO Roth	Disb	Deferred compensation	monthly
PERA	Disb	Retirement benefits	bi-weekly

IRS	Rcpt	Recorders fees	anytime
USDA	Rcpt	Recorders fees	anytime
State of MN	Rcpt	Medicare payment CH	daily
Dept of Justice	Rcpt	Federal grant payments	anytime
MNDOR	Rcpt	Revenue recapture - SO, Prob, Taxes	anytime
Medicare	Rcpt	FS & CH patient claims	anytime
US Treasury	Rcpt	FS & CH federal program pymts	anytime
Simplifile	Rcpt	Recorders fees	anytime
Wells Fargo	Rcpt	Property taxes mass escrow	anytime
CoreLogic	Rcpt	Property taxes mass escrow	anytime
Landshark	Rcpt	Recorders fees	anytime
Enterprise Fleet	Disb	Vehicle lease pymts	monthly

		Hospital	
MNDOR	Disb	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly

The motion 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 motion was passed.

Action #22 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #22– 5/19/20

Restricted and Assigned Funds

WHEREAS the county maintains funds dedicated for specific public purposes, and

WHEREAS the Auditor/Treasurer prepared a report for the board showing the fund balances;

BE IT RESOLVED to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2019:

**Kanabec County
 Restricted & Assigned Funds 2019**

RESTRICTED FUNDS		12/31/2019
R	911 EMERGENCY	24,561
R	CWP SEPTIC LOANS	284,405
R	GRAVEL TAX - RECLAMATION	32,406
R	FORFEITURE FUNDS - ATTORNEY	25,771
R	FORFEITURE FUNDS - SHERIFF	143,748
R	LAND OFFICE TECH EQUIPMENT	126,140
R	LAW LIBRARY	13,879
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	61,080
R	RURAL ADDRESSING	438
R	SCORE	136,476
R	SHORELAND GRANT	4,007
R	SW SURCHARGES	1,437,548
R	TRANSIT MNDOT FARES	134,866
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103

UNRESTRICTED - ASSIGNED FUNDS

A	FUTURE CAPITAL EQUIPMENT	326,715
A	FUTURE CAPITAL IMPROVEMENTS	327,882
A	LEGAL FEE FUND ORD 27	166
A	PUBLIC HEALTH COPIER	0
A	RETIREE ACCRUED SICK PAY	-18,874
A	SHERIFFS COMMUNITY PROGRAMS	22,850
A	SHERIFFS RESERVE UNIT	29,908
A	TRANSIT	316,826
A	VEHICLE POOL	121,458
A	VETERANS PROGRAMS	10,743

TOTAL	3,603,173
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The motion 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 motion was passed.

The Board held a discussion regarding the re-opening plan and expressed consensus to send the draft plan to department heads for comment to be revised accordingly.

Future Agenda Items: Clean-up of tax forfeited properties, re-opening plan

12:02pm – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday June 2, 2020 at 9:00am.

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>
Midcontinent Communications	679.78	Utilities Mora	Transit
Minnesota Department of Finance	4,554.00	State Fees and Surcharges	Recorder
Mora Municipal Utilities	12,593.42	Electric, Water, Sewer	Various
Spire Credit Union	8,547.59	See Below	
Verizon Wireless	3,667.28	Monthly Service	Various
Consolidated Communications	1,010.76	Monthly Phone Bill	Various
CW Technology	75.00	Renewal	IS
Kanabec County Auditor-Treas	4,699.53	Vehicle Leases	Various
Kwik Trip Inc	3,526.93	County Gas Credit Cards	Various
Quadient Finance USA, Inc.	2,000.00	Postage for PSB	Unallocated
VISA	4,648.21	See Below	
Life Insurance Company of North America	648.10	Accident, Hospital, Critical Illness Ins Premiums	Employee Benefits
MNPEIP	147,611.02	Health Insurance Premiums	Employee Benefits
Sun Life Financial	3,942.43	Life Insurance Premiums	Employee Benefits
VSP Insurance Co	275.24	Vision Insurance Premiums	Employee Benefits
Braham Public Schools	80,280.22	50% May 2019 Settlement	Taxes & Penalties
East Central School District	26,706.21	50% May 2019 Settlement	Taxes & Penalties
Hinckley-Finlayson Schools	28,321.90	50% May 2019 Settlement	Taxes & Penalties
Isle Public Schools	25,527.27	50% May 2019 Settlement	Taxes & Penalties
Kanabec County	153,186.19	50% May 2019 Settlement	Taxes & Penalties
Milaca Public Schools	7,514.48	50% May 2019 Settlement	Taxes & Penalties
Mora Public Schools	832,084.63	50% May 2019 Settlement	Taxes & Penalties
Ogilvie Public Schools	235,164.94	50% May 2019 Settlement	Taxes & Penalties
Pine City Public Schools ISD 578	173.21	50% May 2019 Settlement	Taxes & Penalties
Kanabec County Auditor HRA	10,667.79	HRA Retirement (JN & JG)	HR
Verizon Wireless	1,075.37	Monthly Service	Various

East Central Energy	1,346.23	Intersection Lighting	Highway
Minnesota Energy Resources Corp	398.99	Natural Gas for Garage	Highway
28 Claims Totaling:	<u>1,600,926.72</u>		

Spire Credit Union	119.00	Amazon Prime Membership	IS
	66.45	Amazon/10 pk cables	IS
	13.99	Amazon/iPhone Case	IS
	10.99	Amazon/USB Cable	IS
	5.95	Amazon/Phone Screen Protector	IS
	29.02	Amazon/Office Supplies	Attorney
	135.00	St. Cloud Realtors/MLS Fee	Assessor
	371.95	Marshall & Swift/Handbook	Assessor
	394.00	Kaplan/Dearborn/Real Est Ed	Assessor
	400.00	MAAO Appraiser Course/DM	Assessor
	52.50	MAAO Membership Dues/DM	Assessor
	13.95	Amazon Prime Membership	Sheriff
	-143.88	Cancelled Trgn/Breezy (SM)	Sheriff
	-143.88	Cancelled Trgn/Breezy (CO)	Sheriff
	-275.00	Cancelled Trng/BCA (SM)	Sheriff
	-275.00	Cancelled Trng/BCA (CO)	Sheriff
	10.52	Amazon/Amazon Basics USB Cable	Sheriff
	5.26	Amazon/USB Cable	Sheriff
	20.78	Amazon/USB Cable	Sheriff
	169.90	Mortuary Supplies	Sheriff
	90.82	Amazon/DIY Hand Sanitizer	Sheriff
	79.31	Amazon/DIY Hand Sanitizer	Sheriff
	5,726.66	PPE/Anchor Promotions	Sheriff
	19.49	Amazon/Samsung MicroSD Card	Jail
	179.98	Amazon/DashCam	Jail
	70.94	Amazon/DashCam Hardware	Jail
	69.36	Amazon/Mobile AV Cart	Jail
	113.08	Clothing Allowance (DH)	Jail
	25.10	Amazon/MonopriceCat6 7ft.	911 Emergency

	16.76	Amazon/MonopriceCat6 20ft.	911 Emergency
	50.55	Amazon/MonopriceCat6 30ft.	911 Emergency
	49.90	Amazon/MonopriceCat6 3ft.	911 Emergency
	10.11	Amazon/MonopriceCat6 30ft.	911 Emergency
	65.00	U of M.Sign Maint. Trng (NW)	Highway
	65.00	U of M.Sign Maint. Trng (JC)	Highway
	58.16	Amazon/Office Supplies	Community Health
	160.96	ZOOM/Distance Mtg App	Community Health
	11.00	Availity Subscrip Fee	Community Health
	33.00	Availity Subscrip Fee	Community Health
	153.48	Amazon/COVID19 Supplies	Community Health
	19.92	Amazon/iPhone Case	Community Health
	82.00	Noodle Soup/Thermometers	Community Health
	27.50	Availity Subscrip Fee	Community Health
	38.50	Availity Subscrip Fee	Community Health
	349.51	WalMart/Wellness Snacks	Employee Wellness
45 Claims Totaling:	8,547.59		

VISA

	171.78	Walmart	Auditor
	102.83	Late Fee & Interest	Auditor
	440.50	American Flagpole/Flags	Building Maintenance
	1,053.95	GlobalIndustrial.com/Water Bot	Building Maintenance
	77.95	Truxes Company/Signage	Building Maintenance
	58.09	Amazon/Mail Boxes	Building Maintenance
	1,479.95	GlobalIndustrial.com/Water Bot	Building Maintenance
	359.47	Keyless Access Locks	Building Maintenance
	204.95	SupplyHouse/ Gas Valve	Building Maintenance
	431.96	SupplyHouse/ Voltage Monitor	Building Maintenance
	13.92	Park Supply/Fisher Spout Kit	Jail
	83.25	BallastShop/Parts Rotary Lock	Jail
	55.66	Park Supply/Fisher Spout Kit	Jail
	113.95	GlobalIndustrial.com/Serv Cart	Jail
15 Claims Totaling:	4,648.21		

Agenda Item #3

Regular Bills - Revenue Fund

Bills to be approved: 6/2/20

Department Name	Vendor	Amount	Purpose
BUILDINGS MAINTENANCE	G & N Enterprises	1,197.40	Light Bulbs
BUILDINGS MAINTENANCE	Grainger	145.28	Motor, Duct Tape, Disposable Gloves
BUILDINGS MAINTENANCE	Oslin Lumber	46.20	Boards & Screws
		1,388.88	
COMPUTER EXPENSES	Office Depot	58.27	Office Supplies
		58.27	
COUNTY COORDINATOR	Marco, Inc.	477.00	Quarterly Billing
		477.00	
COUNTY CORONER	Ramsey County	1,557.75	Autopsy/Toxicology
		1,557.75	
COURT ADMINISTRATOR	Emergence Behavioral Health	1,800.00	Psychosexual Evaluation
		1,800.00	
ENVIRONMENTAL SERVICES	Kanabec County Soil and Water	18,016.00	1st 1/2 2020 Allocation
ENVIRONMENTAL SERVICES	Rupp, Anderson, Squires & Waldspurgen, PA	1,050.00	Quarterly Retainer
		19,066.00	
HUMAN RESOURCES	Further	677.50	Administrative Fees for May
HUMAN RESOURCES	Ratwik, Roszak & Maloney, PA	144.00	Professional Services for April
HUMAN RESOURCES	United States Treasury	2,376.50	2019 PCORI Tax for Hospital
		3,198.00	

INFORMATION SYSTEMS	CW Technology	<u>1,202.47</u> 1,202.47	Monthly Services
LAW LIBRARY	Thomson-Reuters-West	<u>588.30</u> 588.30	Law Library Invoice
PUBLIC TRANSPORTATION	Curtis, Michael	876.17	Volunteer Mileage
PUBLIC TRANSPORTATION	Hoefert, Robert	851.58	Volunteer Mileage
PUBLIC TRANSPORTATION	Nelson, Ronette	493.93	Volunteer Mileage
PUBLIC TRANSPORTATION	Van Alst, Lillian	153.53	Volunteer Mileage
PUBLIC TRANSPORTATION	Visser, Maurice	607.20	Volunteer Mileage
PUBLIC TRANSPORTATION	Zamora, Ray	<u>723.35</u> 3,705.76	Volunteer Mileage
SHERIFF	City of Mora	<u>32.50</u> 32.50	COVID Dala Horse Banner
SHERIFF - JAIL/DISPATCH	Advanced Correctional Healthcare	656.50	DOC Pharmacy
SHERIFF - JAIL/DISPATCH	Auto Value	89.90	Repair Parts
SHERIFF - JAIL/DISPATCH	East Central Exterminating	240.00	June Services
SHERIFF - JAIL/DISPATCH	G & N Enterprises	1,500.00	Light Bulbs
SHERIFF - JAIL/DISPATCH	Peterson, Bobbie	89.99	Uniform Reimbursement
SHERIFF - JAIL/DISPATCH	Stellar Services	1,512.61	Canteen
SHERIFF - JAIL/DISPATCH	Summit Food Service Management	6,929.56	Inmate Meals
SHERIFF - JAIL/DISPATCH	Trane U.S. Inc.	<u>3,102.75</u> 14,121.31	Service Calls - Condenser Fans
UNALLOCATED	Rupp, Anderson, Squires & Waldspurger, PA	<u>1,838.37</u> 1,838.37	Professional Services for March
30 Claims Totaling:		<u><u>49,034.61</u></u>	

Agenda Item #3
Regular Bills - Road & Bridge
Bills to be approved: 6/2/20

Vendor	Amount	Purpose
AmeriPride	706.52	Towels, Coveralls, Uniforms
Central McGowan	175.06	Welding Supplies
Colors by Craig	250.00	Property for Sale Signs (10)
Federated Co-op	190.96	Repair Parts
Gopher State One-Call	48.60	Locates
Grainger	22.82	Repair Parts
Road Machinery & Supplies Cp (RMS)	100.54	Repair Parts
Wiarcom Inc	618.45	Vehicle Monitoring for Trucks
Yotter, Tim	47.58	Shop Supplies Reimbursement
9 Claims Totaling:	<u><u>\$2,160.53</u></u>	