

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**April 21, 2020**

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, April 21, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. The following Board Members were absent: Dennis McNally. Others present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: Family Services Director Chuck Hurd, Public Health Director Kathy Burski, Transit Director Helen Pieper, Public Works Director Chad Gramentz, County Attorney Barbara McFadden, and Emergency Management Director Jeff Anderson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Gene Anderson introduced a motion to approve the agenda with the following changes: Add discussion regarding a request from East Central Regional Library to begin curbside service of library materials in Kanabec County.

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

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 April 7, 2020 minutes as presented.

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

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 Les Nielsen and upon a roll call vote being taken thereon, the following voted:

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, April 21, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. The following Board Members were absent: Dennis McNally. Family Services Director, Chuck Hurd presented the Family Services Agenda via telephone.

Action #FS4 – Gene Anderson introduced a motion to approve the Family Services Agenda as presented.

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

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 authorize Family Services and all other County Departments to apply for grants without prior Board approval. Any grants awarded will continue to require County Board approval prior to formal acceptance of said award.

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

Craig Smith, in favor  
Les Nielsen, in favor

Gene Anderson, in favor  
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #FS6 – Craig Smith introduced the following resolutions and moved their adoption:

## **Resolution #FS6a - 4/21/20**

Recovering Hope for Chemical Dependency  
Treatment Services Agreement resolution

**WHEREAS**, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

**WHEREAS**, Kanabec County Family Services has designated Recovering Hope, a local agency to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

**WHEREAS**, Recovering Hope is licensed to provide chemical dependency treatment services and is willing to provide said services, and

**WHEREAS**, this contract has been presented to the Kanabec County Family Services Board.

**THEREFORE BE IT RESOLVED** to approve the agreement for chemical dependency treatment services with Recovering Hope for the time period May 1, 2020 through December 31, 2020 at the rates approved by DHS and stated in the Agreement. .

## **Resolution #FS6b - 4/21/20**

Teen Focus Recovery for Chemical Dependency  
Treatment Services Agreement resolution

**WHEREAS**, Minnesota Statutes Chapter 254B establishes the Consolidated Chemical Dependency Treatment Fund to enable counties to provide chemical dependency treatment services to eligible clients, and

**WHEREAS**, Kanabec County Family Services has designated Teen Focus Recovery, a local agency to provide chemical dependency treatment services pursuant to Minnesota Statutes, Chapter 254B, and

**WHEREAS**, Teen Focus Recovery is licensed to provide chemical dependency treatment services and is willing to provide said services, and

**WHEREAS**, this contract has been presented to the Kanabec County Family Services Board.

**THEREFORE BE IT RESOLVED** to approve the agreement for chemical dependency treatment services with Teen Focus Recovery for the time period May 1, 2020 through December 31, 2020 at the rates approved by DHS and stated in the Agreement.

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

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

Whereupon the motion was passed.

*Action #FS7* – Les Nielsen introduced a motion to approve the payment of 123 claims totaling \$196,834.95 on Welfare Funds.

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

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 9:17am and to meet again on May 19, 2020 at 9:05am.

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

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.

Action #9 – Gene Anderson introduced a motion to approve the following paid claims:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Midcontinent Communications	750.78
Spire Credit Union	6,397.77
Verizon Wireless	3,115.17
Kwik Trip Inc	946.20
Consolidated Communications	1,013.22
East Central Energy	179.98
Kanabec County Auditor HRA	7,200.00
Kanabec County Auditor/Treasurer	4,699.53
Midcontinent Communications	185.76
Minnesota Department of Finance	5,289.00
Minnesota Department of Finance	33.00
Minnesota Department of Health	765.00
Minnesota Energy Resources Corp	5,905.26
<b>13 Claims Totaling:</b>	<b><u><u>36,480.67</u></u></b>

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

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

Whereupon the motion was passed.

Action #10 – Craig Smith introduced a motion to approve the following claims on the funds indicated:

**Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A and E Cleaning Services	550.00
Advanced Correctional Healthcare	17,390.29
American Door Works	1,450.00
Anchor	279.19
Aspen Mills	25.43
Aspen Mills	373.38
AT&T Mobility	655.35

AT&T Mobility	44.67
Coborn's Inc.	2,010.71
Curtis, Michael	861.03
DKN Construction	20,600.00
East Central Exterminating	125.00
East Central Solid Waste Commission	427.91
FBG Service Corporation	584.80
FBG Service Corporation	6,410.24
Glen's Tire	70.30
Glen's Tire	121.80
Glen's Tire	24.45
Grainger	105.96
Grainger	243.64
Granite City Jobbing	404.17
Granite City Jobbing	491.48
Granite City Jobbing	139.47
Health Partners	6,209.56
Hirsch, Autumn	212.35
Hoefert, Robert	895.85
Industrial Health Service Network Inc	44.90
Ingebrand Funeral Home	430.00
Initiative Foundation	1,550.00
IT SAVVY LLC	3,982.05
IT SAVVY LLC	1,272.80
IT SAVVY LLC	184.36
IT SAVVY LLC	205.75
Johnson's Hardware	22.07
Johnson's Hardware	128.04
Kanabec County Highway Dept	1,056.61
Kanabec Publications	393.75
Kanabec Publications	70.00
Kanabec Publications	191.25
Kanabec Publications	158.00
Kanabec Publications	26.25
Kanabec Publications	539.44
Kwik Trip Inc	166.25
Kwik Trip Inc	3,808.85
Kwik Trip Inc	128.45
Kwik Trip Inc	42.08
Kwik Trip Inc	1,535.72
Kwik Trip Inc	234.87

M&I Lockbox: MCCC	1,500.00
M&I Lockbox: MCCC	9,090.00
Marco	134.68
Marco Inc	159.00
Meta13	100.00
Methven Funeral and Cremation Services	400.00
Minnesota UI	2,089.48
MN Counties Insurance Trust	2,500.00
Nelson, Jerald	121.90
Nelson, Ronette	116.73
Northern Star Food Equipment	761.00
Northland Trust Services Inc	87,637.50
Office Depot	59.15
Office of MNIT Services	1,300.00
Premium Waters Inc	21.59
Quality Disposal	199.35
Quality Disposal	24.15
Quality Disposal	388.36
Ramsey County	2,616.75
Ratwik, Roszak & Maloney, PA	630.00
Regents of the University of MN	13,796.93
Reliance Telephone, Inc	1,500.00
RS Eden	20.40
State of Minnesota - BCA	635.00
State of Minnesota Public Safety BCA	270.00
Stenstrom Collission & Detail	400.00
SWIFT	92.20
Thomson-Reuters-West	325.13
Tinker & Larson	50.39
Van Alst, Lillian	11.50
Visser, Maurice	629.63
Wickeham, Teresa	74.75
Zamora, Ray	705.53

**81 Claims Totaling: 205,239.62**

**Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning	550.00
Ameripride	784.49
Beaudry Oil Propane	3,512.83

Central McGowan	2,557.69
Crawford's Equipment	107.92
Federated Co-op	68.46
Glen's Tire	105.00
Gopher State One-call	10.80
Granite City Jobbing	392.11
Johnson Hardware	7.94
Kanabec County Highway Department	55.00
Kris Engineering	33,723.17
Midwest Machinery Co	177.33
MN Energy Resources	563.98
Northern States Supply	468.66
Office Depot	169.65
Oslin Lumber	660.00
Owens Auto Parts	101.07
Post Master	550.00
Power Plan	1,707.08
Quality Disposal Systems Inc.	164.25
Safety-Kleen Systems	407.85
Scientific Sales	103.70
Scott's Lawn & Landscapes	9,911.25
<b>24 Claims Totaling:</b>	<b><u><u>\$56,860.23</u></u></b>

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

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

Whereupon the motion was passed.

A discussion was held regarding the Board's preference for departments to purchase supplies locally if possible. County Coordinator Kris McNally will review this directive again at the next department head meeting. Information only, no action was taken.

Action #11 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #11 – 4/21/20**



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

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

**BE IT RESOLVED** to approve the Premises Permit Application for the Mora Area Youth Recreation Association (MAYRA) for charitable gambling to be held at Eagle's Cove, 764 Fish Lake Drive, Mora, MN 55051.

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

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

Whereupon the motion was passed.

Public Health Director Kathy Burski met with the Board via telephone. She gave an update regarding the COVID-19 pandemic. Information only, no action was taken.

Emergency Management Director Jeff Anderson met with the Board via telephone to request an extension of the Declaration of Local State of Emergency which will expire on April 25, 2020.

Action #12 – Gene Anderson introduced the following resolution and moved its adoption:

## **Resolution # 12 - 4/21/20**

**WHEREAS** the Kanabec County Board of Commissioners issued a Declaration of Local Emergency on March 25, 2020; and

**WHEREAS** said Declaration of Local Emergency is set to expire on April 25, 2020; and

**WHEREAS** the CDC has identified the continued public health threat posed by COVID-19, and has advised that person-to-person spread of COVID-19 will continue to occur; and

**WHEREAS** the COVID-19 pandemic has impacted local residents, businesses and governmental entities of Kanabec County; and

**WHEREAS** Kanabec County Emergency Management recommends extending the

Declaration of Local Emergency to follow the Governor’s Emergency Executive Order 20-35;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby extends the Declaration of Local Emergency until May 13, 2020, unless further extended by an executive order on or before May 13, 2020.

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

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

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding a request from East Central Regional Library to begin curbside service of library materials in Kanabec County. The Board expressed consensus to support curbside service of library materials at the Mora Library.

Transit Director Helen Pieper met with the Board via telephone to give an update regarding MNDOT Federal Funding for Transit and Staffing. Information only, no action was taken.

The Commissioners gave reports on the boards and committees in which they participate.

County Sheriff Brian Smith met with the Board via telephone to request approval of a Joint Powers Agreement with the Bureau of Criminal Apprehension.

Action #13 – Gene Anderson introduced the following resolution and moved its adoption:

### **Resolution # 13- 4/21/20**

#### **RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF KANABEC ON BEHALF OF ITS SHERIFFS DEPARTMENT**

**WHEREAS**, the County of Kanabec on behalf of its Sheriff’s Department desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to receive funding to use to implement an adapter to make its records management system compatible with Minnesota National Incident-Based Reporting System requirements for which the Kanabec County Sheriff’s Department is eligible.

**NOW, THEREFORE, BE IT RESOLVED** by the County of Kanabec, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of

Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Kanabec on behalf of its Sheriff's Department, is hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.

2. That the County Sheriff -, Brian Smith or his or her successor, is designated the Authorized Representative for the Kanabec County Sheriff's Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the agreement with the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Kevin Braiedy is appointed as the Authorized Representative's designee.

3. That Kathi Ellis -, the Chairperson of the Board of Commissioners for the County of Kanabec, and Brian Smith , the County Sheriff, are authorized to sign the State of Minnesota Joint Powers Agreement.

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

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

Whereupon the motion was passed.

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

Action #14 – Craig Smith introduced the following resolution and moved its adoption:

### **Resolution #14 – 4/21/20**

Resolution of Kanabec County Board of Commissioners Requesting that the Kanabec County Auditor-Treasurer Abate the Penalty on Late Payment of Property Taxes for Taxes Payable May 15, 2020

**WHEREAS**, on March 13, 2020 Governor Tim Walz issued Emergency Executive Order 2020-01 declaring a Peacetime State of Emergency in response to the COVID-19 pandemic, and

**WHEREAS**, on March 25, 2020 the Kanabec County Board of Commissioners adopted Resolution Number 2-3/25/20 declaring a local emergency in response to the conditions from COVID-19, and

**WHEREAS**, the Kanabec County Board of Commissioners desires to provide temporary relief to its residents and businesses within the county that have been directly or indirectly impacted by the economic pressures caused by the COVID-19 pandemic, and

**WHEREAS**, the Kanabec County Board of Commissioners recognizes that because of unemployment, lost or reduced wages and the loss of business income, the timely payment of property taxes due May 15, 2020 may be a major economic pressure for many county property owners and businesses, and

**WHEREAS**, pursuant to Minn. Stat. §279.01, subd. 2, the County Board may, with the concurrence of the County Treasurer, abate the penalty for late payment of property taxes, and

**WHEREAS**, the Kanabec County Board of Commissioners finds that imposing the full penalty for late payment of property taxes in 2020 would be unjust and unreasonable, and further finds that partially abating the penalties associated with the late payment of property taxes in 2020 furthers the economic interests of the County and its residents and business owners, and

**WHEREAS**, the Kanabec County Auditor-Treasurer has indicated that she concurs with the Board's findings and its desire to partially abate the penalty for late payment of taxes in 2020.

**NOW, THEREFORE BE IT RESOLVED**, by the Kanabec County Board of Commissioners as follows:

1. Pursuant to Minn. Stat. §279.01, subd. 2, the County Board here by delegates to the Kanabec County Auditor-Treasurer the power to abate the penalty provided in Minn. Stat. §279.01 for the late payment of property taxes payable May 15, to the extent provided for in this Resolution.
2. The County Board further requests that the Kanabec County Auditor-Treasurer impose the following modified penalties for late payment of property taxes due and payable in 2020 for all applicable property classifications:
  - a. For taxes between May 16, 2020 and June 30, 2020: a penalty of 1% of the unpaid tax otherwise due and owing.
  - b. For taxes paid between July 1, 2020 and July 31, 2020: a penalty of 2% of the unpaid tax otherwise due and owing.
  - c. For taxes paid on or after August 1, 2020: the penalty otherwise imposed by law. For reference purposes the current penalty schedule is shown below.

Property Type:	2020											2021
	May 16	June 1	July 1	Aug 1	Sept 1	Oct 1	Oct 16	Nov 1	Nov 17	Dec 1	Jan 2	
<b>Homesteads and Seasonal Rec.</b>												
1st half	2%	4%	5%	6%	7%	8%	8%	8%	-	8%	10%	
2nd half	-	-	-	-	-	-	2%	4%	-	5%	7%	
Both Unpaid	-	-	-	-	-	-	5%	6%	-	6.5%	8.5%	
<b>Agricultural Homesteads</b>												
1st half	2%	4%	5%	6%	7%	8%	8%	8%	8%	8%	10%	
2nd half	-	-	-	-	-	-	-	-	2%	4%	6%	
Both Unpaid	-	-	-	-	-	-	-	-	5%	6%	8%	
<b>Nonhomesteads</b>												
1st half	4%	8%	9%	10%	11%	12%	12%	12%	-	12%	14%	
2nd half	-	-	-	-	-	-	4%	8%	-	9%	11%	
Both Unpaid	-	-	-	-	-	-	8%	10%	-	10.5%	12.5%	
<b>Agricultural Nonhomesteads</b>												
1st half	4%	8%	9%	10%	11%	12%	12%	12%	12%	12%	14%	
2nd half	-	-	-	-	-	-	-	-	4%	8%	10%	
Both Unpaid	-	-	-	-	-	-	-	-	8%	10%	12%	
<b>Personal Property</b>	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	
<b>Manufactured Homes</b>												
1st half	-	-	-	-	8%	8%	8%	8%	8%	8%	8%	
2nd half	-	-	-	-	-	-	-	-	8%	8%	8%	

- This Resolution does not limit the authority of the County Board or the Auditor-Treasurer to abate taxes or property values as otherwise provided by law.

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

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

Whereupon the motion was passed.

Action #15 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #15 – 4/21/20**

**WHEREAS** the Kanabec County Board of Commissioners adopted Ordinance #27 Liquor Ordinance on 6/24/2015 defining the licensing of liquor establishments within Kanabec County;

**WHEREAS** Section 2.03 of this ordinance requires that a licensee and all its employees or agents who serve alcoholic beverages complete a responsible beverage server training annually before liquor license renewals are approved;

**WHEREAS** on March 25, 2020 the Kanabec County Board of Commissioners adopted Resolution #2-3/25/20 declaring a local emergency in response to the conditions from COVID-19;

**WHEREAS**, Kanabec County Community Health, the County Attorney, and County Auditor-Treasurer have determined that there is no timely, nor safe to way to conduct such training for the licensees due to the COVID-19 restrictions;

**BE IT RESOLVED** to waive the requirement of responsible beverage server training in Section 2.03 of Kanabec County Liquor Ordinance #27 for the license renewals in the liquor licensing year July 1, 2020 to June 30, 2021.

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

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

Whereupon the motion was passed.

Action #16 – Gene Anderson introduced the following resolution and moved its adoption:

### **Resolution #16 – 4/21/20**

**WHEREAS** the Kanabec County Auditor/Treasurer has received an application for an On-Sale and Sunday Liquor license from Fire Pit Bar and Grill LLC Inc dba Fire Pit Bar and Grill located at 1434 Ann River Road, Ogilvie MN;

**WHEREAS** the application is complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

**WHEREAS** the establishment located at this address has operated as Licensee Pink Diamond LLC dba Pink Diamond with these licenses since 2011;

**BE IT RESOLVED** to approve the On-Sale and Sunday Liquor License for Fire Pit Bar and Grill located at 1434 Ann River Road, Ogilvie , and will become effective May 5, 2020.

**BE IT FURTHER RESOLVED** that the approval of the On-Sale and Sunday Liquor License for Fire Pit Bar and Grill is contingent upon township approval. Failure to obtain township approval shall deem the On-Sale and Sunday Liquor License Application for Fire Pit Bar and Grill null and void.

The motion was duly seconded by Craig Smith and upon a roll call vote being taken

thereon, the following voted:

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

Whereupon the motion was passed.

Action #17 – Craig Smith introduced the following resolution and moved its adoption:

### **Resolution #17 – 4/21/20**

**WHEREAS** the Kanabec County Auditor/Treasurer has received applications for On-Sale, Off-Sale and Sunday Liquor licenses from Mauer Fish Lake Restaurant and Bar Inc dba Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora;

**WHEREAS** the applications are complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the applicant is in good standing with the County;

**WHEREAS** the establishment located at this address presently operates with these licenses;

**BE IT RESOLVED** to approve the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, and will become effective April 27, 2020.

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

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

Whereupon the motion was passed.

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

Action #18 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #18 – 4/21/20**

**WHEREAS** Kanabec County Public Works is a vendor for the State of Minnesota to provide driver's license services for residents, and

**WHEREAS** new licensing requirements and laws have challenged the capacity of the Public Works office to efficiently and cost effectively provide the service, and

**WHEREAS** a report summarizing the service challenges has been presented to the Board, and

**WHEREAS** the Public Works Director is requesting authorization to request that the State of Minnesota find an alternate vendor to provide driver's license services in Mora, MN.

**THEREFORE BE IT RESOLVED** to authorize the Public Works Department to send a request to the State of Minnesota to search for an alternate vendor to provide driver's license services in Mora, MN.

**BE IT FURTHER RESOLVED** that upon an alternate vendor securement, the Public Works Department is authorized to assist with the transition of services via a training and/or support agreement with the new vendor, and

**BE IT FURTHER RESOLVED** that Kanabec County continue to provide driver's license services if no suitable vendor is found.

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

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

Whereupon the motion was passed.

Action #19 – Craig Smith introduced the following resolution and moved its adoption:

**Resolution #19 – 4/21/20**  
Culvert Inventory Quotes

**WHEREAS** the following quotes were received for aluminized culvert inventory:

Contech Engineered Solutions	\$129,458.60
True North Steel	\$135,784.53

**WHEREAS** Contech Engineered Solutions provided the low quote of \$129,458.60;



**THEREFORE BE IT RESOLVED** to accept the quote of \$129,458.60 by Contech Engineered Solutions for aluminized culverts.

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

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

Whereupon the motion was passed.

Public Works Director Chad Gramentz gave updates on road construction projects. Information only, no action was taken.

EDA Director Heidi Steinmetz met with the County Board via telephone to request permission for the EDA to establish an Emergency Loan Program for small businesses.

Craig Smith requested to wait until all County Board Members were present to act on this item. Les Nielsen agreed that all County Board Members should be present in order to consider providing a \$10,000 match to the proposed EDA Emergency Loan Program for small businesses, but was in favor of allowing the County EDA to proceed with establishing an emergency loan fund, policies, documents, and selection criteria in the interim.

Action #20 – Les Nielsen introduced a motion to authorize the County EDA to establish a COVID-19 Emergency Loan Fund for small businesses, and to transfer \$20,000 from the EDA’s fund balance to establish this new fund.

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

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

Whereupon the motion was passed.

County Coordinator Kris McNally led a discussion regarding COVID-19 Personnel Considerations.

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

## **Resolution #21 - 4/21/20**

**WHEREAS**, the Families First Coronavirus Response Act (FFCRA) gives employers the option to exclude employees who are health care providers or emergency responders from paid leave benefits under the act; and

**WHEREAS** Kanabec County employs positions meeting the FFCRA's definitions of health care providers and emergency responders; and

**WHEREAS** Kanabec County believes these employees are imperative to public safety and public health in the fight against the spread of COVID-19, and therefore should receive the same FFCRA paid leave benefits as non-health care providers and non-first responders;

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners chooses **not** to invoke the exclusion of FFCRA paid leave for County-employed health care workers and emergency responders, thus making them eligible for the FFCRA benefits.

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

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

Whereupon the motion was passed.

Action #22 – Gene Anderson introduced the following resolution and moved its adoption:

## **Resolution #22 - 4/21/20**

### **Kanabec County Pay Benefits During Extended COVID -19 Pandemic**

**WHEREAS**, on March 25, 2020 by Resolution # 5-3/25/20 the Kanabec County Board of Commissioners authorized allowing current, active employees to receive their regular pay and benefits (based on existing status) from March 14<sup>th</sup> through April 24<sup>th</sup> if they experienced a reduction in hours due to lack of work; or illness or quarantine/isolation orders related to the COVID-19 outbreak; and further, that employees would be required to use PTO/banked vacation/banked sick time for any vacation, personal time, sickness not related to COVID-19 and for work refusal from March 14<sup>th</sup> through April 24<sup>th</sup> ; and

**WHEREAS**, also on March 25, 2020, Governor Walz issued Executive Order 20-20 directing Minnesotans to Stay at Home except to engage in exempted activities and critical sector work; and

**WHEREAS**, on April 8, 2020, Governor Walz extended the Stay at Home order until 11:59pm on May 3, 2020;

**BE IT THEREFORE RESOLVED** that it is the intent of the Kanabec County Board of Commissioners to make sure that all necessary functions of Kanabec County are accomplished in a timely manner and to always make sure that the funds entrusted to us by the public are well spent.

**BE IT FURTHER RESOLVED** that as we go forward this will be accomplished by making sure that all county employees are spending work hours doing necessary, productive work. Starting with the new pay period April 25th until such time as the State of MN stay at home order is no longer in effect (currently until May 4th) department heads will follow the following guidelines:

1. Under direction of the Board of Commissioners, Department heads will determine which employees need to continue to report to the work site. All employees who are required to report to work on-site will continue to do so. All employees who are telecommuting or partially telecommuting/partially working on-site will continue to do so unless directed otherwise by their department head. Some employees may be directed not to report to work or to report to work on a less frequent basis.

2. Benefit eligible employees who cannot work from home and who are directed not to report to work, or who are working less than their regular schedule of hours, may use accrued compensated absence time (comp time, PTO, banked sick, banked vacation) or uncompensated absence time to account for the balance of their work week.

3. Eligible employees who qualify for FFCRA paid leave may use those hours before other accrued compensated absence hours between April 1- December 31, 2020 until their FFCRA hours are exhausted.

4. The county contribution to health insurance will be maintained through June 30, 2020 regardless of the employee's use of compensated absence/uncompensated absences. If the employee pays a portion of their insurance benefits; the employee will need to make arrangements to continue their current coverage.

5. If applicable, seniority will continue to accrue during this period as if working regular hours. Respective collective bargaining agreement language will be applied as indicated.

6. Temporary furloughs may be issued if employees exhaust compensated absence time and continue to be directed not to report to work. Respective collective bargaining agreement language will be applied as indicated.

7. Employees who wish to use FMLA, EMB or other medically-based leave of absences continue to be required to provide all medical certifications in accordance with the applicable laws and policies.

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

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

Whereupon the motion was passed.

The following department heads met with the County Board via telephone to review their critical sector positions and staffing plan: Tina Von Eschen, Assessor; Barbara McFadden, County Attorney; Chuck Hurd, Family Services Director; and Denise Snyder, Auditor/Treasurer. Information only, no action was taken.

Todd Eustice, Probation Director and Kris McNally, Coordinator met with the County Board on-site to review critical sector positions and staffing plans. Information only, no action was taken.

Kris McNally led a discussion regarding expectations for May 4<sup>th</sup> and beyond in regard to telecommuters, public access to buildings, and meetings. The board expressed consensus to take a phased approach to re-opening when appropriate and, in the meantime, to continue telecommuting when possible, restricting public access to buildings, and holding meetings remotely.

The Board expressed consensus for the Building Maintenance Department to determine the cost and feasibility of installing plexiglass shields at public service counters. Discussions were also held regarding other safety precautions for re-opening including screening visitors at the door, only allowing a certain number of people into each building at one time, requiring all visitors to wear masks, putting lines on the floor six feet apart, and providing hand sanitizer. Information only. A preliminary plan will be presented at the May 5<sup>th</sup>.

Craig Smith led a discussion regarding the accrual of PTO during non-work time. This matter will be discussed in the future as part of the PTO Policy. Information only, no action was taken.

Future Agenda Items: Contact Information Systems (I.S.) for training using certain software, EDA 101 training session, accrual of PTO during non-work time, PTO Policy, Phased Re-Opening Plan.

**12:16pm** – The Chairperson adjourned the meeting. The Kanabec County Board of

Commissioners will meet again in regular session on Tuesday May 5, 2020 at 9:00am.

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

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