

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

April 7, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, April 7, 2020, 2020 pursuant to adjournment with the following Board Members present on-site: Dennis McNally, Craig Smith. The following board members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Others present on-site: County Coordinator Kris McNally, HR Specialist Kim Christenson, and Recording Secretary Kelsey Schiferli. Others participating via telephone included: County Attorney Barbara McFadden, County Recorder Lisa Holcomb, County Auditor Treasurer Denise Snyder, Public Health Director Kathy Burski, EDA Director Heidi Steinmetz, EDA Chairperson Lonnie Ness, and Deputy Auditor Tax Roberta Anderson.

The Vice-Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – Dennis McNally introduced a motion to approve the agenda with the following changes: Add discussion regarding a letter to school board. Add use of FFCRA Sick Pay & EFMLA to Agenda Item #6.

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 – Craig Smith introduced a resolution to recess the board meeting at 9:06am to a time immediately following the Public Health Board.

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.

The Kanabec County Public Health Board met at 9:06am on Tuesday, April 7, 2020 pursuant to adjournment with the following Board Members present on-site: Dennis McNally, Craig Smith. The following board members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Public Health Director, Kathy Burski presented the Public Health Agenda via telephone.

Action #PH3 – Dennis McNally introduced a motion to approve the Public Health Agenda with the following addition: Amendment to CMCOA Contract.

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.

Public Health Director Kathy Burski gave the director's report. Information only, no action was taken.

Action #PH4 – Les Nielsen introduced a motion to approve the payment of 102 claims totaling \$37,817.27 on Community Health Funds.

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 #PH5 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #PH5 – 4/7/20

CMCOA Revised Agreement Resolution

WHEREAS, Kanabec County Community Health an Agreement with Central MN Council on Aging (CMCOA) for services under Title III of the Older Americans Act, and

WHEREAS, COVID-19 is requiring some alterations as to how Kanabec County Community Health provides services, and

WHEREAS, CMCOA is allowing Kanabec County Community Health to provide telephonic assurance calls to the elderly to keep in touch and assure they are staying healthy.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Kanabec County Community Health Director to sign a revised agreement with Central MN Council on Aging in order to continue providing services to residents under the Title III of the Older Americans Act.

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 #PH6 – Dennis McNally introduced a motion to adjourn Public Health Board at 9:21am and to meet again on May 5, 2020 at 9:05am.

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.

The Board of Commissioners reconvened.

Action #7 – Gene Anderson introduced a motion to approve the March 17, 2020 Regular Board Minutes and the March 25, 2020 Emergency Meeting Minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,019.77
Minnesota Energy Resources Corp	9,418.53
Office of MN.IT Services	1,300.00
Quadient Finance USA, Inc.	4,500.00
VISA	34.74
East Central Energy	1,175.87
WiarCom, Inc	618.45
Huth, Gary & Ramona	322.00
Treasurer, Kanabec County	38.00
Kanabec County Auditor-Treasurer	4,699.53
Kanabec County Auditor HRA	48,972.00
Further	717.00
Kanabec County Auditor HRA	318.00
Verizon Wireless	210.06
East Central Energy	304.36
Life Insurance Company of North America	648.10
MNPEIP	142,300.44
Sun Life Financial	3,967.80
The Hartford Priority Accounts	2,197.47
VSP Insurance Co	259.84
Verizon Wireless	749.47
Mora Municipal Utilities	13,756.08
CW Technology	1,169.40
23 Claims Totaling:	<u><u>\$238,696.91</u></u>

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 #9 – Gene Anderson introduced a motion to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
1st Choice Document Destruction	108.00
1st Choice Document Destruction	78.00
1st Choice Document Destruction	67.25
1st Choice Document Destruction	12.00
1st Choice Document Destruction	90.00
1st Choice Document Destruction	18.00
1st Choice Document Destruction	24.00
1st Choice Document Destruction	78.00
4Imprint, Inc	439.03
4Imprint, Inc	312.89
Ace Hardware	43.03
Advanced Correctional Healthcare	358.20
American DataBank	44.45
Aspen Mills	224.46
Aspen Mills	1,156.45
Auto Value Mora	217.65
Anderson, Jeff	512.22
Bob Barker	722.28
Braham Motor Service Inc	101.36
Card Services	113.58
Clifton Larson Allen LLP	281.42
Curtis, Michael	1,191.02
Corporate Connection, Inc	818.50
DKN Construction	9,600.00
DS Solutions	43.47
ECM Publishers	174.00

Election Systems & Software Inc	827.89
Election Systems & Software Inc	3,613.11
Electric Motor Service	784.97
Environmental Systems Research Institute	2,081.00
Fairview Health Services	123.00
Glen's Tire	24.45
Government Forms and Supplies	592.02
Grainger	115.75
Grand Event Center	614.53
Hoefert, Robert	1,463.72
Hohn's Auto Body & Glass	2,992.74
Ingebrand Funeral Home	830.00
Kanabec County Highway Department	5,334.96
Kanabec County Highway Department	3,028.78
Kanabec County Highway Department	21.27
Kanabec County Highway Department	13.84
Kanabec Publications	2,566.19
Manthie, Wendy	858.25
Marco, Inc	159.00
Matthew Bender, LexisNexis	206.10
Mattson Electric	4,295.00
Mattson Electric	1,733.65
MCCC BIN#135033	12,462.50
McKinnis & Doom PA	212.50
McKinnis & Doom PA	93.50
McNally, Dennis	125.35
Mid-American Research Chemical	398.82
Milaca Chiropractic Center	80.00
Minnesota Monitoring, Inc	36.00
Moore, David	10.00
Mora Municipal Utilities	318.07
Nelson, Jerald	94.30
Nelson, Ronette	526.13
Northern Star Food Equipment	397.00
Office Depot	54.66
Office Depot	83.92
Office Depot	53.88
Office Depot	194.52
PD's Embroidery	45.00
Quadient Leasing USA, Inc	1,686.42
Reliance Telephone, Inc	1,500.00

REVIZE LLC	1,900.00
RS Eden	87.11
Rupp, Anderson, Squires & Waldspurger, PA	1,409.29
Sea Change Print Innovations	220.61
Simplifile	2,759.31
Snyder, Denise	123.35
Snyder, Denise	41.80
Stellar Services	720.88
Strelow, David	35.65
Summit Food Service Management	8,845.67
Sunshine Printing	200.00
Thomson-Reuters-West	588.30
Tinker & Larson Inc	229.00
Van Alst, Lillian	291.53
Visser, Maurice	710.47
Zamora, Ray	1,702.00
83 Claims Totaling:	<u><u>\$87,347.02</u></u>

Road & Bridge Fund

Vendor	Amount
Ace	434.44
Auto Value	3,792.49
Boyer Trucks	68.87
Central McGowan	36.20
Compass Minerals	3,971.00
Crawford's Equipment	350.77
Federated Co-ops	276.92
Fleetpride	33.64
FS Solutions	56.38
Grainger	295.77
J. R. Oil	50.00
Kanabec County Highway Department	55.50
Kris Engineering	650.00
Little Falls Machine	270.28
Marco	188.00
MEG Corp	105.00
MEI Total Elevator Solutions	489.59
Mille Lacs County	282.73
Minncomm Utility	20,833.02

MN Dept of Public Safety	25.00
North Central International	342.21
Nuss Truck	353.54
Office Depot	104.97
Oslin lumber	28.00
Sawatzky, Fred	29.34
Ultra Plumbing Services	1,700.00
USIC	140.00
Water Laboratories	16.00
Westling, Nathan	171.76
Ziegler	491.63
30 Claims Totaling:	<u><u>\$35,208.61</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 #10 – Dennis McNally introduced a motion to approve a consent agenda including all of the following actions:

Resolution #10a – 4/7/20

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

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

BE IT RESOLVED to approve the Application for Exempt Permit for Knife Lake Sportsmen’s Club for a raffle event to be held at Knife Lake Sportsmen’s Club, 2825 Hwy 65, Mora, MN 55051 on September 5, 2020.

Resolution #10b – 4/7/20

SCORE CLAIMS

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following claims on SCORE Funds:

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

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.

EDA Director Heidi Steinmetz and EDA Chairperson Lonnie Ness met with the County Board via telephone to request approval to create an emergency loan fund for small businesses and to consider potential funding options for said fund.

Action #11 – Gene Anderson introduced a motion to authorize the EDA board to discuss the establishment of an Emergency Loan Program for small businesses with funding from reallocation of \$10,000 of the EDA’s 2020 budget to a special fund restricted for said program during the April 8, 2020 EDA meeting.

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, in favor
- Gene Anderson, in favor
- Kathi Ellis, in favor

Whereupon the motion was passed.

Action #12 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #12 – 4/7/20

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

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

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

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

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

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.

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

Action #13 – Craig Smith introduced a motion to defer fees for liquor license renewals until June 19, 2020.

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 #14 – Gene Anderson introduced a motion to approve online training for election training, provided the Auditor Treasurers Office continues to provide assistance for election judges who may not have the internet or require additional assistance with online training.

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 held a discussion regarding the possibility of holding a mail ballot only for the primary election in August. Information only, no action was taken.

County Auditor Denise Snyder led a discussion regarding the May 15th property tax deadline. Most counties are waiting for guidance from the State since extension of the deadline is being discussed statewide and there is significant impact on all stakeholders. Information only, no action was taken.

Deputy Auditor Tax Roberta Anderson met with the Board via telephone to discuss a repurchase request.

Action #15 – Craig Smith introduced a motion to approve the application to repurchase for Parcel 10.00775.40 from Denise Gonsior to repurchase her property at 2590 Legend St, Mora at a total cost of \$6,972.46 if paid in full by April 30, 2020.

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

Dennis McNally, opposed
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 essential/critical sector workers and department updates.

Action #16 – Craig Smith introduced a motion to direct department heads to determine which positions within their respective departments are required to maintain the critical functions of their department and to submit that information to the Coordinator for consideration at the next board meeting; and that department heads are also directed to define, prepare and submit a list of tasks within their departments that are necessary and that could be performed by employees from other departments.

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.

County Coordinator Kris McNally led a discussion regarding the Families First Coronavirus Response Act Sick Pay and the Expanded Family Medical Leave Act.

Action #17 – Gene Anderson introduced the following motion and moved its adoption:

Resolution #17 – 4/7/20

WHEREAS Kanabec County Board Resolution #5 – 3/25/20 addressed employee pay for a reduction in hours due to lack of work; or illness or quarantine/isolation orders related to the COVID-19 outbreak; and

WHEREAS Resolution #5-3/25/20 did not address childcare issues; and

WHEREAS the Families First Coronavirus Response Act (FFCRA) was effective April 1, 2020 and provides up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying employees caring for his or her child or children whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons;

BE IT THEREFORE RESOLVED that employees who qualify for FFCRA paid sick leave and expanded family medical leave for the specified reasons related to child care are

eligible to apply for use of that federally mandated benefit as of April 1, 2020.

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.

Commissioner Craig Smith led a discussion regarding the accrual of PTO hours on non-working time during the COVID pandemic. Information only, no action was taken.

County Coordinator Kris McNally gave an update on the county owned property at 330 Forest Ave. A developer is coming for a showing of the property today. Information only, no action was taken.

Commissioner Craig Smith led a discussion regarding the upcoming School Board Referendum.

Action #18 – Craig Smith introduced a motion for the County Board to send a letter to the Mora School Board, Governor Tim Walz, the Minnesota Secretary of State, and the Minnesota Department of Education to request postponing the upcoming school referendum scheduled on May 12, 2020 until the general election on November 3, 2020 due to the COVID-19 pandemic and related health concerns.

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, opposed
Gene Anderson, in favor
Kathi Ellis, opposed

Whereupon the motion was passed.

Future agenda items: Accrual of PTO hours on non-working time during the COVID pandemic.

Action #19 – Gene Anderson introduced a motion to adjourn the meeting at 11:04am and to meet again in regular session on April 21, 2020 at 9:00am.

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.

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

Attest: _____
Board Clerk