

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

August 18, 2020

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, August 18, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the July 21, 2020 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	3,312.21
Arthur Twp	456.02
Braham Public Schools	1,308.26
Brunswick Twp	72.42
Comfort Twp	516.23
East Central Energy	83.08
East Central Reg Dev Commission	95.61
East Central School District	100.23
Ford Twp	2,402.59
Grass Lake Twp	765.62
Haybrook Twp	602.33
Hillman Twp	357.50
Hinckley-Finlayson Schools	4,138.72
Kanabec Twp	948.51

Knife Lake Twp	440.89
Kroschel Twp	2,696.26
Kwik Trip Inc.	6,433.43
Midcontinent Communications	707.54
Midcontinent Communications	187.36
Minnesota Department of Finance	6,733.00
Mora Municipal Utilities	280.95
Mora Public Schools	2,859.62
Ogilvie Public Schools	3,285.92
Peace Twp	360.13
Pomroy Twp	2,249.04
Quadient Finance USA, Inc.	4,220.00
Schwarzkopf, Harvey	500.00
Southfork Twp	65.04
Spire Credit Union	4,601.21
The Hartford Priority Accounts	2,186.26
Verizon Wireless	4,469.97
Whited Twp	96.84

32 Claims Totaling: \$57,532.79

Action #4 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to recess the Board Meeting at 9:10am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:10am on Tuesday, August 18, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

The presentation from Kristen Struss regarding Child Protection and Children’s Mental Health was postponed until the next Family Services Board Meeting due to technical difficulties.

Chuck Hurd, Family Services Director gave the Director’s Report.

Action #FS6 – It was moved by Craig Smith, Seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #FS6 – 8/18/20

WHEREAS there will be a vacancy in the position of a Family Services Case Aide, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the Kanabec County Family Services Board authorizes the Family Services Director and the County Personnel Director to hire a Full-time Case Aide to fill the position at Step A, Range 6 of the pay plan which is \$16.72 per hour or the rate set by internal promotion, and

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

Action #FS7 - It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS7 – 8/18/20

WHEREAS there will be a vacancy in the position of an Adult Services Social Worker, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the Kanabec County Family Services Board authorizes the Family Services Director and the County Personnel Director to hire a Full Time Social Worker to fill the position at Step A, Range 13 of the pay plan which is \$25.86 per hour or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

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

Action #FS8 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS8 – 8/18/20

Health and Human Services Advisory Committee resolution

WHEREAS, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year, and

WHEREAS the following individuals have agreed to serve on an advisory committee:

1) Diane Bankers, Welia Health

- 2) Kathy Belsheim, Ogilvie Schools Superintendent
- 3) Bob Benes, Lakes and Pines CAC, Inc
- 4) Kathy Burski, Community Health Director
- 5) Lindy Crawford, Mora City Administrator
- 6) Jenny Danielson, Consumer
- 7) Kathi Ellis, County Commissioner
- 8) Randy Hall, Consumer

- 9) Steve Hansberry, Consumer
- 10) Chuck Hurd, Human Services Director
- 11) Les Nielsen, County Commissioner
- 12) Desi Panek, 7 County Senior Federation
- 13) Carol Peterson, Consumer
- 14) Charlie Strickland, Jr., Consumer
- 15) Dan Voce Mora Schools, Superintendent

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board hereby appoints the above stated individuals to the Kanabec County Health and Human Services Advisory Committee with term dates beginning 8/18/2020.

BE IT FURTHER RESOLVED that the terms will expire in two years on 01/03/23 at which time members shall be reappointed for one and two year terms.

Action #FS9 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS9 – 8/18/20

Health and Human Services Advisory Committee Chairperson Resolution

WHEREAS, MN Statute 402.03 requires that each human services board shall appoint an advisory committee, which shall actively participate in the formulation of the plan for the development, implementation, and operation of the programs and services by the board, and shall make a formal recommendation to the board at least annually concerning the annual budget of the board and the implementation of the plan during the ensuing year, and

WHEREAS, the chair shall be appointed by the human services board and may not be a member of a county board.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves appointing Steve Hansberry as the chairperson to the Health and Human Services Advisory committee effective 8-18-2020.

Action #FS10 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution # FS10 – 8/18/20

WHEREAS, Kanabec County Family Services is need of someone to perform custody evaluations, and

WHEREAS, Charlene Gabrielson is qualified and willing to perform this function for the Family Service agency, and

WHEREAS, the Family Services Director is recommending contracting with Charlene Gabrielson to perform custody evaluations.

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the Family Services Director contracting with Charlene Gabrielson for custody evaluations for an amount not to exceed \$900 per evaluation through December 31, 2020.

The Board reviewed the Kanabec County Family Services Second Quarter 2020 Report. Information only, no action was taken.

Action #FS11 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the payment of 93 claims totaling \$146,654.78 on Welfare Funds.

Action #FS12– It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:37am and to meet again on September 15, 2020 at 9:05am.

The Board of Commissioners reconvened.

Public Health Director Kathy Burski met with the County Board to discuss matters concerning her department.

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

Resolution #13 - 8/18/20

WHEREAS there is a vacancy in the position of a Nursing Supervisor, and

WHEREAS the board desires to refill the vacant position;

BE IT RESOLVED that the County Board authorizes the Public Health Director and the County Personnel Director to hire a Full Time Nursing Supervisor to fill the position at Step A, Range 16 of the pay plan which is \$32.28 per hour or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

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

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

Resolution #14 -8/18/20

WHEREAS there will be a vacancy in the position of Certified Public Health Nurse, and

WHEREAS the board desires to refill the vacant position;

BE IT RESOLVED that the County Board authorizes the Community Health Director and the County Personnel Director to hire either a Full Time Certified Public Health Nurse at Step A, Range 15 of the pay plan which is \$29.89 per hour or the rate set by internal promotion, or a Full Time Registered Nurse at Step A, Range 13 of the pay plan which is \$25.86 per hour or the rate set by internal promotion to fill the position, and

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

County EDA Director Heidi Steinmetz met with the County Board to discuss the disbursement of CARES Act Funds for businesses and nonprofits. The Board expressed consensus to accept the guidelines and application forms for disbursing CARES Act funds to business and nonprofits in Kanabec County as presented.

County Coordinator Kris McNally presented CARES Act Government Committee Funding Request #1.

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

Resolution #15 - 8/18/20

WHEREAS, Kanabec County received \$ 1,992,345.00 in Cares Act Funding; and

WHEREAS, Kanabec County's intent is to maximize the relief impact of these funds both internally and across our County, and

WHEREAS, the Kanabec County Cares Act Committee has defined three focus areas for local relief: Social Services, Business & Non-Profits, and Government; and

WHEREAS, the Kanabec County Cares Act Committee is recommending a phased allocation approach to the focus areas as new rules and guidance emerges from the U.S. Treasury Department and MMB; and

WHEREAS, the Business and Non-Profit focus area was allocated no less than 10% (\$199,234.50) of the Cares Act funds by County Board Resolution #19-7/7/20 to be administered by the Kanabec County EDA; and

WHEREAS, the Social Services focus area was allocated \$300,000 dollars by County Board Resolution #22-8/4/20; and

WHEREAS, the Government focus area reviewed first round priorities and recommends the following expenditures (estimates) for approval using Cares Act funds:

- \$100,000 Permanent security glass at service counters
- \$6,000 Pharmaceutical Refrigerator
- \$2,100 Portable medical cooler
- \$30,000 Vaccination supplies
- \$6,000 Quantitative fit testing machine
- \$68,600 Touchless faucets/toilets (91 faucets+ 69 toilets) (*self-installed*)
- \$30,000 Ultraviolet filter system for HVAC (30 units X \$1000)
- \$1,960 On-line open enrollment services for annual benefits
- \$4,800 Door kickers/other type of door openers to avoid touching bathroom door knobs (\$200 X 24)

BE IT RESOLVED that the Kanabec County Board of Commissioners approves the expenditure request of the Cares Act Government Committee up to the amount of \$249,460.

Action #16 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	525.00
Advanced Correctional Healthcare	17,257.83
American DataBank	66.60
Auto Value Mora	32.47
Bachman, Fran	81.35
Braham Motor Service Inc	43.62
Card Services (Coborn's)	52.39
Clifton Larson Allen LLP	787.50
Consolidated Communications	735.50
Consolidated Communications	65.68
Consolidated Communications	165.09
Consolidated Communications	70.75
Curtis, Michael	954.90
CW Technology	1,203.40
Dearborn National Life Insurance Co	751.85
East Central Exterminating	125.00
East Central Solid Waste Commission	15.00
ECM Publishers	87.00
Election Systems & Software Inc	340.56

Electric Motor Service Inc	897.76
Emergency Automotive Technologies	1,762.04
Fairview Health Services	191.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	28.00
Glen's Tire	34.93
Granit City Jobbing	616.44
Granite Electronics	201.35
Handyman's Inc	274.86
Health Partners	6,499.68
Hoefert, Robert	1,025.80
Ideal Service Inc	375.00
Ideal Service Inc	375.00
Industrial Health Services Network Inc	274.90
SAVVY	863.43
Johnsons Hardware	28.97
Kanabec County Recorder	46.00
Kanabec County Soil & Water	12,336.00
Kanabec Publications	50.00
Kanabec Publications	296.62
Kanabec Publications	60.00
M&I Lockbox: MCCC	35.00
M&I Lockbox: MCCC	105.00
M&I Lockbox: MCCC	105.00
Manthie, Wendy	1,092.50
Marco Inc	159.00
Marco Inc	134.68
Mattson, Jean	75.38
MNCCC	17,832.58
McKinnis & Doom PA	85.00
McKinnis & Doom PA	467.50
McKinnis & Doom PA	170.00
McKinnis & Doom PA	212.50
McKinnis & Doom PA	59.50
McKinnis & Doom PA	204.00
McKinnis & Doom PA	51.00
McKinnis & Doom PA	782.00
Methven Funeral and Creamation Services	400.00
Minnesota Monitoring, Inc	413.00
Mora Chevrolet Buick	1,439.32

Mora Unclaimed Freight	36.29
Nelson, Jerald	155.83
Nelson, Ronette	282.90
Novus Glass	255.00
Office Depot	161.44
Office Depot	97.60
Pancake, Duke	39.99
Premium Waters Inc	30.18
Quality Disposal Systems	199.35
Quality Disposal Systems	388.36
Quality Disposal Systems	24.15
Quill	225.98
Rick's Home Furnishings	25.19
RJ Mechanical	349.50
SHAH Software Inc	26,840.00
State of MN Dept of Transportation	300.00
Stellar Services	224.67
Summit Food Service Management	7,451.54
Tinker & Larson Inc	50.00
Tinker & Larson Inc	50.00
UPS	44.00
Van Alst, Lillian	1,037.35
Visser, Maurice	639.40
Zamora, Ray	849.28
Ziegler Inc	6,479.48
Kanabec Publications	74.38
Office Depot	5.99
Office Depot	28.21
88 Claims Totaling:	<u>126,763.33</u>

Road & Bridge Fund

Vendor	Amount
A and E Cleaning Services	1,050.00
Ace Hardware	101.57
Ameripride	586.72
Bjorklund Companies	1,290.32
BlueTarp	287.46
BuckleyII	3,299.08
Envirotech Services	15,947.28
Federated Co-ops	1,208.54
Glens Tire	174.00

Gopher State One-Call	40.50
Kanabec County Petty Cash	38.20
Kwik Trip Inc.	348.84
Little Falls Machine Inc	2,838.50
Maney International Inc	1,565.03
Mora Chevrolet Buick	158.39
Newman Traffic Signs	16,396.36
Owens Auto Parts	207.82
Quality Disposal	164.25
Sharrow Lifting Products	600.00
Towmaster	449.47
USIC Locating	350.00
Wiarcom, Inc	203.55
88 Claims Totaling:	<u>47,305.88</u>

COVID & CARES Act Claims

Vendor	Amount
Kanabec County Auditor-Treasurer	300,000.00
Kanabec Publications	10.00
Office Depot	122.87
Snyder, Denise	334.18
Wickeham, Teresa	30.00
Mora Food Pantry	16,240.09
6 Claims Totaling:	<u>316,737.14</u>

The Board held a discussion regarding a Gambling Request from Pheasants Forever, Ramsey County Chapter. The Board expressed consensus to move this item to a future agenda in order to allow time to follow up with the requestors regarding compliance with the County Gambling Policy.

Action #17 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #17 – 8/18/20

WHEREAS Resolution #10-7/21/20 was approved by the Kanabec County Board of Commissioners on July 21, 2020, and

WHEREAS the Kanabec County Veterans Service Officer was later notified by the Department of Veterans Affairs that the resolution language must include reference to the MN Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2, and funding restrictions;

BE IT RESOLVED that Resolution #10-7/21/20 is rescinded.

Action #18 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #18 – 9/1/20

WHEREAS the County Veterans Service Office recommends we apply for the MDVA Operational Enhancement Grant as specified in Minnesota Laws 2019, Chapter 10, Article 1, Section 37, Subdivision 2. This is an annual grant offered to counties, and

WHEREAS grant money must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office;

BE IT RESOLVED that the Kanabec County Board approves the application of the Veterans Operational Grant for FY21.

BE IT FURTHER RESOLVED to authorize Kanabec County Veterans Service Officer Erica Bliss to sign the grant agreement on behalf of the County Board.

BE IT FURTHER RESOLVED that this grant should not be used to supplant or replace other funding.

County Assessor Tina Von Eschen met with the County Board to discuss matters concerning her department.

Action #19 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #19 - 8/18/20

WHEREAS The Kanabec County Assessor and Auditor/Treasurer Offices have chosen, and received board approval, to join Minnesota Counties Information Systems (MCIS) as the counties Tax and CAMA system vendor; and

WHEREAS MCIS requires a primary board member be assigned in addition to up to two alternates; and

WHEREAS The Kanabec County Assessor and Auditor/Treasurer jointly recommend the primary MCIS board member to be Tina Von Eschen, the Kanabec County Assessor; and

WHEREAS The Kanabec County Assessor and Auditor/Treasurer jointly recommend the first alternate to be Karen McClellan who is in the Deputy Auditor Tax II position with the Auditor/Treasurer’s Office; and

WHEREAS The Kanabec County Assessor and Auditor/Treasurer jointly recommend the second alternate to be Katie Koenings who is in the Property Tax Specialist position with the County Assessor's Office; and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners appoint the aforementioned individuals in their respective positions to the MCIS board.

10:20am – The Board took a 10 minute Break.

10:30am – The Board reconvened.

10:30am – The Chairperson called for public comment three times. None responded.

10:32am – The Chairperson closed public comment.

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

Action #20 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #20 - 8/14/20

WHEREAS on April 21, 2020 the Kanabec County Board of Commissioners approved the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, MN 55051 effective April 27, 2020, and

WHEREAS at the time of the approval the applications were complete, included all necessary documentation, appeared in accordance with County Policies and licensing requirements, and the application was in good standing with the County, and

WHEREAS at the time of the approval, the establishment located at this address operated with these licenses, and

WHEREAS the Kanabec County Auditor/Treasurer has provided guidance on the process for this change;

BE IT RESOLVED the Kanabec County Board of Commissioners approves the change of the effective date for the On-Sale, Off-Sale and Sunday Liquor Licenses for Mauer Fish Lake Restaurant and Bar located at 674 Fish Lake Drive, Mora, MN 55051 to August 18, 2020.

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #21 - 8/18/20

WHEREAS Clifton Larson Allen provides audit and non-audit services to Kanabec County, and

WHEREAS the terms and conditions of the services are specified in the attached agreement, and

WHEREAS the Auditor Treasurer finds these terms and conditions acceptable;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the agreement with Clifton Larson Allen LLP for Audit and Non-Audit Services for 2019-2021.

County Auditor/Treasurer Denise Snyder presented the 2nd Quarter Financial Update. Information only, no action was taken.

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

Highway Maintenance Supervisor Nate Westling met with the County Board for an introduction.

Action #22 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #22 – 8/18/20

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

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Public Works Director and the County Personnel Director to hire a Full Time HEO II to fill the position at Step A, Range 9 of the pay plan which is \$19.92 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.

The Board expressed consensus to allow Public Works Director Chad Gramentz to attend in-person training for SSTS Continuing Education.

GIS Technician Ryan Carda met with the County Board to give a presentation regarding Kanabec County GIS Project Updates. Information only, no action was taken.

Action #23 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to close the meeting at 12:08pm pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #24– It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to reopen the meeting at 12:27pm.

Action #25 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to close the meeting at 12:27pm pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #26– It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to reopen the meeting at 12:32pm.

Action #27 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to hire an appraiser to conduct an appraisal on the property at 330 Forest Ave E, Mora, MN 55051 and on the parcels 10.00450.00 on Knife Lake as part of the sale process.

Future agenda items: Pheasants Forever Gambling Approval, List of County Owned Land

Action #19 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:33pm and to meet again for a budget work session on Tuesday, August 25, 2020 at 9:00am, and in regular session on Tuesday, September 1, 2020 at 9:00am.

Signed

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

Attest: _____
Board Clerk