

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

December 1, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting at 9:00am on Tuesday, December 1, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith and Les Nielsen. Staff present in-person: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. County Attorney Barb McFadden was in attendance via WebEx.

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 Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the agenda with the addition of Teresa Wickeham at 11:20am to discuss environmental service issues regarding certain properties if she is available.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the November 17, 2020 minutes with the following corrections: Under Action #21 add “businesses and non-profits” and under Action #12 – add “The following voted IN FAVOR: Gene Anderson, Kathi Ellis, Les Nielsen. OPPOSED: Dennis McNally & Craig Smith. Whereupon the motion passed.”

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

<u>Vendor</u>	<u>Amount</u>
Further	672.85
Kanabec County Auditor-Treas	8,818.71
City of Grasston	10,708.09
CliftonLarsonAllenLLP	85.00
East Central Energy	1,310.41
East Central Regional Library	8,572.68
Ford Township	5,080.21
Fuller, John R Jr	472.00
Fuller, John R Jr	474.00
Lennartson, Randy	500.00
Minnesota Energy Resources Corp	49.02
Shoua, Her	500.00
Simplifile	2,530.00
13 Claims Totaling:	<u><u>\$39,772.97</u></u>

Action #4 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to recess the Board Meeting at 9:05am to a time immediately following the Public Health Board.

The Kanabec County Public Health Board met at 9:05am on Tuesday, December 1, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith and Les Nielsen. Public Health Director, Kathy Burski presented the Public Health Agenda.

Action #PH5 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the Public Health Board Agenda as presented.

Public Health Director Kathy Burski gave an update on COVID-19. Information only, no action was taken.

Public Health Director Kathy Burski gave the Director's Report.

Action #PH6 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH6 – 12/1/20

WHEREAS county health and human services workers are dedicated to improving health, protecting the vulnerable, and providing outstanding public services to the people of Kanabec County through their prevention efforts, administration of programs, and provision of services, and

WHEREAS county health and human services workers are responsible for the prudent expenditure of millions of dollars annually and must meet the highest standards of job performance in program and services delivery, and

WHEREAS the duties performed by county health and human services workers require the use of a variety of skills in order to provide services to clients, communities, and the general public, and

WHEREAS the nature of federal and state legislation necessitates that county health and human services workers continually expand their knowledge, skills and expertise related to their professions and the needs of the communities they serve, and

WHEREAS the County of Kanabec recognizes the valuable public services that county health and human services workers perform each and every day for the health, prevention, and protection of Kanabec County residents;

THEREFORE BE IT RESOLVED to proclaim Wednesday, December 9, 2020 as County Health and Human Services Worker Day.

Action #PH7 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the payment of 67 claims totaling \$28,898.43 on Community Health Funds.

Action #PH8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Public Health Board at 9:25am.

The Board of Commissioners reconvened.

Action #9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

Road & Bridge

Vendor	Amount
Bjorklund Companies	139.50
Cargill Incorporated	10,180.49
Granite City Jobbing	1,164.25
Kanabec County Highway Department	30.00
MN Department of Labor and Industry	100.00
Mora Chevrolet	63.25
Northern Central International	1,561.52
Northern States Supply	29.60
Pomp's Tire	2,010.88
Premier Outdoor Services	1,510.00
Ray's Gravel	600.13
S. W. Asphalt Inc	9,000.00
Towmaster	18,291.92
Wiarcom Inc	1,350.60
14 Claims Totaling:	<u>\$46,032.14</u>

COVID & CARES Act Claims

<u>Vendor</u>	<u>Amount</u>
A Cut Above Salon, Inc.	1,875.00
AmericInn Mora by Wyndham	3,750.00
Ann River Winery	3,125.00
Assured Security	43,338.50
Backwoods Road Retreat	1,875.00
Beautifully Bronzed	625.00
Central MN Jobs & Training Services	1,000.00
City of Quamba	3,359.95
CliftonLarsonAllen	260.00
Cornerstone Housing LLC	1,050.00
Crystal Bar & Grill	3,750.00
Diversified Bronze	2,500.00
DKN Construction	1,680.00
Double J Café	3,125.00
Driven Fab, LLC	1,250.00
Family Pathways	1,250.00
Freddie's Restaurant & Banquet Center	3,750.00
Grace Lutheran Church	2,000.00
Handyman's Inc	10,570.48
Jeff's Auto & Tire	625.00
Kanabec Area Chamber of Commerce	500.00
Kanabec County Agricultural Society	1,000.00
Kanabec History Center	1,500.00
KBEK-FM	500.00
Kuehn Limousine Service, LLC	3,125.00
Lake Street Family Dental	3,125.00
MAYRA	3,000.00
Mora Dental Center, LLC	3,750.00
Mora Fire Dept. Relief Assoc.	1,000.00
Mora HRA	1,250.00
Mora Lions Club	1,000.00

Mora Lodge 223	3,000.00
Mora United Methodist Church	1,500.00
New Generation Bakery	1,875.00
NorthPost, Inc.	2,500.00
Ogilvie Raceway	3,750.00
Oslin Lumber	6.67
Paradise Theatre	3,500.00
PHASE-Industries	5,000.00
Ratwik, Roszak & Maloney, PA	54.00
Seven County Senior Federation	3,000.00
Soft N Gentle Healing Touch	1,875.00
The Cardinal's Nest	3,125.00
The Grand Event Center	3,125.00
Tierney	2,254.73
Tierney	22,493.65
Trio Community Church	1,000.00
True Directions	1,500.00
Universal Apparel	1,250.00
Vasaloppet, Inc.	1,000.00
White Tail Tool, Inc.	3,125.00
Zion Lutheran Church & Preschool	1,500.00
52 Claims Totaling:	<u><u>\$ 176,942.98</u></u>

Action #10 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
Advanced Correctional Healthcare	84.59
City of Mora	47,255.40
Clifton Larson Allen LLP	1,579.25
Curtis, Michael	1,401.32
CW Technology	2,199.00
CW Technology	1,400.00
East Central Exterminating	240.00
Grainger	85.60
Hoefert, Robert	1,212.68
Hoglund Bus & Truck Company	128.06
Initiative Foundation	1,550.00
Kanabec County Highway Dept	255.69
Life Insurance Company of North America	648.10
MAAO Region III Shelly Maloney, Treasurer	100.00
Manthie, Wendy	964.85
Marco	477.00
Mattson Electric	75.00
Michael Keller, Ph.D., L.P.	650.00
Mid-American Research Chemical	312.88
MN PEIP	147,940.88
Nelson, Gladys	45.53
Nelson, Jerald	89.70
Nelson, Ronette	559.88
Novus Glass	600.00

Office Depot	163.41
Office Depot	105.83
Oslin Lumber	25.39
RS Eden	10.45
Sea Change Print Innovations	275.49
SHI	997.00
St. Cloug State University	445.00
St. Louis County	366.43
Stellar Services	277.78
Summit Food Services Management	11,058.50
Summit Food Services Management	12.00
Sun Life Financial	3,871.24
Tracy, Patricia	36.17
Van Alst, Lillian	161.00
Visser, Maurice	821.10
VSP Insurance Co.	294.40
Zamora, Ray	151.23

41 Claims Totaling: \$ 228,927.83

Probation Director Todd Eustice met with the County Board to review the membership with Regional Juvenile Center – Lino.

Action #11 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to give notice to Regional Juvenile Center – Lino that Kanabec County will withdraw the existing one bed membership as of December 31, 2021.

County Sheriff Brian Smith met with the County Board via WebEx to present the Quarterly Report and to discuss the COVID Staffing Plan for the Sheriff’s Office. Information only, no action was taken.

Auditor/Treasurer Denise Snyder met with the County Board to discuss a timber permit application.

Action #12 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #12 – 12/1/20

Informal Timber Sale – Timberlane Forestry

WHEREAS Timberlane Forestry has requested a permit to remove timber on tax forfeited property, and

WHEREAS the request has been reviewed and appraised by a DNR Forester, and

WHEREAS the DNR Forester has set forth conditions, including but not limited to:

- 1) Removed only trees within the permit area.
- 2) Permit area is the area designated by the DNR within the SW1/4 of NW, Section 2, Haybrook Township (42-24)
- 3) No cutting allowed from March 15, 2021 to December 1, 2021
- 4) Timber to be removed is under the direction of the DNR and limited to:
440 cords Aspen, 336 cords Red Maple, 159 cords Basswood, 105 cords Ash, and 221 cords of Paper Birch with an appraised sale value of \$13,717.65

WHEREAS this permit shall expire May 31, 2022:

BE IT RESOLVED to approve an informal timber sale and issue timber permit #33.20.183 for Timberlane Forestry to remove approved timber within the SW of NW of Section 2, Haybrook Township (07.00045.00), and

BE IT FURTHER RESOLVED that all conditions of set forth by the DNR Forester be met.

10:29am – The Chairperson called for public comment. Those that responded included:

Rhonda Olson	Comments regarding services at Welia Health.
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10:31am – The Chairperson closed public comment.

The County Board held a discussion regarding the Welia Health Agreement of Transfer of Ownership. Information only, no action was taken.

Kanabec SWCD Deanna Pomije met with the County Board via WebEx to give an update regarding the Kanabec County Soil & Water Conservation District. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding three funding resolutions for MCIT, ECSWC, and MnCCC.

Action #13 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #13a – 12/1/20 **MCIT Dividend**

WHEREAS, Kanabec County has received a dividend from MCIT in the amount of \$104,231; and

WHEREAS, the Retiree Accrued Sick Pay account balance is - **\$18,874**, and

WHEREAS, the Commissioners are planning to initiate a comprehensive plan update in 2021, and

WHEREAS, the Commissioners believe the most prudent use of the funds is to address the fund balance deficit in the Retiree Accrued Sick Pay account and to plan for the 2021 expenditure for comprehensive planning;

NOW THEREFORE BE IT HEREBY RESOLVED, that the County Auditor/Treasurer is authorized to process the MCIT dividend payment as follows:

\$54,231 to fund the Retiree Accrued Sick Pay Account.

\$50,000 to the fund balance assigned to the Comprehensive Plan

Resolution #13b – 12/1/20 **ECSWC Disbursement**

WHEREAS, Kanabec County has received a disbursement from East Central Solid Waste in the amount of \$117,000; and

WHEREAS, the Commissioners believe the most prudent use of the funds is to put them in the County's reserve fund to address future shortfalls or imminent, unplanned County needs;

NOW THEREFORE BE IT HEREBY RESOLVED, that the County Auditor/Treasurer is authorized to deposit the ECSWC disbursement into the general reserve fund.

Resolution #13c – 12/1/20
MnCCC Refund

WHEREAS the MnCCC unused funds from the LRMS Tax & CAMA rewrite were returned to participating counties, and

WHEREAS Kanabec County received a check in the amount of \$18,902.25 for their share, and

WHEREAS these funds may be needed to offset expenses of transitioning to and implementing the MCIS Tax & CAMA system, and

WHEREAS Kanabec County has a fund that is a dedicated fund called Future Capital Equipment 01.041.063.0000.6480 already established;

THEREFOR BE IT RESOLVED that the County Board approves depositing the \$18,902.25 refund into the Future Capital Equipment fund 01.041.063.0000.6480 dedicated to expenses that will occur in Kanabec County's move to MCIS.

County Attorney Barbara McFadden met with the County Board to discuss an agreement for a hosted attorney system.

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

Resolution #14 - 12/1/20
Prosecutor by Karpel Agreement resolution

WHEREAS, the Kanabec County Attorney's Office is in need of an electronic case management system to insure the capability of improved remote work functionality, the sharing of information and resources between agencies, record keeping and accountability for the work of the County Attorney's Office;

WHEREAS, Karpel Solutions has the ability and willingness to provide the technological hosted solution with their system Prosecutor by Karpel; and

WHEREAS, funding for the initial purchase and implementation of said solution has been approved through Cares Act Funding since it provides the ability for remote work for the County Attorney's Office staff.

THEREFORE BE IT RESOLVED Kanabec County Board of Commissioners approves the County Attorney entering into an Agreement with Karpel Solutions for the Prosecutor by Karpel system effective immediately and to be implemented as soon as reasonably possible despite the supply chain disruption.

Public Works Director Chad Gramentz met with the County Board for presentation of the following employee awards:

Dale Magnuson – 30 years of service

Debbie Sanbeck – 25 years of service

Environmental Service Director Teresa Wickeham met with the County Board to discuss a septic variance application for a vacation rental house. Information only, no action was taken.

The County Board held a discussion regarding Bonding and the 2021 Budget.

Action #15 – Craig Smith introduced a motion to stop considering bonding for the 2021 budget. The motion was duly seconded by Dennis McNally and the following voted:

IN FAVOR: Dennis McNally, Craig Smith

OPPOSED: Gene Anderson, Kathi Ellis, Les Nielsen

ABSTAIN: None

Whereupon the motion failed.

County Coordinator Kris McNally added that the Coordinator's 2021 budget has been reduced by \$17,000 due to depositing a portion of the MCIT dividend check into the underfunded retiree sick pay fund.

County Coordinator Kris McNally led a discussion regarding an RFP for Real Estate Services. The Board consensus was to proceed with the RFP as presented.

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

12:07pm – Chairperson Kathi Ellis handed the gavel over to Vice Chairperson Dennis McNally and left the meeting.

Future Agenda: Possible Land Acquisition/No Net Gain Resolution

Action #16 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:09pm. The Kanabec County Board of Commissioners will meet again for the Truth in Taxation Public Hearing on Thursday, December 3, 2020 at 6:30pm and in regular session on Tuesday, December 15, 2020 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk