

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 16, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone/video conference call at 9:00am on Tuesday, June 16, 2020 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Dennis McNally, Les Nielsen, and Craig Smith. The following Board Members joined the meeting via telephone/video: Kathi Ellis. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: Public Works Director Chad Gramentz, County Attorney Barbara McFadden, and Public Health Director Kathy Burski.

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

Action #1 – Les Nielsen introduced a motion to approve the agenda with the following changes: Remove #5, Central MN EMS updated joint powers agreement. Add Jeff Anderson between 10:00am and 10:20am, request to fill vacant dispatcher position. Remove #7, CARES Act.

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 – Dennis McNally 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:

Dennis McNally, in favor
Craig Smith, in favor
Les Nielsen, in favor
Gene Anderson, in favor

Kathi Ellis, in favor

Whereupon the motion was passed.

The Kanabec County Family Services Board met at 9:05am on Tuesday, June 16, 2020 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Dennis McNally, Les Nielsen, Craig Smith. The following Board Members joined the meeting via telephone: Kathi Ellis. Family Services Director, Chuck Hurd presented the Family Services Agenda via telephone.

Action #FS3 – Gene Anderson introduced a motion to approve the Family Services Board Agenda as presented.

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

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

Whereupon the motion was passed.

Action #FS4 – Gene Anderson introduced a motion to approve the letter of support for the Vasa Crossing Apartments.

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 #FS5 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #FS5 – 6/19/20
Initiative Foundation

WHEREAS, Kanabec County Family Services has been awarded an Initiative Foundation Grant of \$2500.00

WHEREAS, this grant will require a match of \$2500.00 in County funds

WHEREAS, the grant funding will assist in the purchase of this technology which will provide ongoing benefit to the agency

WHEREAS, these funds are already in the 2020 budget for Family Services

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the Kanabec County Family Service Director to accept these grant funds from the Initiative Foundation.

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

Whereupon the motion was passed.

Action #FS6 – Dennis McNally introduced a motion to approve the payment of 89 claims totaling \$223,264.00 on Welfare Funds.

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 #FS7 – Les Nielsen introduced a motion to adjourn Family Services Board at 9:25am and to meet again on July 21, 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.

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

EDA Director Heidi Steinmetz met with the County Board via WebEx to give an update regarding COVID-19 and local businesses. Information only, no action was taken.

Public Works Director Chad Gramentz met with the County Board via WebEx to discuss moving into Phase 2 of the County's Re-Opening Plan.

Action #8– Craig Smith introduced the following resolution and moved its adoption:

Resolution #8 – 6/16/20

WHEREAS on June 2, 2020 the Kanabec County Board of Commissioners adopted a comprehensive, department-supported plan to safely re-open county facilities during the COVID-19 pandemic, and

WHEREAS said plan allows the Board of Commissioners to determine when to proceed into each re-opening phase as defined in the plan; and

WHEREAS the Governor of the State of Minnesota has begun cautiously and strategically reducing restrictions on public settings, and

WHEREAS the Public Health Director, Safety Director, Sheriff and Personnel Director support moving into Phase 2 of the plan,

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners moves the **Kanabec County Safely Re-Open Plan for the COVID-19 Pandemic** into Phase 2 effective Monday, June 22, 2020 at 8:00 a.m. until further notice.

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 #9 – Gene Anderson introduced a motion to move County Board Meetings to basement meeting rooms 3&4 starting July 7, 2020 and until further notice to allow proper social distancing of board members and to continue remote access by phone.

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

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

Whereupon the motion was passed.

Action #10 – Les Nielsen introduced a motion to approve the June 2, 2020 minutes as presented.

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 County Board via WebEx to discuss matters concerning her department.

Denise Snyder presented the following resolution to the County Board:

Resolution #XX - 6/16/20

Request for an Additional Settlement of Property Tax Payments for the City of Mora

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

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

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

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

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

The Chairperson asked for a motion three times. The resolution failed for lack of a motion.

Action #11 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #11- 6/16/20
Liquor & Tobacco Licenses

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

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

BE IT RESOLVED to approve the following license applications:

LIQUOR LICENSE RENEWALS 2020-2021
KANABEC COUNTY BOARD - JUNE 16, 2020

Establishment	LIQUOR	BEER	TOBACCO
McBees	On/Off/Sun	-	

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

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

Whereupon the motion was passed.

The Board revisited the request for an additional settlement of property tax payments for the City of Mora and determined a formal action was prudent.

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

Resolution #12 - 6/16/20

Request for an Additional Settlement of Property Tax Payments for the City of Mora

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

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

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

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

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

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 #13 – Gene Anderson introduced a motion to reduce 2020 liquor license fees by 25% for establishments that were forced to close for 3 months due to the executive order by Governor Walz. This does not include off-sale liquor licenses.

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, opposed
Gene Anderson, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

County Assessor Tina Von Eschen met with the County Board to request to fill a vacant position in her department.

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

Resolution #14 – 6/16/20

WHEREAS there is a vacancy in the position of a Property Tax Specialist, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire a Full Time Property Tax Specialist to fill the position at Step A, Range 10 of the pay plan which is \$21.11 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 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 #15 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #15 – 6/16/20

WHEREAS there is a vacancy in the position of a Correctional Officer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Full Time Correctional Officer/Dispatcher 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 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.

10:43am – The Chairperson called for public comment three times. None responded.

10:44am – The Chairperson closed public comment.

Action #16 – Gene Anderson introduced a motion to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor HRA	6,000.00
Mora Municipal Utilities	16,510.47
Spire Credit Union	2,885.76
East Central Energy	160.66
Ann Lake Twp	500.00
Braham Public Schools	14,795.18
Brunswick Twp	1,000.00
City of Braham	1,500.00
City of Grasston	5,573.06
City of Mora	1,002.00
Grass Lake Twp	824.54
Haybrook Twp	769.30
Hillman Twp	603.16
Isle Public Schools	1,538.59
Mora Public Schools	6,046.50
Ogilvie Public Schools	1,000.00
Peace Twp	1,418.09

Ann Lake Twp	44,598.74
Arthur Twp	112,963.28
Braham Public Schools	80,280.22
Brunswick Twp	82,011.97
City of Braham	26,128.26
City of Grasston	9,246.31
City of Isle	300.00
City of Mora	633,445.44
City of Ogilvie - Clerk	58,931.57
City of Quamba	31,573.65
Comfort Twp	78,397.16
Comm of Finance-Treas Div	399.75
East Cent. Reg Dev Commission	14,268.04
East Central School District	26,706.21
Ford Twp	51,503.18
Grass Lake Twp	53,600.01
Haybrook Twp	40,770.28
Hillman Twp	36,125.36
Hinckley-Finlayson Schools	28,321.89
Isle Public Schools	25,527.27
Kanabec County	153,186.18
Kanabec Twp	47,236.00
Knife Lake Improvement District	18,083.29
Knife Lake Twp	62,897.82
Kroschel Twp	28,867.08
Milaca Public Schools	7,514.49
MN Commissioner of Revenue	53.20
Mora Public Schools	832,084.62
Ogilvie Public Schools	235,164.94
Peace Twp	78,845.28
Pine City Public Schools ISD 578	173.22
Pomroy Twp	59,592.99
Southfork Twp	28,115.38
Whited Twp	37,634.46
The Hartford Priority Accounts	2,118.09
Kanabec County Auditor-Treas	4,699.53
E C Riders	1,724.15
Midcontinent Communications	857.11
Minnesota Department of Finance	4,234.50
Verizon Wireless	3,326.65
VISA	123.29

East Central Energy	171.58
VISA	460.56
City of Quamba	<u>1,335.63</u>
61 Claims Totaling:	<u><u>\$3,105,725.94</u></u>

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.

Deputy Auditor Tax Karen McClellan, County Assessor Tina Von Eschen, and County Auditor Denise Snyder met with the County Board on-site to discuss applying for membership with Minnesota Counties Information Systems (MCIS).

Action #17 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #17 - 6/16/20

WHEREAS the Auditor Treasurer’s Office and County Assessor’s Office are recommending changing to an alternate tax and CAMA system; and

WHEREAS the Auditor Treasurer’s Office and County Assessor’s Office have determined that the finalists in the RFP from MnCCC would not best serve the needs of Kanabec County and are not financially an option for Kanabec County; and

WHEREAS the Auditor Treasurer’s Office and County Assessor’s Office have performed their due diligence and have recommended applying for membership with Minnesota Counties Information Systems (MCIS) to further explore their preferred alternate tax and CAMA system;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves applying for membership with Minnesota Counties Information Systems (MCIS).

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 #18 – Les Nielsen introduced a motion the pay the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	500.00
Ace Hardware	486.14
Ace Hardware	94.39
Advanced Correctional Healthcare	17,308.11
Ann Lake Watershed Alliance	1,807.61
Anoka County Corrections	264.00
Aspen Mills	366.76
CES Imaging	131.36
Coborn's	535.79
Consolidated Communications	717.07
Consolidated Communications	63.97
Consolidated Communications	160.80
Consolidated Communications	68.92
Curtis, Michael	628.23
Dearborn National Life Insurance Co	751.85
East Central Exterminating	125.00
Eric Hanson Consulting	5,500.00
Frisch, Justin	92.24
G & N Enterprises	185.40
Glen's Tire	323.88
Grainger	38.54
Grainger	66.84
Granite City Jobbing	1,192.97
Health Partners	6,487.94
Hoefert, Robert	881.55
Ingebrand Funeral Home	430.00
Johnsons Hardware	239.99
Johnsons Hardware	145.97
Jones, Willis	150.00
Kanabec County History Center	3,500.00
Kanabec Publications	734.00
M&I Lockbox:MCCC	45.00

M&I Lockbox:MCCC	45.00
Marco, Inc	159.00
Marco, Inc	134.68
McKinnis & Doom PA	170.00
McKinnis & Doom PA	212.50
McKinnis & Doom PA	442.00
McKinnis & Doom PA	153.00
MEI Total Elevator Solutions	1,014.58
Michael K. Pepin Law Offices	382.50
Minnesota Monitoring Inc	231.00
Motorola Solutions	22,877.04
Nelson, Ronette	270.83
Office Depot	50.33
Office Depot	71.59
Office of MNIT Services	1,300.00
Ogilvie Museum	750.00
O'Reilly Auto Parts	23.80
Premium Waters, Inc	15.09
Quality Disposal Systems	199.35
Quality Disposal Systems	388.36
Quality Disposal Systems	24.15
Reliance Telephone Inc	1,500.00
RELX Inc. DBA LexisNexis	187.58
Stellar Services	319.84
Summit Food Service Management	15,408.01
Tinker & Larson Inc	1,481.63
Tinker & Larson Inc	49.50
UPS	31.87
Van Alst, Lillian	387.55
Visser, Maurice	504.28
Zamora, Ray	851.58
Dallman, Robert Jr & Bonnie	1,288.00
Election Systems & Software Inc	2,400.00
Sea Change Print Innovations	33.00
Absolute Title Co	840.00
Absolute Title Co	846.00
Gregory, William	763.00
Carter, David	328.00

70 Claims Totaling: 100,158.96
Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	1,000.00
Ace Hardware	330.85
Ameripride	513.51
Auto Value	2,101.65
BuckleyII	620.20
Contech Engineered Solutions	130,046.10
Envirotech Services	2,855.52
Federated Co-op	1,560.89
Frontier Precision	302.80
FS Solutions	274.93
Gopher State One-Call	59.40
Handyman's Hardware	137.04
Houtsma, Brandon	450.00
J A Smith	750.00
Kanabec Publications	52.00
Kwik Trip	885.07
Locators Supplies	268.10
Marco Inc	339.08
Mei Total Elevator Solutions	510.28
Mille Lacs County Public Works	148.17
Minnesota Petroleum Marketers	460.00
Northern States Supply	75.15
Nuss Truck	865.53
Oslin Lumber	28.00
Owens Auto Parts	151.72
Power Plan (RDO)	2,122.12
Quality Disposal Systems	164.25
Sawatzky, Fred	167.33
USIC Locating	1,120.00

29 Claims Totaling: \$148,359.69

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.

County Coordinator Kris McNally led a discussion regarding part-time deputies and PERA.

Action #19 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #19 – 6/16/20

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
 3. Said position charges this employee with the prevention and detection of crime;
 4. Said position gives this employee the full power of arrest, and
 5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

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.

County Coordinator Kris McNally led a discussion regarding the 2020 Fair Board (Ag Society) allocation.

Action #20 – Gene Anderson introduced a motion to approve the full allocation of \$4,500 to the Kanabec County Fair Board (Ag Society) as budgeted even though the fair is cancelled for 2020.

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.

Chairperson Kathi Ellis led a discussion regarding a payment of \$1,000,000.00 owed to Welia. Auditor/Treasurer Denise Snyder provided guidance on fund balances and accounts for the payment.

Action #21 – Les Nielsen introduced a motion to make the payment of \$1,000,000.00 to Welia in July. Half of it will come from the savings account at Spire Credit Union, and half of it will come from the savings account at First Citizens Bank.

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 Coordinator Kris McNally led a discussion regarding the preliminary budget for 2021.

The Commissioners expressed consensus to hold budget work sessions on the following dates at 9:00am: August 11, 2020, August 25, 2020, and September 8, 2020.

Action #22 – Craig Smith introduced a motion to target a 0% increase on the 2021 budget.

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, opposed

Whereupon the motion was passed.

The Board expressed consensus to discuss Commissioner reports at the next board meeting on July 7, 2020.

Future Agenda Items: Jail Administrator- inmate expenses; hospital update; county owned land available to sell.

Action #23 – Les Nielsen introduced a motion to adjourn the meeting at 11:57am and to meet again in regular session in basement meeting rooms 3&4 on Tuesday, July 7, 2020 at 9:00am.

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.

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

Attest: _____
Board Clerk