

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 2, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone/video conference call at 9:00am on Tuesday, June 2, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally, and Les Nielsen. The following Board Members joined the meeting via telephone/video: Gene Anderson and Kathi Ellis. Staff present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Staff and others participating via telephone/video included: County Attorney Barbara McFadden, Public Health Director Kathy Burski, and Public Works Director Chad Gramentz.

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 addition: AMC District 5 Spring Meeting discussion.

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 #2 – Craig Smith introduced a motion to approve the May 19, 2020 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 #3 – Gene Anderson introduced a motion to recess the Board meeting at 9:05am to a time immediately following the Public Health Board

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 Kanabec County Public Health Board met at 9:05am on Tuesday, June 2, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally, and Les Nielsen. The following Board Members joined the meeting via telephone: Gene Anderson and Kathi Ellis. Public Health Director, Kathy Burski presented the Public Health Agenda via WebEx.

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 Public Health 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 #PH5 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #PH5 – 6/2/20

WHEREAS there will be a vacancy in the position of a Home Health Aide/Homemaker, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a Part Time Home Health Aide/Homemaker to fill the position at Step A, Range 5 of the pay plan which is \$15.78 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 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.

Kathy Burski led a discussion regarding a bill signed by Minnesota Governor Tim Walz on May 16, 2020 raising the state tobacco sales age to 21. The Board expressed consensus for Public Health Staff to work with County Attorney Barb McFadden to update the existing County Ordinance to align with the new law.

Action #PH6 – Les Nielsen introduced a motion to approve the payment of 50 claims totaling \$51,416.90 on Community Health Funds.

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 #PH7 – Dennis McNally introduced a motion to adjourn Public Health Board at 9:31am and to meet again on July 7, 2020 at 9:05am.

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 of Commissioners reconvened.

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

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	679.78
Minnesota Department of Finance	4,554.00
Mora Municipal Utilities	12,593.42
Spire Credit Union	8,547.59
Verizon Wireless	3,667.28
Consolidated Communications	1,010.76
CW Technology	75.00
Kanabec County Auditor-Treas	4,699.53
Kwik Trip Inc	3,526.93
Quadient Finance USA, Inc.	2,000.00
VISA	4,648.21
Life Insurance Company of North America	648.10
MNPEIP	147,611.02
Sun Life Financial	3,942.43
VSP Insurance Co	275.24
Braham Public Schools	80,280.22
East Central School District	26,706.21
Hinckley-Finlayson Schools	28,321.90
Isle Public Schools	25,527.27
Kanabec County	153,186.19
Milaca Public Schools	7,514.48
Mora Public Schools	832,084.63
Ogilvie Public Schools	235,164.94
Pine City Public Schools ISD 578	173.21
Kanabec County Auditor HRA	10,667.79
Verizon Wireless	1,075.37
East Central Energy	1,346.23

Minnesota Energy Resources Corp	398.99
28 Claims Totaling:	<u>1,600,926.72</u>

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.

Veteran Service Officer Erica Bliss met with the County Board via WebEx to discuss matters concerning her department.

Action #9 – Les Nielsen introduced a motion to approve the use of MDVA grant dollars to upgrade the Veteran Services current recordkeeping system from VIMCS to VetPro, which is an internet based system and an annual license fee of \$1,000.

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.

Erica Bliss led a discussion regarding a request to adopt a highway. The Board had concerns about the initially proposed options due to safety risks, however expressed consensus for Erica to further research available stretches of highway available for adoption and to bring them back to the board for consideration.

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

Action #10 – Gene Anderson introduced the following resolution and moved is adoption:

Resolution #10 - 6/2/20
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/BEER/ TOBACCO LICENSE RENEWALS 2020-2021
KANABEC COUNTY BOARD – JUNE 2, 2020**

Establishment	LIQUOR	BEER	TOBACCO
Braham Moose Lodge 1544	Club/Sun	-	-
Captain Dans' Crow's Nest	On/Off/Sun	-	Yes
Mauer Fish Lake Restaurant & Bar	On/Off/Sun	-	Yes
Northwoods Steak House & RV Park	On/Off/Sun	-	Yes
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Fire Pit Bar & Grill	On/Sun	-	-
Springbrook Golf Course	On/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.

Denise Snyder led a discussion regarding a settlement request from the City of Mora. The Board expressed consensus for County Auditor-Treasurer Denise Snyder to email City Administrator Lindy Crawford regarding this mater. Information only, no action was taken.

Denise Snyder presented financial reports including first quarter budget and fund balances. Information only, no action was taken.

County Assessor Tina Von Eschen met with the County Board via WebEx to discuss the upcoming Board of Appeals and Equalization Meeting on Monday, June 15, 2020 at 6:30pm. The Board expressed consensus to hold the meeting in meeting rooms 3&4 in the courthouse basement, as well as via WebEx. A staff person from the assessor's office will check in appointments at the front door. Only one appointment will enter the meeting room at a time. The

meeting location will be advertised in the paper, the County Website, and on social media. Information only, no action was taken.

Action #11 – Craig Smith introduced a motion to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Advanced Correctional Healthcare	656.50
Auto Value	89.90
City of Mora	32.50
Curtis, Michael	876.17
CW Technology	1,202.47
East Central Exterminating	240.00
Emergence Behavioral Health	1,800.00
Further	677.50
G & N Enterprises	1,197.40
G & N Enterprises	1,500.00
Grainger	145.28
Hoefert, Robert	851.58
Kanabec County Soil and Water	18,016.00
Marco, Inc.	477.00
Nelson, Ronette	493.93
Oslin Lumber	46.20
Office Depot	58.27
Peterson, Bobbie	89.99
Ramsey County	1,557.75
Ratwik, Roszak & Maloney, PA	144.00
Rupp, Anderson, Squires & Waldspurger, PA	1,050.00
Rupp, Anderson, Squires & Waldspurger, PA	1,838.37
Stellar Services	1,512.61
Summit Food Service Management	6,929.56
Thomson-Reuters-West	588.30
Trane U.S. Inc.	3,102.75
United States Treasury	2,376.50
Van Alst, Lillian	153.53
Visser, Maurice	607.20
Zamora, Ray	723.35
30 Claims Totaling:	<u><u>49,034.61</u></u>

Road & Bridge

Vendor	Amount
AmeriPride	706.52
Central McGowan	175.06
Colors by Craig	250.00
Federated Co-op	190.96
Gopher State One-Call	48.60
Grainger	22.82
Road Machinery & Supplies Cp (RMS)	100.54
Wiarcom Inc	618.45
Yotter, Tim	47.58
9 Claims Totaling:	<u><u>\$2,160.53</u></u>

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 Commissioners continued their reports from the last meeting on the boards and committees in which they participate. Information only, no action was taken.

10:26am – The Chairperson called for public comment three times. None responded.

10:27am – The Chairperson closed public comment.

Public Works Director Chad Gramentz met with the Board via Webex to discuss Kanabec County’s Safely Re-Open Plan for the COVID-19 Pandemic.

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

Resolution #12 – 6/2/20

Kanabec County’s Safely Re-Open Plan for the COVID-19 Pandemic

WHEREAS the Board desires to have a comprehensive, department-supported plan to provide a safe and healthy workplace during the COVID-19 pandemic prior to the re-opening of Kanabec County facilities;

WHEREAS the Kanabec County's Safely Re-Open Plan for the COVID-19 Pandemic was drafted through a collaborative effort with the safety committee, department heads, law enforcement, emergency management, human resources, and community health using a template provided by the Minnesota Department of Labor and Industry based on the most current guidance and information available,

THEREFORE BE IT RESOLVED to accept the proposed plan for Kanabec County and implement immediately; and

BE IT FURTHER RESOLVED that the Board of Commissioners will determine when to proceed into each phase as defined in the plan; and

BE IT FURTHER RESOLVED that the Community Health Director and Personnel Director are authorized to disseminate the plan, as well as to update the plan and conduct training as needed; and

BE IT FURTHER RESOLVED that it is understood that required updates to the plan based on changing COVID-19 information will be disseminated to employees as soon as possible.

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 expressed consensus to make the decision at the next meeting when to move to Phase II of the Re-Opening Plan.

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

Action #13 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #13 – 6/2/20
Access Management Policy

WHEREAS the Kanabec County Board of Commissioners wishes to regulate access to the roadways under its authority in the interest of the public health, safety and welfare in accordance with MN Statute §160.08, and

WHEREAS the Public Works Director has presented a proposed policy titled “Kanabec County Access Management Policy” to the Board of Commissioners dated 6/2/2020 included herein by reference, and

THEREFORE BE IT RESOLVED that the Kanabec County Commissioners hereby accept and adopt the Kanabec County Access Management Policy with the following changes:

1. Changes “forces” to “public works”.
2. Add clarification on mailbox support fee.

BE IT FURTHER RESOLVED that this resolution replaces and revokes Resolution #3 dated 4/16/2003.

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 an upcoming AMC District 5 Spring meeting. Information only, no action was taken.

County Coordinator Kris McNally led a discussion regarding the County Facebook Page. The Board expressed consensus to add the following message to the Facebook page, “If you have a comment or question that you’d like a response to, please contact the County Coordinator’s Office.”

Future Agenda Items: EDA grant/loan report.

11:57am – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again for the County Board of Appeal & Equalization on Monday, June 15, 2020 at 6:30pm, and in regular session on Tuesday, June 16, 2020 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk