

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

May 19, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, May 19, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Others present on-site: County Coordinator Kris McNally and Recording Secretary Kelsey Schiferli. Others participating via telephone included: Public Health Director Kathy Burski, Public Works Director Chad Gramentz, County Recorder Lisa Holcomb, and County Assessor Tina Von Eschen.

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

Action #1 – Dennis McNally introduced a motion to approve the 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 #2 – Les Nielsen introduced a motion to approve the May 5, 2020 minutes as presented.

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 #3 – Gene Anderson 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 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 Kanabec County Family Services Board met at 9:05am on Tuesday, May 19, 2020 pursuant to adjournment with the following Board Members present on-site: Craig Smith, Dennis McNally. The following Board Members joined the meeting via telephone: Gene Anderson, Kathi Ellis, Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda via telephone.

Action #FS4 – Les Nielsen introduced a motion to approve the Family Services 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.

Family Services Director Chuck Hurd gave the director's report.

Action #FS5 – Les Nielsen introduced a motion to approve the Initiative Foundation grant request to secure funding for laptops and multi-factor authentication for staff working remotely.

Chairperson, Kathi Ellis handed the gavel over to Vice Chairperson, Dennis McNally. The motion was duly seconded by Kathi Ellis and upon a roll call vote being taken thereon, the following voted:

Craig Smith, opposed

Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor
Dennis McNally, opposed

Whereupon the motion was passed.

Vice Chairperson, Dennis McNally handed the gavel back to Chairperson, Kathi Ellis.

Action #FS6 – Gene Anderson introduced a motion to approve the Consumer Support Grant request to provide grants to children and adults with functional limitations.

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 #FS7 – Gene Anderson introduced a motion to approve the payment of 90 claims totaling \$180,522.51 on Welfare Funds.

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 #FS8 – Gene Anderson introduced a motion to adjourn Family Services Board at 9:22am and to meet again on June 16, 2020 at 9:05am.

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 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.

Public Health Director, Kathy Burski presented a contract with AmericInn for shelter if needed.

Action #9 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #9 - 5/19/20

WHEREAS one of the essential services Community Health is expected to provide if it is needed is shelter, and

WHEREAS the AmericInn located at 1877 Frontage Road, Mora, Minnesota 55051 has agreed to assist with meeting this essential service,

WHEREAS the costs associated with providing this essential services are expected to be reimbursable through FEMA or other Federal/State COVID-19 aid,

WHEREAS the agreement has been reviewed by Emergency Management, the County Attorney and Community Health;

BE IT RESOLVED that the Kanabec County Commissioners approve the attached agreement and authorize the Board Chair and Community Health Director to sign.

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

Whereupon the motion was passed.

Deputy Auditor Tax Roberta Anderson met with the County Board via WebEx to discuss the clean-up of tax forfeited properties. Information only, no action was taken.

10:00am – A Public Hearing was held to discuss a proposed exchange of parcels of real property of substantially similar or equal value.

A notice of public hearing was posted in the courthouse lobby, on the front doors of the courthouse, on the county website, and in the Kanabec County Times on April 30, 2020 and May 7, 2020. County Coordinator, Kris McNally read the following public notice aloud:

**KANABEC COUNTY BOARD OF COMMISSIONERS
NOTICE OF PUBLIC HEARING
REGARDING A PROPOSED EXCHANGE OF PARCELS OF REAL PROPERTY OF
SUBSTANTIALLY SIMILAR OR EQUAL VALUE**

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Kanabec, Minnesota, will conduct a public hearing pursuant to Minnesota Statute 373.01 regarding the proposed exchange of parcels of real property of substantially similar or equal value further described as follows:

Legal Description for Landscaping Encroachment Agreement:

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NELSON’S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence southeasterly along the easterly line of said Lot 1 459.51 feet, more or less, to the angle point in said easterly line; thence southeasterly along the northerly line of said Lot 1 a distance of 204.23 feet to the point of beginning of the property to be described; thence northeasterly deflecting to the left 90 degrees a distance of 25.0 feet; thence southeasterly deflecting to the right 93 degrees a distance of 72 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline to the intersection with the northerly line of said Lot 1; thence northwesterly along said northerly line to the point of beginning.

Legal Description for Quit Claim deed to Kanabec County:

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 90 degrees West along the north line of said Northeast Quarter of the Southwest Quarter a distance of 591.20 feet to the point of beginning of the property to be described; thence South 13 degrees 37 minutes 30 seconds East 461.32 feet; thence South 74 degrees 03 minutes 10 seconds East 272.26 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline 1.5 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON’S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence westerly and northwesterly along said northeasterly line of Lot 1 to the intersection with the north line of said Northeast Quarter of the Southwest Quarter; thence North 90 degrees East along said north line a distance of 14.2 feet, more or less, to the point of beginning.

This hearing will take place at 10:00 am via telephone and WebEx as part of the regular County Board

meeting on May 19, 2020. Pursuant to the extension of the Declaration of the Local State of Emergency by the Kanabec County Board of Commissioners on April 21, 2020 and pursuant to Minn. Stat. §13D.021, in-person meetings of the Kanabec County Board of Commissioners are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12. This public hearing is an open meeting and the interested persons may be heard at the public hearing, either orally by calling into the meeting or by sending written comments to be read during the hearing; written comments may also be filed with the Coordinator's Office at 18 N. Vine Street Mora, MN prior to the meeting.

For further information, contact the office of the Kanabec County Coordinator at 679-6440, visit https://www.kanabecounty.org/departments/public_notice.php/ or email kris.mcnelly@co.kanabec.mn.us

10:02am - The Chairperson called for public comment three times. There were no responses.

10:03am – The Chairperson closed public comment.

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

Resolution #10 – 5/19/20

WHEREAS the Kanabec County Board of Commissioners has determined that the best use of County-owned parcel 10.00450.00 located in Knife Lake Township on Salmonson's River Road, Mora, Minnesota 55051, is to split it into parcels, sell the parcels, and return the property to private ownership, and

WHEREAS the property was acquired in anticipation of use as a park and

WHEREAS it has been decided that such use is unlikely, and

WHEREAS upon surveying parcel 10.00450.00 it was determined that said parcel required a boundary line adjustment and establishment of an agreement with the adjoining land owner for encroaching landscaping access and maintenance, and

WHEREAS Kanabec County wishes to exchange an Encroachment Agreement allowing the adjoining land owner access to and maintenance of the existing landscaping in an area defined in appendix A for a quit claim deed described in Appendix B:

APPENDIX A

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence southeasterly along the easterly line of said Lot 1 459.51 feet, more or less, to the angle point in said easterly line; thence southeasterly along the northerly line of said Lot 1 a distance of 204.23 feet to the point of beginning of the property to be described; thence northeasterly deflecting to the left 90 degrees a distance of 25.0 feet; thence southeasterly deflecting to the right 93 degrees a distance of 72 feet, more or less, to the shoreline of Knife

Lake; thence southerly along said shoreline to the intersection with the northerly line of said Lot 1; thence northwesterly along said northerly line to the point of beginning.

APPENDIX B

That part of the Northeast Quarter of the Southwest Quarter of Section 10, Township 40, Range 24, Kanabec County, Minnesota, described as follows:

Commencing at the northeast corner of said Northeast Quarter of the Southwest Quarter; thence on an assumed bearing of North 90 degrees West along the north line of said Northeast Quarter of the Southwest Quarter a distance of 591.20 feet to the point of beginning of the property to be described; thence South 13 degrees 37 minutes 30 seconds East 461.32 feet; thence South 74 degrees 03 minutes 10 seconds East 272.26 feet, more or less, to the shoreline of Knife Lake; thence southerly along said shoreline 1.5 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON’S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence westerly and northwesterly along said northeasterly line of Lot 1 to the intersection with the north line of said Northeast Quarter of the Southwest Quarter; thence North 90 degrees East along said north line a distance of 14.2 feet, more or less, to the point of beginning.

WHEREAS the proposed land exchange satisfies requirements for boundary adjustments and is supported by legal counsel, and

WHEREAS the County Assessor has determined that the parcels included in the proposed exchange are of substantially similar value, and

WHEREAS a public hearing was conducted to consider input on the proposed exchange of parcels of real property of substantially similar or equal value;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves the exchange of said parcels and further directs the County Attorney to prepare required exchange documents and the County Coordinator to attain signatures, execute and record said documents.

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

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	185.76
Minnesota Energy Resources Corp	5,976.85

Office of MN.IT Services	1,300.00
VISA	709.85
Dearborn National Life Insurance Co	715.27
Health Partners	5,993.63

6 Claims Totaling: \$14,881.36

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 #12 – Dennis McNally introduced a motion to approve the following claims on the funds indication:

Revenue Fund

Vendor	Amount
A and E Cleaning Services	550.00
Advanced Correctional Healthcare	17,124.27
Aspen Mills	108.01
Aspen Mills	283.00
AT&T Mobility	655.35
AT&T Mobility	44.67
Athey, Lisa	500.00
Auto Value Mora	162.95
Auto Value Mora	48.45
Axon Enterprise Inc.	3,876.24
Blue Star Graphics	60.00
Bob Barker	467.29
Corporate Connection, Inc.	1,299.25
Curtis, Michael	911.60
East Central Exterminating	125.00
East Central Exterminating	275.00
East Central Solid Waste Commission	464.40
Enriquez, Alysha	500.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80

Fiedler, Kaylynn	500.00
Gertken, Adam	480.93
Glen's Tire	24.00
Glen's Tire	77.80
Granite City Jobbing Company	101.46
Granite City Jobbing Company	631.25
Hoefert, Robert	691.15
Horizon Towing	572.45
Industrial Health Services Network Inc	44.90
IT SAVVY	249.50
Johnson Controls Fire Protection LP	358.40
Johnsons Hardware	534.87
Johnston, Emily	500.00
Kanabec County Community Health	170.00
Kanabec County Highway Department	19.15
Kanabec Publications	50.00
Kanabec Publications	95.20
League of MN Cities	126.50
Marco	920.04
Marco	159.00
Marco	134.68
Mattson Electric	947.85
Mattson Electric	100.00
MEI Total Elevator Solutions	196.58
Methven Funeral and Cremation Service	400.00
Minnesota Dept of Transportation	3,121.59
Minnesota Pollution Control Agency	42,919.14
Minnesota State Auditor	1,368.50
Nelson, Ronette	399.05
Nordenstrom, Sara	500.00
Premium Waters Inc	21.59
Quality Disposal Systems	24.15
Quality Disposal Systems	388.36
Quality Disposal Systems	199.35
Ramsey County	3,108.00
RELX Inc. DBA LexisNexis	187.58
SHI International Corp	109.00
Sholtz, Dianna	500.00
Sholtz, Mark	500.00
Stellar Services	505.45
Summit Companies	120.00

Summit Food Service Management	3,124.37
Tinker & Larson Inc	734.20
Van Alst, Lillian	158.13
Visser, Maurice	466.90
Zamora, Ray	766.48

66 Claims Totaling: \$101,758.07

Road & Bridge Fund

Vendor	Amount
A and E Cleaning Services	1,100.00
Beaudry Oil & Propane	3,374.56
Brock White Company LLC	2,197.36
East Central Energy	258.62
Glen's Tire	183.00
Grainger	21.68
Granite Ledge Electrical Contractors	314.20
Hanson, Elaine	415.00
Kanabec County Auditor-Treasurer	224.94
Kanabec Publications	309.00
Little Falls Machine Inc	1,854.63
MARCO Inc	188.00
Mattson Electric of Mora	598.27
Minnesota Petroleum Service	5,367.41
Minnesota Pollution Control Agency (MPCA)	604.84
MN Dept of Transportation	365.51
Office Depot	131.30
Owens Auto Parts	799.16
Power Plan (RDO)	1,523.95
Quality Disposal Systems	164.25
RJ Mechanical	3,535.60
Roeschlein, Tom	648.00
Sanitary Systems	140.00

23 Claims Totaling: \$24,319.28

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

Resolution #13 – 5/19/20
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	\$3,059.42
Quality Disposal	\$3,399.00
Arthur Township	\$400.00
Total	\$6,858.42

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.

Kathi Ellis requested that deposits to the SCORE Fund be included on future SCORE Claims.

The Commissioners gave reports 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 County Board via WebEx to discuss matters concerning his department.

Action #14 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #14 – 5/19/20

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

WHEREAS the board desires to refill this vacant position, and

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time HEO I to refill the vacant position at Step A, Range 7 of the pay plan which is \$17.73 per hour or the rate set by rule for internal promotion, and

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

BE IT FURTHER RESOLVED to authorize the Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

The motion died for lack of a second.

Chad Gramentz led a discussion regarding filling the vacant position of a Lead Worker. The Board expressed consensus to not refill the position at this time. No action was taken.

Action #15 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #15 – 5/19/20

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

WHEREAS the board desires to refill this vacant position, and

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time HEO I to refill the vacant position at Step A, Range 7 of the pay plan which is \$17.73 per hour or the rate set by rule for internal promotion, and

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

BE IT FURTHER RESOLVED to authorize the Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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

Whereupon the motion was passed.

Action #16 – Dennis McNally introduced the following resolution and moved its adoption:

Resolution #16 – 5/19/20

WHEREAS the following quotes were received for signs and supplies inventory:

Newman Signs.....	\$52,572.95
MR Signs.....	\$55,867.39

BE IT RESOLVED to accept the low quote of \$52,572.95 submitted by Newman Signs.

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

Resolution #17 – 5/19/20

WHEREAS the following quotes were received for wide gap crack filling for CSAH 4 and CSAH 24:

Fahrner Asphalt Sealers (flex patch)..... \$52,700.00

Bargen Incorporated (gap mastic)..... \$124,344.00

BE IT RESOLVED to accept the low quote of \$52,700.00 submitted by Fahrner Asphalt Sealers.

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.

Chad Gramentz presented a list of quotes for parking lot striping. The Board expressed consensus to hold off on parking lot striping until next year. No action was taken.

Chad Gramentz led a discussion regarding the COVID-19 Preparedness Plan for Kanabec County.

Action #18 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #18 – 5/19/20

WHEREAS the **COVID-19 Preparedness Plan for Kanabec County** was drafted through a collaborative effort with the Safety Committee, individual employees, Law Enforcement, Emergency Management, Human Resources, Community Health using a template provided by the Minnesota Department of Labor and Industry, and

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

THEREFORE BE IT RESOLVED to accept the COVID-19 Preparedness Plan for Kanabec County; and

BE IT FUTHER RESOLVED that the Personnel Director and Community Health Director are authorized to update the plan as needed, disseminate the plan and conduct training with the management and employees regarding the plan; and

BE IT FUTHER RESOLVED that it is understood that updates to the COVID-19 Preparedness Plan for Kanabec County will be disseminated to employees as soon as possible.

Chairperson, Kathi Ellis handed the gavel over to Vice Chairperson, Dennis McNally. The motion was duly seconded by Kathi Ellis and upon a roll call vote being taken thereon, the following voted:

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

Whereupon the motion failed.

Vice Chairperson, Dennis McNally handed the gavel back to Chairperson, Kathi Ellis.

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

Action #19 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #19 - 5/19/20

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2021 Maintenance and Grooming Grant Agreement.”

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

Dennis McNally, opposed
Craig Smith, opposed
Gene Anderson, in favor

Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #20 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #20 - 5/19/20

DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS TO THE COUNTY AUDITOR-TREASURER OR THEIR DESIGNEE

WHEREAS, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law; and

WHEREAS, it is required for the governing body to annually delegate the authority to make electronic funds transfers to a designated chief financial officer or the officers designee; and

WHEREAS, it is required that the disbursing bank keep a certified copy of adopted delegation of authority; and

WHEREAS, it is required that the delegated authority present a list of initiators and transfer frequency annually to the board; and

WHEREAS, the county desires to utilize electronic funds transfers as authorized by statute.

THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners delegates the authority to make electronic funds transfers to the County Auditor-Treasurer, or her designee, under Minnesota Statutes 471.38.

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
Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

Action #21 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #21 – 5/19/20

2019 Donations, Change Funds, Routine EFTs

WHEREAS certain county departments received donations in 2019, and

WHEREAS the County Auditor/Treasurer has monitored and tabulated all donations received;

BE IT RESOLVED to accept the following donations for the calendar year 2019:

Kanabec County Donations 2019

SHERIFF

Badges Program	\$13,426.41	
Reserves	\$5,725.00	
Project Lifesaver	\$70.00	
Total Sheriff Donations		\$19,221.41

VETERANS

General	\$515.00	
Coffee Talk (8240)		
EM Vets (8502)	\$4,931.50	
Total Veterans Donations		\$5,446.50

Transit

Volunteer Drivers		\$0.00
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Total Donations to County in 2019 \$24,667.91

Change Funds 2019

Auditor-Treasurer	Cash Drawer	\$500.00	
Drivers License	Cash Drawer	\$100.00	
Highway	Cash Drawer	\$150.00	
Recorder	Cash Drawer	\$200.00	
			<u>\$950.00</u>

Kanabec County - Routine EFTS 2019

<u>County</u>			
Further	Disb	Medical Reimbursement & HRA account claims	bi-weekly
County	Disb	Direct deposit payroll	bi-weekly
MNDOR	Disb	State payroll, sales & use, state general taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly
MNDPC	Disb	State deferred compensation plan, SO Union	bi-weekly
NACO/NACO Roth	Disb	Deferred compensation	monthly
PERA	Disb	Retirement benefits	bi-weekly
IRS	Rcpt	Recorders fees	anytime
USDA	Rcpt	Recorders fees	anytime
State of MN	Rcpt	Medicare payment CH	daily
Dept of Justice	Rcpt	Federal grant payments	anytime
MNDOR	Rcpt	Revenue recapture - SO, Prob, Taxes	anytime
Medicare	Rcpt	FS & CH patient claims	anytime
US Treasury	Rcpt	FS & CH federal program pymts	anytime
Simplifile	Rcpt	Recorders fees	anytime
Wells Fargo	Rcpt	Property taxes mass escrow	anytime
CoreLogic	Rcpt	Property taxes mass escrow	anytime
Landshark	Rcpt	Recorders fees	anytime
Enterprise Fleet	Disb	Vehicle lease pymts	monthly

<u>Hospital</u>			
MNDOR	Disb	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly

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

Whereupon the motion was passed.

Action #22 – Craig Smith introduced the following resolution and moved its adoption:

Resolution #22– 5/19/20
Restricted and Assigned Funds

WHEREAS the county maintains funds dedicated for specific public purposes, and

WHEREAS the Auditor/Treasurer prepared a report for the board showing the fund balances;

BE IT RESOLVED to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2019:

**Kanabec County
Restricted & Assigned Funds 2019**

RESTRICTED FUNDS	12/31/2019
R 911 EMERGENCY	24,561
R CWP SEPTIC LOANS	284,405
R GRAVEL TAX - RECLAMATION	32,406
R FORFEITURE FUNDS - ATTORNEY	25,771
R FORFEITURE FUNDS - SHERIFF	143,748
R LAND OFFICE TECH EQUIPMENT	126,140
R LAW LIBRARY	13,879
R PROBATION CORRECTIONAL FEES	0
R RECORDER'S EQUIPMENT	61,080
R RURAL ADDRESSING	438
R SCORE	136,476
R SHORELAND GRANT	4,007
R SW SURCHARGES	1,437,548
R TRANSIT MNDOT FARES	134,866
R WATER PLAN GRANT	15,071
R WETLAND GRANT	25,103
 UNRESTRICTED - ASSIGNED FUNDS	
A FUTURE CAPITAL EQUIPMENT	326,715
A FUTURE CAPITAL IMPROVEMENTS	327,882
A LEGAL FEE FUND ORD 27	166
A PUBLIC HEALTH COPIER	0
A RETIREE ACCRUED SICK PAY	-18,874
A SHERIFFS COMMUNITY PROGRAMS	22,850
A SHERIFFS RESERVE UNIT	29,908
A TRANSIT	316,826
A VEHICLE POOL	121,458
A VETERANS PROGRAMS	10,743

TOTAL

3,603,173

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
Gene Anderson, in favor
Les Nielsen, in favor
Kathi Ellis, in favor

Whereupon the motion was passed.

The Board held a discussion regarding the re-opening plan and expressed consensus to send the draft plan to department heads for comment to be revised accordingly.

Future Agenda Items: Clean-up of tax forfeited properties, re-opening plan

12:02pm – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday June 2, 2020 at 9:00am.

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

Attest: _____
Board Clerk