

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**May 5, 2020**

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone conference call at 9:00am on Tuesday, May 5, 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: County Attorney Barbara McFadden, Public Health Director Kathy Burski.

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

Action #1 – Craig Smith introduced a motion to approve the agenda with the following additions: Discussion regarding condition of county owned forfeited properties. Discussion regarding Knife Lake Fishing Pier.

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 #2 – Gene Anderson introduced a motion to approve the April 21, 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 approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
E C Riders	8,620.78
Further	685.40
Quadient Finance USA, Inc.	5,000.00
Verizon Wireless	210.06
Dearborn National Life Insurance Co	788.43
Life Insurance Company of North America	648.10
MNPEIP	147,341.42
Sun Life Financial	3,953.19
<b>8 Claims Totaling:</b>	<b><u><u>\$167,247.38</u></u></b>

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 #4 - Craig Smith 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, May 5, 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. Public Health Director, Kathy Burski presented the Public Health Agenda via telephone.

Public Health Director Kathy Burski gave the Director's Report. Information only, no action was taken.

Action #PH5 – Craig Smith introduced the following resolution and moved its adoption:

**Resolution #PH5 – 5/5/20**  
**Revised Contract for RPC**  
**Training and Technical Assistance Services Resolution**

**WHEREAS**, Kanabec County Community Health is the fiscal host for the Region 4 Regional Prevention Coordinator and has allocated and encumbered funds for the purpose of delivering alcohol, tobacco and other drug prevention and treatment support services with co-coordinators across the state, and

**WHEREAS**, Dr. William Geary is willing and able to provide training and technical services to assist in meeting the deliverables of the Regional Prevention Coordinator statewide deliverables; and

**WHEREAS**, due to the onset of COVID-19 and the ensuing stay at home orders and cessation of social contact, DHS has recognized that the deliverables of said contract are unable to be met by the June deadline, and

**THEREFORE**, an extension has been made from June 30, 2020 to September 1, 2020 for William R. Geary, Ph.D. of Global Evaluation Solutions, LLC to complete the deliverables of the contract entered into on June 30, 2019 with Kanabec County Community Health as fiscal officer for the Region 4.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the revised contract with Dr. William Geary for statewide training and technical assistance in meeting the deliverables of the Regional Prevention Coordinator grant for the period June 30, 2019 through June 30, 2020, now September 1, 2020 in the original amount not to exceed \$25,000 and approves the Community Health Director to sign the revised contract.

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 #PH6 – Dennis McNally introduced the following resolution and moved its adoption:

## **Resolution #PH6 – 5/5/20**

### **Public Health Emergency Preparedness Amendment Agreement Resolution**

**WHEREAS**, the Minnesota Department of Health (MDH) has submitted an Amendment to the Public Health Emergency Preparedness grant Agreement dated 7/1/2019 for the implementation and execution of Public Health Emergency Preparedness and Response Capabilities, and

**WHEREAS**, This preparedness program is authorized under the federal Public Health Service (PHS) Act of 1944, as amended (PHS Act) (42 USC §247d-(3) (b)). If applicable, contingent supplemental emergency response awards are authorized under 42 USC § 247b-(a) and (d)] subject to available funding and other requirements and limitations under 42 U.S.C. §243, and

**WHEREAS**, the Kanabec County Community Health Director is requesting permission to sign the Amendment with the Minnesota Department of Health for total funding of \$27,734.00 to provide measureable and sustained progress in the implementation and execution of Public Health Preparedness and Response Capabilities: National Standards for State, Local, Tribal and Territorial Public Health.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves the Community Health Director signing an Amendment for continued funding from the CDC for Budget Period 2 (BP2) grant duties, exercises, plans and other deliverables to provide Public Health Preparedness and Response Capabilities to be completed between July 1, 2020 and June 30, 2021.

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 #PH7 – Dennis McNally introduced a motion to approve the payment of 82 claims totaling \$50,869.41 on Community Health 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 #PH8 – Les Nielsen introduced a motion to adjourn Public Health Board at 9:26am and to meet again on June 16, 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.

Action #9 – Craig Smith introduced a motion to remove the following voucher from the Regular Bills – Revenue Fund: Kanabec County Auditor Treasurer, \$1,397.00 for PID#10.00450.00 for county owned property on Knife Lake.

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 #10 – Dennis McNally introduced a motion to pay the following claims on the funds indicated:

**Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	412.90
Ace Hardware	61.92
Ace Hardware	52.00
Advanced Correctional Healthcare	4,656.19
American Solutions for Business	4,253.03
American Solutions for Business	3,720.57
Aspen Mills	455.88
Aspen Mills	285.00
Assure Security	247.50
Bureau of Crim. Apprehension	120.00
Coleman, Robert	16.10
Curtis, Michael	861.03
CW Technology	1,171.40
Doering, Carleen	500.00
Election Systems & Software Inc	3,932.50
Electric Motor Service, Inc.	3,461.41
G & N Enterprises	94.80
Grainger	115.78
Hartford-Priority Accounts	2,282.79
Hoefert, Robert	897.00
IAEMD	100.00
IT SAVVY LLC	3,702.66
IT SAVVY LLC	173.43
IT SAVVY LLC	4,379.82
IT SAVVY LLC	292.86
IT SAVVY LLC	636.40
IT SAVVY LLC	726.34
IT SAVVY LLC	2,189.91
IT SAVVY LLC	729.97
IT SAVVY LLC	1,459.94
IT SAVVY LLC	729.97
IT SAVVY LLC	729.97
Johnson, Barbara	500.00
Kanabec County Auditor Treasurer	743.00
Kanabec County Auditor Treasurer	792.96
Kanabec Publications	191.25
Kanabec Publications	324.50
Kanabec Publications	96.00
Kanabec Publications	379.00
Kroshel Land Surveyors, Inc	450.00

Leaf's Towing and Recovery	142.00
Lessard, Hillary	500.00
Lindberg, Jodi	99.99
Mattson Electric	295.83
Mattson, Pam	500.00
MEI Total Elevator Solutions	12.00
Michael Keller, Ph.D., L.P.	1,300.00
Nelson, Ronette	179.40
Northstar	173.55
Office Depot	72.79
Office Depot	50.09
Office Depot	295.97
Oslin Lumber	86.99
Pitman, Emily	500.00
Prophoenix Corporation	54,992.98
RELX Inc. DBA LexisNexis	187.58
River Valley Forensic Services, P.A.	400.00
SafeAssure Consultants Inc	8,347.37
Stellar Services	1,044.93
Summit Food Service Management	650.30
Swan, Jessica	500.00
Thomson-Reuters-West	325.13
Thomson-Reuters-West	263.17
Van Alst, Lillian	324.88
Verizon Wireless	35.01
Verizon Wireless	195.05
Verizon Wireless	395.23
Verizon Wireless	240.06
Visser, Maurice	632.50
VSP Insurance Co. (CT)	275.24
Welia Health	323.00
Zamora, Ray	748.65
<b>72 Claims Totaling:</b>	<b><u><u>\$121,015.47</u></u></b>

### Road & Bridge Fund

Vendor	Amount
Ace Hardware	281.10
American Pressure Inc.	130.77
Auto Value	3,655.50

Central McGowan	1,651.76
Dultmeier Sales	540.35
East Central Energy	1,391.91
Fleetpride	91.70
Grainger	76.13
IT SAVVY LLC	35.77
Johnson Hardware and Rental	28.45
Mora Municipal Utilities	1,243.94
Oslin Lumber	796.29
Oxygen Service Co.	1,230.00
Towmaster	67.63
USIC Locating Services	260.00
Wiarcom Inc.	618.45
Ziegler Inc.	2,188.78

**17 Claims Totaling: \$14,288.53**

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 an easement request for the driveway (approximately 22 feet) the western-most boundary on the 330 Forest Avenue East property.

Action #12 – Gene Anderson introduced a motion to table the easement request for the driveway (approximately 22 feet) the western-most boundary on the 330 Forest Avenue East property until June.

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 Sheriff Brian Smith met with the County Board via telephone to present his quarterly report. Information only, no action was taken.

Public Works Director Chad Gramentz met with the County Board via telephone to discuss preliminary plans for phased re-opening during COVID-19. The Board expressed consensus for the Public Service and Public Works buildings to continue operating as they have been, with the addition of appointments for driver's license services. The Board expressed consensus to wait until the next board meeting on May 19, 2020 to set dates for re-opening. The Board also expressed consensus to allow the Building Maintenance Department to begin installing plexi-glass shields and dispersing hand sanitizer to all departments. Information only, no action was taken.

County Assessor Tina Von Eschen met with the County Board via telephone to discuss guidance from the Department of Revenue regarding Quintile Review and Local Board of Appeal and Equalization (LBAE). The Board expressed consensus to follow the guidelines provided by the Department of Revenue. Information only, no action was taken.

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

**10:32am** – The Chairperson closed public comment.

The Board held a discussion regarding temporary restrictions of spending budgeting funds and hiring.

Action #13 – Gene Anderson introduced the following resolution and moved its adoption:

## **Resolution #13 – 5/5/20**

**BE IT RESOLVED** that Board approval is required in advance of the purchase of any item costing \$1,000 or more, whether previously budgeted for or not, with the exclusion of regular maintenance items.

**BE IT FURTHER RESOLVED** that no employment positions shall be advertised without prior board approval, and that no vacant positions shall be filled without prior board approval from this day forward.

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.

Dennis McNally led a discussion regarding the condition of county owned tax forfeited properties. The board discussed the possibility of creating a policy for county owned properties, or sending letters to the townships. Discussion was also held regarding the cost of clean-up being taken off the top when the property is sold. Information only, no action was taken.

Future Agenda Items: Tax-forfeit land clean-up.

**10:58am** – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Tuesday May 19, 2020 at 9:00am.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_  
Board Clerk