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:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>E C Riders</td>
<td>8,620.78</td>
</tr>
<tr>
<td>Further</td>
<td>685.40</td>
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<tr>
<td>Quadient Finance USA, Inc.</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Verizon Wireless</td>
<td>210.06</td>
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<tr>
<td>Dearborn National Life Insurance Co</td>
<td>788.43</td>
</tr>
<tr>
<td>Life Insurance Company of North America</td>
<td>648.10</td>
</tr>
<tr>
<td>MNPEIP</td>
<td>147,341.42</td>
</tr>
<tr>
<td>Sun Life Financial</td>
<td>3,953.19</td>
</tr>
</tbody>
</table>

8 Claims Totaling: $167,247.38

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**
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<th>Amount</th>
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<td>Ace Hardware</td>
<td>412.90</td>
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<td>Ace Hardware</td>
<td>61.92</td>
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<tr>
<td>Ace Hardware</td>
<td>52.00</td>
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<td>Advanced Correctional Healthcare</td>
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<td>American Solutions for Business</td>
<td>4,253.03</td>
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<tr>
<td>American Solutions for Business</td>
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<tr>
<td>Aspen Mills</td>
<td>455.88</td>
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<td>Aspen Mills</td>
<td>285.00</td>
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<tr>
<td>Assure Security</td>
<td>247.50</td>
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<tr>
<td>Bureau of Crim. Apprehension</td>
<td>120.00</td>
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<td>Coleman, Robert</td>
<td>16.10</td>
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<td>Curtis, Michael</td>
<td>861.03</td>
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<td>CW Technology</td>
<td>1,171.40</td>
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<td>Doering, Carleen</td>
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<td>Election Systems &amp; Software Inc</td>
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<tr>
<td>Electric Motor Service, Inc.</td>
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<td>G &amp; N Enterprises</td>
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<td>Grainger</td>
<td>115.78</td>
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<td>Hartford-Priority Accounts</td>
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<td>Hoefert, Robert</td>
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<td>IAEMD</td>
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<td>IT SAVVY LLC</td>
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<td>IT SAVVY LLC</td>
<td>173.43</td>
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<td>IT SAVVY LLC</td>
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<td>IT SAVVY LLC</td>
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<tr>
<td>IT SAVVY LLC</td>
<td>1,459.94</td>
</tr>
<tr>
<td>IT SAVVY LLC</td>
<td>729.97</td>
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<tr>
<td>IT SAVVY LLC</td>
<td>729.97</td>
</tr>
<tr>
<td>Johnson, Barbara</td>
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<tr>
<td>Kanabec County Auditor Treasurer</td>
<td>743.00</td>
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<td>Kanabec Publications</td>
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<tr>
<td>Kanabec Publications</td>
<td>96.00</td>
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<tr>
<td>Kanabec Publications</td>
<td>379.00</td>
</tr>
<tr>
<td>Kroshel Land Surveyors, Inc</td>
<td>450.00</td>
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</table>
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
72 Claims Totaling:     $121,015.47

Road & Bridge Fund

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<th>Amount</th>
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</thead>
<tbody>
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<td>Ace Hardware</td>
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<tr>
<td>American Pressure Inc.</td>
<td>130.77</td>
</tr>
<tr>
<td>Auto Value</td>
<td>3,655.50</td>
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<tr>
<td>Company</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Central McGowan</td>
<td>1,651.76</td>
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<tr>
<td>Dultmeier Sales</td>
<td>540.35</td>
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<tr>
<td>East Central Energy</td>
<td>1,391.91</td>
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<tr>
<td>Fleetpride</td>
<td>91.70</td>
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<tr>
<td>Grainger</td>
<td>76.13</td>
</tr>
<tr>
<td>IT SAVVY LLC</td>
<td>35.77</td>
</tr>
<tr>
<td>Johnson Hardware and Rental</td>
<td>28.45</td>
</tr>
<tr>
<td>Mora Municipal Utilities</td>
<td>1,243.94</td>
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<tr>
<td>Oslin Lumber</td>
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<td>Oxygen Service Co.</td>
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<tr>
<td>Towmaster</td>
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<tr>
<td>USIC Locating Services</td>
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<tr>
<td>Wiarcom Inc.</td>
<td>618.45</td>
</tr>
<tr>
<td>Ziegler Inc.</td>
<td>2,188.78</td>
</tr>
</tbody>
</table>

**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