

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**October 20, 2020**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, October 20, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: Board Clerk Kris McNally, County Attorney Barbara McFadden, and Recording Secretary Kelsey Schiferli.

The meeting was held in meeting rooms 3 & 4 in the basement of the courthouse to allow for social distancing due to COVID-19. The meeting was also held via WebEx for anyone wishing to attend virtually.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the October 6, 2020 minutes as presented.

Action #3 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Midcontinent Communications	473.92
Minnesota Department of Finance	6,144.00
Minnesota Department of Finance	237.06
Mora Municipal	18,081.82
Verizon Wireless	905.34
East Central Energy	81.58
Kwik Trip Inc.	61.25
Minnesota Department of Finance	960.00
Minnesota Department of Health	1,997.50
Consolidated Communications	1,042.03
Further	685.40
Kwik Trip Inc.	6,385.04
Midcontinent Communications	187.50
Minnesota Energy Resources Corp	4,955.95

Verizon Wireless	3,287.19
VISA	10,029.57
East Central Energy	177.38
Mora Motor Vehicle Inc	3,764.27

**18 Claims Totaling: \$59,456.80**

Action #4 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to recess the Board Meeting at 9:04am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:04am on Tuesday, October 20, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the Family Services Board Agenda as presented.

Stephanie Klemz met with the Board to give an update regarding Fraud prevention, Collections and Recoveries. Information only, no action was taken.

Family Services Director Chuck Hurd gave the Director’s Report.

Action #FS6 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

**Resolution #FS6 – 10/20-20**  
**Central MN Jobs and Training**  
**Agreement and Budget Resolution**

**WHEREAS**, Kanabec County Family Services has contracted with Central Minnesota Jobs and Training (CMJTS) for employment and training services for cash and assistance clientele, and

**WHEREAS**, Central Minnesota Jobs and Training has submitted an annual budget and Agreement for 2021; and

**WHEREAS**, the Kanabec County Family Services Director is recommending approving contracting with Central Minnesota Jobs and Training in 2021 for employment and training services and approving the budget and Agreement they have submitted;

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2021 budget and Agreement submitted.

Action #FS7 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 122 claims totaling \$254,722.14 on Welfare Funds.

Action #FS8 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn Family Services Board at 9:37am and to meet again on November 17, 2020 at 9:05am.

The Board of Commissioners reconvened.

CliftonLarsonAllen Manager Danny Loch met with the County Board to present the 2019 Financial Audit Results. Information only, no action was taken.

Transit Director Helen Pieper and Public Health Director Kathy Burski met with the County Board to discuss entering into an agreement with the State of Minnesota to provide public transit service in Isanti and Chisago Counties. The Board expressed consensus to not take any action at this time.

**10:31am** – The Chairperson called for public comment. Those that responded included:

Charlie Strickland Jr.	Comments regarding transit services in Ogilvie.
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**10:34am** – The Chairperson closed public comment.

County Attorney Barbara McFadden presented the annual updated data practices policy.

Action #8 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the updated Policy #P-110 Guide for Members of the Public and Data Subjects for Requesting Information as presented.

County Attorney Barbara McFadden presented a request to fill a vacancy in the position of Legal Secretary/Paralegal.

Action #9 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #9 – 10/20/20**

**WHEREAS** the County Board did approve Resolution #11 - 9/15/20 to hire a Full Time Legal Secretary/Paralegal contingent upon receiving a formal resignation, and

**WHEREAS** a formal resignation has been submitted to the Personnel Director;

**BE IT RESOLVED** that the County Board authorizes the County Attorney and the County Personnel Director to hire a Full Time Legal Secretary/Paralegal to fill the position at Step A, Range 8 of the pay plan which is \$18.79 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.

County Coordinator Kris McNally presented a request from Emergency Management Director Jeff Anderson to accept a grant from the Minnesota Department of Public Safety, Division of Emergency Communications.

Action #10 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #10 - 10/20/20**

Minnesota Department of Public Safety  
Division of Emergency Communications Resolution

**WHEREAS**, Kanabec County Sheriff’s Office has applied for and been awarded grant funding from the Northeast Emergency Communications Board Region, and

**WHEREAS**, Kanabec County Sheriff’s Office is in possession of the Hosted 9-1-1 Request for Proposal from Motorola for non-recurring costs associated with purchase, installation and training, and

**WHEREAS**, the PSAP Administrator recommends accepting this grant, with no match required, that covers 100% of the non-recurring cost of \$29,528,

**THEREFORE BE IT RESOLVED** to accept the grant from the DPS-ECN and authorize the PSAP Administrator to sign said grant agreement.

Action #11 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following claims on the funds indicated:

#### **Revenue Fund**

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	525.00
Advanced Correctional Healthcare	15,538.23
American DataBank	105.90
Anoka County Corrections	1,757.00
AT&T	808.93
AT&T	44.78

AT&T	(286.71)
Auto Value Mora	23.97
Bohnsack Law Office	40.50
Carda, Ryan	277.45
Clifton Larson Allen LLP	21,962.56
Curtis, Michael	1,053.13
East Central Exterminating	125.00
East Central Solid Waste Commission	72.77
ECM Publishers	870.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Glen's Tire	67.65
Granite City Jobbing	67.29
Granite City Jobbing	639.81
Granite Electronics	104.00
Handyman's Inc	58.44
Handyman's Inc	162.96
Hoefert, Robert	1,350.30
Innovative Office Solutions LLC	58.07
IT SAVVY LLC	1,361.71
Johnsons Hardware & Rental	59.99
Kanabec Co Hwy Dept	196.01
Kanabec Publications	595.00
Kanabec Publications	776.25
Kanabec Publications	393.75
Kanabec Publications	226.80
LexisNexis Matthew Bender	210.10
Mahowald	3,000.00
Manthie, Wendy	922.88
Marco	134.68
Marco Inc	159.00
McKinnis & Doom PA	280.50
McKinnis & Doom PA	340.00
McKinnis & Doom PA	136.00
McKinnis & Doom PA	348.50
Mid-American Research Chemical	551.61
MN Dept of Labor & Industry	50.00
MNCCC	12,462.50
Nelson, Jerald	62.68
Nelson, Ronette	575.58
Northland Trust Services Inc	898,132.50

Office Depot	72.06
Priority Dispatch Corporation	5,432.75
Quadient, Inc.	258.10
Quality Disposal	388.36
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
Quill	31.98
Ramsey County	1,542.00
Ramsey County	2,870.00
River Valley Forensic Services, PA	400.00
Rupp, Anderson, Squires & Waldspurger, PA	2,955.54
State of Minnesota Public Safety BCA	270.00
Stellar Services	276.24
Steven, Lisa	75.00
Summit Food Service Management	7,373.00
Sunshine Printing	148.00
Tinker & Larson Inc	51.00
Tinker & Larson Inc	763.64
Tinker & Larson Inc	2,103.47
UPS	13.17
Van Alst, Lillian	410.55
Visser, Maurice	826.28
Walsh Appraisals	800.00
<b>70 Claims Totaling:</b>	<b><u>1,000,682.75</u></b>

### Road & Bridge

<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	1,050.00
A & M Aggregate	740.28
Ameripride	707.07
Beaudry Oil & Propane	9,510.28
Campbell, Gary	300.00
CORRPRO	304.00
Diamond Mowers	121.41
Glens Tire	418.00
Gopher State One-Call	35.10
Houtsma, Brandon	400.00
Kanabec County - Petty Cash	67.50
Kanabec County - Timber Trails	639.40
Knife River Corp.	2,914.35

Lake Superior College	500.00
Marco, Inc	296.29
Mattson Electric	75.00
Nuss Truck Equipment	14,765.50
Office Depot	85.31
Quality Disposal	164.25
Ranger Chevrolet	57,065.64
Rocon Paving	222.42
Safety-Kleen Systems Inc	407.85
USIC Locating Serices	260.00
Ziegler Inc.	260.34
<b>24 Claims Totaling:</b>	<b><u>91,309.99</u></b>

**COVID & CARES Act Claims**

<b>Vendor</b>	<b>Amount</b>
Office Depot	53.29
Grainger	224.59
A Cut Above Salon, Inc	3,750.00
Double J Café	6,250.00
Freddie's Restaurant & Banquet Center	7,500.00
Grace Lutheran Church	4,000.00
Kanabec Publications	301.00
Mora Lodge 223	6,000.00
Seven County Senior Federation	6,000.00
The Cardinal's Nest	6,250.00
Universal Apparel	2,500.00
White Tail Tool, Inc	6,250.00
Office Depot	216.15
Quill	50.16
IT SAVVY	498.36
Kanabec Publications	420.00
M&T Bank	986.34
Mission 61, Inc.	1,160.00
Mora Municipal Utilities	643.07
<b>19 Claims Totaling:</b>	<b><u>53,052.96</u></b>

Action #12 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

## **Resolution #12 – 10/20/20**

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the Application for Exempt Permit for the Knife Lake Sportsman’s Club for a bingo & raffle event to be held at Captain Dans Crows Nest, 2743 MN 65, Mora, MN 55051 on November 7, 2020.

Kroschel Township Supervisor, Marvin Rostberg met with the County Board to request permission to use tire shreds on a township road. The Board expressed consensus for Mr. Rostberg to move forward with the process of obtaining a design from an engineer and presenting it to the County Board for approval.

Information Systems Director Lisa Blowers met with the County Board to request approval to purchase items over \$1,000.

*Action #13* – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #13 - 10/10/20**

**WHEREAS**, Resolution #13 – 5/5/20 requires the Board of Commissioners approval for purchases of any item costing \$1,000 or more, whether previously budgeted for or not, with the exclusion of regular maintenance items; and

**WHEREAS**, the Information Systems Department has budgeted purchases in excess of \$1,000 necessary to conduct operations in 2020; and

**WHEREAS**, the Information Systems Director is seeking authorization to proceed with the following purchases:

- Network hardware for redundancy up to \$2,600
- Call log software and server up to \$3,000
- Labor and setup of above items not to exceed \$6,000

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the I.S. Director’s request to purchase said items.

County Coordinator Kris McNally presented a resolution authorizing the sale of properties pursuant to MN Statutes Section 373.01.



*Action #14* – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

## **Resolution #14 – 10/20/20**

### **RESOLUTION AUTHORIZING THE SALE OF PROPERTIES PURSUANT TO MINNESOTA STATUTES SECTION 373.01**

**WHEREAS**, Kanabec County owns the parcel legally described as follows:

**Parcel B (2.35 Acres±):**

That part of the Northwest Quarter of the Southeast Quarter and 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 South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet to the point of beginning of the property to be described; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence northeasterly along said shoreline 210 feet, more or less, to the intersection with a line that bears South 42 degrees 42 minutes 55 seconds East from the point of beginning; thence North 42 degrees 42 minutes 55 seconds West 82 feet, more or less, to the point of beginning;

and the parcel legally described as follows: **Parcel C (2.60 Acres±):**

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 South Quarter corner of said Section 10 (the south line of the Southwest Quarter of said Section 10 having an assumed bearing of North 89 degrees 47 minutes 48 seconds East); thence North 1 degree 26 minutes 27 seconds East a distance of 2533.91 feet; thence South 60 degrees 16 minutes 05 seconds West 89.60 feet; thence South 42 degrees 42 minutes 55 seconds East 61.69 feet; thence North 80 degrees 30 minutes 26 seconds West 91.63 feet; thence North 41 degrees 52 minutes 56 seconds West 232.45 feet, more or less, to the East-

West Quarter line of said Section 10; thence westerly along said East-West Quarter line 180.92 feet to the point of beginning of the property to be described; thence South 13 degrees 59 minutes 50 seconds East 307.36 feet; thence South 74 degrees 25 minutes 30 seconds East 249 feet, more or less, to the shoreline of Knife Lake; thence southwesterly along said shoreline 210 feet, more or less, to the intersection with the northeasterly line of Lot 1, NELSON'S KNIFE LAKE ADDITION, Kanabec County, Minnesota; thence northwesterly and northerly along said line to the intersection with said East-West Quarter line; thence easterly along said East-West Quarter line a distance of 181.00 feet, more or less, to the point of beginning (collectively, the "Properties"); and

**WHEREAS**, the Kanabec County Board of Commissioners has determined that it no longer needs the Properties; and

**WHEREAS**, Minnesota Statutes Section 373.01, subd. 1(4) authorizes a county to sell, lease, and convey real or personal property owned by the county; and

**WHEREAS**, Kanabec County has obtained appraisals on the Properties, which determined that the fair market value of each of the Properties is \$165,000.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The County Coordinator is authorized to proceed with the actions required under law to sell the Properties, including, but not limited to, listing each parcel for sale pursuant to Minnesota Statute 373.01, by written bids. A time and date for the bid opening shall be set and included in the required advertising for the property sale.

2. The minimum bid price for each of the Properties shall be \$165,000. The appraised value does not represent a basis for future taxes.

3. Each of the Properties shall be sold to the highest bidder for not less than the minimum bid price. The successful bidder shall fully pay the bid amount to the County within 30 days of being awarded the bid. Upon full payment by the bidder, the County shall issue the bidder a quit claim deed for their Property, subject to any reservations required under law. If the bidder does not submit payment within 30 days or if a Property does not receive a bid, the County Coordinator may proceed with selling the unsold Property in compliance with Section 373.01.

4. Each of the Properties are sold "as-is" and may not conform to local building and zoning ordinances. All sales are final, and no refunds or exchanges are permitted. Each of the Properties are sold subject to easements, reservations, and restrictions of record and further subject to easement for roads and public utilities existing on, over, or under said Properties.

5. The bidder is responsible for all costs of completing the sale, including but not

limited to the state deed fee, state deed tax, recording fee, and well certificate fee, if applicable.

County Coordinator Kris McNally presented CARES Act Government Committee Funding Request #5.

*Action #15* – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously approve the following resolution:

## **Resolution #15 - 10/20/20**

**WHEREAS**, Kanabec County received \$ 1,992,345.00 in Cares Act Funding; and

**WHEREAS**, Kanabec County’s intent is to maximize the relief impact of these funds both internally and across our County, and

**WHEREAS**, the Kanabec County Cares Act Committee has defined three focus areas for local relief: Social Services, Business & Non-Profits, and Government; and

**WHEREAS**, the Government focus area recommends the following expenditures (estimates) for approval using Cares Act funds:

\$8,377            Additional funds for door openers for exterior bathroom doors

\$3,800            Reallocation of previously allocated funds from Fit Testing Machine to Copy Machine in Public Health (overall reduction in \$2,200 from initial allocation)

\$ 700             Additional electrostatic sprayer (handheld)

**WHEREAS**, the Government focus area also recommends partially funding the request of the Mora Public Schools for the purchase of COVID-19 related technology equipment, additional tables, and staffing assistance in the amount of \$63,369.44 ; and

**WHEREAS**, the Government focus area also recommends funding the request of the City of Quamba for COVID-19 related technology expenses in the amount of \$4,338.96; and

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners approves the expenditure request of the Cares Act Government Committee up to the amount of \$80,585.40.

Deputy Auditor Tax Roberta Anderson met with the County Board to present two applications for repurchase.

*Action #16* – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the application to repurchase Parcel 13.01010.10 from Brian VanVickle

to repurchase his father's property at a total cost of \$10,716.08 if paid in full by November 30, 2020.

Action #17 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the application to repurchase Parcel 06.01210.00 from John Stachowski to repurchase his property at a total cost of \$30,887.56 if paid in full by November 30, 2020.

The Commissioners gave reports on the boards and committees in which they participate.

A discussion was held regarding sanitation of the meeting rooms before and after use. Information only, no action was taken.

A discussion was held regarding the wayside rest on Highway 65. Information only, no action was taken.

Future agenda items: Comprehensive Plan, Waste Tire Ordinance, Gravel Pit Ordinance, Tim Marion DNR, SCHA Update, 330 Forest Ave Appraisal.

Action #18 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to close the meeting at 11:15am pursuant to the Open Meeting Law, Minn. Stat. §13D.05, subd. 3(b) to discuss matters related to pending litigation which are attorney-client privileged and that are not public data under the Minnesota Government Data Practices Act. Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis, Dennis McNally, and Craig Smith; as well as Personnel Director Kris McNally and County Attorney Barb McFadden.

Action #19 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to reopen the meeting at 1:50pm.

Action #20 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 1:51pm and to meet again in regular session on Tuesday, November 3, 2020 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

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