

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

September 1, 2020

The Kanabec County Board of Commissioners held a Regular Board Meeting via telephone/video conference call at 9:00am on Tuesday, September 1, 2020 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Kathi Ellis, Craig Smith, Dennis McNally, and Les Nielsen. Staff present on-site: County Coordinator 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 Les Nielsen, seconded by Craig Smith and carried unanimously to approve the agenda with the following additions: Other Business - Approve East Central Regional Library (ECRL) Budget. 11:40am - Environmental Services Director Teresa Wickeham, Hazardous Waste Day Discussion.

Action #2 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the August 18, 2020 minutes as presented.

Action #3 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to recess the Board Meeting at 9:04am to a time immediately following the Public Health Board.

The Kanabec County Public Health Board met at 9:04am on Tuesday, September 1, 2020 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Craig Smith, Dennis McNally, and Les Nielsen. Public Health Director, Kathy Burski presented the Public Health Agenda.

Action #PH4 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the Public Health Agenda with the following addition: Timber Trails request to approve 2021 Operating Grant.

Action #PH5 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH5 – 9/1/20

Health Promotion/RPC Resolution

WHEREAS the Community Health Director has received a resignation from the Health Promotions/Regional ATOD Prevention Coordinator, and

WHEREAS Kanabec County Community Health has a contract with the MN Department of Human Services to provide the Regional ATOD Prevention Coordinator for the East Central Region, and

WHEREAS the Community Health Director is requesting to refill the Health Promotions/Regional ATOD Prevention Coordinator position due to the resignation of Jenilee Telander.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to hire a full time Health Promotions/Regional ATOD Prevention Coordinator at Step A Range 13 at \$25.86 per hour and or the rate set by internal promotion, and to refill any subsequent position vacated to fill the current opening, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted and approved via the Department of Human Services grant.

Action #PH6 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #PH6 – 9/1/20

RN to PHN Resolution

WHEREAS a Registered Nurse in the Adult Health area has completed her Bachelor of Nursing (BSN) degree, and

WHEREAS she is now a Certified Public Health Nurse, and

WHEREAS the Community Health Director is requesting to move the Nurse to a Certified Public Health Nurse position in order to utilize the scope of practice she is licensed to provide in the Public Health Nurse Clinic and other areas requiring this degree.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board authorizes the Community Health Director and the County Personnel Director to promote Mary Heins from an RN to a Certified Public Health nurse at Step D Range 15 at \$33.25 per hour effective September 12.

Public Health Director Kathy Burski gave an update on COVID-19. Information only, no action was taken.

Action #PH7 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH7 – 9/1/20

Lakes and Pines Bus Lease Agreement Resolution

WHEREAS, Kanabec County, doing business as, Timber Trails Public Transit is providing transportation services for Lakes and Pines, CAC Inc. Head Start program; and

WHEREAS, due to the service provided, Timber Trails Public Transit has a need to lease the appropriate equipment, namely a bus, suited for the Head Start program from Lakes and Pines, CAC Inc. for one dollar (\$1.00); and

WHEREAS, the Transit Director and Community Health Administrator are recommending entering into a lease Agreement with Lakes and Pines, CAC Inc. for the Head Start bus.

THEREFORE BE IT RESOLVED, the Kanabec County Community Health Board approves the Community Health Administrator or Timber Trails Transit Director entering into a Lease Agreement with Lakes and Pines CAC Inc. for a 2017 Chevrolet/Express G3500 bus to provide Head Start transportation commencing September 1, 2020 through June 15, 2021.

Action #PH8 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH8 – 9/1/20

Year 2020-2021 Capital Bus Replacement

BE IT RESOLVED that Kanabec County enters into an Agreement with the State of Minnesota to purchase replacement bus(s)

BE IT FURTHER RESOLVED that Kanabec County agrees to provide a local share of up to 15 percent of the total operating cost and up to 20 percent of the total capital costs.

BE IT FURTHER RESOLVED that Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

BE IT FURTHER RESOLVED that Kanabec County authorizes the Transit Director and/or Director Kanabec County Community Health to execute the aforementioned Agreement and any amendments thereto.

BE IT FURTHER RESOLVED prior to entering into a contract to purchase, the Transit Director and/or Director of Kanabec County Community Health bring forth any purchase agreement to the County Board for final approval.

Action #PH9 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #PH9 – 9/1/20

Contract Year 2020-2021 Public Transit Participation Grant Program (5311 – Operating)

BE IT RESOLVED that Kanabec County enters into an Agreement with the State of Minnesota to provide public transit service in Kanabec County

BE IT FURTHER RESOLVED that Kanabec County agrees to provide a local share of up to 15 percent of the total operating cost and up to 20 percent of the total capital costs.

BE IT FURTHER RESOLVED that Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

BE IT FURTHER RESOLVED that Kanabec County authorizes the Transit Director and/or Director/CHS Administrator to execute the aforementioned Agreement and any amendments thereto.

Action #PH10 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the payment of 46 claims totaling \$36,798.26 on Community Health Funds.

Action #PH11 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to adjourn the Public Health Board at 9:41am and to meet again on October 6, 2020 at 9:05am.

The Board of Commissioners reconvened.

Doug Anderson, PERA Executive Director and Amy Strenge, PERA Policy Coordinator met with the County Board via WebEx to give a presentation regarding PERA. Information only, no action was taken.

10:31am – The Chairperson called for public comment three times. None Responded.

10:32am – The Chairperson closed public comment.

10:33am – The Board of Commissioners took a brief break.

10:35am – The Board of Commissioners reconvened.

Action #12 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Anne M Carlson Law Office PLLC	3,527.50
Card Services (Coborns)	59.37
City of Mora	1,556.01
East Central Energy	1,268.02
East Central Energy	220.76
East Central Reg Dev Commission	7.96
Kanabec County Auditor-Treas	5,319.25
Life Insurance Company of North America	648.10
Minnesota Energy Resources Corp	4,083.18
MNPEIP	148,043.38
Mora Municipal Utilities	816.78
Mora Public Schools	1,008.10
Office of MN.IT Services	1,300.00
Sun Life Financial	3,731.94
VSP Insurance Co	278.80
15 Claims Totaling:	<u><u>\$171,869.15</u></u>

Action #13 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Anne M. Carlson Law Office, PLLC	648.00
Anne M. Carlson Law Office, PLLC	289.00
Anne M. Carlson Law Office, PLLC	8.50
Anne M. Carlson Law Office, PLLC	51.00
Anne M. Carlson Law Office, PLLC	136.00
Bachman, Fran	47.15
Bracewell, Earl	84.28
Captain Dans Crows Nest	550.00
Children's Hospitals and Clinics of MN-MCRC	914.00
Curtis, Michael	1,280.33
CW Technology	225.00
Dahl, Diana	333.00

DKN Construction	2,664.74
Driver and Vehicle Services	24.00
DS Solutions	494.00
East Central Exterminating	240.00
Election Systems & Software Inc	3,292.21
Emergency Automotive Technologies	7,123.58
Etter, Dave	86.60
Granite City Jobbing Co	203.90
Hallin, Ronald	88.92
Hoefert, Robert	966.57
Horizon Towing	450.99
Ideal Service Inc	945.50
IT SAVVY	22.30
Kanabec Publications	30.28
Labels Direct	81.75
Lexis Nexis	187.58
Manthie, Wendy	890.68
Marco Inc	477.00
Meta13	420.00
Metro Sales, Inc.	443.60
Milaca Chiropractic Center	80.00
Mora Bakery	75.00
Motorola Solutions	560.00
NARTEC Inc	360.92
Nelson, Jerald	508.30
Oak Gallery	27.47
O'Brien, Pat	90.66
Office Depot	19.37
Office Depot	24.89
Olson, Rhonda	84.28
PD's Embroidery	94.98
Quill	63.35
Ramsey County	1,445.00
Ratwik, Roszak & Maloney, PA	306.00
RS Eden	6.80
Rupp, Anderson, Squires & Waldspurger, PA	1,050.00
Sea Change Print Innovations	329.25
Springbrook Golf Course	550.00
St. Cloug State University	445.00
Stellar Services	274.18
Summit Companies	162.00

Summit Companies	99.00
Summit Food Service Management	7,540.70
Thomson-Reuters-West	588.30
UPS	16.13
Van Alst, Lillian	1,364.70
Visser, Maurice	866.53
Welia Health	15.00
Zamora, Ray	101.20
61 Claims Totaling:	<u>40,849.47</u>

Road & Bridge

Vendor	Amount
A+M Aggregate	3,864.14
Auto Value	3,011.66
Beaudry Oil & Propane	9,520.25
Bjorklund Companies	309,832.57
Central McGowan	231.91
Crysteel Truck Equipment	602.42
Diamond Mowers	1,026.00
Federated Co-ops	169.22
FS Solutions	429.31
Kanabec County Highway Department	90.00
Kanabec County Coordinator Department	88.32
Knife River Corp	3,651.16
Kroschel Land Surveyors	840.00
Marco	296.29
MN Dept of Transportation	1,381.73
Northern Safety	279.70
Northern States Supply	78.35
Office Depot	291.97
Rocon Paving	444.98
Roeschlein, Tom	1,024.00
Sanitary Systems	140.00
Summit Companies	849.00
USIC	760.00
Wiarcom	618.45
Yotter, Tim	249.99
Zahl-Petroleum Maintenance	322.00
26 Claims Totaling:	<u>340,093.42</u>

COVID & CARES Act

Vendor	Amount
Grainger	240.84
Oslin Lumber	45.23
Sea Change Print Innovations	485.25
3 Claims Totaling:	<u>45.23</u>

Action #14 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following claims on SCORE Funds:

Resolution #14 – 9/1/20
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	\$4,337.80
Quality Disposal	\$3,990.60
Arthur Township	\$800.00
Total	\$9,128.40

Welia CEO, Randy Ulseth met with the County Board to officially request privatization of Welia Health.

Action #15 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to hold a public hearing regarding the potential privatization of Welia Health on Tuesday, September 29, 2020 at 6:00pm at a location to be determined by County Coordinator, Kris McNally.

The Board expressed consensus to form a negotiating committee for the potential privatization of Welia Health. The Chairperson appointed Dennis McNally, Les Nielsen and Barb McFadden to the negotiating committee.

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

Action #16 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #16 – 9/1/20

WHEREAS the Public Works Director has submitted an updated job description for the position of Heavy Equipment Operator III, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the Heavy Equipment Operator III job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Action #17 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #17 – 9/1/20

WHEREAS there is a vacancy in the position of a HEO III, 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 III to refill the vacant position at Step A, Range 10 of the pay plan which is \$21.11 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.

BE IT FURTHER RESOLVED that any HEO I vacancies that result from internal promotion be filled with HEO II.

The Board expressed consensus to allow GIS Technician, Ryan Carda to attend SSTS training from the University of Minnesota in Alexandria, following COVID safety guidelines.

Dennis McNally led a discussion regarding a violation of Ordinance #11, Waste Tires. Information only, no action was taken.

Chuck Cole met with the County Board to request to purchase part of 330 Forest Ave East. The Board expressed consensus to wait for an appraisal of the property before moving forward.

Environmental Services Supervisor, Teresa Wickeham met with the County Board to discuss matters concerning her department.

Action #18 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to hold Household Hazardous Waste Clean Up Day on Saturday, October 10, 2020.

Action #19 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #19 - 9/1/20

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:

\$ 8,200	Electrostatic sprayer to disinfect at all the buildings and for the vehicles (\$1800 backpack-3, \$700-4)
\$ 1,600	Electrostatic sprayer cleaner solvent buckets (each \$160 X 10)
\$ 4,550	Seat inserts for squad car back seats (replacement for cloth seats) \$650 ea X 7
\$ 2,100	Multifactor authentication fees set up
\$ 150	Multifactor authentication fees (monthly) \$5 per person per month (3-10 people) (Sept, Oct, Nov only)
\$15,980	Replace cloth chairs with vinyl chairs in waiting rooms & exam rooms in PH/FS (\$69 X 232)
\$ 1,630	20% Election grant match (county portion)
\$40,000	Additional firewalls (need 2)
	Motion sensing door units:
\$28,000	Openers (8 X \$3500)Public entrances- Highway, Courthouse, PH/FS

\$ 800 Buttons (waves) (4 X \$200) For the existing HC accessible systems

WHEREAS the Government focus area also reviewed and recommends approval of the \$863.42 of COVID-19 related expenses submitted by East Central Solid Waste Commission.

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 \$103,873.42.

The Board held a discussion regarding a Gambling Request from Pheasants Forever, Ramsey County Chapter. The Board expressed consensus to move this item to a future agenda in order to allow time to follow up with the requestors regarding compliance with the County Gambling Policy.

Action #20 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #20 - 9/1/20

BE IT RESOLVED to appoint Wayne Zaudtke to the Planning Commission for a three year term commencing immediately and expiring 01/03/23.

The Board expressed consensus to re-advertise for vacancies on the Board of Adjustment and Emergency Medical Services Advisory Board.

The Board expressed consensus to table Commissioner Reports to the next meeting on September 15, 2020.

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the 2021 East Central Regional Library (ECRL) Budget as presented.

Future agenda items: Waste Tire Ordinance, 330 Forest Ave Appraisal

Action #22 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 12:32pm. The Kanabec County Board of Commissioners will meet again for a budget work session on Tuesday, September 8, 2020 at 9:00am, and in regular session on Tuesday, September 15, 2020 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk