

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**September 15, 2020**

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, September 15, 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 Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the agenda with the following changes: Delete 9:35am Appointment – Dan Voce, Mora Public Schools Superintendent Introduction. Add 9:35am Appointment – Robbie Anderson, Online Tax Forfeit Land Sale Payment Terms Discussion.

Action #2 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the September 1, 2020 minutes as presented.

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

Kanabec County Auditor HRA	2,022.26
Mora Municipal Utilities	19,608.33
Spire Credit Union	4,980.37
Verizon Wireless	4,683.40
The Hartford Priority Accounts	2,188.91
Further	1,388.95
Midcontinent Communications	187.36
VISA	4,493.20
East Central Energy	268.30

**9 Claims Totaling: \$39,821.08**

Action #4 – It was moved by Dennis McNally, seconded by Les Nielsen 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, September 15, 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 Gene Anderson, seconded by Craig Smith and carried unanimously to approve the Family Services Board Agenda as presented.

Kristen Struss met with the Board via WebEx to give an update regarding Child Protection and Children’s Mental Health. Information only, no action was taken.

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

The Board expressed consensus to approve Chuck Hurd, Family Services Director to sign a contract with Clay County and Next Chapter Technology for the provision of the Case Works system as previously approved in Resolution #FS7 – 7/21/20. Information only, no action was taken.

Action #FS6 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 99 claims totaling \$172,643.84 on Welfare Funds.

Action #FS7 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn Family Services Board at 9:18am and to meet again on October 20, 2020 at 9:05am.

The Board of Commissioners reconvened.

Action #8 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

**Road & Bridge**

<b>Vendor</b>	<b>Amount</b>
A & M Aggregate	142.45
Ace Hardware	394.84
Advanced Tracking Tech	24.00
Allen Precision Equipment	769.00
Ameripride	465.81
Bjorklund Companies	7,829.05
Brock White Company	119.70
Corrpro	1,216.00
Diamond Mowers	121.41
Fluegge's Ag	475.00

Glens Tire	58.50
Gopher State One-Call	66.15
Jim's Equipment	300.00
Kanabec County Petty Cash	52.50
Kwik Trip Inc.	99.36
Marco	3,203.65
Midstates	33,423.38
MN Dept of Transportation	698.12
Newman Traffic Signs	4,344.56
Oak Gallery	118.47
Office Depot	73.86
Owens Auto Parts	475.44
Pomp's Tire Service	4,458.80
Power Plan	32.00
Quality Disposal	164.25
Sharrow Lifting Products	414.62
USIC Locating	110.00
Wiarcom, Inc	203.55
<b>28 Claims Totaling:</b>	<b><u>59,854.47</u></b>

**COVID & CARES Act Claims**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	299.90
Braham Public Schools	6,000.00
Central MN Jobs & Training Services	2,000.00
Clifton Larson Allen	615.00
East Central Energy	556.37
Heikes, Greg	600.00
ITSavvy	8,285.00
Kanabec Area Chamber of Commerce	1,000.00
Kanabec Publications	210.00
NorthPost, Inc.	5,000.00
Paradise Theater	7,000.00
PHASE-Industries	10,000.00
Zion Lutheran Church & Preschool	3,000.00
<b>13 Claims Totaling:</b>	<b><u>44,566.27</u></b>

*Action #9* – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

## Revenue Fund

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	9.59
Ace Hardware	22.99
Advanced Correctional Healthcare	15,702.18
Ameritech	173.55
Auto Value Mora	71.33
BlueStar Graphics	2,375.00
Braham Motor Service Inc	86.12
Cambridge Medical Center	1,285.40
Carda, Ryan	310.00
Clifton Larson Allen	16,337.25
Curtis, Michael	1,251.58
CW Technology	1,209.40
DKN Construction	32,840.26
East Central Exterminating	125.00
ECM Publishers	609.00
Emergency Automotive Technologies	3,219.06
FBG Services Corporation	6,410.24
FBG Services Corporation	584.80
G & N Enterprises	62.95
Glen's Tire	801.86
Grainger	173.03
Grand Event Center	250.00
Granite City Jobbing	601.22
Granite Electronics	1,254.24
Handyman's Inc	81.48
Handyman's Inc	238.08
Hoefert, Robert	1,355.85
Horizon Towing	318.67
Ingebrand Funeral Home	430.00
Johnsons Hardware & Rental	22.99
Kanabec County Recorder	46.00
Kanabec Publications	1,034.25
Kanabec Publications	774.00
Kanabec Publications	574.35
Kanabec Soil & Water Cons.	1,534.89
Krist, Laura	119.40
Manthie, Wendy	873.43
Marco	62.68
Marco	62.68

Marco	62.72
Marco	3,203.65
Marco	134.68
Marco	62.68
Marco	125.36
Mattson Electric	300.00
MEI Total Elevator Solutions	1,014.58
Minnesota Monitoring, Inc.	805.00
Minnesota Sheriffs' Association	240.00
MN Counties Insurance Trust	134.00
MNCCC	100.75
Mora Area Chamber of Commerce	75.00
Nelson, Ronette	270.83
Office Depot	50.56
Office Depot	379.03
O'Reilly Auto Parts	19.95
Quality Disposal Systems	388.36
Quality Disposal Systems	24.15
Quality Disposal Systems	199.35
Southwest Regional Development Commission	25.00
Stellar Services	244.24
Summit Companies	1,200.00
Summit Food Service Management	3,770.50
Tinker & Larson Inc	1,095.45
Tinker & Larson Inc	98.75
UPS	21.31
Van Alst, Lillian	1,317.90
Visser, Maurice	720.27
Watch Guard	10,490.00
Zamora, Ray	121.90
<b>69 Claims Totaling:</b>	<b><u>119,990.77</u></b>

Kris McNally, County Coordinator presented CARES Act Government Committee Funding Request #3. The Board expressed consensus to hold the resolution until later in the meeting in order to address questions regarding the proposed Livescan System for the jail.

*Action #10* – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #10 -9/15/20**

**WHEREAS**, the County of Kanabec has been named as a Respondent in a Petition to

Vacate (Public Road) (northeasterly parcel of Sorenson's Addition, 33 feet wide by 145 feet bounded on the north by Knife Lake shoreline);

**WHEREAS**, due diligence has been performed on the issue at hand and an agreement reached with Petitioner Kirsten Bruley; and

**WHEREAS**, the attorneys involved have drafted a JOINT STIPULATION OF PETITIONER AND RESPONDENT COUNTY OF KANABEC.

**THEREFORE BE IT RESOLVED**, that the Kanabec County Board of Commissioners hereby approves the JOINT STIPULATION OF PETITIONER AND RESPONDENT COUNTY OF KANABEC.

**BE IT FURTHER RESOLVED** that the County Attorney is granted the authority to sign on behalf of the County as its attorney of record in this case.

Roberta Anderson, Deputy Auditor Tax met with the Board to discuss matters concerning payment terms for the tax forfeited land sale. The Board expressed consensus that all bids must be paid at the time of sale.

Barb McFadden, County Attorney presented a request to advertise for a potential vacancy in her department due to and upcoming retirement.

Action #11 – Les Nielsen introduced the following resolution and moved its adoption:

## **Resolution #11 – 9/15/20**

**WHEREAS** there is a vacancy in the position of a Legal Secretary/Paralegal, and

**WHEREAS** the board desires to refill this vacant position;

**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.

**BE IT FURTHER RESOLVED** that the position shall not be filled until a formal resignation is received, at which time the County Attorney must come back to the Board for final approval before a job offer is made.

The motion for the adoption of the foregoing Resolution was duly seconded by Gene Anderson and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Dennis McNally, Les Nielsen  
**OPPOSED:** Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Tina Von Eschen, County Assessor met with the Board to discuss matters concerning her department.

Action #12 – Les Nielsen introduced the following resolution and moved its adoption:

## **Resolution #12 – 9/15/20**

**WHEREAS** there is a vacancy in the position of a Assessor Clerk II, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the County Assessor and the County Personnel Director to hire a Part Time Assessor Clerk II (under 30 hours a week) to fill the position at Step A, Range 6 of the pay plan which is \$16.72 per hour or the rate set by internal promotion.

The motion for the adoption of the foregoing Resolution was duly seconded by Dennis McNally and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Dennis McNally, Les Nielsen  
**OPPOSED:** Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Denise Snyder, County Auditor/Treasurer met with the Board to discuss an executive memo regarding the deferral of payroll tax obligations in light of the ongoing COVID-19 disaster.

Action #13 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to opt *not* to implement the deferral of payroll tax obligations in light of the ongoing COVID-19 disaster at this time.

Denise Snyder, County Auditor/Treasurer led a discussion regarding a succession plan for her office. Information only, no action was taken.

**10:24am** – The Chairperson called for public comment. Those that responded included:

Jeff Hamme	Comments regarding Orrin & Dorothy Haugen's Conditional Use Permit Application
Paul Hoppe	Comments regarding Orrin & Dorothy Haugen's Conditional Use Permit Application
Walt Smith	Comments regarding Orrin & Dorothy Haugen's Conditional Use Permit Application
Richard Anderson (via WebEx)	Comments regarding Orrin & Dorothy Haugen's Conditional Use Permit Application

**10:36am** – The Chairperson closed public comment.

Brian Smith, County Sherriff met with the Board to discuss matters concerning his department.

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

### **Resolution #14– 9/15/20**

**WHEREAS** there is a vacancy in the position of a Correctional Officer/Dispatcher, and

**WHEREAS** the PSAP Manager/Emergency Management Director and the County Sheriff have conducted interviews and has found a candidate with 911 dispatching experience;

**WHEREAS** the County Sheriff would like to extend an offer to this applicant that is above the starting pay level;

**BE IT RESOLVED** to approve hiring a highly qualified, experienced Correctional Officer/Dispatcher applicant at Range 9, Step C of the pay plan.

Brian Smith gave an update regarding squad car leasing. Information only, no action was taken.

Action #15 – Les Nielsen introduced the following resolution and moved its adoption:

### **Resolution #15 - 9/15/20**

#### RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

**BE IT RESOLVED** that Kanabec County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2020 through September 30, 2021.



**BE IT FURTHER RESOLVED** that the Kanabec County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Kanabec County and to be the fiscal agent and administer the grant.

The motion for the adoption of the foregoing Resolution was duly seconded by Craig Smith and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Craig Smith, Les Nielsen

**OPPOSED:** Dennis McNally

**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Brian Smith presented the Sheriff's Quarterly Report covering 4/1/20 through 6/30/20. Information only, no action was taken.

Jason Weinerman, Board of Water & Soil Resources State Agency (BWSR) met with the Board via WebEx to discuss the Rum River 1 Watershed 1 Plan Implementation Organizational Arrangement Options. Information only, no action was taken.

Orrin and Dorothy Haugen met with the Board to present a Conditional Use Permit Application. Ryan Carda, Environmental Services Technician presented the permit application and reviewed the recommendations from the Planning Commission.

Action #16 – Dennis McNally introduced a motion to approve the following resolution:

## **Resolution #16 – 9/15/20**

**WHEREAS** Orrin and Dorothy Haugen have submitted an application for a Conditional Use Permit for the Planned Use Development of an RV Park in the shoreland zone of Ann Lake, and

**WHEREAS** The Planning Commission held a public meeting to review the application and voted unanimously to recommend that the County Board approve the Conditional Use Permit application with the following conditions:

1. The septic system that is installed will be designed by a licensed septic professional and follow the state septic code 7080-7083.
2. A garbage dumpster location will be put in the park for residents to dispose of trash.
3. The layout be revised to meet recalculated tier density calculations and that a new formalized layout be submitted prior to going to the County Board.
4. The applicant submit documentation from the project engineer that the pond and site were built in accordance with the plans and drainage report.
5. The berm, stormwater pond, and applicable silt fence should be included in the initial improvements during construction.

6. Submit an NPDES Stormwater permit to the Environmental Services office prior to land disturbing activities.

**WHEREAS** all relevant documents for the Conditional Use Permit application were submitted;

**THEREFORE BE IT RESOLVED** to approve the Conditional Use Permit for the Planned Unit Development – RV Park submitted by Orrin and Dorothy Haugen with conditions recommended by the Planning Commission.

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Dennis McNally, Les Nielsen  
**OPPOSED:** Kathi Ellis, Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

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

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

### **Resolution #17 – 9/15/20** **Snow Removal**

**WHEREAS** the following quotes were received for 2020/2021 snow removal:

Scott's Lawn and Landscape	\$1,020/event
Premier Outdoor Services	\$1,005/event

**WHEREAS** the low quote of \$1,005/event was submitted by Premier Outdoor Services, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$1,005 by Premier Outdoor Services and authorize the Public Works Director and Chairperson to sign the contract.

Action #18 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #18 – 9/15/20** **Purchase Rotary Cutter**

**WHEREAS** the Public Works Department is requesting the purchase of tow-type rotary cutter for ditch maintenance operations, and

**WHEREAS** Trueman Welters has provided a quote of \$24,284.55 for a Schulte XH1000 S4 rotary cutter, and

**WHEREAS** said quote is State Contract pricing, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$24,284.55 by Trueman Welters for a Schulte XH1000 S4 rotary cutter.

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

### **Resolution #19 – 9/15/20** **Surplus Chairs**

**WHEREAS** certain meeting room chairs are planned for replacement to accommodate efficient sanitization through the CARES act funding, and

**WHEREAS** no other departments within the County have a use for the existing chairs, and

**THEREFORE BE IT RESOLVED** to authorize Public Works to donate the chairs to other local governments or non-profit/civic organizations within Kanabec County.

Chad Gramentz led a discussion regarding a possible agreement with the City of Ogilvie for the payment of sidewalk associated with CSAH 10 (Rutherford and Hill) project in Ogilvie planned for 2021. The Board expressed consensus for Chad to approach the City of Ogilvie for consideration of entering into an agreement regarding this project.

Chad Gramentz gave an update regarding road projects. Information only, no action was taken.

Chad Gramentz led a discussion regarding Driver's License services.

*Action #20* – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to open the Driver's License and Environmental Services offices for walk-ins beginning October 1, 2020.

Craig Smith led a discussion regarding the potential privatization of Welia Health. The Board expressed consensus to replace Dennis McNally with Craig Smith on the negotiating committee for the potential privatization of Welia Health.

Action #21 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to retain an outside attorney to consult and assist with the potential privatization of Welia Health.

The Commissioners gave reports on the boards and committees in which they participate. Information only, no action was taken.

Action #22 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

## **Resolution #22 - 9/15/20**

**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:

\$ 17,059	Livescan System with mugshots for the jail
\$ 800	Cybersecurity training library subscription for Sept-Dec 2020

**WHEREAS**, the Government focus area also recommends partially funding the request of the Braham Public Schools for the purchase of desks in the amount of \$6,000;

**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 \$23,859.

Future agenda items: Tire Ordinance

Action #23 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn the meeting at 1:04pm and to meet again in Special Session on Tuesday, September 22, 2020 at 9:00am.

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

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