

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 15, 2021

The Kanabec County Board of Commissioners held a Regular Board Meeting in person and via telephone/video conference call at 9:00am on Tuesday, June 15, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, 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 changes: Add County Board of Equalization and Appeals SFIA and related discussion.

Action #2 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the June 1, 2021 minutes as presented.

Action #3 - It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

| <u>Vendor</u> | <u>Amount</u> |
|----------------------------|---------------|
| Kanabec County Auditor HRA | 12,000.00 |
| Mora Municipal Utilities | 14,052.04 |
| Spire Credit Union | 5,792.95 |
| East Central Energy | 85.23 |
| Ann Lake Twp | 44,939.83 |
| Arthur Twp | 129,278.22 |
| Braham Public Schools | 79,851.51 |
| Brunswick Twp | 84,776.71 |
| City of Braham | 22,684.90 |
| City of Grasston | 11,568.46 |
| City of Mora | 780,419.04 |
| City of Ogilvie-Clerk | 68,827.67 |

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|---------------------------------|--------------|
| City of Quamba | 52,021.90 |
| Comfort Township | 79,304.50 |
| Comm of Finance-Treas Div | 476.64 |
| East Cent Reg Dev Commission | 14,733.15 |
| East Central School District | 28,977.01 |
| Ford Twp | 51,206.90 |
| Grass Lake Twp | 63,207.20 |
| Haybrook Twp | 43,123.08 |
| Hillman Twp | 39,668.88 |
| Hinckley-Finlayson Schools | 29,918.66 |
| Isle Public Schools | 19,622.12 |
| Kanabec County | 176,970.56 |
| Kanabec Twp | 51,099.39 |
| Knife Lake Improvement District | 18,290.87 |
| Knife Lake Twp | 68,061.91 |
| Kroschel Twp | 30,561.12 |
| Milaca Public Schools | 7,371.82 |
| MN Commissioner of Revenue | 53.20 |
| Mora Public Schools | 1,487,918.49 |
| Ogilvie Public Schools | 237,963.44 |
| Peace Twp | 79,567.30 |
| Pine City Public Schools | 307.60 |
| Pomroy Twp | 65,719.90 |
| Southfork Twp | 29,444.28 |
| St Paul Port Authority | 1,917.39 |
| Whited Twp | 45,087.02 |
| Ann Lake Twp | 29,405.00 |
| Braham Public Schools | 13,414.60 |
| Brunswick Twp | 1,690.17 |
| City of Grasston | 1,512.96 |
| City of Mora | 477.00 |
| City of Ogilvie-Clerk | 4,168.59 |
| Grass Lake Twp | 6,123.04 |
| Hinckley-Finlayson Schools | 38,190.00 |
| Knife Lake Twp | 1,355.76 |
| Kroschel Twp | 17,985.00 |
| Mora Public Schools | 68,965.80 |
| Ogilvie Public Schools | 71,011.18 |
| Peace Twp | 9,985.00 |
| Pomroy Twp | 20,300.00 |
| Southfork Twp | 1,985.00 |
| Whited Twp | 1,785.00 |
| Kwik Trip | 9,443.56 |

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|---------------------------------|-------------------------------------|
| Midcontinent Communications | 188.95 |
| Minnesota Department of Finance | 7,326.50 |
| Office of MN.IT Services | 1,300.00 |
| Quadient Finance | 4,005.00 |
| Verizon Wireless | 5,040.60 |
| Maslonkowski, Quiten | 1,000.00 |
| Card Services (Coborns) | 68.23 |
| Midcontinent Communications | 244.21 |
| 63 Claims Totaling: | <u><u>\$4,293,842.04</u></u> |

Action #4 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

| <u>Vendor</u> | <u>Revenue Fund</u> | <u>Amount</u> |
|-------------------------------------|---------------------|---------------|
| 4Imprint | | 456.55 |
| A and E Cleaning Services | | 525.00 |
| Ace Hardware | | 48.06 |
| Advanced Correctional Healthcare | | 19,702.16 |
| Advanced Correctional Healthcare | | 2,047.45 |
| Ingebrand Funeral Home | | 430.00 |
| Ingebrand Funeral Home | | 725.00 |
| Alpine Diversified Services Inc. | | 490.00 |
| Aspen Mills | | 363.88 |
| Aspen Mills | | 328.54 |
| AT&T Mobility | | 1,808.97 |
| AT&T Mobility | | 89.84 |
| Auto Value | | 40.96 |
| Auto Value Mora | | 7.50 |
| Bluebird Window Cleaning | | 1,600.00 |
| Braiedy, Kevin | | 202.97 |
| Coborn's Pharmacy | | 5.00 |
| Curtis, Michael | | 1,258.06 |
| ECM Publishers | | 1,057.00 |
| ECM Publishers | | 110.70 |
| East Central Exterminating | | 240.00 |
| East Central Exterminating | | 125.00 |
| East Central Solid Waste Commission | | 66.00 |
| East Central Solid Waste Commission | | 102.57 |
| Election Systems & Software Inc | | 4,257.75 |
| FBG Service Corporation | | 6,410.24 |
| FBG Service Corporation | | 584.80 |

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| Further | 636.95 |
| Galls | 40.95 |
| Glen's Tire | 100.00 |
| Glen's Tire | 247.00 |
| Glen's Tire | 396.81 |
| Grainger | 208.57 |
| Grainger | 58.33 |
| Grainite City Jobbing | 587.53 |
| Hoefert, Robert | 1,126.47 |
| IAEMD | 55.00 |
| Indianhead Foodservice Distributor | 128.88 |
| Johnson, Samuel | 110.50 |
| Kanabec County Ag Society | 4,500.00 |
| Kanabec County Coordinator | 238.50 |
| Kanabec County History Center | 3,500.00 |
| Kanabec Publications | 484.00 |
| Kanabec Publications | 35.00 |
| Kanabec Publications | 854.00 |
| Kanabec Publications | 437.50 |
| Kanabec Publications | 379.49 |
| Lakeland Printers Inc | 482.00 |
| LexisNexis | 187.58 |
| Manthie, Wendy | 919.52 |
| Marco | 3,186.68 |
| Marco | 4,750.00 |
| Marco | 117.00 |
| Marco | 134.68 |
| Marco | 920.04 |
| MEI Total Elevator Solutions | 1,115.44 |
| Mid-America Business Systems | 4,500.00 |
| Minnesota Monitoring | 210.00 |
| Minnesota Sheriffs' Association | 5,696.26 |
| The Northspan Group | 1,515.00 |
| Novus Glass | 50.00 |
| Office Depot | 25.48 |
| Office Depot | 66.26 |
| Office Depot | 106.54 |
| Office Depot | 92.09 |
| Ogilvie Museum | 750.00 |
| Premium Waters | 23.96 |
| Prophoenix Corporation | 56,642.78 |
| Quality Disposal Systems | 199.35 |
| Quality Disposal Systems | 394.21 |

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| Quality Disposal Systems | 24.15 |
| Quill | 48.97 |
| Ramsey County | 2,042.00 |
| Regents of the University of MN | 18,814.00 |
| River Valley Forensic Services | 1,000.00 |
| RS Eden | 10.45 |
| Rupp, Anderson, Squires & Waldspurger, PA | 829.00 |
| Schumacher, Sarah | 300.00 |
| SIRCHIE | 190.05 |
| Stellar Services | 981.94 |
| Stellar Services | 306.75 |
| Summit Food Service Management | 8,005.09 |
| Summit Food Service Management | 7,797.10 |
| SHI | 6,720.00 |
| Tinker & Larson | 75.00 |
| Tinker & Larson | 229.05 |
| Tinker & Larson | 70.60 |
| Trimin Systems | 750.00 |
| Visser, Maurice | 390.88 |
| Watch Guard | 27.00 |

90 Claims Totaling: \$ 187,906.38

Road & Bridge

| <u>Vendor</u> | <u>Amount</u> |
|----------------------|---------------|
| A & E Cleaning | 1,050.00 |
| Ace | 345.36 |
| Aramark | 487.46 |
| Auto Value | 3,282.22 |
| Bjorklund Companies | 1,323.24 |
| Blum Sand and Gravel | 67.64 |
| Boyer Trucks | 1,506.16 |
| Campbell, Gary | 300.00 |
| Central Pension Fund | 209.60 |
| Diamond Mowers | 65,255.00 |
| Federated Co-ops | 435.96 |
| Fluegge's Ag | 81.00 |
| Glens Tire | 20.00 |
| Gopher State | 21.60 |
| Hass Construction | 252.00 |
| Houtsma, Brandon | 300.00 |
| J A Smith Companies | 975.00 |

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|-----------------------------------|------------------------------------|
| Kanabec County Highway Department | 58.85 |
| Knife River | 382.70 |
| Marco | 316.29 |
| Mei Total Elevator Solutions | 560.71 |
| Northpost | 1,357.56 |
| Northern States Supply | 71.09 |
| Nuss Truck | 127.31 |
| Office Depot | 347.45 |
| Owens Auto Parts | 277.52 |
| Power Plan | 2,483.28 |
| Quality Disposal | 164.25 |
| Rocon Paving | 12,456.15 |
| Roeschlein, Tom | 320.00 |
| Timmer Implement | 449.00 |
| USIC | 60.00 |
| Walk-N-Roll | 969.53 |
| West Central Industries | 5,594.16 |
| Zep | 1,086.56 |
| 35 Claims Totaling: | <u><u>\$ 102,994.65</u></u> |

Action #5 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to recess the Board Meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Tuesday, June 15, 2021 pursuant to adjournment with the following Board Members present: Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Family Services Director Chuck Hurd presented the Family Services Board Agenda.

Action #FS6 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the Family Services Board Agenda as presented.

HHS Advisory Committee Chairperson Steve Hansberry met with the Board to present the revised committee membership recommendation list and HHS Advisory Committee By-Laws.

Action #FS7 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the HHS Advisory Committee By-Laws as presented.

Family Service Director Chuck Hurd presented the Director’s Report. Information only, no action was taken.

Action #FS8 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #FS8 – 6/15/21
Regional Fraud Agreement Resolution

WHEREAS, the Regional Administrative Agency (Pine County Human Services) contracts with the State of Minnesota’s Department of Human Services, Financial Fraud and Abuse Investigations Division to administer the FPI program in Kanabec County; and

WHEREAS Kanabec County, dba Kanabec County Family Services desires to enter into an agreement with Pine County Human Services, acting as the Regional Fraud Prevention Administrative Agency to achieve mutually beneficial goals by establishing structures for providing FPI services to Kanabec County.

THEREFORE BE IT RESOLVED the Kanabec County Human Services Board approves the Family Services Director entering into a Regional Fraud Administration Agreement with Pine County Human Services commencing July 1, 2021 through June 30, 2023 with no funds to be exchanged, rather each agency will be responsible for their own costs in performing the stated duties:

COUNTY AGENCY DUTIES. The COUNTY AGENCY will:

- 2.1 Cooperate with the STATE and the FPI REGIONAL ADMINSTRATIVE AGENCY in fulfilling goals and objectives of the FPI program pursuant to the FPI Guidelines, United States laws, federal regulations, State of Minnesota (State or state) laws, applicable Department rules and county ordinances.
- 2.2 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY in monitoring fraud referrals, completed investigations and case actions taken as a result of fraud prevention investigations.
- 2.3 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY and the STATE in submission of narrative, financial and/or statistical reports either as required in FPI guidelines or as requested by the STATE.
- 2.4 Ensure that eligibility workers under its control make FPI referrals to the investigator representing the REGIONAL ADMINSTRATIVE AGENCY, cooperate with case action reporting requirements and participate in funded FPI program related training.
- 2.5 Evaluate FPI referral rates among COUNTY AGENCY eligibility workers in order to identify fraud detection training needs.
- 2.6 Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined by a COUNTY AGENCY attorney or the COUNTY AGENCY decides not to pursue criminal

prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.

REGIONAL ADMINISTRATIVE AGENCY DUTIES. The REGIONAL ADMINISTRATIVE AGENCY will:

- 3.1 Provide FPI services and report FPI Program activity to the COUNTY AGENCY.
- 3.2 Use qualified investigative staff to provide FPI services.
- 3.3 Annually provide training to COUNTY AGENCY eligibility workers in fraud detection to assist them with identifying cases that should be referred. Provide training to COUNTY AGENCY eligibility workers on FPI forms and procedures.
- 3.4 Assist the COUNTY AGENCY in the identification and disqualification of individuals through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is contemplated.

Action #FS9 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 102 claims totaling \$164,588.92 on Welfare Funds.

Les Nielsen led a discussion regarding employees in the Family Services Department discontinuing telework and coming back to work in the office. Chuck will present a plan of action at the next Family Services Board Meeting.

Action #FS10 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn Family Services Board at 9:55am and to meet again on July 20, 2021 at 9:05am.

The Board of Commissioners reconvened.

Newly appointed Kanabec County Court Administrator Heather Mickelson met with the Board for a formal introduction. Information only, no action was taken.

County Attorney Barbara McFadden led a discussion regarding a case management system transition.

Action #13 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the County Attorney’s request to withdraw from the MCCC CAUG (County Attorney User Group) and termination (Non-renewal) of the STI service and maintenance agreement.

Kanabec Soil & Water Conservation District Manager Deanna Pomije met with the Board to discuss Future Organizational Options for the Snake River One Watershed One Plan. Information only, no action was taken.

County Auditor Treasurer Denise Snyder met with the Board to discuss matters concerning her department.

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

Resolution #14- 6/15/21

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2021-2022

KANABEC COUNTY BOARD - JUNE 15, 2021

| Establishment | LIQUOR | BEER | TOBACCO |
|----------------------|---------------|-------------|----------------|
| McBees | On/Off/Sun | - | - |

Action #15 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the following resolution:

Resolution #15 - 6/15/21

WHEREAS policy #P-106 states that when substantive changes are made to job descriptions, the proposed changes must be reviewed by the Board; and

WHEREAS the job descriptions for the Deputy Auditor- Property and Tax and Deputy Auditor Tax II have been updated by the Auditor/Treasurer and Personnel Director; and

WHEREAS the Auditor/Treasurer has submitted said job descriptions; and

WHEREAS the Board has examined and evaluated the information;

BE IT RESOLVED to approve sending the updated job descriptions to the pay consultant for review and scoring.

Action #16 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried

unanimously to approve the following resolution:

Resolution #16 – 6/15/21

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

County Coordinator Kris McNally led a discussion regarding the Revised COVID-19 Re-Opening Plan.

Action #17 – It was moved by Craig Smith, seconded by Rickey Mattson and carried unanimously to approve the Revised COVID-19 Re-Opening Plan as presented.

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

10:31am – The Chairperson closed public comment.

Dennis McNally led a discussion regarding proposed changes to Ordinance #11, Waste Tire. Proposed changes will be highlighted and reviewed by County Attorney Barbara McFadden before being sent to the Planning Commission for input.

Regional Extension Director Susanne Hinrichs, County 4H Educator Laura Krist, Master Gardner Terry Salmela, and Master Gardner Chairperson Diana Rankin (via WebEx) met with the Board to give a presentation and update on Extension in Kanabec County and to request hiring a Part-Time Master Gardener Coordinator. Information only, no action was taken.

Deputy Auditor Property & Tax Roberta Anderson met with the County Board to discuss the classification of parcels as non-conservation for the tax forfeit land sale.

Action #18 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #18 – 6/15/21

WHEREAS, the County Board of Commissioners of Kanabec, State of Minnesota, desires to offer for sale the attached parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, said parcels of land have been viewed and have been classified as non-conservation lands as provided for in MN Statutes 282.01;

NOW, THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners hereby certify that these parcels of land described below have been viewed and complies with the provisions of MN Statutes 85.012, 92.461, 282.01, subd. 8 and 282.018, subd. 2 (1990) and other statutes that require the withholding of tax-forfeited lands from sale. The County Board of Commissioners hereby acknowledges that the Kanabec County Environmental has reviewed all parcels and identified any and all non-forested marginal land and wetlands.

BE IT FURTHER RESOLVED, that the Kanabec County Board of Commissioners hereby request approval from the MN Department of Natural Resources for the sale of said parcels on the attached list.

Tom Mortenson met with the Board to discuss a proposed donation of 120 acres of his land on the Snake River in Ford Township to create a Minnesota State Park. Information only, no action was taken.

Future Agenda Items: Information Systems Director to provide input on teleworking.

Action #19 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to close the meeting at 11:55am pursuant to the Open Meeting Law, MN Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25. Those present during the closed portion of the meeting included Commissioners Gene Anderson, Rickey Mattson, Dennis McNally, Craig Smith and Les Nielsen; as well as County Coordinator & Personnel Director Kristine McNally.

Action #20 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to re-open the meeting at 12:11pm.

Action #21 – It was moved by Les Nielsen, seconded by Craig Smith, and carried unanimously to adjourn the meeting at 12:12pm and to meet again in regular session on Tuesday, July 6, 2021 at 9:00am.

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

Attest: _____
Board Clerk