

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

May 4, 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, May 4, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rickey Mattson, Dennis McNally, and Les Nielsen. Board Members absent: Craig Smith. Staff present on-site: County Coordinator Kris McNally 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 Les Nielsen and carried unanimously to approve the agenda with the following changes: Add EMS Week Proclamation. Add Ordinance 5 discussion.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the April 14, 2021 Drainage Authority Board Meeting Minutes and the April 20, 2021 Regular Board Meeting Minutes presented.

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

<u>Vendor</u>	<u>Amount</u>
EC Riders	8,510.76
Kanabec County Auditor HRA	432.00
Spire Credit Union	4,790.70
Verizon Wireless	1,365.63
East Central Energy	1,338.15
Strom, Don	500.00
Dearborn National Life Insurance	771.71
Health Partners	6,568.30
Life Insurance Company of North America	945.90
MNPEIP	161,518.10
Sun Life Insurance	4,101.58
The Hartford Priority Accounts	2,233.02
VSP Insurance Co	328.16

13 Claims Totaling: \$193,404.01

Action #4 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to recess the meeting at 9:05am to a time immediately following the Community Health Board.

The Kanabec County Community Health Board met at 9:05am on Tuesday, May 4, 2021 pursuant to adjournment with the following Board Members Present: Gene Anderson, Rickey Mattson, Dennis McNally, and Les Nielsen. Board Members Absent: Craig Smith. Community Health Director Kathy Burski presented the Community Health Board Agenda.

Action #CH5 – It was moved by Rickey Mattson, seconded by Dennis McNally and carried unanimously to approve the Community Health Board Agenda with the following changes: Remove the Case Aide Replacement Resolution.

Action #CH6 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the following resolution:

Resolution #CH6 – 5/4/21
Home Health Aide Replacement Resolution

WHEREAS, Kanabec County Community Health is in need of part-time intermittent Home Health Aide to assist in providing services as scheduling conflicts have arisen with staff in this area, and

WHEREAS, It has become more difficult to cover for people’s PTO requests with the current staffing level, and

WHEREAS, the Community Health Director is recommending to hire a part-time intermittent Home Health Aide at this time.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health Director and Human Resources Director to hire a Home Health Aide at Step A Range 5 of the pay plan which is \$16.05 per hour or the rate set by internal promotion, and that the hours of work for this position be limited to those budgeted.

Action #CH7 – It was moved by Rickey Mattson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH7 – 5/4/21

WHEREAS, there is a vacancy in the position of a Case Aide, and

WHEREAS, the Community Health Director has evaluated this position and the Public Health Department and is recommending to replace the Case Aide with a current staff member;

THEREFORE BE IT RESOLVED promote Sarah Telander to the position of Case Aide effective May 8, 2021.

Community Health Director Kathy Burski gave an update regarding the COVID-19 Pandemic and ongoing vaccination efforts. Information only, no action was taken.

Community Health Director Kathy Burski led a discussion regarding re-opening the Public Services Building to the public. The Board expressed consensus for the Public Service Building to unlock the exterior building doors to the public.

Action #CH8 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH8 – 5/4/21

Agreement for Clinical Laboratory Training – College of St. Catherine’s

WHEREAS, the College of St. Catherine’s has a nursing program and is in need of Clinical Laboratory training sites, and

WHEREAS, Kanabec County Community Health has facilities for providing a suitable training experience that meets the educational needs of the students enrolled in those programs, and

WHEREAS, it is in the best interest of Kanabec County Community Health to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs.

THEREFORE BE IT RESOLVED to approve the Community Health Administrator to sign an Agreement with the College of St. Catherine’s for Clinical Laboratory Training commencing April 12, 2021.

Action #CH9 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #CH9 – 5/4/21

Community Rides Grant Opportunity

WHEREAS, Timber Trails Public Transit has an opportunity to apply for the Community Rides Grant through the National Rural Transit Assistance Program, and

WHEREAS, this is a one-time grant opportunity open to 5311 transit providers nationwide for up to \$100,000 with no local match required, and

WHEREAS, this grant is intended to support transportation partnerships that improve social determinants of health in rural and tribal communities and help to reduce transportation as a barrier to independence and health at each stage of life. Projects will improve access to critical needs like employment, healthcare, education, healthy food, social services or recreation, as well as build the capacity of transit programs, and

WHEREAS, the Community Health and Transit Director are recommending to apply for funding at this time.

THEREFORE BE IT RESOLVED that the Kanabec County Community Health Board approves the Community Health/Transit Directors to apply for the National Rural Transit Assistance Program's Community Rides grant funding in an amount up to \$100,000.

Action #CH10 – Rickey Mattson introduced the following resolution and moved its adoption:

Resolution #CH10 – 5/4/21

Renewed vehicle lease agreement with Lakes and Pines CAC, Inc.

WHEREAS, Kanabec County has an Agreement with the State of Minnesota identified as MNDOT Contract Number 1035592 to provide public transit service in Kanabec County under MN Stat, Section 174.24, and

WHEREAS, that service includes providing transportation for Headstart trips, and

WHEREAS, Kanabec County leases a bus from Lakes and Pines CAC, Inc. to provide that service.

THEREFORE BE IT RESOLVED that Kanabec County Board authorizes the renewed vehicle lease of: (ID# HS1) 2017 Chevrolet/Express G3500 VIN: 1GB3BSBG9H1123109

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

IN FAVOR THEREOF: Gene Anderson, Rickey Mattson, Les Nielsen

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the motion was declared duly passed and adopted.

Action #CH11 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to approve the payment of 73 claims totaling \$46,398.26 on Community Health Funds.

Action #CH12 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to adjourn Community Health Board at 9:44am and to meet again on June 1, 2021 at 9:05am.

The Board of Commissioners reconvened.

South Country Health Alliance CEO Leota Lind and South Country Health Alliance CFO Scott Schufman met with the County Board to give an annual update. Information only, no action was taken.

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

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

Resolution #13 - 5/4/21

WHEREAS the Kanabec County Sheriff's Office has been awarded a grant for \$17,119 for the performance of Emergency Management duties; and

WHEREAS the match requirement for said grant has been budgeted for 2021;

BE IT RESOLVED to approve said grant and authorize the Chairperson, Sheriff, and Coordinator to sign the State of Minnesota Grant Agreement #A-EMPG-2020-KANABECCO-035 on behalf of Kanabec County.

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

Resolution #14 – 5/4/21

WHEREAS there are full time and part time vacancies in the position of a Correctional Officer/Dispatcher, and

WHEREAS the board desires to refill these vacant positions;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire one Temporary Full Time and two Part Time Correctional Officer/Dispatchers to fill the positions at Step A, Range 9 of the pay plan which is \$20.26 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.

Sheriff Brian Smith led a discussion regarding a potential joint powers agreement for a regional emergency response team which would include the City of Braham, City of Isanti, City of Cambridge, and the Sheriff of Isanti County. The Board expressed consensus for Brian Smith to move forward with the process of gathering information about organizing a joint powers agreement for a regional emergency response team.

10:47am – The Chairperson called for public comment. Those that responded included:

Rhonda Olson	Comments regarding an increase in burglaries north of Mora.
Andrea Gruenhagen	Comments regarding a tax forfeit parcel for sale that intersects her property.

10:50am – The Chairperson closed public comment.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss Kanabec County Clean-Up Day and Household Hazardous Waste Clean-Up.

Action #15 – It was moved by Les Nielsen, seconded by Rick Mattson and carried unanimously to approve spending up to \$5,000 from the SCORE Fund for Kanabec County Clean-Up Day to be held on October 16, 2021.

Dennis McNally led a discussion regarding Ordinance 5. Information only, no action was taken.

Dennis McNally led a discussion regarding deer carcasses in the landfill and the spread chronic wasting disease. Information only, no action was taken.

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

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

Resolution #16 - 5/4/21

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local units of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

BE IT RESOLVED to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2022 Maintenance and grooming Grant Agreement.”

Action #17 – It was moved by Dennis McNally, seconded by Rickey Mattson and carried unanimously to approve the following claims on the funds indicated:

Vendor	Revenue Fund	Amount
Ace Hardware		107.65
Ace Hardware		39.98
Ace Hardware		3.99
ASLIS		9.80
Assured Security		720.00
Auto Value		123.96
Axon Enterprise Inc.		3,610.00
Carda, Eugene		111.24
Curtis, Michael		747.55
CW Technology		1,307.40
East Central Exterminating		240.00
Ernest, Jennifer		75.00
G & N Enterprises		2,068.00
Hoefert, Robert		1,169.28
Indianhead Foodservice Distributor		143.10
IT SAVVY		890.49
Kanabec County Agricultural Society		120.00
Kanabec County Community Health		207.50
Kanabec County Information Systems		729.97
Kanabec Soil & Water Cons.		2,842.77
Manthie, Wendy		1,107.12
Marco		490.91
Mattson, Jean		75.00
McFadden, Barbara		75.00
MEI Total Elevator Solutions		791.38
MNCCC Lockbox		700.00
MN Counties Insurance Trust		184.00
MN Counties Insurance Trust		(178.00)
Nelson, Ronette		581.84
O'Brien, Pat		119.08
Office Depot		309.17
Arnold, Josh		27.26
PD's Embroidery		164.12
Peterson, Ronald		140.36

Quadient Finance USA, Inc	4,000.00
Reliance Telephone, Inc	600.00
River Valley Forensic Services, P.A.	1,500.00
River Valley Forensic Services, P.A.	5,000.00
Salmela, Terry	75.00
Sawatzky, Fred	114.04
Schiferli, Kelsey	75.00
Southwest Regional Development Commission	500.00
Stellar Services	645.62
Summit Food Service Management	8,054.31
Tierney	1,244.23
Twin City Hardware	502.07
Van Alst, Lillian	135.52
Visser, Maurice	683.50
48 Claims Totaling:	<u><u>\$ 42,984.21</u></u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
Ace Hardware	1,252.14
Auto Value	1,643.00
Berndt, Steve	50.01
Campbell, Gary	700.00
Central McGowan	228.20
Federated Co-ops	69.99
Grainger	58.48
Granite Ledge Electrical	4,141.31
Johnson Hardware	346.24
Kanabec County Highway Department	94.95
Kanabec Publications	596.50
MN Petroleum Marketers	412.00
Northern States Supply	38.79
Northpost	1,357.56
Nuss Truck Equipment	1,335.87
Oslin Lumber	893.39
Stegeman, Jesse	120.00
Wallace, Bruce	133.08
Wiarcom	675.30
19 Claims Totaling:	<u><u>\$ 14,146.81</u></u>

Action #18 – It was moved by Dennis McNally, seconded by Les Nielsen and carried

unanimously to approve the following claims on SCORE Funds:

Resolution #18 – 5/4/21
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	\$992.80
Quality Disposal	\$3,397.20
Arthur Township	\$400.00
Total	\$4,790.00

Gene Anderson led a discussion regarding the property issue at 312 Forest Ave East, Mora, MN 55051. The Board expressed consensus to discuss the matter with Public Works Director, Chad Gramentz and bring additional information back to the board.

Gene Anderson led a discussion regarding Emergency Medical Services Week Proclamation.

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

Resolution #19 – 5/4/21
EMS Week Proclamation

WHEREAS, emergency medical services is a vital public service; and **WHEREAS**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police

officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, I, Gene Anderson, Chair, Board of Commissioners, Kanabec County, Minnesota in recognition of this event do hereby proclaim the week of May 16-22, 2021, as Emergency Medical Services Week.

Kris McNally led a discussion regarding the review of Building Use Policy A-103. The Board discussed details of the policy and requested that Kris McNally address certain areas of the policy and bring it back to future meeting for approval.

Kris McNally led a discussion regarding the Policy Against Offensive Conduct, Harassment and Violence P-104.

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

Resolution #20 - 5/4/21

WHEREAS, the Kanabec County Board of Commissioners has authority to establish and revise county personnel policies; and

WHEREAS, these policy recommendations have been reviewed in consultation with the County Attorney and labor attorney; and

WHEREAS, the County Human Resources Department recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services;

THEREFORE BE IT RESOLVED, Kanabec County shall adopt the following personnel policies effective 6/1/21:

- DISCRIMINATION AND HARASSMENT
- RESPECTFUL WORKPLACE

BE IT FURTHER RESOLVED that existing Policy P-104 Policy Against Offensive Conduct, Harassment and Violence is hereby rescinded on 6/1/21.

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

Future agenda items: Landfill update regarding deer carcasses and chronic wasting disease.

Action #21 – It was moved by Les Nielsen, seconded by Rickey Mattson and carried unanimously to adjourn the meeting at 11:58am and to meet again in regular session on Tuesday, May 18, 2021 at 9:00am.

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

Attest: _____
Board Clerk