

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

May 24, 2017

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 24, 2017 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Dennis McNally, and Kathi Ellis. Others present: County Attorney Barbara McFadden, Board Clerk Patrick Christopherson, and Recording Secretary Kelsey Johnson.

The Chairman led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the agenda as amended: Add closed session, Jeff’s mutual aid agreement, township engineering, after hours policy, plat books, hospital minutes, and hospital financial statements.

Action #2 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the May 10, 2017 minutes as amended: Action #20 delete “commissioners and”

Action #3 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Services Board.

The Kanabec County **Human Services Board** met at **9:05am** on Wednesday, May 24, 2017 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Dennis McNally, and Kathi Ellis. Interim Human Services Director Chuck Hurd presented the Human Services agenda.

Action #HS4 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the Human Services agenda as presented.

Action #HS5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the payment of 118 claims totaling \$169,072.92 on Welfare Funds.

Action #HS6 - It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn Human Services Board at 9:20am and to meet in regular session on Wednesday, June 28, 2017 at 9:05am.

The Board of Commissioners meeting reconvened.

Action #7 - It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following paid claims:

| <u>Vendor</u> | <u>Amount</u> |
|----------------------------------|-------------------------|
| Consolidated Communications | 991.89 |
| Dearborn National Life Insurance | 576.45 |
| East Central Energy | 956.24 |
| Kanabec County Aud/Treas | 3,729.53 |
| Midcontinent Communications | 1,180.54 |
| Mille Lacs Disposal Inc | 20.00 |
| MN Dept of Finance | 4,420.00 |
| MN Energy Resources Corp | 56.04 |
| MN Energy Resources Corp | 3,640.10 |
| Network Billing Systems | 237.52 |
| Nordstrom, Jacob | 640.00 |
| Office of MN.IT Services | 1,300.00 |
| Shrock, Vernon | 100.00 |
| Tessner Law Office | 59.50 |
| Williams, James & Susan | 2,047.00 |
| Total | <u>19,954.81</u> |

Action #8 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following claims on the funds indicated:

| Revenue Fund | |
|----------------------------------|---------------|
| VENDOR | AMOUNT |
| Advanced Correctional Healthcare | 836.21 |
| Akkerman-Ingebrand Funeral Home | 400.00 |
| Anoka County Corrections | 980.00 |
| Bernicks | 49.98 |
| Billings Service Inc | 514.00 |
| Brenny, Laurell | 123.59 |
| Coborn's | 38.70 |
| Coborn's Pharmacy | 247.61 |
| Chapman's Auto Repair | 101.00 |
| Curtis, Michael | 793.30 |
| Ehlers & Associates, Inc. | 352.50 |
| Eustice, Todd | 182.97 |
| Faust, Patrick | 259.48 |
| FBG Service Corporation | 175.00 |
| Fore Chiropractic & Wellness | 180.00 |
| Galls | 432.25 |

| | |
|---|------------|
| Garcia Clinical Laboratory | 4.00 |
| Hennepin County Medical Ctr | 353.00 |
| Hoefert, Robert | 480.51 |
| Hood, Barb | 190.77 |
| Hydro Tech Service | 1,625.00 |
| Kanabec Publications Inc | 168.00 |
| KEEPRS | 1,116.99 |
| KEEPRS | 666.91 |
| LeCocq, Richard | 60.00 |
| Lerrssen, Jennifer | 478.37 |
| Manthie, Scott | 1,279.63 |
| Manthie, Wendy | 865.28 |
| Magaard, Andrew | 31.03 |
| Marco Technologies LLC | 10,037.00 |
| M & I Lockbox: MCCC | 9,300.00 |
| MHSRC/Range | 520.00 |
| MN Counties Intergovernmental Trust | 2,500.00 |
| Mobilex USA | 180.00 |
| Moore Medical | 156.24 |
| Nelson, Ansel | 777.02 |
| Nelson, Ronnette | 388.06 |
| Newgard, Jean | 295.93 |
| Northern Technology Initiative, Inc. | 75.00 |
| Northland Trust Services Inc | 106,012.50 |
| O'Reilly Auto Parts | 69.38 |
| O'Donovan, Barbara | 656.45 |
| Office Depot | 639.75 |
| Office Depot | 69.49 |
| Payne, Elisabeth | 167.46 |
| P-D's Embroidery/Dave Chelberg | 199.00 |
| Ramsey County | 2,800.00 |
| Regents of the University of MN | 61.00 |
| Reid, Greg | 258.94 |
| Roberts, Rodney | 72.76 |
| RS Eden | 302.90 |
| RS Eden | 12.60 |
| Rupp, Anderson, Squires & Waldspurger, PA | 757.20 |
| Rupp, Anderson, Squires & Waldspurger, PA | 333.00 |
| Schneider Corp | 7,600.00 |
| SelectAccount | 691.25 |
| SHI | 296.00 |
| SHI | 243.00 |

| | |
|---------------------------------|-------------------|
| Shopko Stores Operating Co, LLC | 829.07 |
| Stellar Services | 300.40 |
| Summit Food Service Management | 5,268.67 |
| Thompson-Reuters-West | 889.77 |
| Visser, Maruice | 888.38 |
| Vortex Optics | 311.98 |
| Wills, Greg | 12.87 |
| Wiitala, David | 546.77 |
| Zamora, Ray | 878.47 |
| | 168,384.39 |

Road & Bridge

| VENDOR | AMOUNT |
|----------------------------|-----------------|
| Brockwhite | 641.42 |
| Firstsource | 5.20 |
| Frontier Precision, Inc | 326.26 |
| Larson Implement | 750.00 |
| Marco, Inc | 188.00 |
| Minnesota Energy Resources | 166.49 |
| Nancy Nelson | 559.97 |
| Northern Safety Co. Inc. | 752.12 |
| 3M | 65.00 |
| Towmaster | 519.82 |
| TOTAL | 3,974.28 |

Jerry & Joyce Tvedt met with the County Board to request a gambling approval.

Action #9 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #9 – 5/24/17

WHEREAS Kick Cancer to the Curb is a volunteer non-profit organization 509 (a)(2), and

WHEREAS Kick Cancer to the Curb raises funds to help cancer patients in Kanabec County, and

WHEREAS The MN Gaming Commission Board states Kick Cancer to the Curb can hold a once-a-year raffle without applying for a gambling license as long as the payout does not exceed \$1500 per calendar year, and

WHEREAS the Oglivie Raceway has graciously offered their site for Kick Cancer to the Curb to conduct a 50-50 raffle on June 24, 2017 with an alternate date to be determined if races cannot be held that day;

BE IT RESOLVED to approve Kick Cancer to the Curb to hold a 50-50 raffle on June 24, 2017 at Oglivie Raceway.

Transit director Helen Pieper met with the County Board to discuss matters concerning her department.

Action #10 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to an approve updated Transit Director job description as presented.

Action #11– It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #11 – 05/24/17

Year 2018 (Public Transit Operating Grant Contract)

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

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

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

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

Action #12 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve an agreement between Kanabec County and Professional Services Marketing LLC for marketing support services.

Action #13 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the purchase of benches at a cost of \$7,700 under the commuter challenge grant through MN/DOT with zero local match.

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

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

Resolution #14 - 05/24/17

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 2017-2018

KANABEC COUNTY BOARD - MAY 24, 2017

| Establishment | Liquor | Beer | Tobacco |
|----------------------------------|----------------|-------------|----------------|
| Braham Moose Lodge 1544 | Club/Sun | - | - |
| Fish Lake Resort & Campground | On/Off/Sun | - | Yes |
| McBees | On/Off/Sun | - | |
| Northwoods Steak House & RV Park | On/Off/Sun | - | Yes |
| Ogilvie Raceway | Wine/SB/On/Sun | On | - |
| Springbrook Golf Course | On/Sun | - | - |

Action #15 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #15 - 05/24/17

WHEREAS the Kanabec County Auditor/Treasurer has received applications for On-Sale, Off-Sale and Sunday Liquor and Tobacco licenses from Captain Dans Crow's Nest LLC dba Captain Dans Crow's Nest located at 2743 Highway 65;

WHEREAS the applications are complete, included all necessary documentation, appear in accordance with County Policies and licensing requirements and the application is in good standing with the County;

WHEREAS the establishment located at this address presently operates with these licenses;

BE IT RESOLVED to approve the On-Sale, Off-Sale and Sunday Liquor and Tobacco Licenses for Captain Dans Crow's Nest located at 2743 Highway 65, and will become effective July 1, 2017.

Action #16 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #16a – 05/24/17

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 Wishes & More for a raffle event to be held at Ogilvie Raceway, 1539 MN-23 Ogilvie, MN 56358 on July 8, 2017.

Resolution #16b – 05/24/17

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 Wishes & More for a raffle event to be held at Ogilvie Raceway, 1539 MN-23 Ogilvie, MN 56358 on July 12, 2017.

Human Resources Specialist, Kim Pautsch met with the County Board to discuss the Wage Policy. Information only, no action was taken.

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

Action #17 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve an agreement between Kanabec County and Arrowhead Region

Emergency Management Association for Homeland Security and Emergency Management Mutual Aid.

10:35am – The Chairperson then called for public comment three times. Those that responded included:

| | |
|----------------|---------------------------|
| Tim Anderson | Shoreland Ordinance 5 |
| Phil Schrader | Shoreland Ordinance 5 |
| Roberta Haight | Shoreland Ordinance 5 |
| Dave Halverson | Condition of county roads |

10:59am – The Chairperson closed public comment.

Action #18 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #18 – 5/24/17

Approve Job Description and Refer for Evaluation

WHEREAS County Policy P-117 calls for an evaluation of all county job classifications,
and

WHEREAS the position of Jail Administrator is a newly created position, and

WHEREAS the County Sheriff has submitted a job description and physical analysis,
and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Jail Administrator job description be sent to the salary consultant for review, and

BE IT FURTHER RESOLVED to post the position when the evaluation is returned from the salary consultant.

Kim Smith led a discussion concerning engineering in Southfork and Pomroy Townships. Discussion only, no action was taken.

Commissioners gave reports on the activities of the Boards and Committees in which they participate.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning her department. Information only, no action was taken.

Patrick Christopherson led a discussion regarding after hours policy. Discussion only, no action was taken.

Patrick Christopherson led a discussion regarding new plat books. Discussion only, no action was taken.

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

Resolution #19 – 5/24/17

BE IT RESOLVED to close at the meeting at 12:31pm pursuant to Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of potential litigation, conducted pursuant to sections §179A.01 to §179A.25.

Those present during the closed portion of the meeting include Commissioners Dennis McNally, Gene Anderson, Kathi Ellis, Les Nielsen, and Kim Smith. Others Present: County Coordinator & Personnel Director Patrick Christopherson.

Action #20 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to re-open the meeting at 12:34pm.

Action #21 –The Chairperson adjourned the meeting at 12:35pm. The County Board will meet again in regular session on Wednesday, June 14, 2017 at 9:00am.

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

Attest: _____
Board Clerk