

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**April 10, 2019**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 10, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, and Craig Smith. Absent: Les Nielsen. Others Present: County Attorney Barbara McFadden, County Coordinator Kris McNally, and Recording Secretary Kelsey Johnson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the agenda with the following changes: Add Pink Diamond Gambling Permit Discussion.

Action #2 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the March 27, 2019 minutes as presented.

Action #3 – It was moved by Gene Anderson, 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 Wednesday, April 10, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, and Craig Smith. Public Health Director, Kathy Burski presented the Public Health Agenda.

Action #PH4 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Public Health Agenda as presented.

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

## **Resolution #PH5 – 4/10/19** School Mass Dispense Agreement Resolution

**WHEREAS** the Kanabec County Community Health Board has delegated the responsibility of preventing and controlling communicable disease to its Community Health Department, and

**WHEREAS** Kanabec County Community Health is in need of sites to use for the mass dispensing of vaccines, medication, or other required items in the conduct of disease prevention and control activities, and

**WHEREAS** Mora Public School District, #332 is authorized to permit Kanabec County Community Health to use identified schools, along with grounds and equipment of these sites for the mass dispensing of vaccines, medications or other items in the conduct of disease prevention and control activities.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves an Agreement with the Mora Independent School District # 332 for use of District facilities for the purpose of mass dispensing of vaccines, medication, or other required items to conduct disease prevention and control activities effective April 1, 2019.

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

**Resolution #PH6 – 4/10/19**  
School Mass Dispense Agreement Resolution

**WHEREAS** the Kanabec County Community Health Board as delegated the responsibility of preventing and controlling communicable diseases to its Community Health Department, and

**WHEREAS** Kanabec County Community health is in need of sites to use for the mass dispensing of vaccines, medication, or other required items in the conduct of disease prevention and control activities, and

**WHEREAS** Ogilvie Independent School District, # 333 is authorized to permit Kanabec County Community Health to use identified schools, along with grounds and equipment of these sites for the mass dispensing of vaccines, medications or other items in the conduct of disease prevention and control activities.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves and Agreement with the Ogilvie Independent School District # 333 for use of District facilities for the purpose of mass dispensing of vaccines, medication, or other required items to conduct disease prevention and control activities effective April 1, 2019.

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

**Resolution #PH7 – 4/10/19**

Public Health Emergency Preparedness Concurrence Resolution

**WHEREAS** the Minnesota Department of Health (MDH) priorities for the 2019-20 Public health Emergency Preparedness Budget Period 1 Supplemental (BP1 Supplemental) will continue to focus of Capability Priority Resource Elements, and

**WHEREAS** there will be a set of recurring and base grant-related activities that all CHBs will complete, and

**WHEREAS** based on funding levels, CHBs will select from a list of elective duties to meet jurisdictional priorities and threats.

**THEREFORE BE IT RESOLVED** the Kanabec County Community Health Board approves Minnesota Department of Health’s approach to Public Health Emergency Preparedness for the 2019-20 budget period.

*Action #PH8* – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the payment of 125 claims totaling \$35,618.23 on Public Health Funds.

*Action #PH9* – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to adjourn Public Health Board at 9:19am and to meet again in regular session on May 8, 2019 at 9:05am.

The Board of Commissioners reconvened.

*Action #10* – 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>
Holiday Credit Office	5,399.31
Mora Municipal Utilities	2,303.15
Spire Credit Union	4,167.98
The Hartford Priority Accounts	2,051.84
Verizon Wireless	210.08
East Central Energy	581.19
Mora Municipal Utilities	1,435.27
Kanabec County Auditor HRA	50,244.00
<b>8 Claims Totaling:</b>	<b><u><u>\$66,392.82</u></u></b>

*Action #11* – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A1 Rescue Towing & Recovery	235.00
Ace Hardware	210.54
Ace Hardware	20.98
Advanced Correctional Healthcare	16,742.72
Bachman, Fran	287.05
Bob Barker	107.66
C & D Auto	292.89
CPS Technology Solutions	44,619.00
Creative Forms & Concepts Inc	2,549.13
Curtis, Michael	1,394.05
CW Technology	1,141.40
D&T Ventures	225.00
East Central Exterminating	240.00
East Central Regional Library	4,205.76
Election Systems & Software Inc	2,599.00
Emergency Automotive Technologies	161.40
Eustice, Todd	304.50
FirstLight Health System	17.50
G & N Enterprises	4,385.00
Galls	327.92
Glen's Tire	744.30
Grainger	120.16
Granite Electronics	362.36
Hoefert, Robert	897.76
Kanabec County AG Society/County Fair	120.00
Kanabec Publications	1,409.86
Kanabec Publications	347.82
Kanabec Publications	393.75
Kanabec Publications	105.00
Kanabec Publications	483.54
Ramsey County	1,454.75
Regents of the University of MN	18,444.99
Reliance Telephone Inc	1,500.00
RELX Inc. DPA LexisNexis	187.41
Risk & Needs Assessment Inc.	200.00
Bureau of Criminal Apprehension	120.00
Steinmetz, Heidi	61.84
Stellar Services	283.84
Strelow, David	31.32
Summit Food Service Management	25,682.04
Terhaar, Cheryl	157.76
Thompson-Reuters-West	318.75

Tinker & Larson Inc	473.98
Tinker & Larson Inc	(66.50)
Tinker & Larson Inc	662.76
Verizon Wireless	35.01
Verizon Wireless	35.01
Verizon Wireless	506.49
Verizon Wireless	265.00
Verizon Wireless	657.30
Verizon Wireless	93.35
Verizon Wireless	61.00
Verizon Wireless	604.65
Verizon Wireless	51.00
Verizon Wireless	51.00
Verizon Wireless	61.00
Verizon Wireless	529.00
Verizon Wireless	224.47
Verizon Wireless	(49.00)
Verizon Wireless	61.02
Verizon Wireless	183.00
Verizon Wireless	112.00
Verizon Wireless	67.93
Visser, Maurice	1,044.73
Whiting, Melissa	91.20
Wickeham, Teresa	60.67
Zamora, Ray	1,180.88
<b>67 Claims Totaling:</b>	<b><u><u>\$140,490.70</u></u></b>

**Road & Bridge Fund**

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	1,050.00
Ace Hardware	376.26
Amerpride	564.18
Auto Value	2,261.53
Central McGowan	553.00
CenturyLink	3,626.35
Force America Distributing	656.14
Frontier Precision	51.40
Glens Tire	56.00
Gopher State One-Call	5.40
Kanabec County Highway-Petty Cash	45.10
Kanabec Publications	87.00

Little Falls Machine	566.18
Maney International	85.66
Marco, Inc	188.00
Newman Traffic Signs	196.64
Nuss Truck	582.96
Owens Auto Parts	147.70
Quality Disposal Systems	160.00
Stepp MFG	1,468.28
Warning Lites	1,383.00
<b>21 Claims Totaling:</b>	<b><u>14,110.78</u></b>

The Board held a discussion regarding Resolution #14 – 2/27/19 to end Dave Etter’s Term on the Planning Commission, and eliminate the two vacant positions on the committee.

Action #12 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to rescind Resolution #14 – 2/27/19.

The Commissioners agreed that to comply with the 1971 Resolution, Mr. Etter will receive due notice with stated charges and will have an opportunity to appear and object to the charges at a hearing before the Board of Commissioners. Coordinator McNally will contact Mr. Etter to see if he wishes to have a hearing.

The Board held a discussion regarding county owned land sales.

Action #13 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to direct the Coordinator to propose a counter offer to the bidding adjoining land owner for a nonconforming parcel on Knife Lake, to accept purchase price with closing costs being the buyer’s responsibility and further, buyer acknowledges the estimated tax impact is based on the current assessed value and payable 2019 tax rates, not a guarantee of future tax impact.

The Board held a discussion regarding a gambling permit for an upcoming event to be held at The Pink Diamond. Kris McNally will call the State Gambling Control Board to check the status of the permit number listed on the event flyer.

County Probation Director, Todd Eustice met with the County Board to discuss matters concerning his department.

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

**Resolution #14 – 4/10/19**  
**Approve Job Description and Refer for Evaluation**  
**Court Services Director**

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

**WHEREAS** the Court Services Director has submitted an updated job description and  
physical analysis for the position of Court Services Director, 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 Court  
Services Director job description be sent to the salary consultant for review.

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

**Resolution #15 – 4/10/19**  
**Approve Job Description and Refer for Evaluation**  
**Probation Agent**

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

**WHEREAS** the Court Services Director has submitted an updated job description and  
physical analysis for the position of Probation Agent, 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 Probation  
Agent job description be sent to the salary consultant for review.

Kanabec SWCD District Manager, Deanna Pomije met with the County Board to discuss  
the 2019-2018 Comprehensive Water Plan. The Board expressed consensus for the following  
changes to the document:

Page 44 - last column, add “percentage of change”.

Page 46 – Indicate on chart that Ford Township *does* have zoning.

Page 6 – change “then” to “than” and “residences” to “residents”.

The County Board will review this resolution for approval at the next meeting on April  
24, 2019 when all Board members are present.

**10:30am** – The Chairperson called for public comment. Those that responded included:

Jeff Hamme	Comments regarding the Water Plan and Shoreland Ordinance #5
------------	--

**10:32pm** – The Chairperson closed public comment.

Kanabec County Environmental Services Director, Teresa Wickeham met with the County Board to discuss the Wetland Conservation Act.

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

### **Resolution #16 – 4/10/19**

#### A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

**WHEREAS**, Kanabec County has accepted the authority and administrative responsibility to implement the Wetland Conservation Act (WCA) within the legal boundaries of Kanabec County in accordance with Minnesota Rules, Chapter 8420; and

**WHEREAS**, Kanabec County is authorized by Minnesota Administrative Rules Part 8420.0200, Subpart 2, Item C, to delegate certain functions with regard to implementation of WCA including the authority to make decisions on applications, with its staff.

**THEREFORE, BE IT RESOLVED** by the Kanabec County Board of Commissioners that decision-making authority for WCA applications is placed with the Environmental Services Department or their designee.

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

### **Resolution #17 – 4/10/19**

#### A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

**WHEREAS**, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

**WHEREAS**, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and



**WHEREAS**, the County of Kanabec agrees to provide knowledgeable and trained staff with expertise in water resource management to manage the program as required by Minnesota Rule 8420.0200, Subpart 2, Item B; and

**WHEREAS**, Minnesota Rule 8420.0200, Subpart 2, Item A requires that each LGU of the State send a written acknowledgement, including a copy of the adopting resolution, to BWSR that it is assuming its responsibilities under chapter 8420 and the act.

**THEREFORE, BE IT RESOLVED** that the County of Kanabec hereby accepts the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of Kanabec County as of April 10, 2019 in accordance with Minnesota Rules, Chapter 8420.

**THEREFORE, BE IT FURTHER RESOLVED** by the Kanabec County Board of Commissioners that decision-making authority for WCA applications is placed with the Environmental Services Department or their designee.

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

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

### **Resolution #18 – 4/10/19**

#### Equipment Rental Bids

**WHEREAS** bids were received and opened on April 2, 2019 for equipment rental rates and services, and

**WHEREAS** long term equipment rental quotes were received and presented before the board, and

**WHEREAS** Kanabec County may require various equipment and services throughout the year;

**THEREFORE BE IT RESOLVED** to accept all bids and quotes and submitted, and

**BE IT FURTHER RESOLVED** that the Public Works Director is directed to utilize the bids as necessary based on the availability of the lowest responsible bid.

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

### **Resolution #19 – 4/10/19**

Petty Cash

**WHEREAS** petty cash for the Public Works Department is capped at \$75, and

**WHEREAS** postage requirements for driver's license applications have changed resulting in increased daily postage costs, and

**WHEREAS** the Public Works Director has requested an increase in the petty cash limit to \$150 to cover expenses, and

**THEREFORE BE IT RESOLVED** to set the petty cash limit for the Public Works Department at \$150.

Action #20 – Craig Smith introduced the following resolution and moved its adoption:

**Resolution #20 – 4/10/19**

Advertise Bids

Pomroy Township Park Road Grant Projects

**WHEREAS** the Kanabec County Board of Commissioners wish to proceed with the following projects:

SAP 033-600-006	290th Ave from Pomroy Lake Access to CSAH 5
SAP 033-600-005	310th Ave from CSAH 20 to Velvet St.

**WHEREAS** Kanabec County is project sponsor and fiscal agent for Pomroy Township, and

**THEREFORE BE IT RESOLVED** to authorize the County Engineer, upon final plans, specifications, proposal, and approval of Pomory Township to advertise for bids for said projects.

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:** Kathi Ellis, Dennis McNally, Craig Smith

**OPPOSED:**

**ABSTAIN:** Gene Anderson

whereupon the resolution was declared duly passed and adopted.

Action #21 – It was moved by Craig Smith, seconded by Dennis McNally and carried unanimously to authorize the purchase of a Model 410G John Deere Backhoe from Hjort Excavating not to exceed \$50,000, and to auction the County's existing Model 410G Backhoe and D3 Caterpillar Dozer with all proceeds going into the Road and Bridge Fund.

Action #22 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to wait until next year’s budget to consider purchasing a plow truck.

The Board held a discussion regarding part time public works employees. The Board expressed consensus to continue as is, and bring it back and budget time.

The Board held a discussion regarding Shoreland Ordinance #5. Further discussion will take place at the next board meeting when all members are present.

Future Agenda Items: Planning Commission Discussion, Approve Comprehensive Water Plan.

Action #23 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 12:20pm and to meet again in regular session on April 24, 2019 at 9:00am.

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

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