

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

July 24, 2019

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 24, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: 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 Dennis McNally, seconded by Craig Smith and carried unanimously to approve the agenda with the following additions: KLID bills, KLID request to add minutes to website, cancellation of forfeiture, employee badge discussion, Clifton Larson Allen report.

Action #2 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the June 26, 2019 minutes as presented.

Action #3 – 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	1,027.69
Midcontinent Communications	186.83
Mora Municipal Utilities	1,823.81
Spire Credit Union	8,194.27
Verizon Wireless	2,865.86
The Hartford Priority Accounts	2,053.69
Kanabec County Aud/Treas	4,948.48
Minnesota Energy Resources Corp	4,085.89
United States Treasury	2,815.05
East Central Energy	177.86
Dearborn National Life Insurance Co	738.52
11 Claims Totaling:	<u><u>28,917.95</u></u>

Action #4 – It was moved by Les Nielsen, seconded by Gene Anderson 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 Wednesday, July 24, 2019 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 Board Agenda.

Action #FS5 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Family Services Board Agenda as presented.

Action #FS6 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the payment of 45 claims totaling \$75,941.49.

Action #FS7 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:13am and to meet again in regular session on August 28, 2019 at 9:05am.

The Board of Commissioners reconvened.

Action #8 – 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>
East Central Energy	1,518.31
East Central Energy	82.92
Further	702.25
Holiday Credit Office	6,530.14
MNPEIP	147,693.48
Mora Municipal Utilities	983.41
Mora Municipal Utilities	10,256.09
Quality Disposal	24.15
Sun Life Financial	3,701.49
Verizon Wireless	210.10
Verizon Wireless	765.05
11 Claims Totaling:	<u><u>\$172,467.39</u></u>

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

Revenue Fund

Vendor	Amount
Ace Hardware	57.13
Allen, Charity	405.00
American Door Works	612.50

American Door Works	714.00
Ann Lake Township	13,170.00
Anoka County Corrections	2,510.00
Area 3 SWCD TSA	16,039.47
Bachman, Fran	46.32
Bob Barker	486.00
Blowers, Lisa	175.16
Card Services	32.44
Card Services	64.47
Coborn's	104.56
Christensen, Caleb	117.78
Consulting Radiologists LTD	342.00
Curtis, Michael	1,057.25
DKN Construction	2,997.00
East Central Exterminating	125.00
East Central Solid Waste Commission	115.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
FirstLight Health System	12,815.46
Grainger	135.48
Granite City Jobbing	3,818.35
Griffin, Zachary	36.47
Handyman's Inc	201.09
Hoefert, Robert	1,050.53
Ideal Service, Inc.	1,216.99
Ideal Service, Inc.	375.00
Industrial Health Services Network Inc	243.95
Johnsons Hardware	534.87
Kanabec County Highway Department	462.25
Kanabec County Highway Department	588.73
Kanabec County Highway Department	684.07
Kanabec County Highway Department	246.73
Kanabec SWCD	11,039.32
Kanabec Publications	65.82
Kanabec Publications	821.00
Kanabec Publications	1,030.73
Kanabec County Auditor/Treasurer	368.85
Kinzer, Nicki	375.00
Koenings, Katie	105.30
LexisNexis Matthew Bender	195.10
Marco	134.68
Manthie, Wendy	762.16
MCCC Bin #135033	172.54

McKinnis & Doom PA	62.00
McNally, Kris	163.87
McNally, Kris	109.62
Midcontinent Communications	555.32
Mille Lacs SWCD	1,428.04
Minnesota UI	5,031.20
MN.IT	285.37
MRA	371.25
MSBA	217.00
Nelson, Jerald	220.98
Nelson, Ronette	353.22
Oak Gallery	10.22
Office Depot	182.05
Office Depot	51.25
O'Reilly Auto Parts	136.71
Oslin Lumber	160.33
Pieper, Helen	188.96
Priority Dispatch Corporation	5,130.00
Quality Disposal	385.01
Premium Waters Inc	37.50
Ramsey County	2,976.00
Reliance Telephone, Inc	2,100.00
RJ Mechanical	828.67
RJ Mechanical	1,198.85
RS Eden	19.65
Rupp, Anderson, Squires & Waldspurger, PA	1,540.50
SHI	3,463.14
Smith, Andrew	100.00
Stellar Services	350.24
Steven, Lisa	79.51
Strom, Justin Christopher	39.38
Summit Companies	1,514.00
Summit Companies	1,291.00
Summit Food Service Management	9,740.95
Thompson-Reuters-West	569.39
Totalfunds	4,520.00
Van Alst, Lillian	904.22
Visser, Maurice	427.36
Von Eschen, Tina	353.14
Von Eschen, Tina	338.56
Von Eschen, Tina	225.66
Watch Guard	5,250.00
Young, Kathy	113.25

Zamora, Ray

535.92

90 Claims Totaling: 137,205.88

Road & Bridge Fund

Vendor	Amount
A and E Cleaning Services	1,050.00
Commercial Asphalt	190.74
Contech Engineered Solutions	7,848.00
Dultmeier Sales	213.18
Federated Co-ops	630.54
FS Solutions	97.95
Johnson Hardware	33.98
Kanabec County Highway-Petty Cash	51.95
M-R Sign	913.75
Office Depot	216.47
Olson Power & Equipment	2,695.94
Oxygen Services Co	49.13
Pomp's Tire	3,961.50
Post Master	700.00
Sanitary Systems	140.00
Truck Utilities	428.77
USIC Locating Services	280.00
UMN	140.00
Wiarcom, Inc	618.45
19 Claims Totaling:	<u>\$ 20,260.35</u>

The board held a discussion regarding wheelage tax and sales tax. Information only, no action was taken.

The board held a discussion regarding administrative fines. Information only, no action was taken.

Action #10 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to deny an employee request for early retirement which included funding health insurance premiums for a pre-determined number of months as an early termination benefit.

Action #11 – Gene Anderson made a motion to apply for a grant to perform a housing study on the old jail for potential use as a homeless shelter.

Chairperson, Kathi Ellis handed the gavel over to Vice-Chairperson, Dennis McNally.

The motion was duly seconded by Kathi Ellis and the following voted:

IN FAVOR: Gene Anderson, Kathi Ellis, Les Nielsen

OPPOSED: Dennis McNally, Craig Smith

ABSTAIN:

Whereupon the motion was passed.

Vice-Chairperson, Dennis McNally handed the gavel back to Chairperson, Kathi Ellis.

The Board held a discussion regarding budget work sessions. Budget work sessions will be held on August 7th and 21st, and September 4th and 18th from 9:00 - 11:00am.

EDA Director, Heidi Steinmetz met with the County Board to give updates on development projects, including the status of NorthStar Pontoons. Information only, no action was taken.

Veteran Services Officer, Erica Bliss met with the County Board to discuss a DAV Parking Agreement.

Action #12 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #12 - 7/24/19

WHEREAS the U.S. Department of Veterans Affairs has provided a vehicle for transportation to the St Cloud VA Health Care System for medical care for veterans living in the Kanabec County area, and

WHEREAS said vehicle will be parked at the Courthouse located at 18 N Vine Street, Mora, MN 55051 for this purpose;

BE IT RESOLVED that Kanabec County hereby grants a Revocable License of one parking space to the U.S. Department of Veteran Affairs for the purpose of parking a Government Owned Vehicle (GOV).

Probation Director, Todd Eustice met with the County Board to discuss probation job descriptions and evaluation results. Information only, no action was taken.

Information Systems Director, Lisa Blowers met with the County Board to discuss options for a new county-wide phone system for the year 2020. Information only, no action was taken.

10:31am – The Chairperson called for public comment. Those that responded included:

Joel Ek	Ordinance 5 cost recovery and big box stores in Kanabec County
Dave Etter	Planning Commission training

10:46am – The Chairperson closed public comment.

10:46am - The Board took a break.

10:53am – The Board reconvened.

Public Works Director, Chad Gramentz met with the County Board to discuss matters concerning his department. Information only, no action was taken.

Auditor/Treasurer, Denise Snyder met with the County Board to request an actuary study.

Action #13 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve an actuary study per GASB audit requirements.

Deputy Auditor –Tax, Roberta Anderson met with the Board to request a cancellation of forfeiture.

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

Resolution #14 – 7/24/19

WHEREAS the County Auditor/Treasurer is requesting the County Board to approve a cancellation of tax forfeiture on a parcel due to an error in the service of the notice of expiration of redemption;

BE IT RESOLVED to approve an Application for Cancellation of Forfeiture for parcel number 02.03090.10. Legal description: Pt SE1/4 of SW1/4 of Sec 34, Twp 39, Range 24, 24.49 acres, more or less. (Full legal description is attached).

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

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

Resolution #15 – 7/24/19

WHEREAS the Kanabec County Board of Commissioners have been presented with a request to pay claims on Knife Lake Improvement District funds, and

WHEREAS the request was accompanied by invoices and verification in the Knife Lake Improvement District unapproved board minutes of July 20, 2019 and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

BE IT RESOLVED to pay the following claims:

Minnesota Aquatics	\$22,016.00
Pat Carlson, Secretary	\$150.00
Kanabec County Auditor	\$2,032.00

The Board held a discussion regarding a request to post Knife Lake Improvement District minutes on the Kanabec County Website.

Action #16 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to post Knife Lake Improvement District Minutes on the Kanabec County Website free of charge.

County Coordinator, Kris McNally led a discussion regarding employee identification badges. The board expressed consensus to move forward with creating and using employee identification badges for all county employees (subject to department specific requirements).

Action #17 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolutions:

Resolution #17a - 07/24/19

Probation Career Agent Evaluation

WHEREAS the board did by Resolution #16 – 06/12/19 refer the position of Probation Career Agent to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Probation Career Agent” position, which results in Pay Range 16:

Category	Rank	Points
Qualifications	q57	132
Decisions	d32	77
Problem Solving	p15	74
Relationships	r19	79
Effort A	ea5	4
Effort B	eb11	12
Hazards	h15	30
Environment	n14	22
TOTAL POINTS		430

BE IT FURTHER RESOLVED that this change will be effective July 1, 2019.

Resolution #17b - 07/24/19

Probation Director Evaluation

WHEREAS the board did by Resolution #14 – 04/10/19 refer the position of Probation Director to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Probation Director” position, which results in Pay Range 19:

Category	Rank	Points
Qualifications	q77	190
Decisions	d40	113
Problem Solving	p19	98
Relationships	r24	106
Effort A	ea5	4
Effort B	eb11	12
Hazards	h10	15
Environment	n14	22
TOTAL POINTS		560

BE IT FURTHER RESOLVED that this change will be effective July 1, 2019.

Future Agenda Items: PACE Program, History Center special levy, Ordinance #5 enforcement.

11:56am – Commissioner, Les Nielsen left the meeting.

Coordinator, Kris McNally led a discussion regarding a report from Clifton Larson Allen. The board expressed consensus that they did not need the fourth quarter Clifton Larson Allen Report.

Action #18 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to recess the meeting at 12:11pm and to meet again for a budget work session on Wednesday, August 7, 2019 at 9:00am.

The Kanabec County Board of Commissioners met at 9:00am on Wednesday August 7, 2019 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Kathi Ellis, Dennis McNally, Craig Smith, Gene Anderson and Les Nielsen. Also present was County Coordinator, Kris McNally.

The board reviewed departmental budget recommendations for 2020. Information only, no action was taken.

11:45am - The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Wednesday August 14, 2018 at 9am.

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

Attest: _____
Board Clerk