

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**May 22, 2019**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 22, 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 Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the agenda with the following changes: Delete 10:10am Appointment, Ray Johnson. Add Agenda Item #4c, Knife Lake Improvement District Bills.

Action #2 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the May 8, 2019 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	1,001.94
Midcontinent Communications	591.00
Verizon Wireless	630.34
East Central Energy	175.97
Midcontinent Communications	187.81
Minnesota Energy Resources	2,731.56
Minnesota Energy Resources	7,710.01
Verizon Wireless	2,951.62
East Central Energy	1,147.93
Kanabec County Aud/Treas	792.96
Minnesota Energy Resources	6,758.00
Dearborn National Life Insurance Co	718.20
Health Partners	6,010.77
<b>13 Claims Totaling:</b>	<b><u><u>\$31,408.11</u></u></b>

Action #4 – It was moved by Les Nielsen, seconded by Craig Smith 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, May 22, 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 Agenda.

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

Action #FS6 – Gene Anderson made a motion to approve the letter of support from Chuck Hurd to the Central MN Housing Partnership Inc. as presented. The motion was duly seconded by Les Nielsen and the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Les Nielsen  
**OPPOSED:** Dennis McNally, Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Action #FS7 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the payment of 142 claims totaling \$305,180.19 on Welfare Funds.

Action #FS8 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to adjourn Family Services Board at 9:28am and to meet again in regular session on June 26, 2019 at 9:05am.

The Board of Commissioners reconvened.

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

**Revenue Fund**

<u>Vendor</u>	<u>Amount</u>
Advanced Correctional Healthcare	16,742.73
ALPHA Training & Tactics LLC	650.00
Altergott Dingman, Courtney	36.64
Anoka County Corrections	502.00
Axon Enterprise Inc	3,610.00
Bachman, Fran	188.62
Bob Barker	207.43
Clifton Larson Allen LLP	500.00
Coborn's	25.24
Curtis, Michael	1,961.70
CW Technology	860.00
CW Technology	6,825.00

D&T Ventures	225.00
DKN Construction	254.00
East Central Exterminating	125.00
East Central Solid Waste Commission	99.75
Emergency Automotive Technologies	78.88
Engan Associates	2,500.00
FBG Services Corporation	6,410.24
FBG Services Corporation	584.80
Feine, Jeffery	196.90
Further	706.20
G&N Enterprises	3,863.78
Galls	347.10
Glen's Tire	819.05
Grainger	508.02
Granite City Jobbing	2,637.33
Granite City Jobbing	195.36
Griffin, Seth	54.94
Haasken Dental	748.00
Handyman's Inc	392.72
Hanson, Judy	89.95
Hoefert, Robert	1,180.83
Horizon Towing	149.63
Johnson, Brendan	120.00
Johnsons Hardware	11.99
Johnsons Hardware	5.98
Kanabec County Agricultural Society	120.00
Kanabec Publications	70.00
Kanabec Publications	282.34
Kanabec Publications	440.00
Kanabec Publications	191.25
MN Counties Intergovernmental Trust	65.00
Manthie, Scott	1,280.58
Marco, Inc	159.00
Marco Technolgies LLC	420.47
Marco	134.68
Meta13	25.00
MN Dept of Agriculture	10.00
MN Dept of Finance	582.64
MN Dept of Finance	4,628.50
Mora Area Chamber	250.00
MRA	202.50
Nelson, Ronette	291.16
Office Depot	56.88

Office Depot	97.96
Office Depot	76.30
Office Depot	52.81
Olson, Jessica	29.00
Parallel Technologies, Inc	5,555.00
Petersen, Kevin	82.96
Pieper, Helen	158.80
RS EDEN	131.05
Reliance Telephone, Inc	2,600.00
Sea Change LLC	195.81
SHI	112.00
State of MN - BCA	550.00
Stellar Services	873.46
Streichers	297.97
Summit Food Service Management	10,360.48
Thompson-Reuters-West	318.75
Thompson-Reuters-West	250.64
Totalfunds	1,500.00
Van Alst, Lillian	191.98
Visser, Maurice	1,122.86
WITC Foundation/Dan Gabrielson Memorial Scholarship	182.84
Zamora, Ray	744.72
Ziegler Inc	8,431.63
<b>78 Claims Totaling:</b>	<b><u><u>\$97,541.83</u></u></b>

Action #10 – It was moved by Dennis McNally, seconded by Craig Smith and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #10a – 5/22/19**

**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 the Knife Lake Sportsmen’s Club for a raffle event to be held at the Knife Lake Sportsmen’s Club, 2825 Hwy 65, Mora, MN 55051 on September 2, 2019.

### **Resolution #10b – 5/22/19**

**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 the NWTF Northern Tough Toms Chapter for a raffle event to be held at the Braham Moose Lodge, 2353 103<sup>rd</sup> Ave, Braham, MN 55006 on November 8, 2019.

### **Resolution #10c – 5/22/19**

**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 board minutes of May 18, 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:

ECE (service for aerator)	\$244.40
Kanabec Publications (weed notice)	\$10.47
Rob Schloemer – PO Box Renewal	\$64.00
Pat Carlson – Secretarial Work	\$157.50
Central Minnesota Aquatics – Permit Fee	\$2,500.00
Central Minnesota Aquatics – Lake Survey	\$1,800.00
<b>6 Claims Totaling:</b>	<b>\$4,776.37</b>

Coordinator McNally will contact the County Attorney to look into what is needed for future gambling permits, such as an annual gambling license, and report back to the board.

The Board held a discussion regarding the upcoming AMC District 5 meeting to be held in Kanabec County. Information only, no action was taken.

Chairperson, Kathi Ellis presented County Sheriff, Brian Smith with a plaque for recognition of his 25 years of dedicated service to Kanabec County.

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

Action #11 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #11 – 5/22/19**

**WHEREAS** the Sheriff’s Department has several clerical employees on reduced schedules due to bona fide medical reasons, and

**WHEREAS** the Sheriff’s Department has clerical duties that must be completed in a timely manner to ensure operational efficiency and accuracy;

**BE IT RESOLVED** to allow the Sheriff’s Department to hire a clerical employee on a temporary basis for up to \$17.42 per hour not to exceed or 6 months.

The Board held a discussion regarding the structure of the Planning Commission. Kathi Ellis confirmed the current board is seven members and no further action was taken to change the structure.

The Board held a discussion regarding county asset use.

Action #12 – Craig Smith made a motion to restrict the use of county assets to county use only. The motion was duly seconded by Dennis McNally. The following voted:

**IN FAVOR THEREOF:** Dennis McNally, Craig Smith  
**OPPOSED:** Gene Anderson, Kathi Ellis, Les Nielsen  
**ABSTAIN:**

whereupon the resolution failed.

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

**10:28am** – The Chairperson called for public comment. Those that responded included:

Dave Etter	Comments regarding the letter of intent to adopt Shoreland Ordinance #5.
Bob Mayo	Comments regarding the notice process for the upcoming public hearing.
Jeff Hamme	Comments regarding Shoreland Ordinance #5

**10:50am** – The Chairperson closed public comment.

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

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

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

### **Resolution #13 - 5/22/19**

**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

**WHEREAS** a grant of this type in the amount of \$31,434 is available for the Snake River trail;

**BE IT RESOLVED** to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2020 Maintenance and grooming Grant Agreement.”

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

Action #14 – Gene Anderson introduced the following resolution and moved its adoption:

### **Resolution #14 – 5/22/19**

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 Highway Maintenance Lead Worker is a newly created position, and

**WHEREAS** the County Public Works Director 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 Highway Maintenance Lead Worker job description be sent to the salary consultant for review.

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:** Gene Anderson, Kathi Ellis, Dennis McNally, Les Nielsen  
**OPPOSED:** Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

Action #15 – Les Nielsen introduced the following resolution and moved its adoption:

**Resolution #15 – 5/22/19**  
**Motor Grader Repair**

**WHEREAS** a Kanabec County Motor Grader is in need of major engine repair, and

**WHEREAS** said motor grader is a 2011 Volvo G940B with approximately 7,000 hrs,  
and

**WHEREAS** Nuss Truck & Equipment submitted quotes for the following:

<u>Repair</u>	<u>Amount</u>	<u>Warranty</u>
Overhaul Engine	\$37,806.74	None
Remanufactured Engine	\$44,746.24	3-year, 5000 hr

**WHEREAS** the Public Works Director recommends purchasing a remanufactured engine with warranty, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$44,746.24 by Nuss Truck and Equipment to purchase and install a remanufactured Engine.

The resolution was duly seconded by Gene Anderson and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Kathi Ellis, Dennis McNally, Les Nielsen  
**OPPOSED:** Craig Smith  
**ABSTAIN:**

whereupon the resolution was declared duly passed and adopted.

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

**Resolution #16 – 5/22/19**  
**Culvert Inventory Quotes**

**WHEREAS** the following quotes were received for aluminized culvert inventory:



Contech Engineered Solutions	\$50,965.60
True North Steel	\$54,030.02

**WHEREAS** Contech Engineered Solutions provided the low quote of \$50,965.60, and

**THEREFORE BE IT RESOLVED** to accept the quote of \$50,965.60 by Contech Engineered Solutions for aluminized culverts.

*Action # 17* – Les Nielsen introduced the following resolution and moved its adoption:

**Action #17 – 5/22/19**  
**SAP 033-600-005, SAP 033-600-006**  
**Pomroy Township**

**WHEREAS** Kanabec County is the fiscal agent for Pomroy Township State Park Road Grant projects, and

**WHEREAS** the following bids were received on May 14, 2019:

**SAP 033-600-005, SAP 033-600-006**

<b>Helmin Construction.</b>	<b>\$605,706.18</b>
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**WHEREAS** the lowest responsible bid was \$605,706.18 submitted by Helmin Construction., and

**WHEREAS** the Pomroy Town Board, by resolution, has recommended award of said bid, agreed to pay all construction costs if grant amount is exceeded, and agreed to indemnify Kanabec County against any claims, whereas said resolution is included herein by reference, and

**THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners accepts the bid of \$605,706.18 submitted by Helmin Construction, and

**BE IT FURTHER RESOLVED** that the Chairperson and County Coordinator are authorized to sign contracts for these projects.

The resolution was duly seconded by Craig Smith and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Kathi Ellis, Craig Smith, Les Nielsen  
**OPPOSED:** Dennis McNally  
**ABSTAIN:** Gene Anderson

whereupon the resolution was declared duly passed and adopted.

Chad Gramentz led a discussion regarding the planting of new trees at the Courthouse. Information only, no action was taken. Board consensus was to plant maple trees as originally mapped.

The Board held a discussion regarding the Public Meeting on May 30, 2019 regarding the wording on the public notice Shoreland Ordinance #5, and expressed consensus to cancel it. A Public Hearing regarding Shoreland Ordinance #5 will be held on June 10, 2019 at 6:30pm in the Jail Training Room and new notice will be posted, published and mailed per statutory requirements.

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

**Resolution #18 – 5/22/19**

Deputy Recorder/Veteran Service Administrative Assistant Evaluation

**WHEREAS** the board did by Resolution #14 – 05/08/19 refer the position of Deputy Recorder/Veteran Service Administrative Assistant 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 “Deputy Recorder/Veteran Service Administrative Assistant” position, which results in Pay Range 6:

Category	Rank	Points
Qualifications	q23	52
Decisions	d9	29
Problem Solving	p6	31
Relationships	r13	48
Effort A	ea6	5
Effort B	eb12	17
Hazards	h2	5
Environment	n9	10
<b>TOTAL POINTS</b>		<b>197</b>

Future Agenda Items: Probation job descriptions, wage scale, and transfer update. Finish Commissioner reports. Shoreland Ordinance #5.

Action #19 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:48pm and to meet again in regular session on June 12, 2019 at 6:30pm.

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

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