

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**April 23, 2014**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 23, 2014 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Kevin Troupe, Gene Anderson, and Kathi Ellis.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the agenda as amended: Add Knife Lake Improve District discussion, Transit Director Helen Pieper, and job vacancies.

Action #2 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the April 9, 2014 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following paid claims:

<b>Vendor</b>	<b>Amount</b>
Chamberlain Oil	2,098.68
East Central Energy	60.00
Kanabec Co Auditor-HRA	618.00
Midcontinent Communications	1,072.63
MN Dept of Finance	1,517.30
MN Energy Resources Corp	11,911.14
Office of Enterprise Technology	1,300.00
Verizon Wireless	<u>1,738.06</u>
Total	20,315.81

Action #4 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

## Revenue Fund

<b>VENDOR</b>	<b>AMOUNT</b>
A'viands, LLC	10,529.49
Ace Hardware	46.97

Ace Hardware	29.99
Ace Hardware	25.94
Advanced Correctional Healthcare	783.90
Alkire, Alyce	228.80
Allen, Mindie	105.00
Ammerman Tree Service	550.00
Anoka County Human Services	472.00
Arrowwood Resort	246.90
Assurant Employee Benefits	730.44
Bachman, Fran	167.44
Billings, Margaret	259.84
Billings Service Inc	315.00
Bob Barker	529.43
Booge, Jennifer	100.00
Cooper, Denise	67.20
Central Heating & Air	748.57
Clementson, Kristin	81.28
Coborns	3.96
Chisago Co Public Health Dept	5,604.25
Christianson, Craig	856.00
Christopherson, Pat	276.96
Curtis, Michael	1,359.75
Digital Alley	45.00
Druar, Dan	358.62
E. Weinberg	439.38
East Central Exterminating	240.00
Esri, Inc	800.00
ETR Associates	50.00
East Central Solid Waste Comm	89.00
Eustice, Todd	288.96
Family Pathways	2,223.00
Faust, Patrick	1,040.08
Filibeck, Karla	34.72
Galls	56.80
Galls	846.52
Government Management Group	3,675.00
Hass Construction	65.00
HERO 24/7	240.00
Hirschfields	71.62
Hoefert, Bob	1,947.50
Hood, Barb	509.67
Hood, Bill	824.41
Horizon Towing	121.84

Industrial Health Services Network	42.40
Isanti Co Public Health	5,653.38
Juettner Marketing	1,750.00
K&R Meats	92.50
Kanabec Co Auditor	60.00
Kanabec Publications	1,487.80
Kanabec Publications	124.20
Kanabec Systems	2,565.00
Keepsrs	804.64
Keepsrs	174.50
Kennedy Jr, Kerry	201.04
Kragt, Neal	27.39
Lakeshore Learning Materials	1,561.38
Landreville, Willard	1,669.97
Lee's Pro Shop	38.00
Leininger, Dennis	27.92
Lerrssen, Jennifer	680.16
Luberda, Karen	701.44
MCCC	121.56
Manthie, Mark	582.28
Marco	666.95
Marco	486.00
Marco	79.00
Martin Associates	1,015.00
Mehlhop, Ron	491.63
MidContinent	59.80
Midwest Radar & Equipment	600.00
Milaca Chiropractic Center	210.00
Mille Lacs Co Public Health	7,832.29
MN Co Recordrs Assn	25.00
Minnesota UI	1,359.47
Moore Medical LLC	156.50
Moore Medical LLC	42.98
Moore Medical LLC	98.39
Mora Area Chamber of Commerce	2,418.49
Mora Chevrolet Buick	220.03
Mora Psychological Services	600.00
Nelson, Ansel	1,080.33
Nelson, Jerry	92.80
Nelson, Ronette	446.56
Noepost Great Plains	856.72
Newgard, Jean	458.18
Nurse Family Partnership	15,493.00

Office Depot	62.25
Office Depot	55.05
Office Depot	103.37
PD's Embroidery	12.00
Paul H. Brookes Publishing	56.45
Pi Communication Materials	258.75
Pieper, Rollie	1,093.19
Pine Co Public Health	2,820.00
Positive Promotions	385.65
Quill Corp	132.48
Raiche, Barb	697.60
Ramsey County	1,400.00
Reliance Telephone	1,500.00
Roberts, Rodney	24.64
Rogers, Pearl	673.75
RS Eden	1,215.62
RS Eden	38.00
Ryan, Rosemarie	362.70
Ryan, Rosemarie	830.00
S&T	30.29
S&T	121.36
Sanftner, Ben	134.63
Schneider, Judy	9.08
Scottie & Son Auto Center	4,890.83
Chaffee, Steve	83.52
SelectAccount	337.60
Sheriff, Kanabec Co	1,436.00
SHI International	243.00
SHI International	28.00
SHI International	1,062.00
SHI International	500.00
SHI International	399.00
SmileMakers	52.89
Stahlke's	109.99
Stellar Services	1,202.20
Struffert, Delores	88.24
Swanson, Jeremy	635.36
Swift	44.54
Tamarac Medical	20.00
The Hartford	1,674.47
The Lamar Companies	1,050.00
The Linton Company	88.86
Thomson Reuters-West	1,235.70

Thomson Reuters-West	257.04
Touch & Go	15.55
Triple M Lawn	260.00
Troupe, Kevin	10.64
Wallskog, Jenilee	32.74
Wiitala, David	1,582.00
Zamora, Ray	1,421.84
Total	122,019.78

### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Greg Johnson	676.72
Jeff Moffatt	666.08
Dick Schultz	635.84
Lester Stromberg	630.24
Kanabec Co. Auditor/Treasurer	14.00
Newman Traffic Signs	13,300.11
Oslin Lumber	194.94
Oxygen Service Co	156.00
Total	16,273.93

Action #5 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### **Resolution #5 – 04/23/14**

**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 Snake River Chapter of MN Deer Hunters Association for a raffle event to be held at Northwoods Steak House, 2372 Hwy 65 Mora, MN 55051 on June 9, 2014.

Action #6 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #6 - 04/23/14**  
Compliance Manager Evaluation

**WHEREAS** the board did by Resolution #15-03/26/14 refer the position of Compliance Manager 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 “Compliance Manager” position, which results in Pay Range 9:

Category	Rank	Points
Qualifications	q43	75
Decisions	d23	43
Problem Solving	p10	41
Relationships	r18	64
Effort A	ea9	5
Effort B	eb10	8
Hazards	h2	5
Environment	n5	8
<b>TOTAL POINTS</b>		<b>249</b>

Action #7 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #7 - 04/23/14**

**WHEREAS** there is a newly created position of a Probation Summer Assistant, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the Probation Director and the County Personnel Director to hire a Probation Summer Assistant to fill the position at \$7.25 per hour, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted.

Action #8 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #8 - 04/23/14**

**WHEREAS** there is a vacancy in the position of a Mechanic Assistant/Bldg Grounds

Maintenance Worker, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Public Works Director and the County Personnel Director to hire a Mechanic Assistant/Bldg Grounds Maintenance Worker to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.39 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted, and

**BE IT FURTHER RESOLVED** to authorize the Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

*Action #9* – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to recess the board meeting at 9:08 am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:08am** on Wednesday, April 23, 2014 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Kevin Troupe, Gene Anderson, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

*Action #HS10* – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the Human Service Board agenda as amended: add employment verification agreement.

Each year one Kanabec County employee is recognized as the County Employee of the Year. This year, Social Worker Kristen Struss from the Family Service's Office is the 2013 Award Winner. The Chairperson presented Struss with a plaque and the appreciation of the board for her efforts.

*Action #HS11* – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### **Resolution #HS11 – 04/23/14**

The Work Number Agreement Resolution

**WHEREAS**, Kanabec County Family Services has a need to verify employment and income information about individuals receiving services; and

**WHEREAS**, EVS operates The Work Number®, a service used to verify employment and income information about individuals; and

**WHEREAS**, Kanabec County Family Services wishes to enter into an agreement for the verification services with The Work Number.

**THEREFORE BE IT RESOLVED** to approve the Health and Human Services Director to sign an agreement effective May 1, 2014 for verification services with The Work Number.

Action #HS12 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve payment of 137 claims totaling \$148,582.47 on Welfare Funds.

Action #HS13 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to adjourn the Human Service Board at 9:25am.

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The Board of Commissioners meeting continued.

Discussion on Knife Lake erosion. The County Board will discuss this matter more at the May 14 county board meeting with Knife Lake Improvement District, DNR, and the Soil & Water District.

Action #14 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

### **Resolution #14 - 04/23/14**

**WHEREAS**, the Kanabec County Veterans Services Officer has moved the office of Veterans Services to the Kanabec County Courthouse, and

**WHEREAS**, the potential merger with Pine County Public Health does not reflect the Veterans Services Officer position on the organizational chart, and

**WHEREAS**, the Coordinator's Office is equipped to assist in the management of the position.

**NOW, THEREFORE BE IT RESOLVED**, effective immediately, the submitted changes to the Veterans Services Officer job description are reflective of the County Coordinator assuming supervisory responsibilities with the Veterans Services manager.

County Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

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

## **Resolution #15a – 04/23/14**

**WHEREAS** Todd Anderson has requested a permit to remove Dead standing timber on tax forfeited property, and

**WHEREAS** the request has been reviewed by a DNR Forester, and

**WHEREAS** the DNR Forester has set forth conditions that appear consistent with good land management, and

**WHEREAS** this permit shall expire March 31, 2015;

**BE IT RESOLVED** to approve firewood permit #33.14.176 for Todd Anderson to remove dead standing trees within the E1/2 of NW of NW of Section 4, Kroschel Township, and

**BE IT FURTHER RESOLVED** that all conditions of set forth by the DNR Forester be met.

*Action #15b* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve to re-establish existent policy to reflect a \$500 minimum requiring board action for timber permit approvals.

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

## **Resolution #16 – 04/23/14**

**WHEREAS** the Minnesota Snowmobile Trails Assistance Program provides grants to local unit 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 \$33,565 is available for the Snake River Trail;

**BE IT RESOLVED** to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2015 Maintenance and Grooming Grant Agreement.”

*Action #17* – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

## **Resolution #17 – 04/23/14**

## GMG Agreement

**WHEREAS** Kanabec County annually has an audit performed for all county programs that receive federal funding and supported by county support services paid from County appropriated funds to identify those county support services performed that the federal government will pay a fair share for these support services, and

**WHEREAS** this audit produces a Federal reimbursement to the Revenue Fund, and

**WHEREAS** the Kanabec County Board of Commissioners wishes to contract for the preparation of an indirect cost allocation plan to continue to receive Federal reimbursement, and

**WHEREAS** Government Management Group currently prepares cost allocation plans for over 30 Minnesota Counties and they have worked with well with Kanabec County in the past, and

**WHEREAS** the Government Management Group is the lowest responsible cost provider found;

**BE IT RESOLVED** to approve an agreement with Government Management Group for the preparation of indirect cost allocation plans for following years and rates:

2015 plan year at a cost of \$3,675

2016 plan year at a cost of \$3,675

2017 plan year at a cost of \$3,675

and,

**BE IT FURTHER RESOLVED** to authorize Auditor/Treasurer Denise Cooper to sign the agreement on behalf of the county board.

*Action #18* – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve a consent agenda including all of the following actions:

### **Resolution #18a - 04/23/14**

#### Donations

**WHEREAS** certain county departments received donations in 2013, and

**WHEREAS** the County Auditor/Treasurer has monitored and tabulated all donations received;

**BE IT RESOLVED** to accept the following donations for the calendar year 2013:

#### **KANABEC COUNTY DONATIONS**

2013

**SHERIFF**

Sheriff	\$4,518.00
Reserves	\$4,801.00

**Total Sheriff Donations** **\$9,319.00**

**TRANSIT** \$500.00

**Total Transit Donations** **\$500.00**

**PUBLIC HEALTH** Hospice \$9,621.29

Senior Health \$7,134.00

**Total Public Health Donations** **\$16,755.29**

**Total Donations to County in 2013** **\$26,574.29**

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**AGENCY FUNDS**

**KLID Donations** \$14,000.00

**ED Private Contribution** Blandin Foundation - Broadband \$7,000.00

**Total Donations to Agency Funds 2013** **\$21,000.00**

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**Change Funds 2013**

Auditor-Treasurer Cash drawer \$500.00

Drivers-License Cash drawer \$100.00

Highway Cash drawer \$75.00

**\$675.00**

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**KANABEC COUNTY - ROUTINE EFTS**

**2013**

**County**

SelectAccount	Medical Reimbursement & HRA account claims	bi-weekly
County	Direct deposit payroll	bi-weekly
MNDOR	State payroll, sales & use, state general taxes	weekly, quarterly, monthly
EFTP	Federal payroll taxes	bi-weekly
MNDPC	State Deferred Compensation plan, SO Union	bi-weekly
NACO/NACO Roth	Deferred Compensation	monthly
IRS	Recorders fees	anytime
USDA	Recorders fees	anytime
State of MN	Medicare payment PH	daily
Dept of Justice	Federal grant payments	anytime
MNDOR	Revenue recapture	anytime
Medicare	FS & PH patient claims	anytime
US Treasury	FS & PH federal program pymts	anytime
Simplifile	Recorders fees	anytime
Wells Fargo	Property taxes mass escrow	anytime
CoreLogic	Property taxes mass escrow	anytime
Landshark	Recorders fees	anytime

**Hospital**

Ceridian	Flex/medical reimbursement claims	weekly
Delta Dental	Dental premiums	monthly
ADPNY	Deferred comp deposits	bi-weekly
MNDOR	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Federal payroll taxes	bi-weekly
State of MN	Medicare payments	daily

MNDPC	State Deferred Compensation plan	bi-weekly
Health Insurance	Self Funded	weekly
Medica	Patient claims	daily
BCBS	Patient claims	daily
Bankcard	Credit card processing kickbacks	anytime
Healthpartners	Patient claims	daily
MNDOR	Revenue recapture	anytime

## **Resolution #18b - 04/23/14**

### Restricted and Assigned Funds

**WHEREAS** the county maintains funds dedicated for specific public purposes, and

**WHEREAS** the Auditor/Treasurer prepared a report for the board showing the fund balances;

**BE IT RESOLVED** to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2013:

### **KANABEC COUNTY RESTRICTED & ASSIGNED FUNDS 2013**

	<b>RESTRICTED FUNDS</b>	<b>12/31/13</b>
R	911 EMERGENCY	50,694
R	CWP SEPTIC LOANS	155,328
R	FORFEITURE FUNDS - ATTORNEY	16,615
R	FORFEITURE FUNDS - SHERIFF	72,092
R	LAND OFFICE TECH EQUIPMENT	184,658
R	LAW LIBRARY	20,328
R	PROBATION CORRECTIONAL FEES	-2,894
R	RECORDER'S EQUIPMENT	135,964
R	RURAL ADDRESSING	438
R	SCORE	123,752
R	SHERIFF EQUIP GRANT	0
R	SHORELAND GRANT	4,090
R	LANDFILL BONDS (ECSWC)	0
R	SW SURCHARGES	1,720,318
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103
	<b>UNRESTRICTED - ASSIGNED FUNDS</b>	

A	FUTURE CAPITAL EQUIPMENT	140,816
A	FUTURE CAPITAL IMPROVEMENTS	79,519
A	LEGAL FEE FUND ORD 27	0
A	PUBLIC HEALTH COPIER	12,732
A	RETIREE ACCRUED SICK PAY	58,067
A	SHERIFFS RESERVE UNIT	18,129
A	TRANSIT	108,368
A	VEHICLE POOL	60,813
	TOTAL	3,000,000

**10:32am** - The Chairperson then called for public comment three times. None responded.

**10:34am** - The Chairperson closed public comment.

Transit Director Helen Pieper met with the County Board to discuss matters concerning the Transit Department.

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

### **Resolution #16 – 03/26/14**

**WHEREAS** there is a need for an additional Part Time Bus Driver in the Transit Department, and

**WHEREAS** the board desires to hire for this position;

**BE IT RESOLVED** that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire a Part Time Bus Driver to fill the vacant position at Step A, Range 5 of the pay plan which is \$13.69 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted.

**BE IT FURTHER RESOLVED** to use the current vacancy list.

Action #20 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the submitted EAC work plan.

Action #21 – Commissioner Kim Smith introduced the following resolution and moved its adoption:

**Resolution #21 – 04/23/14**  
**RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED**  
**ADOPTION OF BUSINESS SUBSIDY POLICY AND CRITERIA**

**BE IT RESOVLED** by the County Board (the “Board”) of the Kanabec County, Minnesota (the “County”) as follows:

1. Public Hearing. This Board shall meet on Wednesday, May 14, 2014, at approximately 10:35 a.m. to hold a public hearing on the proposed adoption of business subsidy criteria, in accordance with the requirements of Minnesota Statutes 116J.995
2. Notice of Hearing. The Coordinator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the posed available for inspection by the public.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner Kevin Troupe and upon vote being taken thereon, the following voted in favor: Kim Smith, Kevin Troupe, Kathi Ellis, Gene Anderson, and Les Nielsen

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning an informal land sale.

Action #22 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve selling tax forfeited parcel number 03.02675.50 for \$1,750 to the adjoining land owner Bill Sandell.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the Jail.

Action #23 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the purchase of 5 computers and software from Accurate Controls at a cost of \$17,576.25.

Action #24 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the purchase of NetClock GPS Modular Time software for the dispatch center at a cost of \$10,716.32 from E-911 funds.

Action #25 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to adjourn at 11:17 a.m. and to meet again in regular session on Wednesday, May 14, 2014 at 9:00am.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_

Board Clerk