

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**August 27, 2014**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 27, 2014 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Gene Anderson, and Kathi Ellis.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the August 13, 2014 minutes of the Kanabec County Board of Commissioners as presented.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	7,693.51
Assurant Employee Benefits	721.70
Centerpoint Energy	166.00
Enventis Telecom	1,056.59
Ford Twp	625.89
GMCU	2,714.55
Haybrook Twp	370.90
Isle Public Schools	741.80
Knife Lake Twp	4,293.19
Midcontinent Communications	1,034.80
MN Energy Resources Corp	2,017.47
MN Energy Resources Corp	45.27
Mora Public Schools	9,838.16
Ogilvie Public Schools	15,387.02
The Hartford	1,597.02
Total	48,303.87

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

## Revenue Fund

<b>VENDOR</b>	<b>AMOUNT</b>
1st Choice Document Destruction	47.18
1st Choice Document Destruction	143.32
1st Choice Document Destruction	21.18
1st Choice Document Destruction	58.45
1st Choice Document Destruction	26.02
1st Choice Document Destruction	6.00
1st Choice Document Destruction	6.00
A'viands, LLC	60.00
A'viands, LLC	7,241.88
Ace Hardware	23.16
Ace Hardware	39.43
Ace Hardware	411.72
Ability Network	156.00
Akkerman Ingebrand Funeral Home	350.00
Alkire, Alyce	1,014.88
Anoka Co Human Services	4,720.00
Auto Value	29.90
Auto Value	25.61
Bachman, Fran	318.87
Bear Graphics	177.52
Billings, Margaret	778.74
Braham Police Dept	2,160.03
Breezy Point Resort	585.00
Central Heating & Air	39,395.00
Christianson, Craig	1,000.20
Cooper, Denise	33.90
Cragun's	317.00
Curtis, Michael	2,132.96
Dalco	147.04
Dresser Methven Funeral Home	350.00
East Central Energy	63.03
East Central Exterminating	240.00
Eustice, Todd	255.92
Faust, Patrick	1,621.28
Federated Coops	43.00
Galls	42.48
George T Hall Company	1,137.51
Goodin Company	206.25
Grainger	127.44

Grainger	609.60
Heins, Mary	136.08
Hoefert, Bob	2,036.93
Hoglund Bus & Truck	58.80
Holiday Credit Office	813.48
Holiday Credit Office	6,104.35
Holiday Credit Office	203.92
Holiday Credit Office	109.63
Holiday Credit Office	63.79
Holiday Credit Office	191.92
Holiday Credit Office	4,434.36
Holiday Credit Office	18.68
Hood, Barb	699.78
Hood, Bill	546.84
Isanti PD	1,705.42
Kanabec Co Hwy Dept	67.54
Kanabec Co Hwy Dept	5,376.06
Kanabec Co Hwy Dept	35.10
Kanabec Co Hwy Dept	111.27
Kanabec Co Hwy Dept	55.45
Kanabec Co Hwy Dept	44.92
Kanabec Co Hwy Dept	743.74
Kanabec Co IS	20.82
Kanabec Co Public Health	143,093.64
Kanabec Publications	26.32
Keepers	108.11
Kennedy Jr, Kerry	777.60
Lake Superior Laundry	144.00
Lake Superior Laundry	58.75
Landreville, Willard	990.47
Lerrssen, Jennifer	590.64
Luberda, Karen	95.76
Mahler & Assoc	4,000.00
Marco	710.65
McFadden, Barb	65.18
Medical Disposal Systems	169.39
Mehlhop, Ron	572.80
MidContinent	66.34
MN Dept of Transportation	300.00
MN Monitoring	252.00
Moore Medical	129.92
Moore Medical	86.97
Mora Bakery	17.98

Nelson, Ansel	901.79
Nelson, Jerry	310.12
Nelson, Ronette	574.36
Neopost Great Plains	476.00
Newgard, Jean	287.28
Obert, Nichole	100.80
Obrycki, Chaz	209.50
Pakor, Inc	246.74
Pine Co Health & Human Services	55,542.83
Quality Disposal	10.98
RS Eden	42.03
RS Eden	147.00
Ranweiler, Sabrina	276.30
Raudabaugh, Carey	94.08
Ringler, Jennie	20.16
Rogers, Pearl	439.94
Ryan, Rosemarie	830.00
S&T	45.79
S&T	36.97
Sand, Christine	277.12
SelectAccount	341.82
Sheriff's Office Burnett Co	40.00
Stellar Services	1,086.60
Strategic Custom Solutions	250.00
Struffert, Delores	346.46
Swanson, Jeremy	186.48
Telin Transportation	296.56
The Hartford	1,666.32
Thomas Sno Sports	160.21
Thompson, Wendy	426.72
Thomson Reuters-West	1,235.70
Thomson Reuters-West	269.89
Turner, Virginia	17.18
Veterans Memorial Gardens	651.50
Watson Co	59.34
Weber, Paula	12.89
White, Ellen	51.63
Wickeham, Teresa	20.00
Wiitala, David	2,033.80
World Medical Government Solutions	274.69
Zamora, Ray	1,273.68
Total	<u>313,530.16</u>

## Road & Bridge Fund

Vendor	Amount
Beaudry Oil & Propane	45,712.76
Hardrives, Inc	53,644.66
Office Depot	51.59
Newman Traffic Signs	212.91
Postmaster	700.00
3M	130.00
Tiger Direct	170.21
Zimmer Feed & Grain	70.00
Total	100,692.13

Action #5 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve a Consent Agenda including all of the following actions:

### **Resolution #5a – 08/27/14**

**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 August 18, 2014, and

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

**BE IT RESOLVED** to pay the following claims:

Kanabec Publications	\$90.84
Knife Lake Sportsman Club	\$2,500.00

### **Resolution #5b – 08/27/14**

**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 Knife Lake Sportsmen's Club for a raffle event to be held at Captain Dan's Crow's Nest, 2743 Hwy 65 N Mora, MN 55051 on November 8, 2014.

## **Resolution #5c – 08/27/14**

**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 Knife Lake Sportsmen's Club for a raffle event to be held at Northwoods Steak House, 2732 Hwy 65 N Mora, MN 55051 on January 17, 2015.

Action #6 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess the board meeting at 9:03am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:03am** on Wednesday, August 27, 2014 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Gene Anderson, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS7 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS8 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

## **Resolution #8 – 08/27/14**

**WHEREAS** there is a vacancy in the position of a Social Services Supervisor, and

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

**BE IT RESOLVED** that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire a Social Service Supervisor to refill the vacant position at Step A, Range 14 of the pay plan which is \$23.13 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 Health & Human Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #HS9 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the payment of 149 claims totaling \$180,080.75 on Welfare Funds.

Action #HS10 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn the Human Service Board at 10:10am to meet in regular session on Wednesday, September 24, 2014 at 9:05am.

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The Board of Commissioners meeting continued.

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

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

Paul Hoppe with the Kanabec Soil & Water District met with the County Board to discuss the 2015 budget. No formal action was taken.

County Assessor Karen McClellan met with the County Board to discuss matters concerning her office.

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

## **Resolution #11 – 08/27/14**

### MCCC Joint Powers

**WHEREAS**, Minnesota Statutes, Section 471.59, authorizes two or more units of government jointly or cooperatively to exercise any power common to the contracting parties or any other similar power and by agreement to provide for a joint board representing the parties to the agreement;

**WHEREAS**, the Minnesota Counties Computer Cooperative (MCCC) and its participating members have established by agreement an organization through which the parties may jointly and cooperatively provide for the establishment, operation, and maintenance of data processing facilities and management information systems for the use and benefit of the parties, and

**WHEREAS** Kanabec County has been a member of the MCCC for many years and this

has been a successful partnership, and

**WHEREAS** the MCCC Board has proposed changes to the joint powers agreement to clarify and update the document;

**BE IT RESOLVED** to accept and approve an amended Minnesota Counties Computer Cooperative Joint Powers Agreement document titled “Amended and Restated Joint Powers Agreement,” and

**BE IT FURTHER RESOLVED** to authorize and direct the Chairperson to sign the joint powers agreement.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the dispatch radio upgrade.

*Action #12* – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve a contract between Kanabec County and Motorola Communications Console for dispatch radio upgrade per state guidelines.

*Action #13* – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve a Consent Agenda including all of the following actions:

### **Resolution #13a – 08/27/14** Approve Job Description

**WHEREAS** Kanabec County Policy P-117, IIV.A. calls for a reevaluation of all county job classifications on a five year rotation, and

**WHEREAS** the position of Highway Secretary is on the rotation schedule for 2014, and

**WHEREAS** the Public Works Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Highway Secretary job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## **Resolution #13b – 08/27/14**

### **Approve Job Description**

**WHEREAS** Kanabec County Policy P-117, IIV.A. calls for a reevaluation of all county job classifications on a five year rotation, and

**WHEREAS** the position of Homemaker is on the rotation schedule for 2014, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Homemaker job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## **Resolution #13c – 08/27/14**

### **Approve Job Description**

**WHEREAS** Kanabec County Policy P-117, IIV.A. calls for a reevaluation of all county job classifications on a five year rotation, and

**WHEREAS** the position of Financial Worker is on the rotation schedule for 2014, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Financial Worker job description, and to accept the recommendation

from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## **Resolution #13d - 08/27/14**

### Approve Job Description

**WHEREAS** Kanabec County Policy P-117, IIV.A. calls for a reevaluation of all county job classifications on a five year rotation, and

**WHEREAS** the position of Fraud Prevention Specialist is on the rotation schedule for 2014, and

**WHEREAS** the Health & Human Service Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Fraud Prevention Specialist job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## **Resolution #13e - 08/27/14**

### Approve Job Description and Refer for Reevaluation

**WHEREAS** County Policy P-117, III.A. calls for a reevaluation of all county job classifications on a five year rotation, and

**WHEREAS** the position of Deputy Sheriff is on the rotation schedule for 2014, and

**WHEREAS** the County Coordinator has submitted an updated job description and position questionnaire, and

**WHEREAS** the board has examined and evaluated the updated information, and

**WHEREAS** the board finds that the updates do constitute changes in the actual duties of the job;

**BE IT RESOLVED** to approve the revised job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the board that the changes in the Deputy Sheriff job description are sufficient to warrant further review by the salary consultant.

The board discussed the 2015 budget at length. No action was taken at this time.

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

### **Resolution #14 – 08/27/14**

**BE IT RESOLVED** to close at the meeting at 11:51 a.m. pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 3(b) to discuss matters related to on-going litigation, specifically Debra Peterson vs Kanabec County.

Those present during the closed portion of the meeting include Commissioners Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson and County Attorney Barb McFadden.

Action #16 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to re-open the meeting at 12:05 p.m.

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

### **Resolution #17 – 08/27/14**

**WHEREAS**, Petitioner Debra Peterson initiated a Real Property Tax Petition challenging the classification of real property located within Kanabec County for assessments for 2013, payable in 2014, and

**WHEREAS**, the parties desire to resolve this matter by written stipulation without a hearing;

**NOW, THEREFORE BE IT RESOLVED**, to accept the stipulated values as follows:

The estimated market value for assessment year 2013 payable in 2014 for PIN 09.00435.00 shall be:

ASSESSMENT YEAR	PAYABLE YEAR	ORIGINAL VALUE	STIPULATED VALUE
2013	2014	\$496,800	\$456,000

Action #18 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to adjourn at 12:10pm and to meet again in regular session on Wednesday, September 10, 2014 at 6:30pm.

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

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

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

Board Clerk