

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

December 16, 2015

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, December 16, 2015 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally, Les Nielsen and Kathi Ellis.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the agenda as amended: Add EDA appointment, elected officials outside the county, Regional Prevention Coordinator resolution.

Action #2 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the December 2, 2015 minutes of the Kanabec County Board of Commissioners as corrected: Action #6 – delete David Strelow and change to on staff Bus Driver. Correct spelling of Greg Yankowiak’s name and correct the closing of public comment, Action #18 - Add the names of those appointed to the Economic Development Authority.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	6,189.03
Arthur Twp	7,748.60
Bina & Guptil, LLC	735.25
Braham Public Schools	30,660.38
Brunswick Twp	16,250.25
Centerpoint Energy	68.00
Century Link	111.19
City of Braham	119.62
City of Grasston	583.38
City of Milaca	35.34
City of Mora	10,268.32
City of Ogilvie	1,942.68
City of Quamba	711.84
Comfort Twp	16,877.60
Comm of Finance-Treas Div	0.65
Consolidated Communications	1,063.15

East Central Energy	171.38
East Central Energy	84.90
East Central Energy	182.00
East Central Energy	195.82
East Central Reg Dev Comm	1,773.08
East Central School District	7,187.15
Ford Twp	6,372.93
Grass Lake Twp	13,092.01
Haybrook Twp	2,899.78
Hillman Twp	7,067.80
Hinckley-Finlayson Schools	10,148.90
Holiday Credit Office	7,891.37
Hviding, Wendy	396.75
Isle Public Schools	7,539.85
Johnson, Samuel	221.00
Kanabec County	12,986.53
Kanabec Twp	8,223.20
Knife Lake Twp	4,615.75
Kroschel Twp	4,822.39
Midcontinent Communications	719.76
Milaca Public Schools	2,241.19
MN Dept of Finance	4,828.50
MN Mutual Life Ins	53.80
Mora Municipal Utilities	17,781.80
Mora Public Schools	68,108.74
Network Billing Systems	212.92
Ogilvie Public Schools	87,950.24
Peace Twp	6,839.64
Pine City Public Schools	109.80
Pomroy Twp	10,947.28
Resource Training & Solutions	4,694.08
Southfork Twp	10,274.66
Spire Credit Union	332.98
Spire Credit Union	2,049.23
Tessneer Law Office	1,105.00
Verizon Wireless	2,255.90
Verizon Wireless	630.36
Verizon Wireless	280.10
Whited Twp	6,786.06
Total	<u>417,439.91</u>

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

VENDOR	AMOUNT
AAA	59.95
Ace Hardware	47.43
Ace Hardware	21.65
Ace Hardware	41.54
Advanced Correctional Healthcare	14,084.81
Akkerman-Ingebrand Funeral Home	700.00
Alkire, Alyce	1,574.93
Anderson, Bryon	81.50
Anoka Co Corrections	1,673.00
Ashworth Appliance	29.99
Auto Value	16.93
Auto Value	842.43
A'viands, LLC	9,377.90
BCA Criminal Justice & Training	50.00
Beaudry Oil & Propane	724.04
Billings Service Inc	18.50
Bob Barker	151.14
Braham Motor Service	83.50
Brenny, Laurel	461.38
Carroll, Faye	142.30
CDW Government	473.15
Christianson, Craig	911.35
Christopherson, Pat	312.21
Coborns	15.48
Coborns Pharmacy	22.89
Connolly, Kelly	57.50
Curtis, Michael	1,418.72
Cutting Edge Automobile Service	863.47
D&T Ventures	225.00
Dex Media East	51.50
DKN Construction	31,503.08
E. Weinberg	2,099.00
East Central Exterminating	120.00
ECM Publishers	71.25
Ellis, Kathi	166.75
Emmanuel Baptist Church	1,466.00
Eustice, Todd	152.28

Faust, Patrick	574.65
FBG Service Corp	6,410.24
FBG Service Corp	584.80
Flascher, Joseph & Carrie	82.00
Fresonke, Lew	120.00
Fritz, William	525.00
G&N Enterprises	312.00
Galls	45.34
Garcia, Tim	505.00
Geared Up Apparel	200.00
Gillette, Cara	102.05
Glen's Tire	2,344.59
Glen's Tire	275.80
Glen's Tire	1,001.30
Gopher	63.64
Granite City Jobbing	430.48
Granite Electronics	531.27
Granite Electronics	60.87
Handyman's Inc	309.60
Handyman's Inc	763.86
Harvey, Randiann	133.00
Helmbrecht, Ami	300.00
Hoefert, Bob	2,318.65
Hoglund Bus & Truck Co	218.91
Horizon Towing	203.06
Innovative Office Solutions	1,370.00
Innovative Office Solutions	153.88
Isanti Co Heartland Express	1,330.93
Johnson's Auto Transport	206.80
Jones, Willis	282.33
Kanabec Co Hwy Dept	3,536.43
Kanabec Co Hwy Dept	169.58
Kanabec Publications	129.32
Kanabec Publications	468.96
Kanabec Publications	156.09
Kanabec Publications	43.34
Kanabec Publications	119.00
Kanabec Publications	148.80
Kanabec-Pine Community Health	19,098.46
Kanabec-Pine Community Health	8,966.11
Kanabec-Pine Community Health	1,926.52
Keepers	49.99
Kennedy Jr, Kerry	738.75

Landreville, Willard	156.83
Lane, Dave	28.75
LED Emergency Vehicle Lighting	2,553.85
Lerrssen, Jennifer	769.69
Lindberg, Jodi	79.95
Manthie, Scott	1,248.99
Manthie, Wendy	655.76
Marco	943.74
Marco	51.00
Marco	178.35
Marco	106.97
Marco	282.48
Marco	397.75
Marco	1,873.94
Marco	52.71
Marco	79.51
Marco	7,748.00
Marohn, Brenda	10.35
Mattson, Jean	106.80
MCCC	300.00
McFadden, Barb	14.51
McFadden, Barb	50.00
McFadden, Barb	74.31
MCIT	60.00
MCIT	2,500.00
McNally, Dennis	239.20
Medical Disposal Systems	177.39
Mehlhop, Ron	217.24
MEI Total Elevator Solutions	1,396.47
MidContinent	78.48
Mille Lacs Disposal	20.00
MN County Attorneys Assn	2,286.00
MN Monitoring	180.00
MN Public Transit Assn	250.00
MN Sheriff's Assn	120.00
Mulvaney, Dave	34.50
Nelson, Ansel	900.37
Nelson, Ronette	283.32
Nelson, Wanda	777.85
Newgard, Jean	291.06
Nielsen, Les	158.13
Novus	210.00
Novus	60.00

Oak Gallery	18.59
Office Depot	18.39
Office Depot	17.45
Office Depot	14.72
Office Depot	127.59
Office Depot	25.59
Office Depot	41.89
Office Depot	48.28
Office Depot	80.41
Office of Enterprise Technology	1,300.00
Pautsch, Kim	209.87
Pautsch, Kim	0.99
PD's Embroidery	135.00
Pieper, Helen	198.26
Precision Frame & Alignment	71.60
Quality Disposal	184.01
Quality Disposal	10.98
Ramsey County	1,400.00
Ratwik, Roszak & Maloney, PA	82.50
Regions Hospital	246.00
Reliance Telephone	1,875.00
Ringler, Jennie	12.08
Risk & Needs Assessment Inc	200.00
Roberts, Rodney	381.68
Rogers, Pearl	825.89
Roth Group	325.00
Salmela, Terry	186.00
SelectAccount	355.81
SHI International Corp	1,040.00
Shopko Pharmacy	48.19
Smith, Kim	303.60
Stellar Services	869.56
Stenberg, Vic	104.50
Stevens, Joel	8.60
Strelow, David	112.70
Swanson, Jeremy	299.63
Tapes Plus Advertising	165.00
The Schneider Group	7,600.00
Thomson Reuters-West	283.38
Tinker & Larson	449.86
Tinker & Larson	1,584.46
Tinker & Larson	587.00
Touch & Go	104.31

Trimin Systems	10,693.00
UHL Company	1,742.50
VanDall, Camille	872.30
Visser, Maurice	822.00
Watson Company	170.34
Weber, Paula	136.05
Weepie, Diane	60.70
Wergin, Richard	150.00
Wiitala, David	762.33
Wynn, Heather	43.13
YRC Freight	108.00
Zamora, Ray	872.95
Total	193,815.87

Road & Bridge Fund

Vendor	Amount
Ace Hardware	811.92
Aspen Equipment	58.62
Auto Value	1,246.68
DKN Construction	1,647.15
Erickson Engineering	696.00
Federated Co-ops	115.41
Fleetmatics	559.00
Force America Distributing	41.49
Gopher State One Call	31.90
Greg Johnson	666.70
Ron Kadlec Excavating	200.00
Kanabec Co Information Systems	431.25
Landwehr Construction	257,669.07
Marco	773.49
Mattson Electric of Mora, LLC	9,015.90
Northern Safety Co, Inc	510.24
Northern States Supply	112.43
Nuss Truck & Equipment	453.51
Oak Gallery	14.18
Office Depot	64.01
Owens Auto Parts	177.67
Oxygen Service Co	207.81
RDO Trust # 80-5800	8,510.00
Thomas Printworks	39.19
Towmaster	108.19
Traffic Control Corp	275.00

Verizon	37.52
Nathan Westling	<u>29.98</u>
Total	284,504.31

Action #5 – It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, December 16, 2015 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Dennis McNally, Gene Anderson, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS6 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS7 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HS7 - 12/16/15
Master Subscriber Agreement Resolution

WHEREAS, the Minnesota Court System offers Court Data Services to Minnesota Government Subscribers, and

WHEREAS, Kanabec County Family Services wishes to take advantage of the services provided by the Court System to assist in efficient performance of its governmental duties in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

THEREFORE BE IT RESOLVED to approve an agreement between the State of Minnesota, Office of Court Administration and Kanabec County Family Services for Court Data Services commencing upon signature by the State through and until termination by either party and to approve the Financial/Child Support Supervisor to sign paperwork for Kanabec County Family Services agency.

Action #HS8 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the payment of 144 claims totaling \$208,022.38 on Welfare Funds.

Action #HS9 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to adjourn the Human Service Board at 9:35am.

The Board of Commissioners meeting reconvened.

Health & Human Service Director Wendy Thompson met with the County Board to give the board an update on Hospice.

Action #10 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #10 - 12/16/15

Regional Prevention Coordinator Resolution

WHEREAS, the Minnesota Department of Human Services has put out an RFP through its Alcohol and Drug Abuse Division for a Regional Prevention Coordinator to reduce substance abuse and related problems within Minnesota's Region 4; and

WHEREAS, Kanabec County was asked if they would be interested in applying for the funding, and

WHEREAS, Kanabec County is willing and able to maintain and continue a system of Regional Alcohol, Tobacco and Other Drug Prevention Coordinators to enhance the implementation of the state's prevention strategies at the local level, and

WHEREAS, the Health and Human Services Director is recommending to apply for the Regional Prevention Coordinator funding.

THEREFORE BE IT RESOLVED to approve the Health and Human Services Director to apply to the Minnesota Department of Human Services for the Region 4 Prevention Coordinator funding.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning a repurchase request.

Action #11 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a repurchase request from Joyce Ostman on two tax parcels: parcel numbers 12.00780.00 & 12.00875.00.

Action #12 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a Consent Agenda including all of the following:

Resolution #12a - 12/16/15

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 Kanabec County Pheasants Forever for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Dr Mora, MN 55051 on February 6, 2016.

Resolution #12b – 12/16/15

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 Premises Permit Application for Pokegama Lake Association for charitable gambling to be held at Stellos Trackside, LLC, 1067 Hwy 107 N Braham, MN 55006.

Action #13 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution #13 – 12/16/15

BE IT RESOLVED, That the County of Kanabec act as sponsoring agency for a Safe Routes to School (SRTS) Project within the City of Mora and acknowledges herewith that is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, That Kanabec County is hereby authorized to act as agent on behalf of this applicant.

Agreement to Maintain Facility

WHEREAS, The Federal Highway Administration (FHWA) required that states agree to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right-of-way acquired without prior approval from the FHWA: and

WHEREAS, Transportation enhancement projects received federal funding from the reauthorization of the Surface Transportation Program (STP) of the Moving Ahead for Progress in the 21st Century in 2012; and

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with SRTS funds, this requirement should be applied to the project sponsor, and

WHEREAS, the county of Kanabec is the project sponsor for the Safe Routes to School project within the City of Mora.

THEREFORE BE IT RESOLVED, that the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

The motion for the adoption of the foregoing Resolution was duly seconded by Kim Smith and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kathi Ellis, Kim Smith, Gene Anderson, Les Nielsen
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

10:30am - The Chairperson then called for public comment. Those that responded included:

Paul Hoppe	Discuss Soil & Water District funding
Deanna Pomije	Discuss Soil & Water District funding

10:41am - The Chairperson closed public comment.

Action #14 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve contracting with Kanabec Soil & Water District for up to \$8,700 for work in updating the currently county water plan. Funds will derive from unallocated welfare fund.

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

Resolution #15 – 12/16/15

WHEREAS, Minnesota Statutes, Chapter 103B.301 to 103B.355, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan, and

WHEREAS, the Act requires that a county update and revise their local water management plan on a periodic basis, and

WHEREAS, the Act encourages that a county coordinate its planning with contiguous counties, and solicit input from local governmental units and state review agencies, and

WHEREAS, the Act requires that plans and official controls of other local governmental units be consistent with the local water management plan, and

WHEREAS, Kanabec County has determined that the revision and continued implementation of a local water management plan will help promote the health and welfare of the citizens of Kanabec County, and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners resolves to revise and update its current local water management plan.

BE IT FURTHER RESOLVED that Kanabec County will coordinate its efforts in the revision and update of its plan with all local units of government within the county, and the state review agencies; and will incorporate, where appropriate, any existing plans and rules which have been developed and adopted by watershed districts having jurisdiction wholly or partly within Kanabec County into its local water management plan.

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners authorizes the Kanabec County Water Plan Committee with the responsibility of revising and updating the plan and who shall report to the County Board on a periodic basis.

BE IT FURTHER RESOLVED that the Kanabec County Board of Commissioners delegates the responsibility of coordinating, assembling, writing and implementing the revised local water management plan pursuant to M.S. 103B.301 - 103B.355 to Environmental Services.

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

Resolution # 16 - 12/16/15

Usher Addition Plat Approval

WHEREAS the board has been presented with a request to approve a plat titled “Usher Addition,” and

WHEREAS the plat has the approval of the Kanabec County Planning Commission, County Engineer, County Attorney, and

WHEREAS the plat appears to comply with County Ordinance #4, Subdivision Platting, all fees have been paid, and has the recommendation of Environmental Services Supervisor Teresa Wickeham;

BE IT RESOLVED that the Kanabec County Board of Commissioners does approve the

plat titled Usher Addition which may be described as:

That part of the Northwest Quarter of the Northwest Quarter of Section 1, Township 39, Range 24, Kanabec County, Minnesota described as commencing at the northwest corner of said Northwest Quarter of the Northwest Quarter, thence East along the north line thereof, 511 feet; thence South, parallel with the west line of said Northwest Quarter of the Northwest Quarter a distance of 446 feet to the point of beginning of the property to be described; thence continuing South, parallel with said west line 344 feet; thence West parallel with said north line 366.37 feet to the east right of way line of the township service road; thence North along said east right of way line 344 feet to the intersection with a line run West parallel with said north line from the point of beginning; thence East parallel with said north line 366.37 feet to the point of beginning.

Probation Director Todd Eustice met with the County Board to give a department update. Information only, no action was taken.

Action #17 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a Consent Agenda including all of the following:

Resolution #17a – 12/16/2015

A Resolution to set the Maximum Levy and Budget for 2016

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed year 2016 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	\$15,427,418	\$6,630,577
<i>b.</i> Welfare Fund	\$5,703,539	\$1,860,400
<i>c.</i> Road & Bridge Fund	\$7,873,249	\$2,371,509
<i>d.</i> Railroad Authority Fund	\$1,710	\$1,710
<i>e.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	\$849,165	\$849,165
<i>f.</i> SUB-TOTALS (<i>total of a. through e.</i>)	\$29,855,081	\$11,713,361
<i>g.</i> - County Program Aid Y2016		\$1,061,300
<i>h.</i> Sub Total (total of f-g)		\$10,652,061
+ Debt Service For Market Based Referendum Levy		\$178,740

j. TOTAL FINAL PAYABLE Y2016 LEVY (total h+i)

\$10,830,801

BE IT FURTHER RESOLVED that \$849,870 of the “Building Fund” line and all of the “Debt Service Fund” line at \$178,740 are dedicated to debt service.

Resolution #17b – 12/16/15

County Budget for 2016

WHEREAS the Kanabec County Board of Commissioners has duly considered the budget for general county government purposes for the year 2016 and the matter of providing funds to enable the county to meet its responsibilities;

BE IT THEREFORE RESOLVED that the budget for general government purposes in total and for the individual departments listed for the year 2016 be and hereby is approved as follows:

2016 BUDGET SUMMARY 12/16	NET 2015	Expend.	Receipts	from Fund Balance	NET 2016 BUDGET
Assessor	\$ 210,266.00	\$ 391,225.00	\$ 90,800.00		\$ 300,425.00
Attorney	\$ 472,312.00	\$ 573,343.00	\$ 100,400.00		\$ 472,943.00
Auditor/Treasurer					
Office	\$ 433,951.00	\$ 480,517.00	\$ 25,500.00		\$ 455,017.00
Elections	\$ 27,245.00	\$ 47,300.00	\$ 15,300.00		\$ 32,000.00
Mainframe Expenses	\$ 119,547.00	\$ 100,137.00	\$ 4,500.00		\$ 95,637.00
Auditor/Treasurer Total	\$ 580,743.00				\$ 582,654.00
Commissioners	\$ 171,232.00	\$ 174,225.00	\$ 2,500.00		\$ 171,725.00
Coordinator					
Maintenance	\$ 550,989.00	\$ 610,975.00	\$ 41,776.00		\$ 569,199.00
Coordinator (Office)	\$ 258,057.00	\$ 306,690.00	\$ 27,825.00		\$ 278,865.00
County Coordinator Total	\$ 809,046.00				\$ 848,064.00
Court Administrator	\$ 33,000.00	\$ 35,000.00			\$ 35,000.00
Culture & Recreation	\$ 8,750.00	\$ 8,750.00			\$ 8,750.00
E Central Reg Library	\$ 145,802.00	\$ 145,900.00			\$ 145,900.00
Environmental Services					
Office	\$ 2,523.00	\$ 126,035.00	\$ 123,671.00		\$ 2,364.00
Water Plan	0.00	\$ 18,064.00	\$ 18,064.00		0
Wetlands	0.00	\$ 41,493.00	\$ 41,568.00		\$ (75.00)
Shorelands	0.00	\$ 8,180.00	\$ 8,180.00		\$ -
ISTS	0.00	\$ 18,600.00	\$ 18,600.00		0.00
Env. Services Total	\$ 2,523.00				\$ 2,289.00
Extension	\$ 64,064.00	\$ 77,875.00	\$ 300.00		\$ 77,575.00
Information Systems	\$ 236,688.00	\$ 294,683.00	\$ 46,160.00		\$ 248,523.00

Law Library	0.00	\$ 12,500.00	\$ 12,500.00		0.00
Probation					
Office	\$ 300,186.00	\$ 459,893.00	\$ 144,317.00		\$ 315,576.00
Probation Fees	0.00	\$ 12,500.00	\$ 12,500.00		0.00
Probation Total	\$ 300,186.00				\$ 315,576.00
Recorder	\$ 38,744.00	\$ 154,464.00	\$ 114,500.00		\$ 39,964.00
Sanitation	0.00	\$ 103,562.00	\$ 103,562.00		0.00
Sheriff					
Law Enforcement	\$ 1,068,570.00	\$ 1,975,637.00	\$ 841,781.00		\$ 1,133,856.00
Boat & Water	\$ 4,225.00	\$ 12,305.00	\$ 8,080.00		\$ 4,225.00
Snowmobile	0.00	\$ 4,410.00	\$ 4,410.00		0
ATV	0.00	\$ 5,762.00	\$ 5,762.00		0
Reserves	0.00	0	0		0
Coroner	\$ 40,000.00	\$ 40,000.00			\$ 40,000.00
Jail	\$ 2,323,210.00	\$ 2,831,341.00	\$ 395,000.00		\$ 2,436,341.00
E-911 System	\$ (5,251.00)	\$ 95,535.00	\$ 82,300.00	\$ 13,235.00	\$ -
Sheriff's Total	\$ 3,430,754.00				\$ 3,614,422.00
Surveyor	\$ 2,500.00	\$ 12,500.00	\$ 12,500.00		0.00
Transit	0.00	\$ 1,810,137.00	\$ 1,810,137.00		0.00
Unallocated	\$ (1,473,573.00)	\$ 334,950.00	\$ 1,913,921.00		\$ (1,578,971.00)
Public Health Service	\$ 261,083.00	\$ 4,039,832.00	\$ 3,808,492.00		\$ 231,340.00
Vet's Services	\$ 56,758.00	\$ 63,098.00	\$ 10,000.00		\$ 53,098.00
Revenue Fund Totals	\$ 5,350,878.00	\$15,427,418.00	\$ 9,844,906.00	\$ 13,235.00	\$ 5,569,277.00
Road & Bridge Fund	\$ 2,331,023.00	\$ 7,852,708.00	\$ 5,354,199.00	\$ 127,000.00	\$ 2,371,509.00
Welfare Fund	\$ 2,005,820.00	\$ 5,703,539.00	\$ 3,636,280.00	\$ 206,859.00	\$ 1,860,400.00
Railroad Authority	\$ 1,623.00	\$ 1,710.00		\$ -	\$ 1,710.00
Bond Fund	\$ 1,028,610.00	\$ 1,030,305.00	\$ 2,400.00		\$ 1,027,905.00
TOTALS:	\$10,717,954.00	\$30,015,680.00	\$ 18,837,785.00	\$ 347,094.00	\$ 10,830,801.00

NET LEVY = \$10,717,954.00

NET LEVY = \$ 10,830,801.00
1.04%

Program Aid \$ 1,048,543.00

\$ 1,061,300.00

Action #18 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution #18 - 12/16/15

MCIT Dividend

WHEREAS, Kanabec County will be receiving a dividend from MCIT in the amount of \$94,520, and

WHEREAS, this money is currently not dedicated for any purpose;

NOW THEREFORE BE IT HEREBY RESOLVED, that the County Auditor/ Treasurer is authorized to utilize these funds as follows:

County Health Insurance Reserve account \$39,853
Pay Plan \$16,500
Balance to designing and improving existent Courthouse north parking lot

The motion for the adoption of the foregoing Resolution was duly seconded by Kim Smith and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kathi Ellis, Kim Smith, Gene Anderson, Les Nielsen
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #19 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve a Consent Agenda including all of the following:

Resolution #19a – 12/16/15

HR Specialist Job Description

WHEREAS the County Coordinator has prepared a job description for the position of HR Specialist in the Coordinator’s Office, and

WHEREAS the board has reviewed the job description found it to be satisfactory, and

WHEREAS county policy requires each position to be evaluated for its fit into the pay plan;

BE IT RESOLVED to approve the job description of the HR Specialist and direct the County Coordinator to submit the job description and questionnaire to the pay consultant for review.

Resolution #19b – 12/16/15

Administrative Assistant Job Description

WHEREAS the County Coordinator has prepared a job description for the position of Administrative Assistant in the Coordinator’s Office, and

WHEREAS the board has reviewed the job description found it to be satisfactory, and

WHEREAS county policy requires each position to be evaluated for its fit into the pay plan;

BE IT RESOLVED to approve the job description of the Administrative Assistant and direct the County Coordinator to submit the job description and questionnaire to the pay consultant for review.

Action #20 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #20 – 12/16/15

Resolution Authorizing Approval and Execution of the Amended and Restated Joint Powers Agreement for the North Trunk Highway 65 Coalition

WHEREAS, Kanabec County is a County, home rule city, statutory city, or township, which borders on or in close proximity to T.H. 65 north of the intersection of Highway 10 (“Governmental Unit”); and

WHEREAS, Kanabec County is a member of the North Trunk Highway 65 Coalition (“Coalition”); and

WHEREAS, at a Special Meeting called for that purpose, the Coalition recommended amending the original joint powers agreement creating the Coalition, as provided for in an Amended and Restated Joint Powers Agreement, a copy of which is on file at the office of the Governmental Unit; and

WHEREAS, changes to the original joint powers agreement requires approval of the governing bodies of the Coalition members; and

NOW, THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners hereby approves the Amended and Restated Joint Powers Agreement, and authorizes the execution of thereof and requests staff to forward a certified copy of this resolution and the signed agreement to the Administrative Representative of the Coalition.

Action #21 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #21 – 12/16/15

ORDER OF THE BOARD

BE IT RESOLVED to approve the following wage scale for non-union employees and elected officials effective January 1, 2016:

2016

Grade	A	B	C	D	E	F	G	Grade
1	\$11.34	\$11.76	\$12.19	\$12.62	\$13.05	\$13.47	\$13.89	1

2	\$12.02	\$12.47	\$12.92	\$13.37	\$13.83	\$14.28	\$14.73	2
3	\$12.75	\$13.22	\$13.69	\$14.18	\$14.65	\$15.13	\$15.61	3
4	\$13.51	\$14.02	\$14.52	\$15.03	\$15.54	\$16.04	\$16.55	4
5	\$14.32	\$14.85	\$15.39	\$15.92	\$16.46	\$17.01	\$17.54	5
6	\$15.18	\$15.75	\$16.31	\$16.88	\$17.46	\$18.02	\$18.59	6
7	\$16.09	\$16.70	\$17.30	\$17.89	\$18.50	\$19.10	\$19.71	7
8	\$17.06	\$17.69	\$18.33	\$18.98	\$19.61	\$20.25	\$20.90	8
9	\$18.08	\$18.75	\$19.44	\$20.11	\$20.78	\$21.47	\$22.14	9
10	\$19.16	\$19.87	\$20.60	\$21.32	\$22.03	\$22.75	\$23.48	10
11	\$20.31	\$21.07	\$21.83	\$22.59	\$23.36	\$24.12	\$24.88	11
12	\$21.53	\$22.34	\$23.14	\$23.95	\$24.76	\$25.57	\$26.38	12
13	\$22.83	\$23.68	\$24.53	\$25.39	\$26.24	\$27.10	\$27.96	13
14	\$24.19	\$25.10	\$26.01	\$26.91	\$27.82	\$28.72	\$29.63	14
15	\$25.64	\$26.60	\$27.56	\$28.52	\$29.49	\$30.45	\$31.41	15
16	\$27.18	\$28.20	\$29.22	\$30.24	\$31.26	\$32.27	\$33.29	16
17	\$28.81	\$29.89	\$30.98	\$32.05	\$33.13	\$34.22	\$35.29	17
18	\$30.54	\$31.69	\$32.83	\$33.98	\$35.13	\$36.27	\$37.41	18
19	\$32.37	\$33.58	\$34.80	\$36.01	\$37.23	\$38.44	\$39.66	19
20	\$34.32	\$35.60	\$36.88	\$38.18	\$39.46	\$40.75	\$42.04	20
21	\$36.37	\$37.74	\$39.10	\$40.47	\$41.83	\$43.19	\$44.56	21
22	\$38.55	\$40.00	\$41.44	\$42.89	\$44.33	\$45.78	\$47.24	22

Action #22 –Kim Smith introduced the following resolution and moved its adoption:

Resolution #22 – 12/16/15

WHEREAS, Minnesota Statute 375.055 requires that the County Commissioners’ compensation be set by resolution in the year preceding the action;

BE IT HEREBY RESOLVED to set the annual wage for the year 2016 for Kanabec County Commissioners set at \$21,517.00.

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kim Smith, Les Nielsen, Kathi Ellis
OPPOSED: Gene Anderson, Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #23 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #23a - 12/16/15

Retainer Agreement for Criminal Prosecution Services
Between the City of Ogilvie and the County of Kanabec
for the period of January 1, 2016 through December 31, 2016

WHEREAS, the City of Ogilvie desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney's Office; and

WHEREAS, the County of Kanabec agrees to provide the services of the Kanabec County Attorney's Office to provide such prosecution services on behalf of the City of Ogilvie; and

WHEREAS, the City of Ogilvie and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

NOW, THEREFORE, the City of Ogilvie and the County of Kanabec hereto agree that the following shall constitute a retainer agreement for prosecution services:

SERVICES PROVIDED.

The County of Kanabec shall provide all prosecution services through the Kanabec County Attorney's Office for the City of Ogilvie, including services to victims of crime as provided in Minnesota Statute Chapter 611A.

Criminal Prosecution services include, but are not limited to, all petty misdemeanors and misdemeanor offenses committed within the corporate limits of the City. Principal duties include:

1. Provide advice, consultation, and training where required to the City, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in connection with prosecution of criminal cases.
2. Prepare criminal complaints where facts warrant.
3. Evaluate all cases where a plea of not guilty is entered.
 - A. Prosecute if warranted.
 - B. Prepare pre-trial motions or notices if required.
 - C. Seek additional investigations if required.
 - D. Negotiate resolutions by plea where advisable.
4. Represent the City in all pre-trial proceedings.
5. Perform legal research and prepare legal briefs where required and advisable.
6. Try all Court and Jury cases.
7. Examine and evaluate all Appeals to Appellate Courts; refer to the Office of the

Minnesota Attorney General as necessary.

8. In conjunction with the Office of the Minnesota Attorney General try all appeals in Appellate Courts where warranted.

TERM OF AGREEMENT.

The retainer agreement shall remain in effect from January 1, 2016 through midnight December 31, 2016. Either party may terminate the contract either with or without cause upon 90-days written notice to the other party of its intent to do so. In the event of termination, both parties agree to adjust payments due or received to reflect \$250 per month for any month or partial month that the contract is in effect.

COMPENSATION FOR SERVICES.

The City of Ogilvie shall pay the County of Kanabec in equal quarterly installments for the period of January 1, 2016 through December 31, 2016: \$3,000.00.

Resolution #23b – 12/16/15

Retainer Agreement for Criminal Prosecution Services
Between the City of Mora and the County of Kanabec
for the Period of January 1, 2016 through December 31, 2016

WHEREAS, the City of Mora desires to retain the County of Kanabec to provide professional prosecution services through the Kanabec County Attorney's Office; and

WHEREAS, the County of Kanabec agrees to provide the services of the Kanabec County Attorney's Office to provide such prosecution services on behalf of the City of Mora; and

WHEREAS, the City of Mora and the County of Kanabec County deem it mutually advantageous to set forth the details of their relationship in writing;

NOW, THEREFORE, the City of Mora and the County of Kanabec hereto agree that the following shall constitute a retainer agreement for prosecution services:

SERVICES PROVIDED. The County of Kanabec shall provide all prosecution services through the Kanabec County Attorney's Office for the City of Mora, including services to victims of crime as provided in Minnesota Statute Chapter 611A.

Criminal Prosecution services include, but are not limited to, all petty misdemeanors and misdemeanor offenses committed within the corporate limits of the City. Principal duties include:

9. Provide advice, consultation, and training where required to the City, its departments and staff in the interpretation, investigation, and enforcement of statutes and ordinances, in

connection with prosecution of criminal cases.

10. Prepare criminal complaints where facts warrant.
11. Evaluate all cases where a plea of not guilty is entered.
 - A. Prosecute if warranted.
 - B. Prepare pre-trial motions or notices if required.
 - C. Seek additional investigations if required.
 - D. Negotiate resolutions by plea where advisable.
12. Represent the City in all pre-trial proceedings.
13. Perform legal research and prepare legal briefs where required and advisable.
14. Try all Court and Jury cases.
15. Examine and evaluate all Appeals to Appellate Courts; refer to the Office of the Minnesota Attorney General as necessary.
16. In conjunction with the Office of the Minnesota Attorney General try all appeals in Appellate Courts where warranted.
17. Prepare and submit to the City Administrator an annual report providing the number of citations and complaints prosecuted under this contract in the previous year.

TERM OF AGREEMENT.

The retainer agreement shall remain in effect from January 1, 2016 through midnight December 31, 2016.

COMPENSATION FOR SERVICES.

The City of Mora shall pay the County of Kanabec in equal monthly installments for prosecution services as follows: For the period of January 1, 2016 through December 31, 2016: \$29,000.00.

Action #24 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve a Consent Agenda including all of the following:

Resolution #24a – 12/16/15

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 Home Health Aide is on the rotation schedule for 2015, 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 Home Health Aide 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 #24b – 12/16/15

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 LPN is on the rotation schedule for 2015, 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 LPN 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 #24c – 12/16/15

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 Assistant Specialist is on the rotation schedule for 2015, 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 Assistant 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 #24d – 12/16/15

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 Child Support Officer is on the rotation schedule for 2015, 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 Child Support Officer 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 #24e – 12/16/15

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 Engineering Technician is on the rotation schedule for 2015, 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 Engineering Technician 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 #24f – 12/16/15

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 Jail Administrator is on the rotation schedule for 2015, and

WHEREAS the County Sheriff 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 Jail Administrator 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.

Action #25 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #25 – 12/16/15

BE IT RESOLVED to appoint Ivan Black to the Economic Development Authority for a four year term commencing immediately and expiring January 7, 2020.

Action #26 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #26 – 12/16/15

BE IT RESOLVED to close the meeting at 12:09 p.m. pursuant to Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25.

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

Action #27 – It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to re-open the meeting at 12:26 p.m.

Elected Officials/Residency- Commissioner McNally requested interpretation on the statute dictating residency requirements as it relates to elected officials. Discussion; no action taken.

Action #28 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to adjourn at 12:29pm.

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

Attest: _____
Board Clerk