

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

February 3, 2016

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 3, 2016 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 Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the agenda as amended: Add budget amendment resolution and HR Specialist position.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the January 5, 2016 minutes of the Kanabec County Board of Commissioners as corrected: Correct spelling in Action #12 and Action #23.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Twp	1,531.97
Arthur Twp	2,254.54
Braham Public Schools	8,054.76
Brunswick Twp	4,444.36
City of Grasston	1,073.83
City of Mora	15,323.40
City of Ogilvie	840.12
City of Quamba	891.34
Comfort Twp	4,037.50
Consolidated Communications	1,073.43
East Central Energy	298.32
East Central Energy	881.22
East Central Reg Dev Comm	564.70
East Central School District	2,576.29
EC Riders	14,145.30
Ford Twp	2,262.78
Grass Lake Twp	3,920.82

Haybrook Twp	2,207.25
Health Partners	5,024.87
Hillman Twp	1,259.61
Hinckley-Finlayson Schools	2,582.12
Isle Public Schools	4,365.41
Kanabec Co Auditor-HRA	206.00
Kanabec County	12,006.78
Kanabec Twp	1,711.04
Kanabec-Pine Community Health	133,152.50
Knife Lake Twp	1,565.34
Kroschel Twp	1,494.06
Milaca Public Schools	798.85
MN Energy Resource Corp	7,051.24
Mora Public Schools	43,388.21
Ogilvie Public Schools	26,587.37
Peace Twp	5,389.25
Pine City Public Schools	4.97
Pomroy Twp	2,315.19
Resource Training & Solutions	3,590.30
Southfork Twp	2,551.42
Spire Credit Union	3,391.27
The Hartford	1,726.17
Whited Twp	<u>843.30</u>
Total	327,387.20

Action #4 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the following claims under the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	163.80
Ace Hardware	43.70
Ace Hardware	92.96
Advanced Correctional Healthcare	798.12
Alkire, Alyce	1,039.50
A'viands, LLC	13,817.56
Bachman, Fran	578.48
Bob Barker	89.88
Braham Motor Service	551.44
Brenny, Laurell	804.60
Cellular Experts Mora-Verizon	48.07

Centerpoint Energy	68.00
Christianson, Craig	586.44
Christopherson, Pat	130.54
Community Education-Princeton Schools	150.00
Connolly, Kelly	137.16
Consulting Radiologist, LTD	6.56
Creative Forms & Concepts	692.48
Curtis, Michael	784.35
CW Technology	560.00
CW Technology	4,600.00
DKN Construction	7,715.00
Doering, Dave	43.74
E-911	13,849.38
East Central Energy	204.00
East Central Regional Juvenile Center	27,007.00
East Central Regional Library	70,782.00
Ehlers & Associates	1,725.00
ETS Health	1,464.00
Eustice, Todd	190.79
Faust, Patrick	511.63
FirstLight Health Systems	2,492.05
Fresonke, Lew	180.00
Fritz, William	725.00
G&N Enterprises	1,096.80
Galls	49.45
Garcia, Tim	390.00
Government Forms & Supplies	178.33
Grainger	61.81
Grainger	17.00
Granite City Jobbing	784.97
Granite Electronics	260.25
HERO 24/7	132.00
HERO 24/7	35.00
Hoefert, Bob	1,646.63
Hoglund Bus & Truck Co	118.15
Hohn's Auto Body	540.00
Indianhead Specialty	137.70
Indianhead Specialty	40.70
Innovative Office Solutions	1,370.00
Innovative Office Solutions	143.09
Innovative Office Solutions	47.66
Innovative Office Solutions	141.83
Innovative Office Solutions	21.81

Itasca Co Auditor	765.24
J.P. Cooke	76.35
Jensen, Cassandra	22.00
Jones, Willis	253.26
Juettner Marketing	1,216.00
Kanabec Co Court Administration	322.00
Kanabec Co Hwy Dept	3,697.83
Kanabec Co Hwy Dept	97.28
Kanabec Co Hwy Dept	32.27
Kanabec Publications	301.50
Kanabec SWCD	1,740.35
Kanabec-Pine Community Health	30,209.53
Kanabec-Pine Community Health	25,367.12
Keepers	143.98
Kennedy Jr, Kerry	643.14
Lake Superior Laundry	65.82
Lake Superior Laundry	65.83
Lane, Dave	31.05
Lane, Dave	32.40
League of MN Cities	1,955.00
Lerrssen, Jennifer	711.70
MACA	406.00
Magaard, Derek	125.00
Magaard, Robert	11.88
Manthie, Mark	166.86
Manthie, Scott	832.25
Manthie, Wendy	662.74
Marco	237.60
Marco	46.96
Marohn, Brenda	18.36
McClellan, Karen	53.46
Mehlhop, Ron	360.80
MN Sheriff's Assn	5,720.40
MN Sheriff's Assn	130.00
MN Sheriff's Assn	973.00
Moore Medical	324.39
Mora Area Chamber of Commerce	50.00
Mora Chevrolet Buick	256.34
Mora Psychological Services	650.00
Mora Unclaimed Freight	47.11
MRA Trusight	165.00
NACVSO	300.00
NACVSO	30.00

Nelson, Ansel	890.41
Nelson, Ronette	814.06
Nelson, Wanda	392.58
Newgard, Jean	281.34
North Memorial Professional Education	956.00
Northland Fire Protection	770.50
Novus Glass	220.00
Office Depot	175.06
Office Depot	79.06
Owens Auto Parts	56.65
Pieper, Helen	204.17
Quality Disposal	382.44
Ratwik, Roszak & Maloney, PA	2,187.20
Roberts, Rodney	272.16
Rogers, Pearl	699.19
RS Eden	38.00
RS Eden	244.60
Rupp, Anderson, Squires & Waldspurger, PA	2,250.00
SHI	88.00
SHI	236.00
State of MN-BCA	850.00
Stellar Services	1,102.03
Struffert, Delores	184.93
Swanson, Jeremy	158.00
Thomas Sno Sports	874.63
Thompson-Reuters-West	225.00
Turner, Virigina	16.00
Ultra Plumbing Services	3,309.50
VanDall, Camille	738.32
Visser, Maurice	584.82
Watson Company	225.12
Wiitala, David	968.28
Wynn, Heather	77.63
Wynn, Heather	22.68
Zamora, Ray	886.68
Total	<u>260,625.25</u>

Road & Bridge Fund

Vendor	Total
Ace Hardware	171.90
American Engineering Testing	7,317.40
Ameripride	413.87

Auto Value	2,873.95
Boyer Trucks	359.08
Central McGowan, Inc	56.40
Compass Minerals America	9,783.64
Crawford's Equipment, Inc	1,336.12
Department of Transportation	1,279.79
DKN Construction	1,900.00
Dale's Heating & Appliance	507.00
East Central Energy	22,500.00
Frontier Precesion, Inc	160.84
Gopher State One-Call	100.00
Granite City Jobbing	102.41
Maney International, Inc	379.29
Midstates Equipment & Supply	26,108.32
Midway Iron & Metal Inc	562.75
Newman Traffic Signs	153.70
Northern States Supply	50.97
Office Depot	52.87
Oslin Lumber	53.12
Pomp's Tire Service	1,069.08
Power _Plan	125.02
Preferred Cleaning	1,000.00
Quality Disposal Systems	156.90
Ziegler Inc	<u>5,919.56</u>
Total	84,493.98

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

Resolution #5a – 02/03/16

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 Fish Lake Resort, 674 Fish Lake Dr, Mora, MN 55051 on March 5, 2016.

Resolution #5b – 02/03/16

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 Isanti County Pheasants Forever for a raffle event to be held at Pheasants Ridge, 1547 Imperial St, Ogilvie, MN 56358 on April 9, 2016.

Resolution #5c – 02/03/16

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 January 20, 2016, 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 County Auditor	\$36.04
Kim Schloemer	\$75.00
MCIT	\$2,431.00

Resolution #5d – 02/03/16

SCORE CLAIMS

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following claims on SCORE Funds:

Quality Disposal	\$2,635.32
Arthur Township	\$400.00
Total	\$3,035.32

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

Action #6 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #6 – 02/05/16

Advertise for Bids
2016 Construction Projects

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
3	Grading	4.0 mi.	CSAH 15	TH 65
11	FDR/Resurface	6.3 mi.	TH 70	TH 23
19	Culvert/Mill/Overlay	3.0 mi.	CSAH 11	CSAH 5
6	Microsurfacing	6.0 mi.	TH 47	Mora
County	Striping	-	-	-
	Public Services			
-	Parking Lot	-	-	-
	Equipment Rental			

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

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

whereupon the resolution was declared duly passed and adopted.

Action #7 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #7 – 02/05/16

State Aid Advance in Lieu of Federal Funds

WHEREAS the County of Kanabec is planning to construct SP 033-611-022 in the year 2016, which has been programmed by the ATP in the STIP or work plan for the year 2018, and;

WHEREAS said County is prepared to proceed with the construction of said project through the use of an advance from the County State Aid Highway Fund to supplement the available funds in their State Aid Construction Account, and;

WHEREAS repayment of the funds so advanced will be made from Federal funds no later than the year in which the ATP has programmed the project, and;

THEREFORE BE IT RESOLVED that the Commissioner of Transportation be and is hereby requested to approve this advance for financing SP 033-611-022 of the County of Kanabec in an amount up to \$925,000 in accordance with Minnesota Rules 8820.1500, Subp. 9, and to authorize repayments from their state aid account or from local funds within a requested and approved repayment schedule should said project fail to receive Federal funds for any reason.

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

Resolution #8 – 02/05/16

Gravel Retrieving Implement for Maintenance

WHEREAS the Kanabec County gravel roads regularly lose aggregate to ditches due to plowing and erosion, and

WHEREAS a new aggregate retrieving implement compatible with Kanabec County's existing equipment is available, and

WHEREAS said implement will increase the efficiency of maintenance operations, and

WHEREAS a quote of \$17,450.00 was received by LyCox Enterprises, Inc. for a 2015 aggregate retriever implement, and

THEREFORE BE IT RESOLVED to accept the quote of \$17,450.00 from LyCox Enterprises, Inc. and authorize the Public Works Director to purchase the aggregate retriever implement.

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

Action #9 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve a repurchase request from Weyland and Constance Nordlander for tax parcel 09.00355.50.

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

Resolution #10 – 02/05/16

Resolution Affirming Kanabec County's endorsement of the revised County Program Aid formula developed by the Association of Minnesota Counties' County Program Aid Work Group

WHEREAS, Minnesota's counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, counties depend on County Program Aid ("CPA") for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, the current structure of the CPA formula, pursuant MS Chapter 447A.0124, creates considerable volatility in the fund's distribution, interfering with counties' abilities to accurately budget for essential services; and

WHEREAS, the current formula's inadequacies have also resulted in the dramatic reduction of funding for one-third of counties, that have lost at least 50 percent of their funding since 2005; and

WHEREAS, despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, a revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, in October 2014, the Association of Minnesota Counties assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota's counties; and

WHEREAS, the CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support the proposed CPA formula revisions; now, therefore,

BE IT RESOLVED, Kanabec County endorses the following revisions to the Minnesota County Program Aid formula:

- A funding increase of \$40 million;
- The creation of a funding floor that guarantees each county \$350,000 in tax base equalization aid (“TBEA”);
- Adjustments to the TBEA formula factors to slow down counties’ loss of TBEA funding, including: an increase of the per capita factor to \$190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

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

Craig Schulz	Comments regarding school referendum
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10:45am - The Chairperson closed public comment.

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

Resolution #11 – 02/05/16

BE IT RESOLVED that the Kanabec County Board of Commissioners will conduct a public hearing on March 2, 2016 at 7:00 p.m. in the Commissioner’s Board Room of the Kanabec County Courthouse concerning a proposed Aggregate Removal Tax Ordinance.

Action #12 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to add language to the employee handbook concerning employing relatives within the same department.

Action #13 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to rescind the previous motion (Action #12).

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

Resolution #14 – 02/05/16

WHEREAS the job of Coordinators Assistant has changed significantly, and

WHEREAS the Kanabec County Board has approved a new job description, and

WHEREAS this position has been evaluated, pointed and approved, and

WHEREAS the current job holder qualifies for the new position;

BE IT RESOLVED to move the current Coordinators Assistant to the position of HR Specialist, and

BE IT FURTHER RESOLVED that the position will be funded with those funds available out of the Coordinator's Budget

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

Resolution #15 – 02/03/16

Certified County Budget for 2016

WHEREAS the Kanabec County Board of Commissioners has adopted the 2016 budget and tax levy, and

WHEREAS the 2016 Budget needs to reflect updates to the Revenue and Welfare funds.

BE IT THEREFORE RESOLVED by the Kanabec County Board of Commissioners that the County Auditor/Treasurer is authorized to revise the 2016 budget to reflect updates to the Welfare and Revenue funds. THESE UPDATES DO NOT AFFECT 2016's Tax Levy.

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	11,680,747	6,634,865
<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	1710	1710
<i>e.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	1,026,917	844,877
<i>f.</i> SUB-TOTALS (<i>total of a. through e.</i>)	26,265,621	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
<i>i.</i> + Debt Service For Market Based Referendum Levy	178,740
<i>j.</i> TOTAL FINAL PAYABLE Y2014 LEVY (total h+i)	10,830,801

Commissioners gave reports on the activities of the Boards and Committees in which they participate.

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

Resolution #16 – 02/03/16

BE IT RESOLVED to close the meeting at 12:46 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 #17 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to re-open the meeting at 12:48 p.m.

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

Resolution #18 – 02/03/16

WHEREAS new contracts for Maintenance & Support have been negotiated with TriMin for IFS for services from January 1, 2016 through December 31, 2018, and

WHEREAS MnCCC (Minnesota Counties Computer Cooperative) and JIC (Joint Integrated/IFS Committee) have approved the contract, and

WHEREAS Kanabec County is a member of both MnCCC and JIC, and

WHEREAS Kanabec County uses the IFS software for Auditor/Treasurer, and for CMHS (Computer Management for Human Services);

BE IT RESOLVED that Kanabec County ratify the Professional Services Agreement

Between Minnesota Counties Computer Cooperative and TriMin Systems, for the maintenance and support of IFS, and

BE IT FURTHER RESOLVED that Kanabec County authorizes the County Board Chair to sign the Board Ratification Statement.

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

Resolution # 19 - 02/03/16
Property Tax Specialist Evaluation

WHEREAS the board did by Action #33-01/05/16 refer the position of Property Tax Specialist 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 “Property Tax Specialist” position, which results in Pay Range 10:

Category	Rank	Points
Qualifications	Q45	91
Decisions	D23	43
Problem Solving	P14	55
Relationships	R18	64
Effort A	Ea9	5
Effort B	Eb14	12
Hazards	H2	5
Environment	N5	8
TOTAL POINTS		283

BE IT FURTHER RESOVLED to approve posting said position within the Local 320 union.

Action #20 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to adjourn at 12:58 p.m. and to meet again in regular session on Wednesday, February 17, 2016 at 9:00am.

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

Attest: _____
Board Clerk