

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

August 22, 2018

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 22, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Kim Smith, and Les Nielsen. Absent: None. Others Present: County Attorney, Barbara McFadden, Board Clerk Patrick Christopherson, and Recording Secretary Kelsey Johnson.

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 with the following corrections: Change Public Health Board to Family Services Board. Add: out of state travel discussion, closed session for union negotiations, hospital billing discussion, and Sheriff reporting discussion.

Action #2 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the August 8, 2018 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Ann Lake Township	2,909.25
Arthur Township	318.70
Braham Public Schools	1,182.30
Brunswick Township	70.76
Comfort Township	525.66
East Cent. Reg Dev Commission	84.72
Ford Township	2,349.93
Grass Lake Township	552.86
Haybrook Township	661.77
Hillman Township	354.11
Hinckley-Finlayson Schools	3,471.17
Kanabec County Aud-Treas	5,389.26
Kanabec Township	929.19
Knife Lake Township	342.21
Kroschel Township	2,746.42

Mora Public Schools	2,634.22
Ogilvie Public Schools	2,831.62
Peace Township	355.61
Pomroy Township	1,618.36
Southfork Twp	60.04
Whited Township	95.58
East Central Energy	1,037.97
Midcontinent Communications	356.80
Office of MN.IT Services	1,300.00
Spire Credit Union	5,404.40

25 Claims Totaling: 37,582.91

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

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A&A Septic Service LLC	175.00
A and E Cleaning Services	525.00
Advanced Correctional Healthcare	16,215.72
Akkerman-Ingebrand Funeral Home	430.00
Ambrose, Laura	292.34
Assured Security	2,568.00
Bachman, Fran	175.82
Bob Barker	101.99
Belford Electric	150.00
Billings Service Inc	22.50
Capital One Retail Services	344.11
Coborn's Card Services	42.45
Coborn's - Card Services	67.34
Central Minnesota Jobs & Training Services	580.00
Chapman's Auto Repair	617.30
Clifton Larson Allen LLP	2,000.00
Clifton Larson Allen LLP	20,000.00
Consolidated Communications	700.72
Consolidated Communications	64.77
Consolidated Communications	162.81
Consolidated Communications	69.78
Consulting Radiologists LTD	84.38
Curtis, Michael	895.00
D&T Ventures	225.00
East Central Exterminating	120.00

ECM Publishers	58.00
ECM Publishers	69.80
Fairview Health Services	41.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
FirstLight Health System	218.88
Fore Chiropractic & Wellness	90.00
Further	694.00
G&N Enterprises	1,625.00
Glen's Tire	86.30
Glen's Tire	57.45
Glen's Tire	529.76
Grainger	24.86
Grand View Lodge	229.07
Granite City Jobbing	1,158.00
Handyman's Inc	492.18
Hirsch, Autumn	20.27
Hoefert, Robert	512.30
Hohn's Auto Body & Glass	6,664.52
Horizon Towing	154.97
InTone Imaging	359.96
IT SAVVY	3,313.25
IT SAVVY	662.65
IT SAVVY	4,462.40
Johnsons Hardware & Rental	280.00
Kanabec County Community Health	1,914.24
Kanabec Publications	27.59
Kanabec Publications	125.00
Kanabec Publications	140.00
Kanabec Publications	1,013.61
Kanabec Publications	310.19
Kanabec Publications	377.91
Kanabec Soil & Water Cons.	6,286.33
KEEPRS	100.97
KEEPRS	171.98
Kempe, John	22.89
Manthie, Scott	1,153.77
Manthie, Wendy	774.00
Marco	134.68
Metro Sales Inc	449.12
M & I Lockbox: MCCC	28.00
M & I Lockbox: MCCC	56.00
M & I Lockbox: MCCC	56.00

Mid-American Research Chemical	453.04
Mille Lacs Disposal Inc.	20.00
Minnesota County Attorney's Assn.	50.00
Minnesota County Attorney's Assn.	22.50
Minnesota Energy Resources Corp	2,652.01
Minnesota Energy Resources Corp	1,007.33
Minnesota Energy Resources Corp	30.79
Minnesota Monitoring Inc.	78.00
Minnesota Monitoring Inc.	49.50
Minnesota - Department of Transportation	300.00
Mora Unclaimed Freight	28.78
Mora Unclaimed Freight	43.56
National Pen Co. LLC	316.51
Nelson, Jerald	99.74
Nelson, Ronette	466.53
Novus Glass	250.00
Oak Gallery	9.76
Office Depot	108.17
Oak Gallery	54.86
Oak Gallery	6.53
Owens Auto Parts	27.23
Reliance Telephone, Inc	900.00
John Remington	3,254.22
RJ Mechanical	2,579.81
RS Eden	80.15
Rupp, Anderson, Squires & Waldspurger, PA	750.00
SHAH Software, Inc	33,840.00
Kanabec County Sheriff	1,000.00
Stellar Services	454.16
Stenstrom Collision & Detail	100.00
Summit Food Service Management	9,968.56
Thomson-Reuters-West	238.70
Thomson-Reuters-West	677.76
Tinker & Larson Inc	1,299.45
Visser, Maurice	506.67
Zamora, Ray	449.63
Ziegler Inc.	5,787.12
105 Claims Totaling:	<u><u>156,533.04</u></u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	1,050.00

Citi Lites	110.00
Contech Engineered Solutions	3,747.50
Corrpro	1,450.00
East Central Solid Waste	75.60
Emergency Automotive Technologies	66.00
Federated Co-ops Inc.	968.34
Minnesota Energy Resources	54.38
Northern States Supply	113.33
Office Depot	107.85
Sanitary Systems	140.00
Swanston Equipment Corporation	859.38
Verizon Connect Fleet	464.16
Warning Lites	4,000.00
WiarCom Inc.	618.45
15 Claims Totaling:	<u><u>13,824.99</u></u>

Action #5 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess the board meeting to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Wednesday, August 22, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Les Nielsen, Dennis McNally, and Kathi Ellis. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS6– It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Family Services Agenda as presented.

Action #FS7 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the expansion of AppXtender to replace Share Point in the amount of up to \$10,050.

Action #FS8 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the payment of 116 claims totaling \$218,906.61 on Welfare Funds.

Action #FS9 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn Family Services board at 9:23am and to meet again on Wednesday September 26, 2018 at 6:35pm.

The Board of Commissioners reconvened.

Dennis McNally led a discussion regarding billing procedures at FirstLight Health System. Information only, no action was taken.

Property Tax Specialist, Karen McClellan met with the County Board to discuss the TriMin Systems Contract.

Action #10 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The agreement will be effective January 1, 2019 through December 31, 2021. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

Dennis McNally led a discussion regarding regular reporting of activity from the Sheriff's Department.

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

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

Resolution #11 – 8/22/18

SP 033-619-014, CSAH 19

Final Payment

WHEREAS project SP 033-619-014 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises;

BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Hardrives Inc. in the amount of \$40,546.41.

Action #12 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #12 – 8/22/18

HEO III Position

WHEREAS there is a new position of an HEO III, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Public Works Director and the County Personnel Director to hire and HEO III to fill the new position at Step A, Range 10 of the pay plan which is \$20.34 per hour or the rate set by rule for internal promotion, or in accordance with current union contract for promotion, and

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

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

Resolution #13 – 8/22/18

Culvert Inventory Quotes

WHEREAS the following quotes were received for aluminized culvert inventory:

Contech Engineered Solutions	\$90,699.80
True North Steel	\$107,041.62

WHEREAS Contech Engineered Solutions provided the low quote of \$90,699.80;

THEREFORE BE IT RESOLVED to accept the quote of \$90,699.80 by Contech Engineered Solutions for aluminized culverts.

The County Board held a discussion regarding the Kanabec County Comprehensive Plan. Information only, no action was taken.

The County Board held a discussion regarding the potential sale of property on Knife Lake. Information only, no action was taken.

The County Board held a discussion regarding the rehabilitation of the old jail building. Information only, no action was taken.

10:30am – The Chairperson called for public comment three times. None responded.

10:31am – The Chairperson closed public comment.

10:32am – The County Board took a five minute break.

Action #14 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve sending Eric Johnson to training for ProPheonix in Orlando, Florida in October.

Secretary/Treasurer of Minnesota Highway 23 Coalition, Aaron Backman met with the County Board. He gave a presentation explaining what the coalition does, and how it benefits Kanabec County. Information only, no action was taken.

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

Resolution #15 – 8/2218

BE IT RESOLVED to close at the meeting at 11:26am 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 Dennis McNally, Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson and County Attorney Barb McFadden.

Action #15 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to re-open the meeting at 11:50am.

Future Agenda Items: Discuss intent to set a public hearing regarding changes to Shoreland Ordinance #5.

Action #16 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to recess the meeting at 11:55am and to meet again for a Budget Work Session on August 29, 2018 at 9:00am.

The Kanabec County Board of Commissioners met at 9:00am on Wednesday August 29, 2018 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Kathi Ellis, Dennis McNally, Kim Smith, Gene Anderson and Les Nielsen. Also present was County Coordinator, Patrick Christopherson.

The board reviewed departmental budget recommendations for 2019. Information only, no action was taken.

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

Resolution #17 – 8/29/18

Heavy Equipment Operator III Job Description and Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications, and

WHEREAS the position of Heavy Equipment Operator III has been updated by the Public Works Director and has been submitted to the salary consultant for ranking, and

BE IT RESOLVED to approve the Heavy Equipment Operator III job description, and

BE IT FURTHER RESOLVED to accept the following ranking for the “Heavy Equipment Operator III” position, which results in Pay Range 10:

Category	Rank	Points
Qualifications	q37	92
Decisions	d16	36
Problem Solving	p9	31
Relationships	r7	29
Effort A	ea10	9
Effort B	eb11	12
Hazards	h19	38
Environment	n18	26
TOTAL POINTS		272

Action #18 - It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 11:50am. The Kanabec County Board of Commissioners will meet again in regular session on Wednesday September 12, 2018 at 9am.

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

Attest: _____
Board Clerk