

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

August 8, 2018

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 8, 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 Gene Anderson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the July 25, 2018 minutes with the following corrections: Change Future Agenda Items to “Discuss authority for marking and or closing county roads within city limits.” Add August 1, 2018 Budget Session minutes.

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

<u>Vendor</u>	<u>Amount</u>
East Cent. Reg Dev Commission	47.50
East Central Energy	147.00
East Central Energy	215.31
MNPEIP	144,583.36
Sun Life Financial	3,449.70
Holiday Credit Office	9,481.97
Verizon Wireless	315.15
East Central Energy	84.86
The Hartford Priority Accounts	1,962.87
9 Claims Totaling:	<u>160,287.72</u>

Action #4 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to recess the board meeting to a time immediately following the Public Health Board.

The Kanabec Public Health Board met at 9:05am on Wednesday, August 8, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Les Nielsen Dennis McNally, and Kathi Ellis. Administrative Assistant, Renee Petersen presented the Public Health Agenda.

Action #PH5– It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Public Health Agenda as presented.

Action #PH6 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the payment of 93 claims totaling \$25,773.78 on Public Health Funds.

Action #PH7 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to adjourn Public Health Board at 9:07am and to meet again on Wednesday September 12, 2018 at 9:05am.

The Board of Commissioners reconvened.

Action #8 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

	Revenue
<u>Vendor</u>	<u>Amount</u>
Ace Hardware	279.01
Association of MN Counties	75.00
Auto Value	114.36
Auto Value	102.97
Bachman, Fran	203.83
Bob Barker	695.77
Braham Motor Service Inc	783.85
Cardiac Science	6,900.00
City of Milaca	31.43
Crawford, Barbara	4,392.00
Curtis, Michael	1,269.40
CW Technology	1,094.40
DS Solutions	676.00
East Central Exterminating	240.00
Eckdahl, Ashley	64.31
ECM Publishers	174.00
Emergency Automotive Technologies	1,032.32
G & N Enterprises	2,590.00
Glens Tire	60.85
Grainger	20.40
Granite Electronics	11,719.60
Granite City Jobbing Co Inc	599.80

Haasken Dental	349.00
Hoefert, Robert	1,013.70
Intoximeters, Inc	175.25
ITSAVVY	647.40
JB Inspection LLC	800.00
Kanabec County Highway Dept	18.81
Kanabec County Highway Dept	85.39
Kanabec County Highway Dept	2,977.48
Kempe, John	65.35
Manthie, Scott	1,121.53
Manthie, Wendy	423.47
Marohn, Brenda	28.00
McKinnis & Doom PA	85.00
McKinnis & Doom PA	76.50
McKinnis & Doom PA	110.50
McKinnis & Doom PA	204.00
McKinnis & Doom PA	76.50
Mehlhop, Ron	197.84
Midcontinent Communications	663.13
Minnesota Dept of Finance	5,190.50
Mobilex USA	180.00
Mora Municipal Utilities	941.57
Mora Municipal Utilities	267.02
Mora Municipal Utilities	9,290.39
Mora Municipal Utilities	11,171.67
Nelson, Jerald	182.03
Nelson, Ronette	225.09
Northland Business Systems	1,306.92
Northstar	173.56
Oak Gallery	12.31
Office Depot	69.13
Office Depot	72.96
Parallel Technologies Inc	2,700.00
Priority Dispatch	5,130.00
Project Lifesaver Inc	564.81
Quality Disposal	380.01
Quality Disposal	190.00
Quality Disposal	22.50
RJ Mechanical	2,514.86
RJ Mechanical	814.00
Ruttger's Bay Lake Lodge	201.45
Setter Law, LLC	199.75
Setter Law, LLC	225.25

Stellar Services	517.74
Summit Food Service Management	9,340.14
Sunshine Printing	46.15
SWIFT	47.58
Thomas, Seth	50.00
Troupe Advertising	500.00
Troupe Advertising	250.00
Verizon Wireless	35.01
Verizon Wireless	35.01
Verizon Wireless	35.01
Verizon Wireless	667.56
Verizon Wireless	3,242.27
Visser, Maurice	634.21
Von Eschen, Tina	167.66
Wickeham, Teresa	68.65
Zamora, Ray	720.73

81 Claims Totaling: \$100,621.65

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
Ace	103.19
Ameripride	604.50
Auto Value	1,766.61
Beaudry	35,985.29
Bjorklund Companies	189,286.77
BlueTarp Financial	155.15
Blum Sand and Gravel	70.15
Braun Intertec	22,801.00
Glens Tire	855.72
Gopher State One-Call	28.50
Granite City Jobbing	317.16
Kanabec County Sheriff's Office	500.00
Knife River Corporation	274,272.65
Maney International Inc	126.79
Marco	188.00
Midwest Machinery	683.07
Mueller, Arthur	100.00
Northern States Supply	172.27
Nuss Truck Equipment	195.37
Olson Power & Equipment	1,213.56
Owens Auto Parts	759.05
Oxygen Service	45.65
Power Plan	1,836.05

Quality Disposal	160.00
Sanbeck, Debbie	50.14
Sikkink, James & Sandra	100.00
Stegeman, Jesse	47.96
Terpstra, Trent	54.07
Ziegler Inc.	1,500.00
29 Claims Totaling:	<u><u>\$533,978.67</u></u>

Action #9 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #9a – 8/8/18

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 July 21, 2018 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: \$3.82
Central Minnesota Aquatics, Inc: \$20,608.00

Resolution #9b – 8/8/18 **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	\$3,009.00
Waste Management	\$3,390.97
Arthur Township	\$400.00
Total	\$6,799.97

Resolution #9c – 8/8/18
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	\$2,849.20
Waste Management	\$4,423.73
Arthur Township	\$400.00
Total	\$7,672.93

The County Board held a discussion regarding the Proposed Water Plan referral to staff. Commissioner Ellis will follow up with staff regarding procedure going forward.

Executive Director of the Central Minnesota Council on Aging, Lori Vrolson met with the County Board to give a report on CMCOA in Kanabec County. Information only, no action was taken.

County Assessor, Tina Von Eschen and County Auditor, Denise Snyder met with the county board to discuss staffing within their offices.

Action #10 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the following resolutions:

Resolution #10a - 08/08/18
Deputy Auditor Tax II Evaluation

WHEREAS the board did by Resolution #13 – 06/27/18 refer the position of Deputy Auditor Tax II 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 “Deputy Auditor Tax II” 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	ea5	4
Effort B	eb14	12
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		282

Resolution #10b - 08/08/18

ORDER OF THE BOARD

WHEREAS there is a new position of a Deputy Auditor Tax II, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Auditor/Treasurer and the County Personnel Director to hire a Deputy Auditor Tax II 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, 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 County Auditor/Treasurer and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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

Resolution #11a - 08/08/18

Assessor Clerk II Evaluation

WHEREAS the board did by Resolution #11 – 07/11/18 refer the position of Assessor Clerk II 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 “Assessor Clerk II” position, which results in Pay Range 6:

Category	Rank	Points
Qualifications	q33	63
Decisions	d16	36

Problem Solving	p9	31
Relationships	r13	48
Effort A	ea9	5
Effort B	eb10	8
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		204

Resolution #11b - 08/08/18

ORDER OF THE BOARD

WHEREAS there is a new position of a Assessor Clerk II, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire a Assessor Clerk II to fill the new position at Step A, Range 6 of the pay plan which is \$16.11 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 County Assessor and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Resolution #11c - 08/08/18

Assessor Property Tax Specialist Evaluation

WHEREAS the board did by Resolution #11 – 07/11/18 refer the position of Assessor 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 “Assessor 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

Resolution #11d - 08/08/18
ORDER OF THE BOARD

WHEREAS there is a new position of a Assessor Property Tax Specialist, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire a Assessor Property Tax Specialist 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, 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 County Assessor and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Membership Coordinator & Trainer, Mary Roth from Resource Training and Solutions met with the County Board. She presented the Bridge Award for the 2018 Gardening is Science Program to the Kanabec County Master Gardeners.

County Sheriff, Brian Smith met with the County Board to discuss the contract between Kanabec County and the City of Mora. Information only, no action was taken.

10:39am – The Chairperson called for public comment three times. None responded.

10:40am – The Chairperson closed public comment.

10:42am – The Chairperson recessed the meeting. The Kanabec County Board of Commissioners will meet again for a Budget Work Session on August 15, 2018 at 9:00am.

The Kanabec County Board of Commissioners met at 9:00am on Wednesday August 15, 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.

12:15pm - The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Wednesday August 22, 2018 at 9am.

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

Attest: _____
Board Clerk