

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

December 5, 2018

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, December 5, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, and Les Nielsen. Absent: Kim Smith. Others Present: Interim Board Clerk Jerry Tvedt and Recording Secretary Kelsey Johnson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the agenda as amended.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the November 28, 2018 minutes as presented.

6:35pm – The Kanabec County Truth in Taxation Public Hearing was held to discuss the 2019 budget and 2019 tax levy. The County Board presented the 2019 Budget and the 2019 Levy. Three people attended the public hearing. Those that spoke included: Tex Divine.

Action #3 – The Chairperson adjourned the Public Hearing at 6:55pm.

Action #4 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

Vendor	Amount
East Central Energy	86.00
Verizon Wireless	959.80
Anderson, Gary	100.00
Azuolaitis, Joe	100.00
East Central Energy	312.68
Moske, Jacob & Aimee	100.00
Paxton, Patsy	100.00
Smith, Dave & Peggy	100.00
Verizon Wireless	35.01
Verizon Wireless	35.01
Ann Lake Twp	4,220.04
Arthur Twp	8,875.05
Braham Public Schools	22,924.25
Brunswick Twp	13,117.76

City of Braham	97.70
City of Grasston	346.28
City of Mora	54,425.56
City of Ogilvie-Clerk	2,706.66
City of Quamba	967.07
Comfort Twp	14,636.22
Comm of Finance-Treas Div	78.82
East Cent. Reg Dev Commission	1,766.44
East Central School District	5,308.51
Ford Twp	7,055.09
Grass Lake Twp	8,821.62
Haybrook Twp	3,818.50
Hillman Twp	4,317.38
Hinckley-Finlayson Schools	10,536.15
Isle Public Schools	6,421.92
Kanabec County	16,393.03
Kanabec Twp	7,165.80
Knife Lake Twp	4,526.22
Kroschel Twp	3,360.03
Milaca Public Schools	1,581.80
Mora Public Schools	157,824.26
Ogilvie Public Schools	69,855.59
Peace Twp	5,503.41
Pine City Public Schools ISD 578	129.43
Pomroy Twp	11,288.99
Southfork Twp	7,146.87
Whited Twp	5,170.37
Dearborn National Life Insurance Co	606.59
Health Partners	5,941.54
MNPEIP	144,116.24
Sun Life Financial	3,804.05

45 Claims Totaling: 616,783.74

Action #5 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Ace Hardware	93.13
Advanced Correctional Healthcare	16,742.73
Anne Carlson Law Office, PLLC	59.50
Bachman, Fran	119.90

Blue Water Science	1,165.00
Bob Barker	546.92
Children's Hospitals and Clinics of MN	500.00
Curtis, Michael	324.30
CW Technology	69.00
CW Technology	1,129.40
East Central Exterminating	240.00
Eckdahl, Ashley	105.19
EDAM	295.00
Etter, Dave	85.90
Eustice, Todd	215.82
Galls	99.98
Glen's Tire	1,484.95
Glen's Tire	1,347.15
Granite Electronics	335.58
Hallin, Ronald	88.08
Hoefert, Robert	493.90
InTone Imaging	426.98
Jones, Tom	80.45
Kanabec County Information Systems	4,200.00
Kanabec Soil & Water	1,762.12
KEEPRS	138.06
Keller, Michael, Ph.D., L.P.	650.00
Knudsen, Kirk	29.90
Manthie, Scott	438.56
Nelson, Jerald	68.13
Nelson, Ronette	156.42
Northland Business Systems	2,013.06
Oak Gallery	11.98
O'Brien, Pat	89.72
Office Depot	87.45
Office Depot	216.21
Office Depot	104.42
Parallel Technologies, Inc	2,220.00
Project Lifesaver Inc	87.74
Reliance Telephone, Inc	1,600.00
RELX Inc. DBA LexisNexis	187.41
Stellar Services	437.45
Summit Food Service Management	9,194.90
Tinker & Larson Inc	971.50
Tinker & Larson Inc	46.00
Visser, Maurice	350.25
Voge, Dale	90.26

Wickeham, Teresa	45.78
Zamora, Ray	373.07
49 Claims Totaling:	<u>51,619.25</u>

Road & Bridge Fund

Vendor	Amount
Ace	109.48
Ameripride	668.48
Auto Value	2,602.47
Barton, Tom	100.00
Beaudry Oil & Propane	15,555.66
Cargill	3,210.83
Compass Minerals	15,881.82
Crawford's Equipment	41.16
Fahrner Asphalt	15,000.00
Glens Tire	104.00
Knife River Corporation	33,476.15
Kroschel Land Surveyors	7,200.00
Maney International Inc	960.66
Marco	188.00
Mattkins, Anson	100.00
Mattkins, Catherine	100.00
Northern State Supply	13.14
Owens Auto Parts	209.74
Power Plan	6,692.96
Quality Disposal	160.00
Westling, Nathan	244.47
Wm. D. Scepaniak	22,938.37
Wulfekuhle, Rod	3.60
Ziegler Inc.	1,500.00
24 Claims Totaling:	<u>127,060.99</u>

Action #6 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #6 – 12/5/18

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 Climb Theater for charitable gambling to be held at Captains Trackside Grille located at 1067 Highway 107, Braham, MN 55006.

Action #7 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn the meeting at 7:00pm to a time immediately following the Public Health Board.

The Kanabec County Public Health Board met 7:00pm on Wednesday, December 5, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Les Nielsen, Dennis McNally, and Kathi Ellis. Public Health Director, Kathy Burski presented the Public Health Agenda.

Action #PH8– It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Public Health Agenda as presented.

Public Health Director, Kathy Burski gave the Director’s Report.

Action #PH9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to range the position of Clerk Typist from 30-40 hours per week effective January 1, 2019.

Action #PH10 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #PH10 – 12/5/18

Neighborhood Health Connection Grant Resolution

WHEREAS, Allina Health has a Neighborhood Health Connection grant available to non-profits and local governments for creating social connections for adults through physical activity and/or healthy eating, and

WHEREAS, The Substance Abuse Coalition of Kanabec County (SACK) has the Positivity in the Park initiative that began in 2017, that fits the requirements of said grant, and

WHEREAS, The SACK Coalition, through Kanabec County Community Health, its fiscal agent, would like to apply for the Neighborhood Health Connection grant funds to continue to grow the Positivity in the Park initiative in 2019.

THEREFORE BE IT RESOLVED to approve the SACK Coalition, through its fiscal agent, Kanabec County Community Health, applying for the Neighborhood Health Connection

grant through Allina Health and accepting said grant funds upon approval and the Community Health Administrator signing an Agreement with Allina Health for the grant funds if supported, with approval of the Agreement by the County Attorney.

Action #PH11 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH11 – 12/5/18

Contract for Drug Free Communities Grant Evaluation Services Resolution

WHEREAS, Kanabec County Community Health has allocated and encumbered funds for the purpose of providing a comprehensive drug prevention program through funding from the Drug Free Communities Grant to serve Kanabec County residents, including youth and young adults, and

WHEREAS, Dr. William Geary is willing and able to provide evaluation services to assist in meeting the deliverables of the Drug Free Communities Grant.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves a contract with Dr. William Geary for evaluation services to assist in meeting the deliverables of the Drug Free Communities grant for the period December 1, 2018 through September 30, 2019 in an amount not to exceed \$10,000.

Action #PH12 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #PH12 – 12/5/18

WHEREAS, Kanabec County has contracted with the State of Minnesota to provide public transportation in Kanabec and Mille Lacs Counties, and has purchased buses to provide that service with a 20% local match

WHEREAS, Mille Lacs County has requested their public transit service be provided by Tri-Cap

WHEREAS, ownership of the buses (Units #11 {2013 Ford Glaval Class 400 – VIN 1FD4E4FS9DDB19381} and #12 {2013 Ford Glaval Class 400 – VIN 1FD4E4FS0DDB19382}) that are currently being used to provide service in Mille Lacs County need to be transferred to Tri-Cap at a cost of 20% of the estimated value per MN/DOT Guidelines

WHEREAS, the Operations Supervisor completed research on the fair market value of each of the vehicles by contacting two vendors and providing details about the vehicles; then determining the transfer value by averaging the estimated value from each vendor. The averaged estimated market value for Unit #11 is \$17,570, the estimated market value for Unit #12 is \$15,788

THEREFORE, BE IT RESOLVED that Kanabec County agrees to transfer Units #11 and #12 to Tri-Cap for \$6,671.60

BE IT FURTHER RESOLVED that Kanabec County Board of Commissioners authorizes the Director/CHS Administrator or the Transit Director to execute the aforementioned transactions.

Action #PH13 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH13 – 12/5/18

WHEREAS, Kanabec County has contracted with the State of Minnesota to provide public transportation in Kanabec and Mille Lacs Counties, and as a part of that contract have an additional contract to purchase two new buses in 2018 with a 20% local match, and

WHEREAS, Mille Lacs County has requested their public transit service be provided by Tri-Cap, and

WHEREAS, two new buses have been ordered (2019 Ford Startrans VIN: 1FD4E4FS9KDC03424 and 2019 Ford Startrans VIN: 1FD4E4FS5KDC03422) and will be received. Kanabec County will complete the contract requirements and submit for reimbursement, and

WHEREAS, Tri-Cap will take immediate ownership of the new buses and pay Kanabec County the 20% local match; \$16,149.80 for each of the two buses (total of \$32,299.60).

THEREFORE, BE IT RESOLVED that Kanabec County agrees to transfer the two new buses to Tri-Cap for \$32,299.60

BE IT FURTHER RESOLVED that Kanabec County Board of Commissioners authorizes the Director/CHS Administrator or the Transit Director to execute the aforementioned transactions.

Action #PH14 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the payment of 73 claims totaling \$46,809.59.

Action #PH15 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to adjourn Public Health Board at 7:14pm.

The Board of Commissioners Reconvened.

The Board held a discussion regarding the Local 363 Health Insurance Renewal. Information only, no action was taken.

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

Resolution #16 - 12/05/18

Veteran Services Administrative Assistant Evaluation

WHEREAS the board did by Resolution #13 – 11/28/18 refer the position of Veteran Services Administrative Assistant 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 “Veteran Services Administrative Assistant” position, which results in Pay Range 5:

Category	Rank	Points
Qualifications	q22	48
Decisions	d9	29
Problem Solving	p6	31
Relationships	r13	48
Effort A	ea5	4
Effort B	eb10	8
Hazards	h2	5
Environment	n9	10
TOTAL POINTS		183

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

Resolution #17 - 12/5/18

Lead Child Support Officer Evaluation

WHEREAS the board did by Resolution #FS6 – 10/24/18 refer the position of Lead Child Support Officer 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 “Lead Child Support Officer” position, which results in Pay Range 11:

Category	Rank	Points
Qualifications	q54	99
Decisions	d24	52
Problem Solving	p10	41
Relationships	r18	64
Effort A	ea5	4
Effort B	eb15	17
Hazards	h2	5

Environment	n10	18
TOTAL POINTS		300

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

Resolution #18 - 12/5/18

Child Support and Financial Supervisor Evaluation

WHEREAS the board did by Resolution #FS7 – 10/24/18 refer the position of Child Support and Financial Supervisor 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 “Child Support and Financial Supervisor” position, which results in Pay Range 14:

Category	Rank	Points
Qualifications	q55	109
Decisions	d32	77
Problem Solving	p15	74
Relationships	r19	79
Effort A	ea5	4
Effort B	eb15	17
Hazards	h17	13
Environment	n9	10
TOTAL POINTS		383

Action #19 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #19 – 12/5/18

A Resolution to set the Maximum Levy and Proposed Final Budget for 2019

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed year 2019 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	12,977,808	5,512,565
<i>b.</i> Welfare Fund	6,059,693	2,203,954
<i>c.</i> Community Health	3,185,101	341,525

<i>d.</i> Road & Bridge Fund	6,321,562	2,085,090
<i>e.</i> Railroad Authority Fund	\$1,993.00	\$1,593.00
<i>f.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “ <i>Building Fund</i> ”	\$1,540,586.00	\$1,358,521
<i>g.</i> SUB-TOTALS (<i>total of a. through f.</i>)	30,086,743	11,503,248
		\$178,740
i. + Debt Service For Market Based Referendum Levy		
ii. + EDA Levy		\$139,768
j. TOTAL Final PAYABLE Y2019 LEVY (<i>total=f+i+ii</i>)		\$11,821,756

BE IT FURTHER RESOLVED that \$1,358,521 of the debt service tax capacity based and all of the market value based of \$178,740 are dedicated to debt service.

BE IT FURTHER RESOLVED that the budget reflects revenue of \$1,098,443 in County Program Aid.

7:30pm – The Chairperson called for Public Comment three times. None responded.

7:31pm – The Chairperson closed Public Comment.

Action #20 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #20 – 12/5/18

BE IT RESOLVED to close the meeting at 7:45pm 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, and

BE IT FURTHER RESOLVED to close the meeting at 7:45Pm pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 2 to discuss matters related to discuss employee data that is not public under the Minnesota Government Data Practices Act.

Those present during the closed portion of the meeting include Commissioners Dennis McNally Gene Anderson, Les Nielsen, and Kathi Ellis. Also present were Interim County Coordinator & Personnel Director, Jerry Tvedt and County Attorney, Barbara McFadden.

Action #21 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to re-open the meeting at 8:15pm.

Future Agenda: County Road 26, Committee Appointments

Action #22 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to recess the meeting at 8:20pm to December 11, 2018 at 9:00am for Coordinator Interviews.

Due to a change in the interview schedule, the Kanabec County Board of Commissioners met at 12:45pm on Tuesday December 11, 2018 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Kathi Ellis, Gene Anderson and Les Nielsen. Also present was County Attorney, Barbara McFadden.

The Board conducted interviews for the County Coordinator Position.

Action #23 - It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 3:55pm. The Kanabec County Board of Commissioners will meet again in regular session on Wednesday December 19, 2018 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk