

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

April 24, 2019

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 24, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. Others Present: County Coordinator Kris McNally 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 with the following changes: Add discussion regarding asset use and parks.

Action #2 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the April 10, 2019 minutes with the following corrections: Under action #12 add, “The Commissioners agreed that to comply with the 1971 Resolution, Mr. Etter will receive due notice with stated charges and will have an opportunity to appear and object to the charges at a hearing before the Board of Commissioners. Coordinator McNally will contact Mr. Etter to see if he wishes to have a hearing.”

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

<u>Vendor</u>	<u>Amount</u>
Kanabec County Auditor-Treasurer	4,699.53
Minnesota Energy Resources Corp	7,843.30
East Central Energy	1,159.44
Dearborn National Life Insurance	718.20
Health Partners	6,261.33
Consolidated Communications	936.92
Midcontinent Communications	181.45
Spire Credit Union	1,191.24
Consolidated Communications	65.02
East Central Energy	178.45
10 Claims Totaling:	<u><u>\$23,234.88</u></u>

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

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
1st Choice Document Destruction	18.00
1st Choice Document Destruction	246.00
1st Choice Document Destruction	6.00
1st Choice Document Destruction	82.50
1st Choice Document Destruction	18.00
1st Choice Document Destruction	42.00
1st Choice Document Destruction	82.50
1st Choice Document Destruction	242.00
1st Choice Document Destruction	186.00
1st Choice Document Destruction	6.00
1st Choice Document Destruction	12.00
Advanced Correctional Healthcare	171.00
Advanced Correctional Healthcare	145.72
Advanced Correctional Healthcare	68.92
Akkerman-Ingebrand Funeral Home	400.00
Allen, Charity	90.00
Bachman, Fran	105.34
Bob Barker	215.51
C & D Auto	947.95
Coborn's	19.99
Curtis, Michael	1,351.77
Dept of Public Safety State of Minnesota	270.00
East Central Exterminating	125.00
Election Systems & Software Inc	3,932.50
East Central Solid Waste Commission	125.62
East Central Solid Waste Commission	79.31
Emergency Automotive Technoligies	639.21
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Further	705.85
G & N Enterprises	4,108.00
Galls	157.96
Glen's Tire	97.80
Glen's Tire	121.80
Glen's Tire	34.43
Grainger	8.39
Granite City Jobbing Co	37.02
Granite City Jobbing Co	371.25
Haasken Dental	458.00
Hoefert, Robert	1,146.16

Horizon Towing	548.89
Johnson, Samuel, Attorney at Law	144.50
Johnsons Hardware	124.93
Kanabec County Auditor-Treasurer	1,444.00
Kanabec Publications	501.60
Kanabec Publications	191.25
Lindblom, Jay	159.95
Manthie, Scott	1,101.62
Marco, Inc	486.00
McNally, Kris	26.99
Meta13	25.00
Mid-American Research Chemical	161.07
Minnesota County Attorney's Association	44.00
Minnesota UI	17,190.83
MN Dept of Transportation	3,121.60
Mobilex USA	240.00
Nelson, Ronette	434.78
Northland Process Piping Inc	8,529.43
Northland Trust Services Inc	99,337.50
O'Reilly Auto Parts	29.99
O'Reilly Auto Parts	40.87
Parallel Technologies, Inc	3,333.00
Pieper, Helen	427.17
Ratwik, Roszak & Maloney, PA	507.50
RS Eden	36.15
SafeAssure Consultants	8,183.70
Shopko Stores Operating Co, LLC	17.98
Stearns DHIA Central Lab	44.00
Stellar Services	537.67
Stenstrom Collision & Detail	400.00
Summit Food Service Management	5,564.53
Thompson-Reuters-West	250.64
Totalfunds	6,540.00
Twin City Hardware	1,150.60
Visser, Maurice	713.17
Zamora, Ray	1,016.52
76 Claims Totaling:	<u><u>\$186,477.97</u></u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
Baudry Oil & Propane	1,296.59
East Central Energy	133.79

H&L Mesabi	6,940.00
Hjort	50,000.00
Johnson Hardware and Rental	8.98
Kanabec County Highway-Petty Cash	104.40
Kanabec Publications	128.97
Kris Engineering	1,820.00
Maney International	233.47
MN Energy Resources	976.31
Office Depot	144.58
Premier Outdoor Services	6,089.80
Jeremy Ringler	300.00
Nathan Westling	272.98
Wiarcom, Inc	618.45
Ziegler Inc.	53.22

16 Claims Totaling: \$69,121.54

Action #5 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to recess the board meeting at 9:03am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:03am on Wednesday, April 24, 2019 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Craig Smith, and Les Nielsen. 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 Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #FS7 - 4/24/19

Collections and Fees Schedule Resolution

WHEREAS, the Kanabec County Family Services Agency is a county-operated and State supervised organization established to provide therapeutic, educational and consultative services for persons experiencing financial, health or social issues, and

WHEREAS, the collection of fees is either mandated or permitted by State Statute/Rule or Kanabec County Family Services Board authorization, and

WHEREAS, in order to support the variety of services the Agency provides, the County Board must supplement Federal and State funds with local tax dollars. Therefore, fees are charged to recipients based upon annual gross income and household size to offset the tax dollars required to provide said services, and

WHEREAS, the Family Services Board has been presented with the revised Kanabec County Family Services Fee Policies and Schedules due to the updated federal poverty guidelines and correction of typographical errors and process changes;

THEREFORE BE IT RESOLVED the Kanabec County Family Services Board approves the revised Fee Policies and Schedule to become effective May 1, 2019 and approves the revision of the Schedule and polices annually according to the updated poverty guidelines.

Action #FS8 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the payment of 119 claims totaling \$171,276.28 on Welfare Funds.

Action #FS9– It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn Family Services Board at 9:19am and to meet again in regular session on May 22, 2019 at 9:05am.

The Board of Commissioners reconvened.

Commissioner Ellis led a discussion regarding a proposed resolution from AMC regarding Transportation Funding.

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

Resolution #10 - 4/24/19

WHEREAS Minnesota Counties maintain 30,742 miles of County State Aid Highway (CSAH) roads and 14,141 miles of county roads, totaling over 30% of the state’s roadways; and

WHEREAS the total annual need is \$1.084 billion over the next 25 years just to maintain the current CSAH and county road system, not including expansion; and

WHEREAS the annual funding gap for counties has resulted in deferring basic maintenance, delaying expansion projects with resulting safety concerns, mounting congestion, and missed economic growth for businesses and commuters; and

WHEREAS a comprehensive and sustainable transportation solution should include robust funding for roads, bridges, and transit, and address the varying needs in different parts of the state; and

WHEREAS increased funding for Minnesota’s Highway User Tax Distribution Fund would provide additional, stable funds for MnDOT, all 87 counties, all cities with a population of 5,000 or more, and townships across the state;

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that

brings adequate funding to Minnesota's statewide transportation system.

Commissioner Ellis led a discussion regarding the upcoming 2020 Census. Information only, no action was taken. The Board expressed consensus to appoint Coordinator McNally as the Census Liaison and to support the promotion of 2020 census jobs.

Commissioner Ellis led a discussion regarding the proposed Water Management Plan.

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

Resolution #11 – 4/24/19

Resolution to Adopt and Implement the Kanabec County Comprehensive Local Water Management Plan

WHEREAS the Kanabec County Board of Commissioners has been notified by the Minnesota Board of Water and Soil Resources that the Kanabec County Comprehensive Local Water Management Plan has been approved according to Minnesota Statutes §103B.301;

NOW, THEREFORE, BE IT RESOLVED the Kanabec County Board of Commissioners hereby adopts and will begin implementation of its approved Comprehensive Local Water Management Plan.

BE IT FURTHER RESOLVED after the adoption of the Comprehensive Local Water Management Plan, the Kanabec County Board of Commissioners shall amend existing water and related land resources plans and official controls as necessary to conform them to the applicable and approved comprehensive water plan.

BE IT FURTHER RESOLVED after the adoption of the Comprehensive Local Water Management Plan, Kanabec County shall notify local units of government within the County of the adoption of the plan or amendments to the plan. The local units of government are required to submit existing water and related land resources plans and official controls within 90 days to the County Board of Commissioners for review.

BE IT FURTHER RESOLVED that within 180 days, the Kanabec County Board of Commissioners shall review the submitted plans and official controls and identify and inconsistencies between the local plans and official controls, and Comprehensive Local Water Management Plan. The Kanabec County Board of Commissioners shall specify applicable and necessary measures to bring the local plans and official controls into conformance with the Comprehensive Local Water Management Plan.

BE IT FURTHER RESOLVED if a local unit of government disagrees with any changes to its plan, the local unit has 60 days after receiving the county's recommendations to appeal the recommendations to the Board of Water and Soil Resources.

BE IT FURTHER RESOLVED after receiving the recommendations of the Kanabec

County Board of Commissioners, or a resolution of appeal, a local unit of government has 180 days to initiate revisions to its plan or official controls. The new or revised plans and official controls must be submitted to the Kanabec County Board of Commissioners of review and recommendations.

Kevin Schmidt from the MN DOT Right of Way Office met with the Board to discuss the Knife Lake Rest Area. Kim and Rob Schloemer from Knife Lake Improvement District expressed their support of MN DOT to improve the rest stop, make it more family friendly, and keep it green.

Tim and Sandy Kenyon met with the County Board regarding a tax-forfeited land purchase issue. The Board advised them to have their land surveyed if they would like to know the exact property lines. Coordinator McNally will contact County Attorney, Barb McFadden and County Surveyor, Tyler Kroschel for further direction.

The County Commissioners gave reports on the activities of the boards and committees in which they participate.

10:28am – The Chairperson called for public comment. Those that responded included:

Gene Carda	Comments regarding the use of fish houses as RVs and related licensing.
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10:31am – The Chairperson closed public comment.

The County Commissioners continued to give reports on the activities of the boards and committees in which they participate.

MCIT Risk Management Consultant, Don Daraskevich met with the County Board to review the MCIT Annual Report. Information only, no action was taken.

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

Action #12 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #12 – 4/24/19
KCP 19-07 Aggregate Surfacing

WHEREAS the following bids were received on April 16, 2019 for Aggregate Surfacing:

DLL Excavating, Inc.	\$779,721.28
Wm D. Scepaniak Inc.	\$1,013,585.60

Bjorklund Companies	\$1,103,775.28
J.R. Ferche Inc.	\$1,332,377.60
Central Specialties Inc.	\$1,438,959.00

WHEREAS the lowest responsible bid was \$779,721.28 submitted by DLL Excavating, Inc., and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners accepts the bid of \$779,721.28 submitted by DLL Excavating, Inc. for aggregate surfacing, and

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign contracts for these projects.

The Board held a discussion regarding Shoreland Ordinance #5. The Board will hold a Public Hearing on May 30, 2019 at 6:30pm on Shoreland Ordinance #5 and related maps.

Auditor/Treasurer, Denise Snyder met with the County Board to discuss matters concerning her department.

Action #13 - It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #13 - 4/24/19
2019 ACH Authorization Resolution

WHEREAS, an electronic funds transfer is defined in Minnesota Statutes 471.38 as a process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments, and

WHEREAS, a local government is authorized to make electronic funds transfers if it meets the eligibility requirements in state law, and

WHEREAS, it is required for the governing body to annually delegate the authority to make electronic funds transfers to a designated chief financial officer or the officers designee, and

WHEREAS, it is required that the disbursing bank keep a certified copy of adopted delegation of authority, and

WHEREAS, it is required that the delegated authority present a list of initiators and transfer frequency annually to the board, and

WHEREAS, the county desires to utilize electronic funds transfers as authorized by statute;

THEREFORE, BE IT RESOLVED, that the Kanabec County Board of Commissioners

delegates the authority to make electronic funds transfers to the County Auditor-Treasurer, or her designee, under Minnesota Statutes 471.38.

Action #14 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #14 – 4/24/19

WHEREAS the county has employed an Administrative Intern in the Auditor/Treasurer’s Office in past years, and

WHEREAS the County Auditor/Treasurer would like to hire an Administrative Intern for the summer to help with various projects;

BE IT RESOLVED that the County Board authorizes the County Auditor/Treasurer and the County Personnel Director to hire a part time temporary Administrative Intern to fill the position at \$9.86 per hour, and

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

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

Resolution #15 – 4/24/19

2018 Donations, Changes Funds, Routine EFTs

WHEREAS certain county departments received donations in 2018, and

WHEREAS the County Auditor/Treasurer has monitored and tabulated all donations received;

BE IT RESOLVED to accept the following donations for the calendar year 2018:

KANABEC COUNTY DONATIONS

2018

SHERIFF

Badges Program	\$19,733.44
Reserves	\$10,363.11
Project Lifesaver	\$965.00
Total Sheriff Donations	\$31,061.55

VETERANS

Blanket Program	\$287.20
Rec Program	\$320.00

	Building	\$2,000.00	
	Total Veterans Donations		\$2607.20
TRANSIT	Volunteer Drivers		\$500.00
Total Donations to County in 2018			<u>\$32,168.75</u>
AGENCY FUNDS			
	KLID Donations	\$10,000.00	
Total Donations to Agency Funds 2018			<u>\$10,000.00</u>

Change Funds 2018

Auditor-Treasurer	Cash drawer	\$500.00
Drivers-License	Cash drawer	\$100.00
Highway	Cash drawer	\$75.00
Recorder	Cash drawer	\$200.00
		<u>\$875.00</u>

**KANABEC COUNTY - ROUTINE EFTS
2018**

		<u>County</u>	
		Medical Reimbursement & HRA account	
Further	Disb	claims	bi-weekly
County	Disb	Direct deposit payroll	bi-weekly
		State payroll, sales & use, state general	
MNDOR	Disb	taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly
		State Deferred Compensation plan, SO	
MNDPC	Disb	Union	bi-weekly
NACO/NACO Roth	Disb	Deferred Compensation	monthly
PERA	Disb	Retirement benefits	bi-weekly
IRS	Rcpt	Recorders fees	anytime
USDA	Rcpt	Recorders fees	anytime
State of MN	Rcpt	Medicare payment PH	daily
Dept of Justice	Rcpt	Federal grant payments	anytime
MNDOR	Rcpt	Revenue recapture	anytime

Medicare	Rcpt	FS & PH patient claims	anytime
US Treasury	Rcpt	FS & PH federal program pymts	anytime
Simplifile	Rcpt	Recorders fees	anytime
Wells Fargo	Rcpt	Property taxes mass escrow	anytime
CoreLogic	Rcpt	Property taxes mass escrow	anytime
Landshark	Rcpt	Recorders fees	anytime
Enterprise Fleet	Disb	Vehicle Lease pymts	monthly

Hospital

Select Account	Disb	Flex/medical reimbursement claims	weekly
Delta Dental	Disb	Dental premiums	monthly
ADPNY	Disb	Deferred comp deposits	bi-weekly
MNDOR	Disb	State payroll, sales & use taxes	weekly, quarterly, monthly
EFTP	Disb	Federal payroll taxes	bi-weekly
State of MN	Rcpt	Medicare payments	daily
MNDPC	Disb	State Deferred Compensation plan	bi-weekly
Health Insurance		Self Funded	weekly
Medica	Rcpt	Patient claims	daily
BCBS	Rcpt	Patient claims	daily
Bankcard	Rcpt	Credit card processing kickbacks	anytime
Healthpartners		Patient claims	daily
MNDOR	Rcpt	Revenue recapture	anytime

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

Resolution #16 – 4/24/19

Restricted and Assigned Funds

WHEREAS the county maintains funds dedicated for specific public purposes, and

WHEREAS the Auditor/Treasurer prepared a report for the board showing the fund balances;

BE IT RESOLVED to accept the following report of Kanabec County Restricted and assigned Fund Balances as of December 31, 2018:

KANABEC COUNTY RESTRICTED & ASSIGNED FUNDS 2018

	RESTRICTED FUNDS	12/31/18
R	911 EMERGENCY	97,511
R	CWP SEPTIC LOANS	266,671
R	FORFEITURE FUNDS - ATTORNEY	23,513

R	FORFEITURE FUNDS - SHERIFF	135,460
R	LAND OFFICE TECH EQUIPMENT	127,737
R	LAW LIBRARY	-1,336
R	PROBATION CORRECTIONAL FEES	0
R	RECORDER'S EQUIPMENT	76,212
R	RURAL ADDRESSING	438
R	SCORE	168,050
R	SHORELAND	4,090
R	SW SURCHARGES	1,460,587
R	TRANSIT MNDOT FARES	59,449
R	WATER PLAN GRANT	15,071
R	WETLAND GRANT	25,103
	UNRESTRICTED - ASSIGNED FUNDS	
A	FUTURE CAPITAL EQUIPMENT	245,562
A	FUTURE CAPITAL IMPROVEMENTS	297,466
A	LEGAL FEE FUND ORD 27	168
A	RETIREE ACCRUED SICK PAY	-96,670
A	SHERIFFS RESERVE UNIT	25,652
A	TRANSIT	412,515
A	VEHICLE POOL	120,238
	TOTAL	3,463,487

Future Agenda Items: County Asset Use, DNR ATV use in ditches

Action #17 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 1:01pm and to meet again in regular session on May 8, 2019 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk