

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**November 20, 2019**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 20, 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 Schiferli.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the agenda with the following additions: Dam Insurance Discussion, MCIT Dividend Check, MnDOT Extinguishment of Access.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the November 6, 2019 minutes as presented.

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

<u>Vendor</u>	<u>Amount</u>
Card Services (Coborns)	67.78
Card Services (Coborns)	13.60
Consolidated Communications	1,019.47
Midcontinent Communications	539.90
Minnesota Pollution Control Agency	42,919.14
Quality Disposal	190.00
Verizon Wireless	4,195.93
East Central Energy	492.64
Dearborn National Life Insurance	754.24
Health Partners	6,198.75
Minnesota Department of Finance	6,623.50
Spire Credit Union	6,084.28
<b>12 Claims Totaling:</b>	<b><u><u>\$69,099.23</u></u></b>

Action #4 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to a recess the board meeting at 9:05am to a time immediately following the Family Services Board.

The Kanabec Family Services Board met at 9:05am on Wednesday, November 20, 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 #FS5 – It was moved by Les Nielsen, seconded by Craig Smith and carried unanimously to approve the Family Services Agenda with the following addition: Recouping DHS Overpayments.

Chuck Hurd, Family Services Director gave the Director’s Report. Information only, no action was taken.

Action #FS6 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

**Resolution #FS6 – 11/20/19**  
Children’s Mental Health Grant Agreement

**WHEREAS**, the STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children) and,

**WHEREAS**, such a contract has been presented to Kanabec County Family Services for the term January 1, 2020 through December 31, 2020, and

**WHEREAS**, Kanabec County Family Services represents that it is duly qualified and willing to perform these services.

**THEREFORE BE IT RESOLVED** to approve an Agreement with the Minnesota Department of Human Services and Kanabec County, doing business as Kanabec County Family Services to provide Children’s Mental Health services commencing January 1, 2020 through December 31, 2020.

Action #FS7 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following resolution:

**Resolution #FS7 – 11/20/19**  
Fiscal Consultant Resolution

**WHEREAS**, Kanabec County Family Services replaced a 38 year veteran Fiscal Supervisor who retired in February, 2019, and

**WHEREAS**, to ensure that the accounting processes, practices and fiscal reporting were completed in a satisfactory manner, the Human Services Director requested a Fiscal Consultant to assist in keeping the agency in compliance with State and Federal requirements, and

**WHEREAS**, in order to complete at least one full year cycle of fiscal reporting, the Family Services Director is requesting to continue the Fiscal Consulting agreement not to exceed the remaining balance of the original agreement, which is \$2615.00.

**THEREFORE BE IT RESOLVED** the Kanabec County Family Services Board approves to continue an Agreement with Terry Price to provide fiscal consulting services for fees not to exceed the remaining balance of the original agreement, which is \$2615.00 for the year 2020.

**9:18am** – County Attorney Barbara McFadden arrived.

Action #FS8 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the payment of 155 claims totaling \$191,828.50 on Welfare Funds.

Action #FS9 – It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to adjourn Family Services Board at 9:21am and to meet again on Wednesday December 18, 2019 at 9:05am.

The Board of Commissioners reconvened.

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

<b>Revenue Fund</b>	
<b>Vendor</b>	<b>Amount</b>
A and E Cleaning Services	575.00
Advanced Correctional Healthcare	16,742.73
American Solutions for Business	1,172.70
Anoka County Corrections	753.00
Arcand, Elisabeth	101.50
Aspen Mills	2,356.45
Auto Value Mora	102.47
Bachman, Fran	48.72
Bliss, Erica	185.60
Blowers, Lisa	85.84
Blowers, Lisa	61.48
Country Pride Construction	300.00
Curtis, Michael	1,045.59
D&T Ventures	225.00
East Central Solid Waste Commission	655.47
ECM Publishers	232.00

Emma's Pizza	30.00
Emslander, Daniel	100.00
Eric Hanson Consulting	1,100.00
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Galls	117.93
Glen's Tire	357.32
Granite City Jobbing	308.63
Granite Electronics	1,111.72
Handyman's Inc	605.94
Handyman's Inc	274.14
HelpSystems	368.86
Highway 23 Coalition	20.00
Hilton	309.22
Hoefert, Robert	1,206.57
IT SAVVY	729.97
IT SAVVY	79.40
J.P. Cooke	45.95
Kamrath, Julie	100.00
Kanabec Publications	242.89
Kanabec Publications	40.00
Kastenbauer, Paul	761.99
Linkert, Robert	300.00
Manthie, Wendy	937.86
Marco	134.68
Marco	159.00
Mattson Electric	427.00
Methven Funeral and Cremation Services	800.00
Michael Keller, Ph.D., L.P.	1,300.00
Midcontinent Communications	58.62
Midcontinent Communications	128.40
Minnesota County Attorney's Association	44.00
Mora Unclaimed Freight	53.60
Nelson, Jerald	45.24
Nelson, Ronette	339.88
Noble Medical Inc	314.26
Office Depot	152.24
Oslin, Curt	100.00
Pacific Dunes Forensic Psychological Services	5,362.50
PD's Embroidery	40.98
Premium Waters Inc	40.59
Quality Disposal	410.01
Quality Disposal	24.15

Reliance Telephone Inc	2,100.00
Rupp, Anderson, Squires & Waldspurger, PA	1,012.10
Schmidtbauer, Jason	300.00
Stellar Services	600.02
Streichers	2,866.18
Summit Companies	1,150.00
Summit Companies	1,150.00
Summit Food Service Management	10,148.68
Sward, Marie	23.20
Thompson-Reuters-West	250.64
Thompson-Reuters-West	318.75
Tinker & Larson	29,555.43
Tinker & Larson	509.00
Tinker & Larson	369.51
Totalfunds	2,500.00
Toys for Tots	1,250.00
Tuorila Consulting	450.00
Van Alst, Lillian	407.74
Visser, Maurice	427.43
Vistaprint Netherlands B.V.	58.24
Wickeham, Teresa	124.70
Zamora, Ray	1,181.46
<b>81 Claims Totaling:</b>	<b><u><u>\$107,475.21</u></u></b>

### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
A & E Cleaning Services	1,150.00
Blaine Brothers Inc	4,122.58
Bluetarp Financial	1,205.30
Boyer Truck	944.82
Compass Minerals	17,706.69
Cornelius, Jake	176.98
Dultmeier Sales	851.37
Fahrner Asphalt Sealers	21,250.00
Force America	39.31
Glens Tire	820.49
Gopher State One-Call	35.10
Granite Ledge Electrical	2,096.50
Houtsma, Brandon	500.00
Kanabec County Highway Petty Cash	58.80
Kanabec Publications	598.80
Knife River	34,713.24
Maney International	678.08

Mattson Electric of Mora	430.80
MPM	2,890.80
Newman Traffic	2,010.13
Northern States Supply	409.06
Office Depot	114.97
Owens Auto Parts	63.92
Pomp's Tire Service	7,180.30
Power Plan	446.39
Quality Disposal Systems	160.00
RTVision	3,000.00
Safety-Kleen Systems	387.85
Summit Companies	1,150.00
S. W. Asphalt	5,298.00
USIC Locating	140.00
Ziegler	536.21

**32 Claims Totaling: \$111,166.49**

County Coordinator Kris McNally led a discussion regarding the Kanabec County Gambling Policy, #A-107. The board expressed consensus to replace “in Kanabec County, or” with “and” under Section II, B, 1, to leave the township approval requirement and to leave the 75% local report. Kris will make the changes and bring it back to the meeting on December 4, 2019.

Deputy Auditor Tax Roberta Anderson met with the County Board to discuss the tax forfeited land sale and cleanup protocol. The board expressed consensus to hold the next tax forfeited land sale in September 2020.

Action #11 – It was moved by Craig Smith, seconded by Gene Anderson and carried unanimously to spend up to half of current Kanabec County Funds in the Forfeited Land Fund for cleanup of 2764 Highway 65, Mora, MN 55051, PID #12.01825.00.

The board expressed consensus for Roberta Anderson to contact the County Maintenance Department in order to winterize the property at 2069 Highway 70, Mora, MN 55051 and to turn off electricity and water at 2764 Highway 65, Mora, MN 55051.

The board held a discussion regarding the posting of county board packets on the county website.

Action #12 - It was moved by Gene Anderson, seconded by Craig Smith and carried unanimously to post board packets for meetings of the Kanabec County Board of Commissioners on the County Website beginning in 2020.

The board held a discussion regarding an increase in incoming East Central Solid Waste Commission and host fees on the 2020 county budget.

Action #13 – Craig Smith introduced a motion to apply the increased host fees to the road & bridge fund for road projects. The motion failed for lack of a second.

Action #14 – Gene Anderson introduced a motion to apply the increased host fees to the unallocated fund to lower the proposed 2020 levy.

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Gene Anderson, Dennis McNally, Craig Smith, Les Nielsen

**OPPOSED:** Kathi Ellis

**ABSTAIN:**

Whereupon the resolution was declared duly passed and adopted.

County Sheriff Brian Smith met with the County Board to discuss the 2019/2020 Boat and Water Grant.

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

## **Resolution #15 – 11/20/19**

**BE IT RESOLVED** to approve and authorize the Chairperson to sign the State of Minnesota Annual County Boat and Water Safety Grant Agreement, Grant #156930 in the amount of \$2,725.00 for the state fiscal year 2019 ending June 30, 2020.

**10:30am** – The Chairperson called for Public Comment. Those that responded included the following:

James Morrison	Comments regarding driveways onto his property.
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**10:41am** – The Chairperson closed Public Comment.

The Board held a discussion regarding employee paid time off, as well as sick and vacation banked time. Information only, no action was taken.

**11:00am** – Barbara McFadden left the meeting.

The Board held a discussion regarding 2020 Committee Appointments. The Board expressed consensus to advertise for all vacancies except for the hospital.

The Board held a discussion regarding the 2020 Organizational Meeting. They expressed consensus to hold the organizational meeting on January 7, 2020 at 9:00am.

Kris McNally led a discussion regarding fuel bids.

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

## **Resolution #16 - 11/20/19**

**WHEREAS** the following bids for the County’s motor fuel needs (excluding the Highway Department) were received on or before 4:00 p.m. on November 13, 2019:

- **Federated Co-Ops, Inc.** – volume discount ranging from \$.02-.05 + .02 per gallon (dependent on the total number of gallons purchased per month)
- **Holiday Stationstores, LLC**- \$.10 discount per gallon for all fuel types
- **Kwik Trip**- \$.12 discount per gallon for gas and/or diesel fuel at all locations

**WHEREAS** the lowest responsible bid meeting the established criteria was submitted by Kwik Trip in the amount of a discount of \$.12 per gallon,

**BE IT RESOLVED** that the Kanabec County Board of Commissioners accepts the low bid of a discount of \$.12 per gallon submitted by Kwik Trip as the primary fuel source for the County’s motor fuel needs.

**BE IT FURTHER RESOLVED** that the County Coordinator is authorized to sign a contract for this motor fuel account.

Kris McNally led a discussion regarding the request proposal results for 330 Forest Ave, Mora, MN 55051 and 2079 290<sup>th</sup> Ave, Mora, MN 55051. Numerous inquiries were made, but no bids were received.

Action #17 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to approve the following resolutions:

## **Resolution #17a - 11/20/19**

**WHEREAS** on 8/14/19 the Kanabec County Board of Commissioners approved advertising and proceeding with the sale of county fee-owned located at 330 Forest Avenue, Mora, MN 55051 , and

**WHEREAS** no sealed bids for said parcel were received on or before 4:00 p.m. on November 18, 2019.

**BE IT RESOLVED** that the County Coordinator and County Attorney are authorized to accept purchase offers for this property AS IS for the amount advertised, \$85,300, plus all closing costs.



**BE IT FURTHER RESOLVED** that the County Coordinator is authorized to submit a request for proposal for a real estate broker to sell the property, pursuant to Minnesota Statute 373.01 Subd(f.).

**BE IT FUTHER RESOLVED** that the proceeds from the sale of this parcel will be credited to Account 1-061-000-0000-5290.

## **Resolution #17b- 11/20/19**

**WHEREAS** on 9/25/19 the Kanabec County Board of Commissioners approved advertising the sale of county fee-owned parcel #12015000.00 located at 2079 290<sup>th</sup> Avenue, Mora, MN 55051 , and

**WHEREAS** no sealed bids for said parcel were received on or before 4:00 p.m. on November 18, 2019:

**BE IT RESOLVED** that the County Coordinator and County Attorney are authorized to accept purchase offers for this property AS IS for the amount advertised, \$34,700, plus all closing costs.

**BE IT FURTHER RESOLVED** that the County Coordinator is authorized to submit a request for proposal for a real estate broker to sell the property, pursuant to Minnesota Statute 373.01 Subd(f.).

**BE IT FUTHER RESOLVED** that the proceeds from the sale of this parcel will be credited to Fund 3 –Road & Bridge as reimbursement for the initial land purchase.

The Board held a follow up discussion regarding the letter of support request made by Karen Onan-Wakefield, Regional Transportation Coordination Council Director, on 11/6/19.

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

## **Resolution #18 – 11/20/19**

**WHEREAS** Kanabec County is responsible for the health, safety, and welfare of county residents, and

**WHEREAS** transportation supports both health and welfare of our citizens, and

**WHEREAS** transportation options are a critical need in Kanabec County, and

**WHEREAS** volunteer driving is a critical part of the transportation system in the county;

**BE IT RESOLVED** that the county supports any effort to encourage and support

volunteer drivers, and

**BE IT FURTHER RESOLVED** that we provide a letter of support for H.F.2072 now before the US House of Representatives.

The Commissioners gave reports on the board and committees in which they participate.

The Board held a discussion regarding dam insurance. Information only, no action was taken.

Kris McNally led a discussion regarding the disbursement of a dividend check received from Minnesota Counties Intergovernmental Trust.

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

**Resolution #19 – 11/20/19**  
**MCIT Dividend**

**WHEREAS**, Kanabec County has received a dividend from MCIT in the amount of \$99,933; and

**WHEREAS**, this money is currently not formally dedicated for any purpose, and

**WHEREAS**, the Retiree Accrued Sick Pay account balance is - **\$96,670**,

**NOW THEREFORE BE IT HEREBY RESOLVED**, that the County Auditor/Treasurer is authorized to utilize the MCIT dividend payment to fund the Retiree Accrued Sick Pay Account.

Action #20 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the MnDOT Extinguishment of Access Agreement.

Kathi Ellis led a discussion regarding the 2018 County Audit. Information only, no action was taken.

Future Agenda: Gambling Policy, Establish Fund for Tax Forfeited Land Cleanup, Coroner, PTO Discussion, Dam Insurance.

Action #21 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 12:19pm and to meet again in regular session on December 4, 2019 at 6:30pm..

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk