

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

February 22, 2017

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 22, 2017 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally, Les Nielsen, and Kathi Ellis. Others present: Board Clerk, Patrick Christopherson & 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 as amended: Delete closed session. Add Bob Engberg from Kanabec Citizens for a Responsible Education (KCRE) at 11:30am.

Action #2 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the February 8, 2017 minutes of the Kanabec County Board of Commissioners as presented.

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

<u>Vendor</u>	<u>Amount</u>
Consolidated Communications	999.41
Consolidated Communications	68.07
Dearborn National Life Insurance	586.33
East Central Energy	175.16
East Central Energy	881.29
Health Partners	5,289.00
Kanabec County Aud/Treas	4,220.53
Midcontinent Communications	561.76
Midcontinent Communications	631.06
Mille Lacs Disposal Inc.	20.00
Minnesota Energy Resources Corp	5,365.30
MN Dept. of Finance	4,715.00
Mora Municipal Utilities	1,679.02
Network Billing Systems LLC	219.03
Office of MN.IT Services	1,300.00
Totalfunds by Hasler	4,000.00

Verizon Wireless

1,917.33

Total

32,628.29

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

Revenue Fund

VENDOR	AMOUNT
A'viands LLC	10,398.46
A and E Cleaning Services	1,000.00
Advanced Correctional Healthcare	12,951.80
Alkire, Alyce	638.26
Anoka County Corrections	3,920.00
Bathgate, John	500.00
Bernicks	268.80
Brenny, Laurell	1,048.60
Brownells, Inc.	63.99
CBS News Information Resources Maria Montas, Archives Assistant	118.88
Centrasota Oral Surgeons	956.00
Chapman's Auto Repair	276.03
Christianson, Craig	1,486.77
Christopherson, Pat	326.80
Clifton Larson Allen LLP	1,400.00
Creative Forms & Concepts Inc.	810.71
Curtis, Michael	978.06
CW Technology	65.00
D&T Ventures	225.00
Doubletree by Hilton	244.54
East Central Exterminating	240.00
East Central Exterminating	120.00
Eustice, Todd	253.60
Faust, Patrick	330.63
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Fresonke, Lew	165.00
Fritz, William	375.00
G & N Enterprises	3,549.30
Galls	185.05
Garcia, Timothy	910.00
Granite City Jobbing	730.57
Handyman's Inc.	229.92

Hennepin County Medical Ctr	154.00
Hoefert, Robert	1,253.79
Hood, Barb	379.85
Horizon Towing	133.59
Industrial Health Services Network Inc.	42.40
Isanti County Heatland Express	722.88
Isanti County Probation Department	75.00
IT savvy LLC	391.78
IT savvy LLC	1,128.40
IT savvy LLC	559.40
Johnson's Hardware & Rental	11.23
Kanabec County Community Health	1,564.16
Kanabec Publications	722.76
Kanabec Publications	24.22
Kanabec Publications	192.03
Kennedy, Kerry Jr.	482.12
Kinzer, Nicki	400.00
Landreville, Willard	511.46
Lerrssen, Jennifer	386.27
MACPZA	125.00
Manthie, Mark	28.89
Manthie, Scott	1,045.96
Manthie, Wendy	1,099.71
Mastercare Outdoors	400.00
Mattson Electric	372.78
Mehlhop, Ron	319.84
Minnesota State Auditor	1,045.00
M & I Lockbox: MCCC	1,208.30
LexisNexis Matthew Bender	149.43
Moore Medical	178.50
Mora Auto Service	342.00
MRA Trusight	165.00
NACVSO	300.00
Nelson, Ansel	634.68
Nelson, Jerald	150.34
Nelson, Joanne	16.01
Nelson, Ronette	56.71
Neopost USA Inc.	65.00
Newgard, Jean	550.25
Newgard, Terry	482.20
O'Donovan, Barbara	682.57
Office Depot	99.98

Olson, Rhonda	578.66
Onamia Service Center	118.40
Owens Auto Parts	23.31
Owens Auto Parts	23.86
Ramsey County	2,800.00
Ratwik, Roszak, & Maloney, PA	119.00
Reid, Greg	48.15
Reliance Telephone, Inc.	800.00
Roberts, Rodney	523.77
Rogers, Pearl	778.61
RS Eden	152.00
RS Eden	186.20
Rum River Automotive	643.43
Sedlacek, Lowell	489.01
Sedlacek, Lowell	664.50
Select Account	1,430.65
Shopko Stores Operating Co, LLC	2,577.28
Shopko Stores Operating Co, LLC	11.99
Smith, Brian	34.00
Steinmetz, Heidi	206.98
Stellar Services	715.86
Strelow, David	76.51
TASER International	1,620.00
TASER Training Academy	435.00
Thompson-Reuters-West	658.02
Thompson-Reuters-West	231.75
Tinker & Larson Inc.	1,268.00
Tinker & Larson Inc.	428.00
VanDall, Camille	446.84
Van Hale, LaRae	299.31
VanGorden, Dylan	219.99
Visser, Maurice	726.54
Wiitala, David	945.88
Total	<u>90,696.80</u>

Road & Bridge Fund

Vendor	Amount
Central McGowan	65.94
Compass Minerals	16422.58
Little Falls Machine, Inc.	315.37
Maney International, Inc.	1,267.99

Marco, Inc.	188
Mattson Electric of Mora, LLC	4,715.39
MN Energy	1038
Northern States Supply	16.49
Office Depot	137.91
Oxygen Service Co	193.58
Regents of the UMN	505.00
State of MN Dept. of Transportation	410.10
Xerox	5,530.02
Total	<u>30,806.37</u>

Action #5 - It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Services Board.

The Kanabec County **Human Services Board** met at **9:05am** on Wednesday, February 22, 2017 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally, Les Nielsen, and Kathi Ellis. Interim Family Services Director Chuck Hurd presented the Human Services agenda.

Action #HS6– It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the Human Services agenda as presented.

Action #HS7 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution # HS7 – 2/22/17
3M Cogent Service Agreement Resolution

WHEREAS, Kanabec County Family Services, Community Health and Timber Trails Public Transit are required to complete Net Study 2.0 background checks on staff, and

WHEREAS, a part of the background study process is a photograph and fingerprinting, which are unavailable here in Kanabec County at this time, and

WHEREAS, the County has the opportunity to acquire the photo and fingerprinting equipment and provide both services through a Service Agreement with 3M Cogent.

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners approves a Service Agreement with 3M Cogent to acquire the photo and fingerprinting equipment to provide Net Study 2.0 Background Studies.

Action #HS8 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to approve the payment of 130 claims totaling \$204,336.25 on Welfare Funds.

Action #HS9– It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn the Human Services Board at 9:21am and to meet in regular session on Wednesday, March 22, 2017 at 6:35pm.

The Board of Commissioners meeting reconvened.

Action #10 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #10 – 02/22/17
Leave Approval

WHEREAS an Eligibility Worker in Family Services has requested a personal leave of up to sixty days, and

WHEREAS the request for extended leave has been approved by the department head,

BE IT HEREBY RESOVLED that the Kanabec County Board of Commissioners hereby grants a personal leave of up to 60 days beginning March 6, 2017 and ending May 5, 2017 in accordance with personnel policy P-114.

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

Resolution #11 - 02/22/17

WHEREAS, the Public Works Director has received a request for telecommuting, and

WHEREAS, the request is to permit a skilled employee to continue to work on a limited basis during a leave of absence, and

WHEREAS, the request has been reviewed by the Personnel Director and the Information Systems Director and does fall within the guidelines of the Telecommuting Policy P-105,

BE IT RESOVLED to approve the telecommuting agreement with James Gilles for up to 60 days as we can accommodate during the leave of absence.

Interim Public Health Director Kathy Burski met with the County Board to discuss matters concerning her department.

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

Resolution #12 – 2/22/17
MDH Letter of Concurrence resolution

WHEREAS, it is required by the Minnesota Department of Health that Community Health Boards carry out the priorities of Public Health Emergency Preparedness, and

WHEREAS, it is also a responsibility of the CHS Administrator to educate Community Health Boards regarding the activities and duties which need to be fulfilled,
And

WHEREAS, the CHS Administrator is required to send a letter of concurrence to the Minnesota Department of Health stating that the Community Health Board agrees with the general approach to public health preparedness in his/her County.

THEREFORE BE IT RESOLVED that the Community Health Board has read and concurs with the information stated in the letter dated February 13, 2017 to the Minnesota Department of Health and signed by the CHS Administrator, Kathy Burski.

Interim Family Services Director Chuck Hurd and Interim Public Health Director Kathy Burski met with the County Board to discuss their departments and restructuring of the department. The board directed Pat Christopherson to write a resolution.

Transit Director Helen Pieper met with the County Board to discuss matters concerning her department.

Action #13 – It was moved by Kathi Ellis, Seconded by Kim Smith and carried unanimously to approve the request from Mille Lacs County to cancel the Veteran’s Transportation contract between Mille Lacs County and Timber Trails.

10:39am - The Chairperson then called for public comment three times. Those that responded included:

Beth VanderPlaats	Comments about public transit in Mille Lacs County.
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10:40am - The Chairperson closed public comment.

Lee & Sheryl Sundstrom met with the board to discuss an easement request. Information only. No action was taken.

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

Action #14 – It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #14 – 2/22/17

Seasonal Employees

WHEREAS the County Highway Department budget includes funds for the hiring of seasonal employees, and

WHEREAS the County Engineer has requested approval to hire four (4) seasonal employees to perform seasonal maintenance work on county highways and assist with construction staking, and

WHEREAS the Board desires to fill these seasonal positions;

BE IT RESOLVED that the County Board authorizes the Public Works Director, and the County Personnel Director to hire four(4) full-time seasonal workers for the 2017 season, and

BE IT FURTHER RESOLVED that the rate of pay will be set at the time of hire by the Public Works Director and Personnel Director at \$12.04, \$12.76, \$13.53, or \$14.34 per hour, respective to seasons worked, and

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

Action #15 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the formation of a sub-committee to review and apply for the Safe and Secure Courthouse Initiative Grant.

The County Board held a discussion concerning the Haugen property. Attorney Scott Anderson replied that the Haugen's cannot expand their business under the current Ordinance 5 language.

Action #16 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to revisit Ordinance 5, Section 4.2.2.5 with the Planning Commission with written language to be reviewed by Attorney, Scott Anderson.

Deputy Auditor-Tax Roberta Anderson met with the board to discuss an easement request from Neng Heur. No action was taken, more information was needed.

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

Action #17 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the purchase of a Konica Minolta bizhub 454e MFP scanner for the land offices from Marco in the amount of \$4,315.00 from the Land Technology Fund.

Action #18 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Auditor/Treasurer to apply for two additional credit cards from Spire Credit Union.

The County Board held a discussion with Denise Snyder about gravel tax administration. Information only, no action was taken.

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

Resolution #19 – 2/22/17

WHEREAS Benson Air Ag. Inc., has requested permission to spray for the tent worm caterpillars in the County of Kanabec, using a Bt insecticide called Foray 48B, and

WHEREAS Benson Air Ag. Inc., shall abide by FAA waivers while spraying and is granted permission to fly their aircraft low over trees per FAA waivers, and

WHEREAS this authorization by Kanabec County is not an endorsement of this company. Benson Air Ag. Inc. does not act on behalf of or as an agent of Kanabec County;

THEREFORE BE IT RESOLVED pursuant to FAA regulations, the Kanabec County Board of Commissioners hereby authorizes Benson Air Ag. Inc., to spray tent worm caterpillars in Kanabec County as related to their contract.

Robert Engberg from Kanabec Citizens for a Responsible Education met with the County Board to discuss the lawful use of funds from the 2015 School Board Referendum for the reconstruction of Fairview Elementary School. The County Board will request that County Attorney Barb McFadden will review MS 475.58 and respond to KCRE within 45 days.

Action #20 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #20 - 2/21/2017

WHEREAS the Kanabec County Health and Human Services Departments have had their Director Retire, and

WHEREAS both Departments have worked in conjunction in a Team Management Structure successfully, and

WHEREAS an organizational chart has been restructured to reflect this change, and

WHEREAS job descriptions for the interim Directors have been edited to reflect new responsibilities.

THEREFORE BE IT RESOLVED, that the Kanabec County Board of Commissioners formally approves the edited job descriptions and organizational chart to reflect interdepartmental operations, to be reviewed by the Board again by August 31, 2017.

Action #21 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn at 12:44pm and to meet again in regular session on Wednesday, March 8, 2017 at 9:00am.

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

Attest: _____
Board Clerk