

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

September 13, 2017

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 13, 2017 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Gene Anderson, and Kathi Ellis. Absent: Dennis McNally. Others present: Board Clerk Patrick Christopherson, and Recording Secretary Kelsey Johnson.

The Chairman led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the August 23, 2017 minutes as presented.

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>
City of Milaca	31.43
Johnsons Septic Service	10,394.00
MN Department of Finance	5,939.00
Mora Municipal Utilities	21,815.27
Quality Disposal	22.50
Verizon Wireless	2,872.14
CW Technology	1,667.60
East Central Energy	160.85
Holiday Credit Office	8,266.01
Kanabec County Auditor HRA	4,327.15
Marco Inc.	134.68
Office of MN.IT Services	1,300.00
Spire Credit Union	5,092.13
Verizon Wireless	852.87
East Central Energy	276.63

Kanabec County Auditor HRA	106.00
The Hartford Priority Accounts	1,697.96
Centerpoint Energy	84.00
Tessneer Law Office	1,479.00
Totalfunds By Hasler	3,870.00
Chamberlain Oil	<u>1,814.71</u>
Total	<u>72,203.93</u>

Action #4 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>Vendor</u>	<u>Amount</u>
A&A Septic	200.00
A and E Cleaning Services	575.00
Ace Hardware	41.99
Ace Hardware	37.99
Bachman, Fran	303.46
Barr Engineering	4,680.69
Bob Barker	695.32
Bond Trust Services Corp	9,306.25
Braun Intertec Corp	4,749.70
2017 BWSR Academy	135.00
CDWG	484.99
IT Savvy	559.40
Clifton Larson Allen LLP	10,500.00
Chapman's Auto Repair	1,185.33
Cragun's	447.34
Cundy, Steven C.	170.38
Curtis, Michael	1,977.19
D&T Ventures	225.00
Dale's Heating and Appliance	6,125.00
Driver and Vehicle Services	18.00
East Central Exterminating	120.00
East Central Exterminating	75.26
East Central Title LLC	390.00
East Central Title LLC	480.00
ECM Publishers	200.62
ECM Publishers	960.25
Emma's Pizza	60.00
Faust, Patrick	1,014.90

FBG Service Corp	6,410.24
FBG Service Corp	584.80
1st Choice Document Destruction	30.00
1st Choice Document Destruction	15.00
1st Choice Document Destruction	15.00
1st Choice Document Destruction	36.00
1st Choice Document Destruction	15.00
1st Choice Document Destruction	20.00
1st Choice Document Destruction	9.00
First Citizens Bank	85.00
G & N Enterprises	368.00
Gifts & Gadgets Galore	1,294.09
Government Forms and Supplies	237.47
GrandView Lodge	592.35
Granite City Jobbing Co Inc	604.05
Granite City Jobbing Co Inc	189.77
Grainger	31.20
Grand Event Center	780.00
Granite Electronics	832.02
Hallin, Ronald	87.84
Hennepin County Medical Center	403.53
Hoefert, Robert	1,288.92
Hood, Barb	198.49
Ideal Service Inc.	3,858.76
Innovative Office Solutions LLC	67.23
Johnsons Auto Transport & Towing	128.00
Johnsons Hardware & Rental	404.88
Jones, Tom	75.00
Jones, Tom	75.00
Kanabec County Community Health	2,063.20
Kanabec County Highway Dept	95.63
Kanabec County Highway Dept	64.48
Kanabec County Highway Dept	353.38
Kanabec SWCD	1,442.31
Kanabec SWCD	1,001.11
Kanabec SWCD	1,189.29
Kanabec Publications Inc	55.80
Kanabec Publications Inc	8.95
Kanabec Publications Inc	34.50
Kanabec Publications Inc	34.50
Kanabec Publications Inc	429.06
KEEPRS	18.96
KEEPRS	49.99

Kempe, John R.	102.03
Landreville, Willard	761.18
Lerrssen, Jennifer	496.06
RELX Inc. DBA LexisNexis	204.26
Marco Technologies Inc	297.15
Mariposa Publishing	22.26
Angie Lipelt-Mower County Env Svcs	150.00
Manthie, Scott	1,972.55
Manthie, Wendy	1,192.52
Marohn, Brenda	30.00
McFadden, Barbara	376.49
MN Counties Computer Cooperative	25.00
MEI Total Elevator Solutions	1,536.87
Mille Lacs Disposal Inc	20.00
Mille Lacs SWCD	457.59
MCAA	75.00
Minnesota Monitoring Inc	511.50
MN Sheriff's Association	200.00
Moen, Russ	176.55
Nelson, Ansel	942.05
Nelson, Ronette	138.57
Neopost USA Inc	19.00
Noble Medical Inc	314.00
Northland Business Systems	442.99
Nummela, Randy	76.07
O'Brien, Pat	89.45
Office Depot	189.89
Office Depot	44.57
Office Depot	6.39
Office Depot	176.98
Onamia Service Center	2,025.37
PD's Embroidery	41.02
Peterson Company LTD	4,600.00
Pieper, Helen	257.12
Postmaster	400.00
Quality Disposal	380.01
Ramsey County	1,400.00
Ratliff, Matt	100.00
Rupp, Anderson, Squires & Waldspurgen	667.20
Rush Printing Inc	5,149.62
Secretary of State	240.00
SC Department of Motor Vehicles	6.00
Snyder, Denise	150.00

Stellar Services	285.28
Stellar Services	458.94
Summit Companies	1,203.75
Summit Food Service Management	5,172.42
Summit Food Service Management	10,102.43
Thomas, Billy	6.42
UHL Company	2,729.40
Visser, Maurice	1,120.85
Wickeham, Teresa	72.99
Zamora, Ray	988.15
	<hr/>
	119,900.80
	<hr/>

R&B Fund

<u>Vendor</u>	<u>Amount</u>
A and E Cleaning Services	1,150.00
Ace	135.21
Al's Metal Work	2,690.39
Ameripride	579.73
Astech Asphalt	400,780.30
Auto Value	3,609.51
Blum Sand and Gravel	327.12
Central McGowan	285.97
Citi Lites	40.00
Crawford's	482.62
Dultmeier	63.41
Federated Co-ops	15,772.17
Fleetmatics	1,118.00
Glens Tire	423.50
Gopher State One-Call	28.35
Hardrives	376.20
Kanabec Publications	93.00
Lacal Equipment	519.24
Marco	8,823.00
Minnerath Construction	88,916.39
Nelson Auto Center	35,114.31
Northern States Supply	28.31
Nuss Truck Equipment	1,396.23
Office Depot	88.28
Olslin Lumber	111.15
Owens Auto Parts	223.49
Pomp's Tire	3,421.20
Powerplan	2,204.89
Quality Disposal	160.00
Retriever LLC	438.00
Sanitary Systems	130.00

Summit Companies	1,205.00
Swanston Equipment	983.73
Tri-State Bobcat	22.10
True North Steel	56,567.40
Verison	82.52
Westling, Nathan	189.66
Wm. D. Scepaniak	435,829.06
Ziegler	7,025.85
Total	<u>1,071,435.29</u>

Action #5 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Community Health Board.

The Kanabec County **Community Health Board** met at **9:05am** on Wednesday, September 13, 2017 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, and Kathi Ellis. Absent: Dennis McNally. Interim Community Health Director Kathy Burski presented the Community Health Board agenda.

Action #CH6 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Community Health Board agenda as presented.

Action #CH7 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #CH7 – 9/13/17

Central Minnesota Health Care Preparedness Agreement Resolution

WHEREAS, Kanabec County Community Health has been presented with the opportunity to participate in the Central Minnesota Health Care Preparedness Coalition and Mutual Aid Agreement, and

WHEREAS, the purpose of the coalition and agreement is to establish a group of organizations and facilities able and willing to collaborate and to coordinate emergency preparedness response and recovery activities in the event of a medical crisis/disaster;

THEREFORE BE IT RESOLVED the Kanabec County Community health Board approves the Community Health Administrator signing an agreement with the Central Minnesota Health Care Preparedness Coalition.

Action #CH8 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #CH8 – 9/13/17

Home & Community-Based Employee Scholarship Grant Program Resolution

WHEREAS, the Minnesota Department of Health, Office of Rural Health & Primary Care, authorized by Minnesota Statutes Section 144.1503, has put out a request for Proposals from Home and Community-Based services providers to apply for grant funds to provide scholarships to employees for education and training in nursing and other health care fields, and

WHEREAS, the purpose of the funds is to recruit and train caregiving staff through scholarships;

THEREFORE BE IT RESOLVED the Kanabec County Community health Board approves the Community Health Administrator submitting and application for the Home and Community-Based Services Employee Scholarship Grant Program through the Minnesota Department of Health and to accept such funds upon approval.

Action #CH9 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #CH9 – 9/13/17

First Citizen’s Charitable Foundation, Inc. Grant Application Resolution

WHEREAS, First Citizen’s Charitable Foundation, Inc. has grant funds available for local non-profit or government organizations for projects that benefit low to moderate income households, and

WHEREAS, Kanabec County Community Health is seeking supplemental funding to support its Family Home visiting programs;

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves the Community Health Administrator applying for and accepting said grant funds upon approval.

Action #CH10 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to approve the payment of 130 claims totaling \$54,059.57 on Community Health Funds.

Action #CH11 - It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to adjourn Community Health Board at 9:30am and to meet again in regular session on Wednesday, October 11, 2017 at 9:05am.

The Board of Commissioners meeting reconvened.

Transit Director, Helen Pieper met with the county board to discuss matters concerning her department.

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

Resolution #12 – 9/13/17
Transit Asset Management Plan (TAM)

WHEREAS Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties;

WHEREAS Kanabec County – Timber Trails Public Transit is a subrecipient of FTA funds;

WHEREAS compliance with Asset Management Guidelines is a condition of FTA funding;

WHEREAS the Asset Management Plan (TAM) was drafted by the transit department according to MN/DOT requirements and defines how the transit department will maintain its transit assets;

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the adoption of the Transit Asset Management Plan (TAM) for Kanabec County-Timber Trails Public Transit.

Action #13 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #13 – 9/13/17
Advertisement for Assistant Engineer

WHEREAS there is a vacancy in the position of a Assistant Engineer, and

WHEREAS the board desires to refill this vacant position;

THEREFORE BE IT RESOLVED that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time Assistant Engineer to fill the vacant position at Step A, Range 16 of the pay plan which is \$30.01 per hour, 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 Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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

Resolution #14 – 9/13/17

Right-of-Way Claims

SAP 033-611-022

WHEREAS the County Board has been presented with a request to pay right-of-way claims for SAP 033-611-022 for the reconstruction of CSAH No. 11 from TH No. 65 to TH No. 70, and

THEREFORE BE IT RESOLVED to pay the following right-of-way claims:

Mark Johnson	\$4,703.00
David Lindquist	\$5,475.00

Kristen Houle from Clifton-Larson-Allen met with the county board to review the 2016 audit. Information only, no action was taken.

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

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

Resolution #15 – 9/13/17

WHEREAS there is a vacancy in the position of a Full Time Deputy Auditor-Finance, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Auditor/Treasurer and the County Personnel Director to hire a Full Time Deputy Auditor-Finance to refill the vacant position at Step A, Range 10 of the pay plan which is \$19.79 per hour, 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 #16 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #16a – 9/13/17

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	\$2,640.60
Waste Management	\$1,284.42
Quality Disposal	\$400.00
Arthur Township	\$400.00
Total	\$4,725.02

Resolution #16b – 9/13/17

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 August 19, 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	\$232.00
Kim Schloemer	\$332.58
Candi Lowe (AIS)	\$180.00

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

Resolution #17 – 9/13/17

WHEREAS there is a vacancy in the position of a Part Time Correctional Officer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a Part Time Correctional Officer/Dispatcher to refill the vacant position at Step A, Range 9 of the pay plan which is \$18.17 per hour, 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 Sheriff and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #18 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve an updated P-110 Data Practices Policy.

HR Specialist, Kim Christenson met with the county board to discuss matters concerning the vehicle pool and department head evaluations.

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

Resolution #19 – 9/13/17

WHEREAS the vehicle pool has vehicles with high miles, and

WHEREAS the county would like to sell one of the high mile vehicles and lease one vehicle through Enterprise;

BE IT RESOLVED to approve selling the 2000 Dodge Caravan,

BE IT FURTHER RESOLVED to lease a 2017 Dodge Caravan from Enterprise.

10:30am – The Chairperson called for public comment those that responded included:

Rosemary Black	Ogilvie Tower Museum Update
----------------	-----------------------------

10:36am – The Chairperson closed public comment.

Action #20– It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn at 10:53am and to meet again in regular session on Wednesday September 27, 2017 at 6:30pm.

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

Attest: _____
Board Clerk