

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

February 28, 2018

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 28, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Kim Smith, and Les Nielsen. Absent: None. Others Present: Board Clerk Patrick Christopherson, 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 Gene Anderson and carried unanimously to approve the agenda with the following changes: Move Ann Lake Discussion to the March 14, 2018 board meeting. Postpone #6, RT Vision Quote until Pat receives an email reply. Postpone County Assessor, Tina Von Eschen’s appointment to March 14, 2018.

Action #2 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the February 14, 2018 minutes with the following changes: Resolution #CH7, change from “Veteran’s Transportation Driver” to “County Transportation Driver. Page 6, “The County Board held a discussion regarding the proposed County Dog Ordinance”, add “County Sheriff, Brian Smith will gather further information regarding this matter”.

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

<u>Vendor</u>	<u>Amount</u>
Bina & Guptil	233.75
Tessner Law Office	127.50
MNPEIP	141,534.64
Sun Life Financial	3,423.89
Consolidated Communications	937.68
McKinnis & Doom P.A.	59.50
Midcontinent Communications	207.39
MN Energy Resources Corp	9,497.18
Office of MN.IT Services	1,300.00
Tessner Law Office	1,045.50
Consolidated Communications	65.08
East Central Energy	1,057.41
Mora Municipal Utilities	1,352.81
Kanabec County Aud/Treas	4,250.43

Dearborn National Life Insurance	625.94
Health Partners	<u>6,102.80</u>
16 Claims Totaling:	<u><u>171,821.50</u></u>

Action #4 – 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 28, 2018 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Dennis McNally, and Kathi Ellis. Interim Human Services Director, Chuck Hurd presented the Human Services agenda.

Action #HS5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Human Services Agenda with the following additions: Secure Email Statement & Resolution.

Fiscal Supervisor, Terry Price gave a presentation regarding the 2017 year end recap and repayee update. Information only, no action was taken.

Interim Family Services Director, Chuck Hurd presented the director’s report.

Action #HS6 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #HS6 – 2/28/18

Regional Behavioral Health Crisis Program Support Resolution

WHEREAS, Minnesota’s mental health continuum of care is underdeveloped, creating harmful and expensive gaps in an individual’s treatment, and

WHEREAS, Minnesota’s mental health system does not have the capacity to consistently respond to the needs of individuals in crisis with appropriate treatment options; and

WHEREAS, individuals experiencing a mental health crisis are often diverted to jails and other facilities ill-equipped for their care while awaiting inpatient treatment, and

WHEREAS, individuals ready for discharge from inpatient treatment can be detained at inpatient facilities because there is a scarcity of supportive housing units to transition to, and

WHEREAS, the gaps in Minnesota’s mental health system are not only damaging to individuals and their families, but also result in an inefficient use of taxpayer dollars, and

WHEREAS, Minnesota has an opportunity to improve its mental health continuum of care through investments in new permanent supportive housing and regional behavioral health crisis program facilities.

NOW THEREFORE BE IT RESOLVED, Kanabec County Family Services Board supports state capital investments for regional behavioral health crisis program.

Action #HS7 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #HS7 - 2/28/18

South Country Health Alliance (SCHA) Delegation Agreement Addendum Resolution

WHEREAS, South Country Health Alliance (SCHA) desires to delegate care coordination services to Kanabec County, and

WHEREAS, the care coordination services are intended to be provided by a team member to foster communication among SCHA members, providers, staff and other organizations, and

WHEREAS, Kanabec County entered into the current Delegation Agreement with South Country Health Alliance on January 1, 2017 to provide care coordination services, and

WHEREAS, South Country Health Alliance is replacing Exhibit D, the rate schedule of the 2017 Delegation Agreement in its entirety, with the attached Amended Exhibit D.

THEREFORE BE IT RESOLVED to approve the amended Exhibit D to the 2017 Delegation Agreement between South Country Health Alliance and Kanabec County.

Action #HS8 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 133 claims totaling \$391,731.92 on Welfare Funds.

Action#HS9 – It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #HS9 - 2/28/18

Secure Mailbox Resolution

WHEREAS, the MN Department of Human Services is requiring more personal information to be collected and exchanged regarding MN Choices assessments, and

WHEREAS, the MN Department of Human Services has been inquiring about counties who do/do not use secure emails to transmit said personal information, and

WHEREAS, Kanabec County Health and Human Services is in need of a secure email system to transmit the required personal information, and

WHEREAS, the Information Systems Director is recommending Zixmail desktop email encryption as the solution to the secure email needed.

THEREFORE BE IT RESOLVED the Family Services Board approves the Information Systems Director and the Family Services Director to purchase a secure email encryption system for the Health and Human Services staff and to enter into an Agreement for secure email services upon approval of Agreement by the County Attorney.

Action #HS10 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #HS10 – 2/28/18

Approve Job Description and Refer for Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications, and

WHEREAS the Interim Human Services Director has submitted an updated job description and physical analysis, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Human Services Director job description be sent to the salary consultant for review.

9:52am – County Attorney, Barbara McFadden arrived.

Action #HS11 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #HS11 – 2/28/18

Approve Job Description and Refer for Evaluation

WHEREAS County Policy P-106 calls for an evaluation of all county job classifications, and

WHEREAS the Interim Community Health Director has submitted an updated job description and physical analysis, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Director of Community Health job description be sent to the salary consultant for review.

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

IN FAVOR THEREOF: Les Nielsen, Kim Smith, Kathi Ellis, Gene Anderson
OPPOSED: Dennis McNally
ABSTAIN:

whereupon the resolution was declared duly passed and adopted.

Action #HS12 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to adjourn Human Services Board at 9:56am.

The Board of Commissioners reconvened.

County Sheriff, Brian Smith met with the county board to discuss the proposed dog ordinance. Pat and Brian will meet in advance of the March 28, 2018 meeting to provide insight from the law enforcement perspective.

Action #13 – Dennis McNally motioned to pass the County Dog Ordinance with the following changes: Page 2, change “property” to “properties”. Section 6.12, change “shall” to “may”. The motion failed for lack of a second.

10:18am – The County Board took a five minute break.

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

Vendor	Revenue	Amount
1st Choice Document Destruction		15.00
1st Choice Document Destruction		15.00
1st Choice Document Destruction		10.00
1st Choice Document Destruction		106.48
1st Choice Document Destruction		20.00
1st Choice Document Destruction		30.00
1st Choice Document Destruction		21.27
1st Choice Document Destruction		55.00
5th District Jail Administrator Assn		450.00
Adversign, LLC		135.00
Akkerman-Ingebrand Funeral Home		400.00

American Solutions for Business	504.57
AP Technology LLC	910.00
Bachman, Fran	96.65
Bob Barker	283.27
Centerpoint Energy	98.00
Children's Hospitals and Clinics of MN-MCRC	500.00
Curtis, Michael	1,115.64
CW Technology	1,059.40
CW Technology	65.00
Doubletree by Hilton	374.49
E. Weinberg Supply & Equipment	465.00
E-911	410.00
ECM Publishers	87.00
East Central Energy	174.00
Election Systems & Software Inc	894.28
Fairview Health Services dba	41.00
Faust, Patrick	201.65
Grainger	90.64
Grainger	2,122.98
Hoefert, Robert	1,081.79
IAEMD	100.00
Innovative Office Solutions LLC	72.78
InTone Imaging	446.97
Kanabec County Community Health	2,281.20
Kanabec County Highway Department	83.86
Kanabec County Highway Department	3,654.76
Kanabec County Highway Department	178.95
KEEPRS	867.74
Lerrssen, Jennifer	465.43
Manthie, Scott	897.07
Manthie, Wendy	1,203.92
Marco, Inc	126.16
Marco, Inc	4.25
Marco, Inc	58.03
Marco, Inc	600.64
Marco, Inc	647.47
MEI Total Elevator Solutions	804.00
M & I Lockbox: MCCC	7,958.33
MHSRC/Range	415.00
MN County Recorder's Association	50.00
Nelson, Ansel	678.41
Nelson, Ronette	536.95
Northstar	173.56

Office Depot	113.39
Office Depot	54.16
Office Depot	24.81
Office Depot	21.93
Office Depot	8.54
Office Depot	170.55
Office Depot	80.81
Office Depot	90.97
Office Depot	75.97
Office of MN.IT Services	7,938.15
Olson, Rhonda	598.29
Priority Dispatch	365.00
Ratwik, Roszak & Maloney, PA	8,242.50
Reliance Telephone Inc	400.00
Sea Change LLC	545.05
SelectAccount	1,379.05
SIRCHIE	152.29
Snake River Watershed	24,072.00
Steinmetz, Heidi	31.78
Stellar Services	582.83
Summit Food Service Management	10,233.72
The Grand Event Center	2,001.78
Visser, Maurice	859.56
Voretex Optics	311.98
Wickeham, Teresa	46.33
Wickeham, Teresa	103.55
Zamora, Ray	684.52
	<u><u>93,328.10</u></u>

Road & Bridge

<u>Vendor</u>	<u>Amount</u>
AAA Striping	15,413.36
Beaudry	15,985.23
Crawford's Equipment Inc.	1,277.21
Federated	56.49
Hoya	65.00
Kanabec County Recorder	59.00
Lacal Equipment	185.68
LaRocca, Jon	1,697.00
Maney International	7,235.43
Marco	188.00
MN Dept. of Public Safety	50.00
Nuss Truck	19.56
Office Depot	55.28

PCI Roads	9,790.86
Petty Cash	15.86
Stearns County Highway	48.75
Towmaster	528.53
Ziegler	10,993.87
18 Claims Totaling:	<u>63,665.11</u>

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

Resolution #15 – 2/28/18

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 February 17, 2018, and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

BE IT RESOLVED to pay the following claims:

- MCIT - \$1,362.00
- MCIT - \$506.00
- Kanabec Publications - \$39.71
- Kanabec Publications - \$127.49

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

Resolution #16 – 02/28/18

WHEREAS there are two vacancies in the position of a Home Health Aide/Homemaker, 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 two Part Time Intermittent Home Health Aides/Homemakers to fill the positions at Step A, Range 5 of the pay plan which is \$15.20 per hour or the rate set by internal promotion, 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 Interim Public Health Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

The board held a discussion regarding position vacancies. Kathi Ellis and Patrick Christopherson will write a memo to notify department heads they will no longer need board approval to refill vacant positions that have been budgeted unless director otherwise.

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

Dale Roeschlein	County Road 25
Ed Erickson	County Road 25
Arnie Homan	County Road 25

10:36am – The Chairperson closed public comment.

Public Works Director, Chad Gramentz met with the county board to discuss matters concerning his department, including the proposed five year plan.

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

Resolution #17 – 2/28/18

Advertise for Bids
2018 Construction Projects

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following projects:

Road	Type	Length	From	To
8	Reclamation/Resurface	3.0 mi.	CR 76	CSAH 19
19	Reclamation/Resurface	2.5 mi.	TH 65	CSAH 11
60	Reclamation/Resurface	1.0 mi.	CSAH 12	TH 23
11	Grade, Base & Bituminous	2.0 mi.	TH 65	TH 70
	North CH Parking Lot			
	Gravel Surfacing	45 mi.	SE County	
	Equipment Rental			

BE IT RESOLVED to authorize the County Engineer, upon final plans, specifications, and proposal, to advertise for bids for said projects.

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

Resolution #18 – 2/28/18

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 2018 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 #19 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #19 – 2/28/18

KCP 16-03, CSAH 8 Bridge Deck Rehab Final Payment

WHEREAS Project KCP 16-03 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises,

BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to PCI Roads LLC, in the amount of \$9,790.86.

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

Resolution #20 – 2/28/18

SP 033-070-007, HSIP 6” Edgeline Striping Final Payment

WHEREAS Project SP 033-070-007 has in all things been completed and in accordance with the contract and the County Board being fully advised in the premises,

BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to AAA Striping Service, in the amount of \$15,413.36.

Future Agenda Items: March 28th, Dog Ordinance. March 14th, Tina Von Eschen review and staffing request. County Road 25.

Action #21 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #21 – 2/28/18

BE IT RESOLVED to close at the meeting at 11:37am 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. The scheduled personnel discussion has be postponed to March 14, 2018.

Those present during the closed portion of the meeting include Commissioners Dennis McNally, Gene Anderson, Les Nielsen, Kathi Ellis, and Kim Smith. Others Present: County Coordinator & Personnel Director Patrick Christopherson. County Attorney, Barbara McFadden.

Action #22 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to re-open the meeting at 11:46am.

The board considered a request from Attorney’s Office regarding pay scale placement of Attorney Employee. Information only, no action was taken.

The board held a follow up discussion regarding Brunswick Township Gravel Tax payments. Information only, no action was taken.

The board held a discussion regarding Knife Lake land owned by Kanabec County. The Coordinator was instructed to follow up with the Recorder’s Office.

12:15pm – The Chairperson adjourned the meeting. The Kanabec County Board of Commissioners will meet again in regular session on Wednesday, March 14, 2018 at 9:00am.

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

Attest: _____

Board Clerk