

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

March 14, 2018

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 14, 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 Kim Smith, seconded by Dennis McNally and carried unanimously to approve the agenda with the following corrections: Change agenda item #5 to gambling request, move commissioner reports to #13. Add Ogilvie Legion pick up discussion. Add Minnesota House of Representatives File #1696.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen 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, March 14, 2018 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Dennis McNally, and Kathi Ellis. Interim Community Health Director, Kathy Burski presented the Community Health agenda.

Action #CH3 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Community Health Agenda as presented.

Action #CH4 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #CH4 - 3/14/18

Public Health Emergency Preparedness Concurrence Resolution

WHEREAS, the Minnesota Department of Health (MDH) priorities for the 2018-19 Public Health Emergency Preparedness Budget Period 1 Supplemental (BP1 Supplemental) will continue to focus on Capability Priority Resource Elements, and

WHEREAS, there will a set of recurring and base grant-related activities that all CHBs will complete, and

WHEREAS, based on funding levels, CHBs will select from a list of elective duties to meet jurisdictional priorities and threats.

THEREFORE BE IT RESOLVED the Kanabec County Community Health Board approves Minnesota Department of Health’s approach to Public Health Emergency Preparedness for the 2018-19 budget period.

Action #CH5 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #CH5 – 3/14/18

Agreement for Clinical Laboratory Training – Mayville State University

WHEREAS, Mayville State University has a nursing program and is in need of Clinical Laboratory training sites, and

WHEREAS, Kanabec County Community Health has facilities for providing suitable training experience that meets the educational needs of the students enrolled in those programs, and

WHEREAS, it is in the best interest of Kanabec County Community Health to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs;

THEREFORE BE IT RESOLVED to approve the Community Health Administrator to sign an Agreement with the Mayville State University for Clinical Laboratory Training upon receipt of a revised Agreement removing the requirement for professional liability coverage.

Action #CH6 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 91 claims totaling \$64,540.96 on Community Health Funds.

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

Action #CH7 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to remove three buses from the Public Transit Fleet. Unit #2 will be kept to be used for county purposes. Units #8 & #9 will be sold at Strunge’s Auction Service.

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

Action #CH8 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #CH8 – 3/14/18

WHEREAS there is a new position of a Bus Driver, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the Transit Director and the County Personnel Director to hire a Part Time Bus Driver to fill the position at Step A, Range 6 of the pay plan which is \$16.11 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 Transit Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action#CH9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the Transit Director to sign the 2018 bus purchase contract pending Tri-Cap’s decision to take over Mille Lacs County service. This will require an MOU stating that either Tri-Cap or Mille Lacs County will pay the local match of 20%.

Action #CH10 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #CH10 - 3/14/18

Temporary Part-Time Public Transit Coordinator Resolution

WHEREAS, Timber Trails Public Transit is the fiscal agent for the Easter Seals Grant working with the Transportation Resources for You (TRY) committee, and

WHEREAS, the Grant has funds available to contract for a Transit Coordinator to move forward the mission of the Grant, which is to bring transportation services to the unserved portions of northern Kanabec and Mille Lacs counties.

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners approves the Transit Director and the Community Health Director working with the TRY committee to post, recruit, and enter into a contract upon approval by the County Attorney, for a temporary, part time Transit Coordinator for the Easter Seals Grant to commence immediately and ending December 31, 2018.

The board held a discussion regarding the development of a County Owned Transportation plan. Discussion only, no action was taken.

Action #HS11 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn Community Health Board at 9:47am.

The Board of Commissioners reconvened.

Interim Human Services Director, Chuck Hurd met with the county board to discuss matters concerning his department.

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

Resolution #12 – 3/14/18
IV-D Cooperative Agreement Resolution

WHEREAS, the IV-D Agency is responsible for administering the Child Support Enforcement Program under Title IV-D of the Social Security Act; and

WHEREAS, the county Attorney and Kanabec County Sheriff wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the operation of the Child Support Enforcement program.

THEREFORE BE IT RESOLVED to approve the Kanabec County Interim Family Services Director signing an agreement with the Minnesota Department of Human Services, Kanabec County Attorney and Kanabec County Sheriff to provide necessary services to operate the Child Support Enforcement system under Title IV-D of the Social Security Act commencing on January 1, 2018 through December 31, 2019.

County 4-H Program Coordinator, Laura Ambrose met with the county board to request hiring a 2018 summer intern.

Action #13 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #13 – 3/14/18

WHEREAS the county has employed a 4-H Summer Assistant in past years, and

WHEREAS the board did budget for this position in 2018, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire a 4-H Summer Assistant to refill the vacant position at \$9.65 per hour, or \$9.95 per hour if the person has prior experience as a Kanabec County 4-H Summer Assistant, and

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

County Assessor, Tina Von Eschen met with the county board to discuss matters concerning her department.

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

Resolution #14 – 3/14/18

WHEREAS there will be a vacancy for an Appraiser position in the Assessor’s Department due to future retirement, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Assessor and the County Personnel Director to hire a Full Time Appraiser Trainee to fill the positions at Step A, Range 6 of the pay plan which is \$16.11 per hour or the rate set by rule for internal promotion, 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 Kim Smith and carried unanimously to approve the February 28, 2018 minutes as presented.

Deputy Auditor-Tax, Roberta Anderson met with the county board to discuss future land sale procedures. Information only, no action was taken. The board directed the Auditor/Treasurer’s Office and Personnel to draft an RFP and job description and present it at the 3/28 meeting.

Kanabec County Soil & Water Technician, Jacque Kelzenberg met with the county board to discuss aquatic invasive species (AIS). Information only, no action was taken.

10:30am – The Chairperson called for public comment. Those that responded include:

Jeff Hamme	AIS, Ann Lake
Rob Schloemer	Ordinance #5
Walt Smith	Ordinance #5

10:33am – The Chairperson closed public comment.

DNR Area Wildlife Supervisor, Tim Marion met with the county board to discuss a proposed land acquisition.

Action #16 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #16 – 3/14/18

Proposed State Land Acquisition

In accordance with Minnesota Statutes 97A.145, Subd. 2, the Commissioner of the Department of Natural Resources on March 14, 2018, provided the Kanabec County Board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes.

Lands to be acquired are described as follows: **Brian L Roeder, Kanabec County, Ann Lake Township, Section 35 Township 40 Range 25 (legal description below).**

The West Half of the Northwest Quarter (W1/2 of NW1/4) and the Northeast Quarter of the Northwest Quarter (NE1/4 of NW1/4) and Government Lots 2 and 3, all in Section 35, Township 40, Range 25, Kanabec County, Minnesota

IT IS HEREBY RESOLVED, by the Kanabec County Board Commissioners on March 14, 2018 that the Conservation Fund's proposed acquisition of the attached described property be approved.

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

VENDOR	AMOUNT
Holiday Credit Office	10,053.28
Midcontinent Communications	732.55
MN Dept of Finance	4,135.50
Mora Municipal Utilities	14,246.40
Spire Credit Union	3,767.17
Verizon Wireless	910.90
East Central Energy	301.79
Mora Municipal Utilities	1,517.66
The Hartford Priority Accounts	1,946.11
9 Claims Totaling:	<u>37,611.36</u>

Action #18 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the following claims on the funds indicated:

	Revenue	
VENDOR		AMOUNT
A1 Rescue Towing & Rescue Towing & Recovery		690.00
A and E Cleaning Services		475.00
Advanced Correctional Healthcare		16,215.72
American Solutions for Business		1,579.55
Anoka County Corrections		3,346.00
TSA III		19,366.64
Auto Value		13.98
Auto Value Mora		172.28
Bachman, Fran		127.53
Bernicks		262.56
Bob Barker		144.73
Braham Motor Service Inc		502.66
Braham Motor Service Inc		37.56
Coborn's Pharmacy		46.32
Chapman's Auto Repair		978.08
City of Milaca		27.40
Curtis, Michael		1,237.22
D&T Ventures		225.00
Snyder, Denise		78.25
Digital Ally		210.00
East Central Exterminating		120.00
East Central Exterminating		240.00
ECM Pubishers		159.50
Faust, Patrick		427.83
FBG Service Corp		6,410.24
FBG Service Corp		584.80
G&N Enterprises		2,493.03
Galls		121.00
Glen's Tire		50.00
Granite City Jobbing		1,372.10
Granite Electronics		607.98
Habeck, Roy		7,473.00
Handyman's Inc		100.62
Hennepin County Medical Center		94.00
Hoefert, Robert		1,140.47
Hoglund Bus & Truck Company		103.11
Hohn's Auto Body & Glass		2,284.96
Horizon Towing		171.00

Hunter, Robb	65.40
Innovative Office Solutions	480.26
Kanabec Publications	190.21
Kanabec Publications	794.03
Kanabec Soil & Water Cons	1,911.25
KEEPRS	306.11
KEEPRS	370.43
Lerrssen, Jennifer	305.20
RELX Inc. DBA LexisNexis	87.41
Lindblom, Jay	49.99
MACPZA	125.00
Manthie, Scott	1,240.79
Manthie, Wendy	1,142.78
Marco, Inc	486.00
Marco	134.68
Marohn, Brenda	8.72
McGee, Michael B.	2,000.00
MEI Total Elevator Solutions	1,536.87
Meta13	25.00
Mid-American Research Chemical	160.49
Mille Lacs Disposal Inc	20.00
Mille Lacs SWCD	150.00
Minnesota Monitoring Inc	6.00
Minnesota Sheriffs' Association	100.00
Nelson, Ansel	898.79
Nelson, Ronette	502.68
North Central Bus & Equipment	316,316.00
Novus Glass	235.00
O'Reilly Auto Parts	38.17
Office Depot	66.88
Office Depot	65.54
Office Depot	11.99
Office Depot	30.48
Oak Gallery	16.46
Office Depot	63.96
Quality Disposal	380.01
Quality Disposal Systems	22.50
Quality Disposal Systems	190.00
Ramsey County	1,410.00
Reliance Telephone, Inc	500.00
Revize LLC	1,900.00
Rupp, Anderson, Squires & Waldspurger, PA	750.00
SHI	280.00

Shopko Stores Operating Co LLC	45.36
Stellar Services	980.65
Stevens, Joel	31.97
Summit Food Service Management	10,324.90
SWIFT	100.65
Terhaar, Cheryl	163.70
Thomas, Billy	7.63
Thomson Reuters - West	65.50
Thomson Reuters - West	312.43
Tinker & Larson Inc	1,351.00
Tinker & Larson Inc	828.00
UPS	72.07
Vertiv Services	6,366.55
Visser, Maurice	969.40
Zamora, Ray	643.44

96 Claims Totaling: 427,328.45

Road & Bridge

VENDOR	AMOUNT
A1 Rescue Towing & Recovery	532.00
A and E Cleaning Services	950.00
Ace	512.16
Ameripride	464.37
Autodesk	3,465.00
Auto Value	1,562.50
Fleetmatics	559.00
Fluegge's	108.00
Glens Tire	372.50
Kanabec County Court Admin	10,312.00
Midstates Equipment	38,220.00
MN Energy Resources Corp	1,141.73
Office Depot	98.14
Owens Auto Parts	520.05
Pomp's Tire Service	912.10
Power Plan (RDO)	778.33
Premier Outdoor Services	8,800.00
Quality Disposal	160.00
Widseth Smith Nolting	345.00
Zep	1,004.19
Ziegler	1,103.31

21 Claims Totaling: 71,920.38

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

Resolution #19 – 3/14/18
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	\$2,496.00
Waste Management	\$1,383.81
Total	\$3,879.81

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

Resolution #20 – 3/14/18

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the National Wild Turkey Federation for a raffle event to be held at Moose Lodge, 2353 103rd Ave, Braham, MN 55006 on April 28, 2018.

Action #21 – It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve an agreement between East Central Solid Waste and Kanabec County for household hazardous waste reimbursement.

The county board held a discussion regarding a public hearing for Ordinance #5. Input from the DNR was discussed. The ordinance was referred back to the planning commission for review of comments from the DNR.

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

Action #22 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to reject the CSAH 11 SAP 033-611-023 Right of Way Counter Offers of Bob Williams for parcels 3,4,6,12, 13, and 14.

Action #23 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #23a - 03/14/18

Community Health Director Evaluation

WHEREAS the board did by Resolution #HS11 – 02/28/18 refer the position of Community Health Director to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Community Health Director” position, which results in Pay Range 19:

Category	Rank	Points
Qualifications	q77	190
Decisions	d40	113
Problem Solving	p19	98
Relationships	r24	106
Effort A	ea9	5
Effort B	eb15	17
Hazards	h17	13
Environment	n5	8
TOTAL POINTS		550

Resolution #23b - 03/14/18

WHEREAS Kathy Burski was appointed to Interim Community Health Director on October 4, 2016, and

WHEREAS Burski has successfully carried out the duties of Community Health Director since then;

BE IT RESOLVED to appoint Kathy Burski to the position of Community Health Director effective March 17, 2018, and

BE IT FURTHER RESOLVED to compensate Burski, in accordance with County Policy P-106, at Pay Range 19, Step G which is \$48.00 per hour.

Action #24 – Gene Anderson introduced the following consent agenda and moved its adoption:

Resolution #24a - 03/14/18

Human Services Director Evaluation

WHEREAS the board did by Resolution #HS10 – 02/28/18 refer the position of Human Services Director to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Human Services Director” position, which results in Pay Range 19:

Category	Rank	Points
Qualifications	q77	190
Decisions	d40	113
Problem Solving	p19	98
Relationships	r24	106
Effort A	ea5	4
Effort B	eb15	17
Hazards	h17	13
Environment	n5	8
TOTAL POINTS		549

Resolution #24b - 03/14/18

WHEREAS Chuck Hurd was appointed to Interim Human Services Director on October 4, 2016, and

WHEREAS Hurd has successfully carried out the duties of Human Service Director since then;

BE IT RESOLVED to appoint Chuck Hurd to the position of Human Services Director effective March 17, 2018, and

BE IT FURTHER RESOLVED to compensate Hurd, in accordance with County Policy P-106, at Pay Range 19, Step G which is \$48.00 per hour.

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

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

ABSTAIN:

whereupon the resolutions were declared duly passed and adopted.

Action #25 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve Mora and Ogilvie Legions be reimbursed from SCORE Funds for their work clearing ditches within Kanabec County.

The county board held a discussion regarding Minnesota House of Representatives File 1696. Information only, no action was taken.

Action #26 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #26 – 2/28/18

BE IT RESOLVED to close at the meeting at 11:45am 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.

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 #27 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to re-open the meeting at 11:50am.

Action #28 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #28 – 3/14/18

WHEREAS the negotiating team has presented the Board with a proposed 2018-2019 bargaining unit agreement between Kanabec County and the City Employees' Union Local 363, and

WHEREAS the Union has indicated acceptance by signature of the Union Business Agent;

BE IT RESOLVED to approve a 2018-2019 bargaining unit agreement between Kanabec County and the City Employees' Union Local 363.

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

Action #29 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a contract with Clifton Larsen Allen for monthly financial reporting and quarterly fund balances.

Action #30 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 12:25pm and to 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