

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**November 28, 2018**

The Kanabec County Board of Commissioners met at 9:00 am on Wednesday, November 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: Interim Board Clerk Jerry Tvedt, County Attorney Barbara McFadden, 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 as presented.

Action #2 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the November 14, 2018 minutes as presented.

Action #3 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 9:06am to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:06am on Wednesday, November 28, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Les Nielsen, Dennis McNally, and Kathi Ellis. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS4– It was moved by Dennis McNally, seconded by Gene Anderson and carried unanimously to approve the Family Services Agenda as presented.

Family Services Director, Chuck Hurd gave the Director’s Report.

Action #FS5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

## **Resolution #FS5 - 11/28/18** Phased Reorganization Staffing Resolution

**WHEREAS**, Kanabec County Family Services is in the midst of a change cycle which is brought on by the retirement of several long-term employees, and

**WHEREAS**, the Family Services Admin team has been reviewing and analyzing the different alternatives available to the agency in reorganizing and providing staffing to support the needs of clients, the agency and within budget constraints, and

**WHEREAS**, the results of those processes have led the Human Services Director to request a Lead Child Support Officer position and a combined Child Support /Financial Supervisor to replace the Child Support Supervisor who is retiring, and

**WHEREAS**, the Human Services Director is also requesting the hiring of an Adult Services Supervisor to assist in the support and management of the Adult Social Worker staff.

**THEREFORE BE IT RESOLVED**, the Kanabec County Human Services Board approves the County Personnel Director and the Human Services Director to hire a Lead Child Support Officer at a pay grade 11 which is \$21.77 per hour or the rate set by internal promotion, and

**BE IT FURTHER RESOLVED** to hire a Child Support/Financial Supervisor at a pay grade 14 which is \$26.67 per hour or the rate set by internal promotion, and

**BE IT FURTHER RESOLVED** to hire an Adult Services Supervisor at a pay grade 16 which is \$31.10 per hour or the rate set by internal promotion, and

**BE IT FURTHER RESOLVED** to authorize the Human Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion for the Adult Services Supervisor, and

**BE IT FURTHER RESOLVED** that the hours of work for these positions be limited to those budgeted plus \$20,000.

*Action #FS6*– It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve a consent agenda including all of the following actions:

## **Resolution #FS6a – 11/28/18**

### **Central MN Jobs and Training Agreement and Budget Resolution**

**WHEREAS**, Kanabec County Family Services has contracted with Central Minnesota Jobs and Training (CMJTS) for employment and training services for cash and assistance clientele, and

**WHEREAS**, Central Minnesota Jobs and Training has submitted an annual budget and Agreement for 2019; and

**WHEREAS**, the Kanabec County Human Services Director is recommending approving contracting with Central Minnesota Jobs and Training in 2019 for employment and training services and approving the budget and Agreement they have submitted;

**THEREFORE BE IT RESOLVED** the Kanabec County Human Services Board approves contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2019 budget and Agreement submitted.

**Resolution #FS6b – 11/28/18**  
**Pine County Psychiatric Services Resolution**

**WHEREAS**, Minn. Stat. §§245.461 through 245.486 and Minn. Stat. §§245.487 through 245.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children’s Mental Health Act, respectively; and

**WHEREAS**, Pine County Health and Human Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

**WHEREAS**, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Pine County.

**NOW, THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2019 through December 31, 2019 with Pine County.

**Resolution #FS6c – 11/28/18**  
**Regional AMHI Medication Management/Client Outreach Resolution**

**WHEREAS**, the Region 7E Adult Mental Health Initiative has funds available to provide regional adult mental health outpatient medication management and client outreach services through management of the Region 7E’s website, and

**WHEREAS**, Isanti County, as fiscal agent for the Regional Adult Mental Health Initiative (AMHI) is also the contracting entity and wishes to contract with Kanabec County, through its Family Services Agency to provide said medication management services and management of the Region 7E website, and

**WHEREAS**, Kanabec County Family Services is willing and able to provide said medication management services and management of the Region 7E website .

**THEREFORE BE IT RESOLVED** that the Kanabec County Family Services Board approves entering into an agreement with Isanti County, on behalf of the Region 7E Adult Mental Health Initiative for regional adult mental health outpatient medication management and client outreach services through management of the Region 7E mental health website for the period January 1, 2019 through December 31, 2019.

**Resolution #FS6d – 11/28/18**  
**Department of Human Services**

## Community Supports Program Contract

**WHEREAS**, the State of Minnesota, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a) and 245.462 to 245.486 (“the Minnesota Comprehensive Adult Mental Health Act”) is empowered to enter into grant contracts to create and ensure a unified, accountable, comprehensive adult mental health system, and

**WHEREAS**, pursuant to the Minnesota Comprehensive Adult Mental Health Act, County and State will collaborate to provide supports and services of a quality that is effective, efficient, appropriate, and consistent with contemporary professional standards in the field of mental health.

**THEREFORE BE IT RESOLVED** to approve the Contract with the State of Minnesota, through its Department of Human Services, Mental Health Division to provide quality mental health services to the people of Kanabec County, effective January 1, 2019 through December 31, 2020.

Action #FS7 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the payment of 63 claims totaling \$128,700.70 on Welfare Funds.

Action #FS8– It was moved by Gene Anderson, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:17am and to meet again on Wednesday, December 19, 2018 at 9:05am.

The Board of Commissioners Reconvened.

Action #9 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following paid claims:

<b>Vendor</b>	<b>Amount</b>
Consolidated Communications	942.14
Kanabec County Auditor HRA	7,200.00
Kanabec County Auditor-Treas	5,581.50
Minnesota Department of Finance	7,719.00
Minnesota Energy Resources Corp	6,859.12
Office Of MN.IT Services	1,300.00
Consolidated Communications	65.39
East Central Energy	1,088.15
<b>8 Claims Totaling:</b>	<b><u><u>30,755.30</u></u></b>

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

### Revenue Fund

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	18.49
Akkerman-Ingebrand Funeral Home	400.00
Anderson, Jeff	19.54
Ann Lake Watershed Alliance	185.81
Association of MN Counties	35.00
Bachman, Fran	88.08
Baudry Oil & Propane	1,644.18
Centerpoint Energy	108.00
Chapman's Auto Repair	771.23
Curtis, Michael	1,054.55
DS Solutions	775.50
East Central Solid Waste Commission	53.25
Election Systems & Software Inc	8,031.86
Fairview Health Services dba	109.00
Faust, Patrick	227.81
Further	705.85
G & N Enterprises	897.50
Glen's Tire	358.36
Grainger	37.00
Harvey, RandiAnn	45.50
Hoefert, Robert	1,115.74
Horizon Towing	299.26
Horizon Towing	587.81
Int'l Academeies of Emergency Dispatch	50.00
IT Savvy	68.89
Jim's Auto Service	51.79
Kanabec County Community Health	2,392.80
Kanabec County Highway Department	197.90
Kanabec County Highway Department	158.55
Kanabec County Highway Department	3,601.61
Kanabec Publications, Inc	62.00
KEEPRS	341.65
KEEPRS	1,975.72
KEEPRS	54.99
KEEPRS	(54.99)
Knife Lake Improvement District	5,590.24
LAMAR	2,250.00
MAAO Region III	100.00
MACO	720.00
MACO	360.00
Manthie, Scott	1,125.43
MCCC, Mi33	160.00

Minnesota Monitoring Inc	144.00
MRA - The Management Association	218.75
Nelson, Gladys	79.81
Nelson, Ronette	542.43
Neopost USA Inc	280.00
Novus Glass	222.00
Oak Gallery	19.54
Office Depot	78.62
Office Depot	11.94
Office Depot	78.13
On-Line Retrievers	533.80
Parallel Technologies, Inc	2,220.00
Polsfuss, Clifford	76.00
Ratwik, Roszak & Maloney, PA	350.00
Stellar Services	463.25
Stenstrom Collision & Detail	200.00
Summit Food Service Management	9,468.34
Thomson-Reuters-West	238.70
Totalfunds	3,000.00
Tracy, Patricia	71.09
UPS	8.77
Visser, Maurice	1,035.42
Zamora, Ray	1,171.49
<b>65 Claims Totaling:</b>	<b><u>57,287.98</u></b>

### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Bjorklund Companies	3,903.98
Blum Sand and Gravel	224.48
Broehl, Gary	760.00
Cargill	7,963.37
Citi Lites	40.00
Commercial Asphalt	124.54
East Central Diesel	4,349.87
Federated Co-ops	593.74
Hjort	5,900.00
Kanabec Co Highway-Petty Cash	63.61
Mattson Electric of Mora	159.43
Northern Safety	556.53
Northern States Supply	34.66
Novus Glass	850.00
Nuss Truck	148.93
Post Master	710.00

S.W. Asphalt	21,670.00
Towmaster	230.14
Wiarcom	618.45
Ziegler Inc.	232.10
<b>20 Claims Totaling:</b>	<b><u>49,133.83</u></b>

The Board held a discussion regarding the County Dog Ordinance. Information only, no action was taken.

Interim County Coordinator, Jerry Tvedt led a discussion regarding the 2019 starting wage for County Recorder elect, Lisa Holcomb.

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

### **Resolution #11 – 11/28/18**

**WHEREAS** the Kanabec County Board of Commissioners has considered the matter of the wage for year 2019 for the County Recorder, and

**WHEREAS** the board has reviewed the experience, qualifications and performance of the County Recorder;

**BE IT RESOLVED** to set the Y2019 annual wage of County Recorder, Lisa Holcomb at \$80,828.00 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2019 = \$38.86 per hour.

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

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

### **Resolution #12 - 11/28/18**

**INTENT TO SUPPORT THE ADDITION OF KANABEC COUNTY TO THE HEARTLAND TRANSIT JOINT POWERS AGREEMENT**

**WHEREAS**, pursuant to Minn. Stat. §471.59, Chisago and Isanti counties elected in 1994 to collaborate in the provision of public transit services under a Joint Powers Agreement establishing the “Chisago-Isanti County Heartland Express”; and

**WHEREAS**, in 2017, Chisago and Isanti counties updated and modified its original Joint Powers Agreement, wherein, now all administrative, personnel, capital, fiscal and legal functions of Heartland Express are consolidated under the auspices of Isanti County; and

**WHEREAS**, Mille Lacs County recently elected to end its partnership with Kanabec County in the provision of public transit services, known as Timber Trails Public Transit; and

**WHEREAS**, the State of Minnesota and its Department of Transportation will not fund operation of individual county public transit systems and strongly encourages regional rural public transit systems of more than two counties; and

**WHEREAS**, the State of Minnesota Department of Transportation has agreed to fund Timber Trails as a stand-alone county public transit system for 2019, provided Kanabec County identify and put into motion by November 30<sup>th</sup>, 2018 a good faith effort and viable plan for its continued operation as part of an acceptable regional rural transit system, beginning in 2020; and

**WHEREAS**, the counties of Chisago, Isanti and Kanabec are co-located in the same geographic region (Region 7E), share common borders and transit and transportation corridors, and already collaborate on a number of programs and activities; and

**WHEREAS**, Heartland Express and Timber Trails share similar service philosophies, organizational and operating policies and procedures, and capital and financial asset management; and

**WHEREAS**, representatives from Chisago, Isanti and Kanabec counties met on October 30<sup>th</sup>, 2018 to discuss mandatory 5-year planning efforts for both Heartland Express and Timber Trails and agreed, in both concept and principal, to the addition of Kanabec County to the Chisago-Isanti Heartland Express Joint Powers Collaborative Agreement; and

**WHEREAS**, said integration of Kanabec County and Timber Trails into the Chisago-Isanti County Heartland Express Joint Powers Collaborative Agreement for provision of public transit services is determined to be in the best interest of the citizens, residents and business of Chisago, Isanti and Kanabec counties; and

**WHEREAS**, a three-county Joint Powers Agreement with a single Legal, Administrative, and Fiscal Agent (currently Isanti County) is found to be the most efficient and effective model for provision of rural public transit services for Chisago, Isanti and Kanabec counties.

**NOW THEREFORE BE IT RESOLVED**, that the Kanabec County Board of Commissioners hereby declares its intent to support the addition of Kanabec County to the Chisago-Isanti County Heartland Express Joint Powers Collaborative Agreement; and

**BE IT FURTHER RESOLVED**, that the Kanabec County Board of Commissioners hereby supports timely integration of all rural public transit services currently provided by Heartland Express and Timber Trails under a single Legal, Administrative and Fiscal Agent (currently Isanti County) to be completed by January 1<sup>st</sup>, 2020 and subject to final review and approval of all enabling documents by the individual County Boards of Commissioners of Chisago, Isanti and Kanabec counties.



Veteran Service Officer, Erica Bliss met with the County Board to discuss matters concerning her department.

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

### **Resolution #13 – 11/28/2018**

Approve Job Description and Refer for Evaluation

**WHEREAS** County Policy P-117 calls for an evaluation of all county job classifications, and

**WHEREAS** the position of Veteran Services Administrative Assistant is a newly created position, and

**WHEREAS** the Veteran Service Officer has submitted a 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 Veteran Services Administrative Assistant job description be sent to the salary consultant for review.

County Sheriff, Brian Smith met with the County Board to discuss matters concerning his department.

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

### **Resolution #14 – 11/28/18**

County Coroner

**WHEREAS** the term of office for County Coroner expires January 1, 2019, and

**WHEREAS** Minnesota Statute §390.005 requires that the county board appoint a Coroner, and

**WHEREAS** the County Sheriff recommends reappointment of Dr. Michael McGee;

**BE IT RESOLVED** to appoint Dr. Michael McGee as Kanabec County Coroner effective January 1, 2019 for a term ending December 31, 2019.

Action #15 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the Sheriff’s Office to enter into a Joint Powers Agreement with the Bureau of Criminal Apprehension, expiring December 31, 2019 to work together as part of the Minnesota Human Trafficking Investigator Task Force.

The County Board held a discussion regarding the County Dog Ordinance. Information only, no action was taken.

Interim County Coordinator, Jerry Tvedt led a discussion regarding a proposed timeline for County Coordinator Interviews. Information only, no action as taken.

Director of the Kanabec County History Center, Wendy Quinn met with the County Board to discuss funding. Those that spoke included: Wendy Quinn, Heidi Steinmetz, Marie Anderson, Pete Peterson, and Bob Engberg. Information only, no action was taken.

**10:28am** - The Chairperson called for Public Comment. Those that responded included:

Jeff Hamme	Ordinance #5
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**10:34am** – The Chairperson closed Public Comment.

**10:35am** – The County Board took a two minute break.

Kanabec SWCD District Manager Deanna Pomije, Environmental Services Supervisor Teresa Wickham, and Minnesota Board of Water and Soil Resources Staff Jason Wierner met with the County Board to discuss the upcoming One Watershed One Plan (W1P1).

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

## **Resolution #16 - 11/28/18**

Resolution to support a Snake River Watershed  
One Watershed, One Plan Project

**WHEREAS**, the Minnesota Board of Water and Soil Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, soil and water conservation districts, and watershed districts within the Snake River Watershed (HUC 8 – 0703004), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that Kanabec County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that Kanabec County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Snake River Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED** that the Kanabec County supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Snake River Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant,

**BE IT FURTHER RESOLVED** that the Kanabec County Board supports the 2019 application for funding.

*Action #17* - It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #17 – 11/28/18**

**BE IT RESOLVED** to close the meeting at 11:00am 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. Also present were Interim County Coordinator & Personnel Director, Jerry Tvedt and County Attorney, Barbara McFadden.

*Action #18* – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to re-open the meeting at 11:15am.

*Action #19* – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

## **Resolution #19a – 11/28/18**

**WHEREAS** the negotiating team has presented the Board with a proposed 2019-2021 bargaining unit agreement between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320, and

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

**BE IT RESOLVED** to approve a 2019-2021 bargaining unit agreement between Kanabec County and the Minnesota Teamsters Public and Law Enforcement Employees Union, Local No 320.

## **Resolution #19b – 11/28/18**

**WHEREAS** the negotiating team has presented the Board with a proposed 2019-2021 bargaining unit agreement between Kanabec County and the International Union of Operating Engineers, Local No 49, and

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

**BE IT RESOLVED** to approve a 2019-2021 bargaining unit agreement between Kanabec County and the International Union of Operating Engineers, Local No 49.

*Action #20* – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to rescind Resolution #22 – 11/14/18.

*Action #21* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 11:28am and to meet again in regular session on Wednesday, December 5, 2018 at 6:30pm.

*Signed* \_\_\_\_\_

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

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