

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota }
County of Kanabec }
Office of the County Coordinator

April 13, 2011

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 13, 2011 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe, and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the March 23, 2011 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #3a – 04/13/11 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 February, 2011 claims on SCORE Funds:

Quality Disposal	\$2,513.52
Knife Lake Sanitation	\$1,180.00
TOTAL	\$3,693.52

Resolution #3b - 04/13/11 KLID

WHEREAS the Kanabec County Board of Commissioners have been presented with a request to pay a claim on Knife Lake Improvement District funds, and

WHEREAS the request was accompanied by an invoices and verification in the Knife Lake Improvement District amended board minutes of March 2, 2011, and

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

BE IT RESOLVED to pay the following claims:

Kassie Norby	\$65.63
Kanabec County Treasurer	\$680.00
Kanabec County	\$72.99
Terry Wells	\$13.20

Action #4 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following paid bills:

<u>Vendor</u>	<u>Amount</u>
Byman, Robert	300.00
Centerpoint Energy	68.00
City of Milaca	29.28
City of Mora	752.97
East Central Energy	334.00
EC Riders	8,391.30
Frontier	205.00
GMCU	1,461.16
Guptil, Mackenzie	697.00
Holiday Credit Office	12,979.15
Jones, Lisa	599.25
Jones, Lisa	901.00
Kanabec Soil & Water	5,000.00
MN Dept of Finance	5,392.00
Mn Dept of Health	525.00
MN Mutual Life	194.38
Mora Municipal Utilities	11,938.14
Mora Municipal Utilities	1,424.36
Mora Psychological Services	1,437.50
Office of Enterprise Technology	600.00
Ostrom, Donna, Deputy Registrar	620.00
Sprint	220.88
State of MN	36.00
The Hartford	1,614.93

US Cable	312.04
Verizon Wireless	351.07
Verizon Wireless	960.93
Windstream	862.68
Wynn Law Firm	527.00
TOTAL	<u>58,735.02</u>

Action #5 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to recess the board meeting at 9:08am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, April 13, 2011 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH6 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the Public Health Board Agenda as amended: add procurement process.

Action #PH7 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #PH7 – 04/13/11

Home Health Aide Step for Family Service Project Resolution

WHEREAS, in the past Home Health Aides were paid at Level 5 while providing assistance with clerical duties to move the Imaging Project in Family Services forward; and

WHEREAS, Home Health Aides were also hired as Homemakers to provide homemaking services at Level 1 with a market adjustment reducing Homemakers pay below Level 1;

THEREFORE BE IT RESOLVED when utilizing Home Health Aide/Homemakers for clerical purposes to pay them at the Level 1 rate without the Market Adjustment

Action #PH8 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the planting of a raised garden near the Public Services Building.

Action #PH9 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #PH9 – 04/13/11

CMCOA Grant Request Resolution

WHEREAS, Kanabec County Public Health has been a recipient of Title III grant funding from the Central Minnesota Council on Aging for the Senior Health Promotion Clinic and Transportation Program for seniors; and

WHEREAS, Central Minnesota Council on Aging will be sending out the request for continuation of the Title III grants in the near future; and

WHEREAS, the Health and Human Services Director recommends applying for the continuation grant for seniors being served through these programs;

THEREFORE BE IT RESOLVED, to approve Kanabec County Public Health to apply for the continuation grant for Title III funds.

Action #PH10 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn the Public Health Board at 10:00am to meet in regular session on Wednesday, May 11, 2011 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway Department.

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

Resolution #11 - 04/13/11 Diesel Fuel Quotes

WHEREAS the following quotes were received for diesel fuel:

Eggens Direct Service	\$3.3119
Federated Coop	no bid

WHEREAS the quote of \$3.3119 per gallon provided by Eggens Direct Service was the lowest quote;

BE IT RESOLVED to accept the low quote of \$3.3119 per gallon by Eggens Direct Service.

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

Resolution #12 - 04/13/11
Bituminous Overlays

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

CSAH 8	from 1 mile north CSAH 6 to CR 76	1.5 miles
CSAH 10	from CSAH 4 to CR 51	2.1 miles
CSAH 17	from Portage Avenue to CSAH 1	.06 miles
CSAH 20	from CSAH 5 to CR 85	4.0 miles
CR 71	from TH 23 to CR 70	1.7 miles

WHEREAS plans, specifications, and proposals have been prepared for this work;

BE IT RESOLVED to authorize the County Engineer to advertise for bids for these projects.

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

Resolution #13 - 04/13/11
Advertise for Bids – Chip Seal

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

CSAH 17	from CSAH 11 to Portage Avenue	4.25 miles
CR 69	from TH 23 to CSAH 5	2.25 miles

WHEREAS plans, specifications, and proposals have been prepared for this work;

BE IT RESOLVED to authorize the County Engineer to advertise for bids for these projects.

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

Resolution #14 - 04/13/11
Employee Safety Training

WHEREAS Federal and Minnesota OSHA's require that employers provide and document proof of necessary safety training for its employees, and

WHEREAS the Kanabec County Board of Commissioners are concerned for the safety of their employees, and

WHEREAS the County Safety Committee and County Safety Coordinator recommends obtaining the services of SafeAssure to provide a review of the County Safety program and necessary training for 2011;

BE IT RESOLVED that the Chairperson and County Coordinator are authorized to sign a contract with SafeAssure to provide OSHA compliance assistance and training for 2011.

BE IT FURTHER RESOLVED that the cost of this service is not to exceed \$7485.00 to paid using the MCIT dividend.

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

Resolution #15 - 04/13/11

Lawn Care

WHEREAS Kanabec County is working with other public agencies in an attempt to cut costs and continue to provide necessary services, and

WHEREAS the City of Mora has proposed to provide lawn care service for Kanabec County lawn areas, and

WHEREAS this will result in significant savings to Kanabec County;

BE IT RESOLVED that the Chairperson of the Kanabec County Board of Commissioners and the County Coordinator are hereby directed to sign the agreement with the City of Mora for lawn services during 2011.

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

Resolution #16 - 04/13/11

Equipment Rental

WHEREAS bids were received and opened on April 6, 2011 for equipment rental rates and crushing, and

WHEREAS Kanabec County may require various equipment throughout the year;

BE IT RESOLVED to accept all bids as submitted, and

BE IT FURTHER RESOLVED that the County Engineer is directed to utilize the bids as necessary based on the availability of the lowest responsible bid.

Mike Oster from Knife Lake Sanitation met with the Board to discuss the Recycling Reimbursement formula. No formal action was taken.

10:30am - The Chairperson then called for public comment. Those that responded included:

Robert Swetz	Questions regarding Medicare and Medicaid.
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10:43am - The Chairperson closed public comment.

Jail Administrator Joanne Nelson met with the Board to discuss matters concerning the jail.

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

Resolution #17 - 04/13/11
Temporary Vacancy

WHEREAS there is a temporary vacancy in the position of Part Time Jailer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff and the County Personnel Director to hire a temporary Part Time Jailer/Dispatcher to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 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, and

BE IT FURTHER RESOLVED to authorize County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Maintenance Supervisor Jerry Pedersen met with the Board to discuss matters concerning building maintenance.

Action #18– It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to allow the Maintenance Supervisor to resurface the steel decking on the second floor of the County jail at a cost not to exceed \$5,495.

Jane Henniger representing the Minnesota County Intergovernmental Trust presented the MCIT yearly review. No formal action was taken.

The Soil & Water Board presented a summary of their 2010 accomplishments. No formal action was taken.

Action #19 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve payment of the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	13.88
Ace Hardware	10.69
Ace Hardware	21.56
Ace Hardware	125.67
Admin-IPA	125.00
Akkerman-Ingebrand Funeral Home	300.00
Akkerman's Repair	80.76
American Institutional Supply	341.78
American Solution for Business	965.00
AmeriPride	398.95
AmeriPride	38.19
Anderson, Karen	267.24
Andres, Christine	54.06
Andrews, Scott	125.64
Anoka Co Juvenile Center	1,302.00
Area III TSA	4,500.00
Area III TSA	1,125.00
Arrowwood Resort	480.96
Auto Value	295.65
A'viands LLC	17,841.68
Barger, Jan	3,000.00
Bernhardt, Maria	129.03
Biever, Laurie	153.51
Billings Service	20.00
Billings Service	438.96
Binsfeld's	33.00
Binsfeld's	66.00
Binsfeld's	99.00

Binsfeld's	132.00
Binsfeld's	33.00
Bork, Laura	157.59
Braham Motor Service	381.02
Budget Lighting	259.57
Byrant, Donna	2,204.30
Byrant, Donna	848.32
Cassman, Deb	202.98
CDW	14.39
Central Fleet Service & Parts	754.66
City of South St Paul	50.00
Coborns	36.87
Coborns	42.65
Coborns Long Term Care Pharmacy	2,278.07
Coborns Pharmacy	988.22
Coborns Pharmacy	64.49
Colburn, Judy	48.96
Consulting Radiologists	25.00
Cragun's Resort & Hotel	214.80
D&T Ventures	500.00
D&T Ventures	578.81
Diamondback Tactical	7,125.00
Don's Auto	283.22
Don's Auto	133.59
Downtown Deli	26.93
East Central Exterminating	256.80
East Central Exterminating	112.21
Elfstrum, Brenda	425.85
Eustice, Todd	508.47
Felger, Karen	39.22
FirstLight Health System	1,192.57
Fresonke, Lew	220.00
Friday, Jenny	35.19
Garcia, Timothy	192.50
Geisthardt, Betty	76.50
Global Equipment	109.09
Grainger	248.00
Grainger	57.84
Granite City Jobbing	769.20
Granite City Jobbing	130.97
Granite Electronics	270.38
Handyman's Inc	266.69
Handyman's Inc	87.72

Hoefert, Bob	1,275.91
Hoglund Bus & Truck Co	156.37
Hood, Barb	422.08
Hood, Barb	398.52
Howard, Carey	100.98
Image Office Service	83.96
Industrial Health Services Network	42.40
Isanti Co Family Services	1,248.00
Jebsen, Michelle	131.07
Johnsons Hardware	19.21
Kanabec Co IS	3.09
Kanabec Co IS	30.14
Kanabec Co Public Health	6,486.12
Kanabec Co Public Health	1,298.28
Kanabec County	1,078.00
Kanabec Publications	844.95
Kanabec Publications	300.00
Kanabec Publications	2,859.50
Kanabec Publications	140.54
Kanabec Publications	37.41
Kanabec SWCD	3,063.64
Keehr, Chad	51.97
Kendell	40.00
Lagaard, Mary	2,275.00
Landreville, Willard	934.95
Lane, Dave	71.20
Lane, Dave	2.31
Laska, Millie	880.96
Law Enforcement Training	180.00
Lee, Suzanne	195.09
Leerssen, Jennifer	858.64
Luberda, Karen	152.80
MAAO	130.00
Machines & Media	507.66
Majeski, Annette	155.96
Marco	4,275.00
Matthew Bender	97.06
MCCC	14,578.55
McClellan, Karen	32.86
McFadden, Barb	15.30
McGee MD, Michael	500.00
McIntosh, Bob	675.00
MCIT	80.00

Midwest Children's Resource Center	16.32
Mille Lacs Disposal	20.00
Mille Lacs Soil & Water	425.00
MIPH	150.00
MN Association of County Administrators	325.00
MN County Attorney's Assn	59.99
MN County Recorder's Assn	200.00
MN DNR	10,500.00
MN HomeCare Assn	365.00
MN Monitoring	78.00
Moore Medical	262.11
Mora Chevrolet Buick	46.17
Mora Psychological Services	500.00
Mora Public Schools	2,000.00
Mora Schools	4,494.48
Morrell, Joy	985.32
Nelson, Gary	849.03
Nelson, Jerry	216.17
Nelson, Linda	694.22
Nelson, Ronette	929.51
Newgard, Jean	701.58
Niedzielski, Dan	28.56
Oak Gallery	11.86
Oak Gallery	12.22
Obrycki, Chaz	120.26
Office Depot	31.23
Office Depot	332.90
Office Depot	62.07
Office Depot	18.48
Office Depot	166.79
Ogivilie Schools	8,909.76
Oistad, Connie	75.00
Oslin Lumber	212.24
Oslin Lumber	37.53
Osterdyk, Dorothy	221.34
Osterdyk, Sue	17.34
Ostrom, Donna Deputy Registrar	17.25
Ostrom, Donna Deputy Registrar	11.25
Pedersen, Jerry	44.80
Pieper, Helen	618.33
Pieper, Rollie	767.20
Pine Co Soil & Water	550.00

Priority Dispatch	444.00
PSS	301.49
Quality Disposal	320.62
Quality Disposal	172.14
Raiche, Nancy	248.37
Ramsey Co	1,400.00
Reed, Terrie	110.16
Reed, Terrie	35.19
Regents of the University of MN	13,142.25
Regions Hospital	214.00
Reiman Auto & Trailer	140.00
Reliance Telephone	5,400.00
Rittenour, Michelle	135.66
Roberts, Rodney	29.07
Rogers, Pearl	370.75
Rosburg, Diane	266.22
S&T	351.46
Sandberg, Bev	168.30
Schmidt, Barb	1,542.24
Sedlacek, Lowell	46.32
Sheriff, Kanabec Co	369.63
Skramstad, Linda	274.38
Spee-Dee Delivery	18.25
Stang, Shaun	90.00
Stanley, Phyllis	50.00
State of MN - BCA	210.00
State of MN - BCA	120.00
State of MN - BCA	270.00
Stellar Services	267.63
Swanson, Lori	11.22
Synergy Graphics	226.05
TAC 10	11,660.00
Tadych, Sy	955.25
Teal's Market	41.66
Tech Sales Co	273.60
Telin Transportation	550.15
The Montana Institute	3,000.00
Thompson, Wendy	429.42
Tiger Direct	105.00
Tiger Direct	21.98
Tiger Direct	116.53
Tinker & Larson	1,770.32
Trusight	585.00

Tvedt, Joell	211.29
US Bank	230,432.50
US Cable	60.29
Vogel, Darla	113.22
Wagner, Eugene	11,502.00
Weber, Dan	250.96
Wergin, Richard	425.00
Zamora, Ray	668.62
Total	<u>427,449.83</u>

Road & Bridge Fund

Vendor	Total
Ace Hardware	324.14
American Pressure, Inc.	1,323.14
Ameripride	518.79
Aspen Equipment co.	54.81
Arnold's Equipment, Inc.	414.88
Auto Value Mora	2,968.50
Boyer Trucks	124.88
Central McGowan, Inc.	122.85
Chamberlain Oil Company, LLC	1,212.22
D & M Oil, LLC	24,852.49
Dave's Lawn & Snow	2,655.11
Dultmeier Sales	104.61
Erickson Engineering Co., LLC	1,050.00
Federated Co-ops	5,218.83
Firstlight Health System	27.50
Glen's Tire	695.50
Gopher State One Call	4.35
Kanabec Co. Highway Dept	54.06
Kanabec Publishing, Inc.	152.40
KCR Construction	1,087.50
Mille Lacs Co. Public Works Dept.	399.00
North American Salt Company	5,816.90
Northern States Supply	160.31
Office Depot	99.65
Owen's Auto Parts	562.64
Oxygen Service Company	128.07
Power Plan	2,087.35
Quality Disposal Systems, Inc.	137.97
Richards, Lila, The Cleaning Agent	942.64
SNG Sharpening Service	720.00
Tiger Direct	279.99
Vista Safety Program	205.03
Zep Sales & Service	1,514.64
Total:	<u>56,020.75</u>

Action #20 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the revised P-117B Wages and Salaries Addendum B creating a personnel committee to conduct Department Head evaluations effective immediately.

Action #21 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the revised P-105 County Drug and Alcohol Policy effective immediately.

Action #22 – It was moved by Kathi Ellis, seconded by Kim Smith, and carried unanimously to approve P-105A County Transportation Employee Drug and Alcohol Policy effective immediately.

Action #23 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #23 - 04/13/11

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

WHEREAS the board did budget for this position in 2011, 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 \$8.20 per hour, or \$8.50 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.

Action #24 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #24 - 04/13/11

Position Evaluation

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

WHEREAS the position of Mechanic's Assistant/Building & Grounds Maintenance Worker is a newly created position, and

WHEREAS the County Coordinator has submitted a job description and position questionnaire, 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 Mechanic's Assistant/Building & Grounds Maintenance Worker job description be sent to the salary consultant for review.

Action #25 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to recess at 12:35pm and to meet in continued session on Tuesday April 19, 2011 at 3:00pm in the Board Room (Room #164) of the Kanabec County Courthouse to discuss strategic planning for the County.

The Kanabec County Board of Commissioners met at 3:00pm on Tuesday, April 19, 2011 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe and Les Nielsen. Also present was Coordinator Dan Weber and County Engineer Greg Nikodym.

Action #26 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the agenda as presented.

Greg Nikodym met with the Board to discuss strategic planning. No formal action was taken.

Action #27 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn at 4:30pm and meet in regular session on Wednesday, April 27, 2011 at 9:00am.

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

Attest: _____
Board Clerk