

PROCEEDINGS OF THE COUNTY BOARD

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

April 15, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 15, 2009 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Roger Crawford and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the agenda as amended:

- a. Sheriff's Office-Grant
- b. Out of State Travel

Action #2 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the April 8, 2009 minutes of the Kanabec County Board of Commissioners as presented.

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

Resolution #3 - 04/15/09

Gambling

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 Premises Permit Application for the Ogilvie Lions for charitable gambling to be held at Ogilvie Raceway, 1539 Highway 23, Ogilvie, MN 56358.

Action #4 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #4 - 04/15/09

Out of State Travel

WHEREAS the board has been presented with a request for approval for training in Waterford, Michigan, and

WHEREAS County Policy #P-108 requires that all out-of-state travel:

1. is appropriate when the time and cost of such travel are outweighed by the benefit to Kanabec County, and
2. expenses are limited to reasonable and proper, and
3. all out of state travel requires prior county board approval

and,

WHEREAS the training is mandated by the Alcohol, Tobacco and Other Drug (ATOD) Grant, and

WHEREAS all expenses are paid by the ATOD Grant;

BE IT RESOLVED to approve travel to Waterford, Michigan for ATOD training at a total estimated cost of \$3,416, including travel, lodging, registration fees, meals and other expenses.

Action #5 - It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, April 15, 2009 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda. Items discussed included the budget, staffing, finances, and other agency business. Also present were Social Service Supervisors Chuck Hurd and Carol Anderson.

Action #HS6 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS7 - It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #HS7 - 04/15/09 **ORDER OF THE BOARD**

WHEREAS there is a vacancy in the position of Social Worker, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Health & Human Service Director Wendy Thompson and the County Personnel Director to hire a 37.5 hour per week Social Worker to refill the vacant position at Step A, Range 10 of the pay plan which is \$17.53 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 #HS8 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve payment of 148 claims totaling \$217,528.58 on the Welfare Fund.

Action #HS9 - It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to adjourn the Human Service Board at 9:55am to meet again on Wednesday, May 20, 2009 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

9:55am - Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

10:00am – County Assessor Dan Weber met with the board to discuss a job description.

Action #10 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #10 – 04/15/09
Approve Assessor Job Description

WHEREAS Kanabec County Policy P-117, III.A. calls for a reevaluation of all county job classifications on a five year rotation, and

WHEREAS the position of County Assessor is on the rotation schedule for 2009, and

WHEREAS the County Coordinator has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the County Assessor job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

10:08am – Minnesota Counties Insurance Trust Account Executive Bruce Underdahl met with the board to present to present the 2009 MCIT member report.

10:32am - The Chairperson then called for public comment. Those that responded included:

Bob Swetz	People around Knife Lake are not being treated fairly on property valuations.
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10:41am - The Chairperson closed public comment.

Commissioners continued to give reports of the activities of the Boards and Committees in which they participate.

10:50am – Auditor/Treasurer Denise Cooper met with the County Board to discuss various funds and a set-up license.

Action #11 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #11 – 04/15/09

Dedicated Funds

WHEREAS the county maintains funds dedicated for specific public purposes, and

WHEREAS the Auditor/Treasurer prepared a report for the board showing the fund balances;

BE IT RESOLVED to accept the following report of Kanabec County Dedicated Fund Balances as of December 31, 2008:

KANABEC COUNTY DEDICATED FUNDS 2008

FUND	12/31/05	12/31/06	12/31/07	12/31/08
911 EMERGENCY	137,987	216,303	176,934	244,464
COMMUNITY HEALTH SERVICES	63,793	48,595	OUT per Auditors	
CWP SEPTIC LOANS	15,152	26,766	47,572	55,441
FORFEITURE FUNDS - ATTORNEY	11,712	8,613	11,518	16,735
FORFEITURE FUNDS - SHERIFF	35,494	45,312	49,837	74,188
FUTURE CAPITAL EQUIPMENT *	8,498	17,648	30,022	42,416

FUTURE CAPITAL IMPROVEMENTS				
**	21,628	23,312	34,866	44,619
GRAVEL TAX PIT RESTORATION	16,786	29,050	35,444	0
LAND OFFICE TECH EQUIPMENT	24,692	76,338	111,905	136,691
LAW LIBRARY	(12,933)	(18,180)	(8,197)	5,577
LEGAL FEE FUND ORD 27				0
PROBATION CORRECTIONAL FEES	15,097	21,696	26,079	36,597
PUBLIC HEALTH COPIER	6,556	8,084	9,170	1,744
RECORDER'S EQUIPMENT	45,176	77,126	114,364	150,770
RETIREE ACCRUED SICK PAY		5,834	5,670	16,792
RURAL ADDRESSING	491	491	491	491
SCORE	87,918	76,896	74,004	80,730
SHERIFF EQUIP GRANT	14,999	9,999	0	0
SHERIFFS RESERVE UNIT	6,249	7,539	6,248	10,204
SHORELAND GRANT	0	4,660	4,660	4,660
SNAKE RIVER MNGT	172,929	82,633	OUT per Auditors	
SOLID WASTE	89,066	8,815	12,782	15,527
SOLID WASTE SURCHARGES	1,883,584	1,866,177	1,844,986	1,820,780
VEHICLE POOL	17,484	12,758	25,524	12,791
WATER PLAN GRANT	17,001	34,332	44,747	41,812
WETLAND GRANT	0	28,599	28,599	28,599
TOTAL	2,679,361	2,719,396	2,687,225	2,841,627
Adjusted Total w/o Agency Funds	2,442,639	2,588,168	2,687,225	2,841,627

* TECHNOLOGY FUND

** LONG -TERM EQUIPMENT

Action #12 - It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #12 – 04/15/09

Donations

WHEREAS certain county departments received donation in 2008, and

WHEREAS the County Auditor/Treasurer has monitored and tabulated all donations received;

BE IT RESOLVED to accept the following donations for the calendar year 2008:

Sheriff's Office, Boat & Water	\$ 2,256.00
Sheriff's Office, Reserves	\$ 3,976.00
Public Health, Mini Bus	\$ 9,300.00
Public Health, Senior Clinic	\$ 629.00
Public Health, Hospice	<u>\$32,869.91</u>

TOTAL \$49,030.91

Action #13 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #13 – 04/15/09
Change Funds

WHEREAS certain county departments use change funds to facilitate customer transactions, and

WHEREAS the County Auditor/Treasurer has monitored all change funds;

BE IT RESOLVED to acknowledge the following county change funds:

Auditor-Treasurer	Cash drawer	\$500.00
Drivers-License	Cash drawer	\$100.00
Highway	Cash drawer	\$75.00
		<u>\$675.00</u>

Action #14 - It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #14 – 04/15/09
Electronic Funds Transfer

WHEREAS County Policy A-109 requires that:

A list of routine electronic fund transfer vendors, transaction descriptions and EFT frequencies, will be submitted to the County Board on an annual basis.

and,

WHEREAS the Auditor/Treasurer has submitted such a list for board review;

BE IT RESOLVED to acknowledge the following Electronic Fund Transfer user list:

County Government		
EBSC	Medical Reimbursement & HRA account claims	bi-weekly
BCBS	Health Insurance Premiums	monthly
County	Direct deposit payroll	bi-weekly

MNDOR	State payroll, sales & use, state general taxes	bi-weekly, quarterly, monthly
EFTP	Federal payroll taxes	bi-weekly
MSRS	State Deferred Comp + Sheriff Union	bi-weekly
Hospital		
Cerdian	Flex/medical reimbursement claims	weekly
Delta Dental	Dental premiums	monthly
ADPNY	Deferred comp deposits	bi-weekly
MNDOR	State payroll, sales & use taxes	bi-weekly, quarterly, monthly
EFTP	Federal payroll taxes	bi-weekly
State of MN	Medicare Payments	weekly
MSRS	State Deferred Compensation	bi-weekly

Action #15 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #15 – 04/15/09
Set-Up License

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following application for a license, and

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

BE IT RESOLVED to approve a set up license for Royal Ventures, Inc. dba Tail Feathers Tavern, 3261 Skyview St, Brook Park 55007 effective April 1, 2009 to March 31, 2010.

Action #16 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to recess the board meeting at 11:09am to a time immediately following the Kanabec County Regional Rail Authority.

The meeting of the Kanabec County Board of Commissioners resumed at 11:20am.

Action #21 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to authorize payment of a Rail Authority claim of \$1,642.00 to the Minnesota Counties Insurance Trust.

11:20am – County Recorder Rhonda Olson met with the county board to discuss a job description.

Action #22 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #22 – 04/15/09

Approve Job Description

WHEREAS Kanabec County Policy P-117, III.A. calls for a reevaluation of all county job classifications on a five year rotation, and

WHEREAS the position of Deputy Recorder is on the rotation schedule for 2009, and

WHEREAS the County Coordinator has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the Deputy Recorder job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Commissioners continued to give reports of the activities of the Boards and Committees in which they participate.

11:31am – County Engineer Greg Nikodym met with the county board to discuss matters concerning the Highway Department.

Action #23 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #23 – 04/15/09

For Agreement to State Transportation Fund Local Road Improvement Program Grant Terms and Conditions

WHEREAS, Kanabec County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund, for construction of Local Road Improvement Project No. SAP 33-030-003, and

WHEREAS, the Commissioner of Transportation has given notice that funding for this local road improvement project is available, and

WHEREAS, the amount of the grant has been determined to be \$ 84,388.00;

NOW THEREFORE, BE IT RESOLVED That Kanabec County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52, subdivision 5, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

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

Resolution #24 – 04/15/09

Road Bids

WHEREAS, Kanabec County has received funding from the State Park Road Account Fund for the improvement of CR No. 90, and

WHEREAS, Plans, Specifications, and Proposals have been prepared for this project, and

WHEREAS, Plans, Specifications, and proposals are also prepared for the overlay of CR No. 69, from CSAH No. 1 east 1.47 miles; and the overlay of CSAH No. 14 from TH No. 65 to CR No. 62, and

WHEREAS, The Kanabec County Board of Commissioners wish to proceed with these proposed projects;

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

Action #25 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #25 - 04/15/09

Highway Funding

WHEREAS programmed transportation funding is distributed within the eight state transportation districts, and

WHEREAS this distribution has the effect benefiting some districts at the expense of others, both in the short and long term, and

WHEREAS this may be an unintended consequence, but it is a real life outcome,
and

WHEREAS, without question there are more important, overdue projects in the
public interest in each district than there is money to accomplish them, and

WHEREAS there is legislation introduced to mitigate this problem in House File
1480 and Senate File 1456, and

WHEREAS HF1480 and SF1456 would ensure that each of the eight state
transportation districts received a minimum guaranteed rate of return for all fuel tax,
license registration tax, and motor vehicle sales tax proceeds contributed by that district
to the highway user tax distribution fund (HUTDF) and deposited in the trunk highway
fund. That minimum guarantee is set at 92 percent of a district's HUTDF contribution,
and

WHEREAS this method would guarantee reasonably equitable distribution of
funds while still leaving a margin of discretion for the Commissioner of Transportation to
respond to unusual circumstances;

BE IT RESOLVED that the Kanabec County Board of Commissioners supports
HF1480 and SF1456 and requests that the legislators representing Kanabec County give
their full support to these bills.

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

Resolution #26 - 04/15/09

Closed Meeting

BE IT RESOLVED to close the meeting at 11:47am pursuant to the Open
Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of County
Engineer Greg Nikodym.

Action #27 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried
unanimously to reopen the meeting at 12:10pm.

Action #28 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried
unanimously to approve the following resolution:

Resolution #28 - 04/15/09

Evaluation Result

WHEREAS the board has evaluated the past year's job performance of County Engineer Greg Nikodym, and

WHEREAS the board has discussed its findings with Nikodym;

BE IT RESOLVED that the board finds his performance to be satisfactory.

12:14pm – Jail Administrator Joanne Nelson and Jail/Office Assistant Trish Gravning met with the county board to discuss grant applications.

Action #29 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #29 – 04/15/09

Bryne Grant for three dispatchers

WHEREAS the Kanabec County Board of Commissioners and the County Sheriff Office have identified a need for three additional E911 dispatchers to meet the life-safety needs of the county, and

WHEREAS these positions had been planned for 2009, and

WHEREAS loss of funding due to the current problems in the state economy has forced the County Board to cut the three positions from the budget, and

WHEREAS the lack of funding has not decreased the need, and

WHEREAS potential funding to fill these positions is available in an Edward Bryne Memorial Competitive Grant;

BE IT RESOLVED to authorize and approve an application by the Kanabec County Sheriff for an Edward Bryne Memorial Competitive Grant for three E911 dispatchers.

Action #30 – It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #30 – 04/15/09

Grant Application, Jailers

WHEREAS the Kanabec County Board of Commissioners and the County Sheriff Office have identified a need for additional Jailers to meet the life-safety needs of the county, and

WHEREAS these positions had been planned for 2009, and

WHEREAS loss of funding due to the current problems in the state economy has forced the County Board to cut the positions from the budget, and

WHEREAS the lack of funding to hire jailers means the county will not be able to open the new county jail and will be required to continue transporting prisoners to other jails around the state, and

WHEREAS potential funding to fill these positions is available in an “Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant, Enhancing Rural Corrections, Detention and Jail Operations;”

BE IT RESOLVED to authorize and approve an application by the Kanabec County Sheriff for an Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant for seven jailers and one jail sergeant.

Action #31 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #31 – 04/15/09
Grant Application, Communication

WHEREAS technology and staffing improvements in the Kanabec County Sheriff’s Office have been struck from budgets due to funding limits, and

WHEREAS Kanabec County has lagged behind other law enforcement agencies in application of communication technology as a result, and

WHEREAS the Kanabec County Board of Commissioners and the County Sheriff Office have identified a need to improve information sharing and technology efforts to meet the life-safety needs of the county, and

WHEREAS potential funding to fill these positions is available in an “Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant, Facilitating Rural Justice Information Sharing;”

BE IT RESOLVED to authorize and approve an application by the Kanabec County Sheriff for an Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant for funds for laptops, software and installation for computers for all of the County squad cars, and to hire a public safety Information Systems Computer Technician position.

Action #32 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to adjourn at 12:42pm to meet again in regular session on Wednesday, April 22, 2009 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator