

PROCEEDINGS OF THE COUNTY BOARD

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

April 25, 2012

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 25, 2012 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Gene Anderson, Les Nielsen and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the April 11, 2012 minutes of the Kanabec County Board of Commissioners as presented.

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

Resolution #3a – 04/25/12

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 March, 2012 claims on SCORE Funds:

Quality Disposal	\$2,539.60
Knife Lake Sanitation	\$537.00
Arthur Twp	\$400.00
TOTAL	\$3,476.60

Resolution #3b – 04/25/12

KLID CLAIMS

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 April 16, 2012, and

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

BE IT RESOLVED to pay the following claims:

East Central Energy	\$200.00
Kassie Norby	\$65.63
Area III TSA	\$3,000.00

Action #4 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following paid claims:

Vendor	Amount
Ahlgren & Bangma	30.00
Brand, Ingrid	2.00
Centerpoint Energy	42.00
D Investments	708.00
Eagle Lodge LTD Partnership	8.00
East Central Title	12.00
GMCU	6,495.91
Grainger	125.28
Great America Leasing	999.00
Hawley Law	161.50
Health Partners	3,516.54
Jones, Peter	2.00
MN Energy Resources Corp	4,355.39
Nelson, Trissa	2.00
Office of Enterprise Technology	1,300.00
Resource Training & Solutions	6,411.50
TDS Metrocom	409.95
Verizon Wireless	185.21
Verizon Wireless	1,233.07
Voight, Arnie & Jackie	445.00
Total	<hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> 26,444.35

Action #5 – It was moved by Les Nielsen, seconded by Gene Anderson, 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 25, 2012 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Gene Anderson, Kim Smith, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

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

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

Resolution #HS7 – 04/25/12

Grant Request Resolution

WHEREAS, Kanabec and Pine Counties are in the planning process of combining the Health and Human Service agencies of both counties; and

WHEREAS, there may be funds available in the form of grants from foundations to support this process;

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the inquiry and application for funding for this purpose.

Action #HS8 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HS8 – 04/25/12

Burial Policy Resolution

WHEREAS, under Minnesota Statutes, the County is required to provide for the final disposition of indigent persons; and

WHEREAS, policies pertaining to burials are at the discretion of the County Board, to the extent that they do not conflict with special provisions in state law or regulations for MFIP burials; and

WHEREAS, the Kanabec County Family Services Financial Supervisor has met with the City of Mora and negotiated an acceptable rate for the purchase of plots in the City's cemetery

for County burial of indigent persons and other appropriate changes have been made to the burial policy;

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approves the updated Burial Policy.

Action #HS9 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve payment of 130 claims totaling \$218,385.83 on Welfare Funds.

Action #HS10 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to adjourn the Human Service Board at 9:28am to meet again on Wednesday, May 23, 2012 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #11 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	6.40
Ace Hardware	17.62
Allen, Mindie	31.50
Allina Health Systems	340.00
Auto Value	143.63
Auto Value	339.66
Auto Value	47.84
A'viands LLC	8,905.83
Billings Service	27.59
Bostrom, Dr Randall	62.78
Braham Motor Service	207.20
Byrant, Donna	2,671.87
Byrant, Donna	424.16
Byrant, Donna	250.00
Chaffee, Steve	79.43
Christianson, Craig	390.17
Coborns	3.20
Colburn, Judy	204.80
Cragun's	133.69
Dalco	100.58
Druar, Dan	643.56
East Central Exterminating	256.80

ECM Publishers	216.00
Ehlers & Assoc	912.50
Election Systems & Software	12,689.55
Elk River Ford	1,069.02
ERA Laboratories	105.00
ERA Laboratories	224.00
ERA Laboratories	224.00
Eustice, Todd	290.84
Faust, Patrick	457.47
Flascher, Joe	264.18
Galls	331.79
Geisthardt, Betty	121.55
George T Hall	293.53
Grainger	77.59
Grainger	219.66
Gustafson, Bev	17.66
Handyman's Inc	134.66
Handyman's Inc	190.07
Hass Construction	90.00
Hawkins, Dorothy	1,076.15
Health Dimensions Rehabilitation	1,870.34
Hoefert, Bob	1,354.96
Hoglund Bus & Truck Co	1,164.99
Hoglund Bus & Truck Co	963.80
Holiday	532.31
Holiday	6,394.00
Holiday	622.82
Holiday	141.71
Holiday	91.10
Holiday	66.77
Holiday	7,217.74
Hood, Barb	383.54
Hood, Bill	591.80
Indianhead Specialty Co	22.34
Isanti Co Public Health	11,068.18
Ivans	66.26
Kanabec Co Auditor	60.00
Kanabec Co Hwy Dept	299.05
Kanabec Co Hwy Dept	173.48
Kanabec Co Hwy Dept	37.16
Kanabec Co Hwy Dept	93.40
Kanabec Co Public Health	1,342.23
Kanabec Publications	76.20

Kanabec Publications	37.20
Kanabec Publications	247.00
Keeps	1,745.22
Kram, Shaun	75.00
Landreville, Willard	514.40
Leerssen, Jennifer	379.62
Lenny's Service	846.45
Luberda, Karen	13.88
Maack, Heather	40.24
MAAO	320.00
Majeski, Annette	48.84
Mattson Electric	1,807.83
MCCC	14,710.05
McClellan, Karen	17.25
McKesson-Medical-Surgical	85.60
Mid-American Research Chemical	254.80
Minnesota UI	1,197.04
MN DOT	300.00
MN Human Services	67.70
MN Prevention Resource Center	30.00
Mora Psychological Services	600.00
Morgan, Barb	102.18
Mustang Booster Club	75.00
Nature's Way Chiropractic	150.00
Nelson, Ansel	454.00
Nelson, Linda	309.71
Nelson, Ronette	360.78
Newgard, Jean	350.76
Noble Medical Inc	321.84
Oak Gallery	26.14
Oak Gallery	11.74
Office Depot	42.44
Office Depot	51.77
Office Depot	23.05
Olson, Rhonda	64.94
Pancake, Dale	11.62
Pap, Harly	174.29
PD's Embroidery	20.00
PD's Embroidery	14.96
Perlick, Lisa	1,160.00
Pieper, Rollie	1,351.44
Ratwik, Roszak & Maloney, PA	750.00
Ringler, Jennie	52.73

Roberts, Rodney	14.43
Rogers, Pearl	316.01
RS Eden	287.31
RS Eden	76.00
S&T	13.23
Sedlacek, Lowell	146.42
SelectAccount	279.99
SpeeDee Delivery Service	16.85
SpeeDee Delivery Service	18.89
SpeeDee Delivery Service	18.89
St Clare Living Community	1,356.59
State of MN	270.00
Stellar Services	273.42
Struffert, Delores	63.09
The Hartford	1,628.14
Troupe, Kevin	10.55
UHL Co	1,096.00
Visual Gov Solutions	1.50
West Payment Center	1,342.00
West Payment Center	190.75
White, Ellen	14.67
Wickeham, Teresa	59.94
Zamora, Ray	625.73
Total	106,265.62

Action #12 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #12 – 04/25/12

WHEREAS the County Board did make a conditional offer of employment to Patrick Christopherson for the position of County Coordinator; and

WHEREAS the condition of the offer was to pass a background check; and

WHEREAS Mr. Christopherson did pass the background check and is eligible for hire;

BE IT RESOLVED to hire Patrick Christopherson as the County Coordinator at an annual wage of \$75,358; and

BE IT FURTHER RESOLVED that Mr. Christopherson’s first day of employment will be May 7, 2012.

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

Resolution #13 - 04/25/12

WHEREAS the county has leased space to the State of Minnesota for a Highway Patrol Office for several years, and

WHEREAS the Kanabec County Board of Commissioners have been presented with a request to renew the lease, and

WHEREAS the County Sheriff has expressed agreement with renewing the lease;

BE IT RESOLVED to approve Lease Number 11211 Amendment 3 between the State of Minnesota and Kanabec County for approximately 144 sq ft of office space for a sum of \$4,665.60 per year or \$129.60 per month, and

BE IT FURTHER RESOLVED to authorize and direct Chairperson Kim Smith and Board Clerk/Interim County Coordinator Jerry Tvedt to sign the lease documents.

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

Resolution #14 – 04/25/12 **Trail Grant Approval**

WHEREAS the Minnesota Snowmobile Trails Assistance Program provides grants to local unit of government for the maintenance of recreational trails pursuant to Minnesota Statutes Chapter 84.83, and

WHEREAS the county is the sponsor for such grant funds and the work performed by the trail club, and

WHEREAS a grant of this type in the amount of \$33,200.00 is available for the Snake River Trail;

BE IT RESOLVED to approve a “Minnesota Snowmobile Trails Assistance Program Snowmobile FY 2013 Maintenance and Grooming Grant Agreement.”

Transit Director Helen Pieper met with the County Board to discuss matters concerning the Transit Department.

Action #15 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution #15 – 04/25/12

WHEREAS Timber Trails Public Transit currently rents a building at 202 N Hill Ave Ogilvie, MN 56358 from Rose Ryan for storage of Transit buses; and

WHEREAS the current owner would like to sell the building to Kanabec County at a cost of \$90,000 plus closing costs; and

WHEREAS the Assessor's Office has the assessed value of the building at \$81,100 for 2013 plus the building is in need of electrical repair to bring it up to OSHA standards;

BE IT RESOLVED to offer Rose Ryan \$81,100 for the building located at 202 N Hill Ave Ogilvie, MN 56358 subject to inspection from Maintenance Supervisor Jerry Pedersen.

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

IN FAVOR THEREOF: Kathi Ellis, Kevin Troupe, Kim Smith

OPPOSED: Les Nielsen, Gene Anderson

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution #16 – 04/25/12

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 Chief Deputy Recorder is on the rotation schedule for 2012, and

WHEREAS the County Recorder 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 Chief 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.

Action #17 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #17 – 04/25/12

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 County Recorder is on the rotation schedule for 2012, and

WHEREAS the County Recorder 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 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.

Public Works Director Chad Gramentz met with the County Board to discuss matters concerning the Public Works Department.

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

Resolution #18 – 04/25/12

Local Share for Federal Funding of CSAH 5

WHEREAS, the Minnesota Department of Transportation (Mn/DOT) established eight Area Transportation Partnerships throughout the State of Minnesota to develop prioritized lists of transportation projects seeking federal funding under Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for inclusion in the State Transportation Improvement Program (STIP); and

WHEREAS, the Central Minnesota Area Transportation Partnership (ATP) prioritizes projects seeking SAFETEA-LU funding in the Counties of Benton, Cass, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wadena, and Wright; and is finalizing the completion of its 2013-2016 Area Transportation Improvement Program (ATIP) that becomes a subset of Minnesota's 2013-2016 STIP; and

WHEREAS, East Central Regional Development Commission(ECRDC), representing the Counties of Chisago, Isanti, Kanabec, Pine, and Mille Lacs and supports the ATP in the execution of its responsibilities by soliciting and selecting projects in Region 7E and recommending them for inclusion in the ATP's Draft ATIP; and

WHEREAS, the ATP grants regions the authority to determine the federal SAFETEA-LU funding amount recommended for each project that is selected for programming in the ATIP in order to maximize limited federal funds and leverage local resources to address the transportation needs of each region; and

WHEREAS, ECRDC recommended the ATP program federal funds in the amount of \$720,000 in year 2016 of its 2013-2016 ATIP for Kanabec CSAH 5 pavement surface rehabilitation submitted by Kanabec County; and

WHEREAS, each jurisdiction and/or agency must acknowledge the amount of federal funds recommended by the ECRDC and commit the necessary local funding to match the SAFETEA-LU funds requested, as well as any other funding that may be necessary to complete the project as proposed in its application; and

WHEREAS, Kanabec County acknowledges the \$720,000 in federal SAFETEA-LU federal funds that is being recommended by the ATP for Kanabec CSAH 5 and understands that a minimum local financial match of \$180,000 will be necessary based on the present cost estimate to fully implement the project; and

THEREFORE BE IT RESOLVED, Kanabec County agrees to commit the necessary local revenues to match the SAFETEA-LU funds approved by the ATP and included in the STIP and to cover any other costs that may be necessary to complete the project as submitted.

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

Resolution #19 – 04/25/12

Equipment Rental Bids

WHEREAS bids were received and opened on April 17, 2012 for equipment rental rates and crushing, and

WHEREAS long term equipment rental quotes were received, and

WHEREAS Kanabec County may require various equipment throughout the year;

BE IT RESOLVED to accept all bids and quotes as submitted, and

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

Action #20 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #20 – 04/25/12

Adopt-A-Highway Policy

WHEREAS there has been requests from Kanabec County residents for an Adopt-A-Highway program for county highways, and

WHEREAS the Public Works Director has presented estimated costs and a policy to administer the program, and

WHEREAS the Kanabec County Board wishes to reduce litter and promote recycling, and

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners do hereby adopt the Kanabec Adopt-A-Highway Policy dated April 2012; and

BE IT FURTHER RESOLVED to limit signage and supplies expenses to available SCORE funds not to exceed \$4,000 annually; and

BE IT FURTHER RESOLVED that this policy will be adopted as a pilot project.

Action #21 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #21 – 04/25/12

Snake River Watershed Clean Water Loan

WHEREAS the Snake River Watershed Management Board has applied for and received a Minnesota Clean Water Partnership Project Implementation Loan from the Minnesota Pollution Control Agency to provide low interest loans to residents for septic system upgrades, and

WHEREAS The Snake River Watershed Management Board has requested that Kanabec County act as Loan Sponsor, and

WHEREAS Kanabec County Board has acted as Loan Sponsor to the SRWMB for previous loans,

THEREFORE BE IT RESOLVED by the Kanabec County Board of Commissioners, that it hereby designates Teresa Wickeham, Environmental Services Supervisor as Project Representative for the implementation of the Snake River Watershed Resource Protection Clean Water Partnership Project for Kanabec County.

The Project Representative shall have the authority to represent the Kanabec County Board of Commissioners in all Project matters that do not specifically require action by the Kanabec County Board of Commissioners.

BE IT FURTHER RESOLVED by the Kanabec County Board of Commissioners that, as Loan Sponsor, the Kanabec County Board of Commissioners enters into the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement along with the Snake River Watershed Management Board, as Project Sponsor, and the Minnesota Pollution Control Agency to conduct the implementation of the Snake River Watershed Resource Protection Clean Water Partnership Project.

BE IT FURTHER RESOLVED by the Kanabec County Board of Commissioners that the County Board Chair, Kim Smith be authorized to execute the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement for the above referenced Project on behalf of the Board as Loan Sponsor.

BE IT FURTHER RESOLVED by the Kanabec County Board of Commissioners that the Environmental Services Supervisor, Teresa Wickeham be authorized to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Board.

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

Resolution #22 – 04/25/12

Employee Safety Training

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

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

WHEREAS the County Safety Coordinator recommends obtaining the services of SafeAssure to provide a review of the County Safety program and necessary training for 2012

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 2012.

BE IT FURTHER RESOLVED that the cost of this service is not to exceed \$7,485.00

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

Resolution #23 – 04/25/12

Diesel Fuel

WHEREAS the following quotes were received for diesel fuel:

Eggens Direct Service	no bid
Federated Coop	\$3.320

WHEREAS the quote of \$3.32 per gallon provided by Federated Coop was the lowest quote;

BE IT RESOLVED to accept the low quote of \$3.320 per gallon for diesel fuel by Federated Coop.

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

Archie Peckels	Concerns with the County Attorney and Sheriff's Office.
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11:00am - The Chairperson closed public comment.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning a land exchange.

Action #24 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #24 – 04/25/12

WHEREAS the estate of Richard C. Dahlquist has proposed an exchange of his property described as the SE 1/4 of SE 1/4, Section 16, Township 38, Range 23 for state owned land lying north of his property and,

WHEREAS, the involved lands are not within a restricted zone or district,

BE IT RESOLVED, in accordance with MS 94.341 – 94.348 that the SE 1/4 of SE 1/4 be classified as non-conservation land, and classified for sale and offered for land exchange,

BE IT FURTHER RESOLVED that the proposed land exchange is approved subject to approval of the appraisals by the Board of the estate of Richard Dahlquist.

BE IT FURTHER RESOLVED that the County Auditor/Treasurer and DNR are authorized to obtain appraisals on both properties. The estate of Richard Dahlquist will pay the difference in land value and all costs of the exchange, including appraisals.

County Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning liquor licenses. No action was taken at this time.

Action #25 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn at 12:35pm and to meet again in regular session on Wednesday, May 9, 2012 at 9:00am.

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

Attest: _____
Board Clerk