

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**August 13, 2014**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 13, 2014 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Gene Anderson, Kevin Troupe and Kathi Ellis.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the July 23, 2014 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #3 – 08/13/14**

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 July 21, 2014, and

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

**BE IT RESOLVED** to pay the following claims:

Central MN Aquatics \$750.00  
Central MN Aquatics \$4,407.20

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

## **Resolution #4 – 08/13/14**

**WHEREAS**; Kanabec County would like to collect data specifically regarding employee departures, and

**WHEREAS**; language has been adopted and approved by Department Heads to facilitate this process via existent personnel policy language, and

**NOW THEREFORE BE IT RESOLVED**; that the Kanabec County Board of Commissioners approves the amended personnel policy to include an exit interview clause and process.

Action #5 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, August 13, 2014 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Kevin Troupe, and Gene Anderson. 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 presented.

Action #PH7 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

## **Resolution #PH7 – 08/13/14**

Quality Improvement Organization MOA resolution

**WHEREAS**, the Centers for Medicaid and Medicare (CMS) requires that services provided to beneficiaries of those programs be reviewed for quality and complaints by a Family Centered Care Quality and Improvement Organization (BFCC-QIO), and

**WHEREAS**, KEPRO has been named by CMS for the purpose of providing the quality and complaint review in the area encompassing Minnesota, and

**WHEREAS**, in order to participate in the Medicare program, federal law requires providers to have a Memorandum of Agreement (MOA) with a QIO;

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Board of Health approve the Kanabec County Health and Human Services Director to enter into a Memorandum

of Agreement with KEPRO to provide the required review of complaints and quality for Medicaid and Medicare services.

Action #PH8 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #PH8 – 08/13/14**  
Juettner Marketing MOA Extension resolution

**WHEREAS**, the COUNTY has allocated and encumbered funds for the purpose of reducing underage alcohol use and binge drinking, tobacco and other drug use in youth and young adults in Kanabec County as part of the Strategic Prevention Framework-State Incentive Grant (SPF SIG), and

**WHEREAS**, an updated communications plan for the Substance Abuse Coalition of Kanabec County (SACK) will be developed and campaign activity timelines outlined by September 30, 2014. The plan will raise awareness of the coalition and its work as well as outline communications activities that support the strategies coalition members have selected, and

**WHEREAS**, Juettner Marketing is capable and willing to develop an updated communications plan for messaging campaigns and grass roots advocacy to support the goals of the SACK coalition;

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Board of Health approve extending the Memorandum of Agreement with Juettner Marketing to provide an updated communications plan and advocacy to support the SACK coalition goals through June 30, 2015 with an additional \$35,000 covered through the SPF SIG grant.

Action #PH9 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to recess the Public Health Board at 10:04am to meet in regular session on Wednesday, September 10, 2014 at 6:35pm.

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The Board of Commissioners meeting continued.

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

Action #10 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

**Resolution #10 – 08/13/14**  
Advertisement for Bids for Snow Removal

**WHEREAS** the Kanabec County Board of Commissioners wish to contract for snow removal services for the removal of snow from sidewalks and parking lots at the courthouse and jail;

**BE IT RESOLVED** to authorize the Public Works Director to advertise for proposals for snow removal services.

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

**Resolution #11 – 08/13/14**  
CSAH 3 Appraisal Services

**WHEREAS** CSAH 3 from CSAH 15 to TH 65 is programmed for improvements in 2015, and

**WHEREAS** the planned improvements require additional right-of-way, and

**WHEREAS** the following quotes were received for appraisal services for right-of-way acquisition:

Mike Walsh	\$244/parcel
Jeff Moffatt	\$210/parcel

**THEREFORE BE IT RESOLVED** to accept the quote of \$210 per parcel for appraisal services submitted by Jeff Moffatt.

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

**Resolution #12 – 08/13/14**  
Approval to Solicit Quotes for Striping

**WHEREAS** Kanabec County highways are in need regular striping maintenance, and

**THEREFORE BE IT RESOLVED** to authorize the Public Works Director to solicit quotes for highway striping.

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

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

**Resolution #13 – 08/13/14**  
ORDER OF THE BOARD

**WHEREAS** there is a newly created position in the Transit Office for a Compliance Manager, 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 Compliance Manager to fill the position at Step A, Range 9 of the pay plan which is \$17.29 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 the Transit Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

**BE IT FURTHER RESOLVED** that this position is grant funded through July 31, 2016 and funding for this position will end when the grant ends.

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

**Resolution #14 – 08/13/14**  
Regional Dispatch Facility Project

**WHEREAS** Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties, and

**WHEREAS** the growth of our organization and the direction of our industry make it necessary to prepare for the regionalization of transportation services, and

**WHEREAS** Kanabec County has a strong commitment to transit and the community; and the community supports and needs transit, and

**WHEREAS** Kanabec County has funds and continues to set aside funds into a transit facility reserve account;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners approve using those funds as the local match for a regional transit facility that is under consideration and pending Federal and State funding for the project, and

**BE IT FURTHER RESOLVED** that Kanabec County agrees to provide a local share of 20% percent of the total grant.

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

### **Resolution #15 – 08/13/14**

**BE IT RESOLVED** that Kanabec County enter into an Agreement with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties, and

**BE IT FURTHER RESOLVED** that Kanabec County agrees to provide a local share of 15% of the total operating cost and 20% of the total capital costs, and

**BE IT FURTHER RESOLVED** that Kanabec County Board of Commissioners authorizes the Health and Human Services Director and the Transit Director to execute the aforementioned Agreement and any amendments thereto.

**10:48am** - The Chairperson then called for public comment three times. None responded.

**10:49am** - The Chairperson closed public comment.

Veteran Service Officer Lowell Sedlacek met with the County Board to discuss matters concerning his office.

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

### **Resolution #16 – 08/13/14**

CVSO Operational Improvement grant

**BE IT RESOLVED**, by Kanabec County Board of Commissioners that Lowell Sedlacek, the Veterans Service Officer be authorized to apply for, execute, administer, and sign all documents on behalf of the County in regards to this CVSO Operational Improvement Grant.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the Sheriff's Office. Information only, no action was taken.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning a dispatch radio upgrade. No action was taken at this time.

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

### **Resolution #17 – 08/13/14**

**WHEREAS** the County Assessor position was vacated on July 25, 2014; and,

**WHEREAS** Minnesota Statute 273.061 requires every county shall have a county assessor; and,

**WHEREAS** Minnesota Statute 273.061 states that a county assessor must have senior accreditation (SAMA) from the State Board of Assessors by January 1, 1992, or within two years of the assessor's first appointment under this section, whichever is later, and

**WHEREAS** Karen McClellan is licensed by the State Board of Assessors as an Accredited Minnesota Assessor (AMA), and meets the requirements to be appointed to a provisional term of two years as Assessor;

**THEREFORE BE IT RESOLVED** to appoint Karen McClellan as County Assessor to a provisional two year term effective August 13, 2014.

Action #18 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

### **Resolution #18 – 08/13/14**

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 Maintenance Supervisor is on the rotation schedule for 2014, 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 Maintenance Supervisor 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 #19 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<b>Vendor</b>	<b>Amount</b>
Assurant Employee Benefits	721.70
Cardinal Health	708.74
Centerpoint Energy	97.00
East Central Energy	339.00
GMCU	5,196.53
GMCU	481.31
Holiday Credit Office	11,227.17
Kanabec Co Auditor HRA	206.00
MN Energy Resources Corp	203.22
MN Mutual Life Ins Co	93.50
Mora Motor Vehicle	528.25
Mora Motor Vehicle	24.00
Mora Municipal Utilities	1,006.21
Resource Training & Solutions	<u>2,003.98</u>
Total	22,836.61

Action #20 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following claims on the funds indicated:

### **Revenue Fund**

<b>VENDOR</b>	<b>AMOUNT</b>
Ace Hardware	134.67
Ace Hardware	44.88
Ace Hardware	16.73
Ace Hardware	10.48
Advanced Correctional Healthcare	12,661.45
Aitkin Medical	582.50
Alkire, Alyce	1,243.22
Allina Health	120.00
Alpine Diversified Services	500.00
Althoff and Nordquist	7,300.00
AmeriPride	796.91
Amundson, Pauline	630.00

Andres, Christine	73.36
Ashworth Appliance & Electronics	48.96
Auto Value	229.98
Auto Value	511.28
A'viands, LLC	12,744.77
Bachman, Fran	360.76
Bartsch, Meganne	259.28
Behrenbrinker, Steve	7,500.00
Berg, Ashley	145.04
Bernhardt, Maria	259.84
Biever, Laurie	185.36
Billings, Margaret	121.97
Briggs	310.38
Burski, Kathy	174.55
Cambridge PD	1,632.14
Cheney, Melody	26.60
Christianson, Craig	1,256.32
City of Isanti	500.00
City of Lindstrom	500.00
Clifton Larson Allen LLP	23,000.00
Coborns	106.36
Coborns	5.43
Coborns Pharmacy	685.07
Crime Stoppers of MN	150.00
Curtis, Michael	1,992.14
Dala House Apartments	500.00
Dandelion Floral	41.65
Dex Media East Inc	50.00
Deyta, LLC	90.00
Doubletree by Hilton Bemedji	572.16
East Central Exterminating	120.00
East Central Solid Waste Commission	93.22
ECM Publishers	56.40
ECRDC	47.50
Election Systems & Software	3,756.11
Elfstrum, Brenda	495.04
Evans Construction	2,280.00
Faust, Patrick	995.28
FBG Service Corp	6,410.24
FBG Service Corp	584.80
Felland, Becky	305.20
Fresonke, Lew	240.00
Galls	456.57

Garage Door Store	98.75
Garcia, Timothy	260.00
Gary's Cleaning	771.00
Glen's Tire	19.50
Grainger	121.38
Grainger	38.50
Grainger	7.40
Grand View Lodge	519.00
Granite City Jobbing	945.84
Green Lights Recycling	102.64
GTS Educational Events	150.00
Handyman's Inc	155.76
Handyman's Inc	335.82
Health Dimensions Rehabilitation Inc	11,896.44
Health Partners	4,431.28
Hoefert, Bob	2,664.55
Hoglund Bus & Truck Co	536.41
Holiday Inn & Suites	168.18
Holland, Jeff	229.60
Hood, Barb	621.59
Hood, Bill	774.29
Horizon Roofing	672.61
Ideal Service Inc	425.00
Image Office Service	78.23
Industrial Health Services Network	88.80
Intab	78.86
Intoximeters	59.75
Isanti Co Recorder's Office	20.00
Isanti Co Sheriff's Office	2,581.74
J.J. Keller & Assoc	372.63
Johnsons Hardware	377.37
Johnsons Hardware	97.83
Jones, Willie	55.44
Kanabec Co Hwy Dept	3,934.48
Kanabec Co Hwy Dept	101.07
Kanabec Co Hwy Dept	200.74
Kanabec Co Hwy Dept	121.31
Kanabec Co Hwy Dept	266.98
Kanabec Co Hwy Dept	105.72
Kanabec Co Public Health	1,250.37
Kanabec Co Recorder	15.00
Kanabec County History Center	3,500.00
Kanabec Publications	1,046.50

Kanabec Publications	664.70
Kanabec Publications	1,010.51
Kanabec Publications	594.77
Keeprs	62.55
Keeprs	408.49
Kennedy Jr, Kerry	1,042.80
Koch's Hardware	26.10
Kramersmeier, Wallace	625.00
Krippner, Brittany	24.64
Landreville, Willard	1,387.45
Lane, Dave	43.68
Lenny's Service	35.93
Lerrssen, Jennifer	833.12
Lindberg, Jodi	45.00
Luberda, Karen	59.77
MACPZA Treasurer	160.00
Magaard, Andrew	300.72
Marco	21.72
Marco	486.00
Marco	157.48
Marco	79.00
Marohn, Brenda	10.08
McIntosh, Bob	825.00
McKesson-Medical-Surgical	444.00
Mehlhop, Ron	121.48
Midwest Children's Resource Center	7.00
Milaca Chiropractor Center	75.00
Mille Lacs Co Aud/Treas	4,379.00
Mille Lacs Disposal	20.00
MN Secretary of State	120.00
MN Sheriff's Assn	2,963.00
Moore Medical	315.16
Mora Chevrolet Buick	414.83
Nelson, Ansel	1,684.34
Nelson, Jerry	634.24
Nelson, Ronette	886.24
Netter Paints & Coatings	2,544.50
Newgard, Jean	529.03
Office Depot	46.10
Office Depot	86.80
Office Depot	53.85
Office Depot	61.33
Ogilvie Museum	750.00

Olson, Autumn	493.92
O'Reilly, Molly	168.00
Osterdyk, Dorothy	472.64
Owens Auto Parts	34.70
Owens Auto Parts	15.81
Pedersen, Jerry	24.64
Pesut, Daniel	278.40
Pieper, Helen	284.29
Pine Crest Manor Apartments	500.00
Pine Technical College	500.00
Priority Dispatch Corp	1,425.00
Projector Screen Store	1,064.42
Quality Disposal	373.82
Quality Disposal	180.56
Raiche, Barb	537.60
Raiche, Nancy	361.76
Ratwik, Roszak & Maloney, PA	66.00
Reliance Telephone	3,500.00
Ringler, Jennie	26.88
Ringler, Jennie	53.20
Rittenour, Michelle	29.46
Rogers, Pearl	170.37
Rosburg, Diane	154.00
Rupp, Anderson, Squires & Waldspurger, PA	750.00
S&T	179.04
S&T	88.56
S&T	274.63
S&T	224.47
S&T	104.49
Schulz, Steve	36.00
Shopko Stores	10.81
Shopko Stores	12.36
Skramstad, Linda	301.84
Squeegee Squad	275.00
Squeegee Squad	1,700.00
Stegeman, Jesse	194.30
Stellar Services	486.04
Storrar, Lynette	120.00
Struffert, Delores	454.16
Swanson, Jeremy	1,244.30
Tapes Plus Advertising	150.00
Telander, Sarah	344.40
Telin Transportation	230.67

Thor, A	475.18
Thor, A	474.09
Triple M Lawn & Snow	50.00
Troupe Advertising	138.94
Troupe Advertising	400.00
Vasa House Apartments	500.00
Verizon Wireless	1,692.11
Vogel, Darla	385.28
Wallskog, Jenilee	575.49
Watson Co	157.77
WCMP	105.00
White, Ellen	143.89
Wickeham, Teresa	120.00
Wiitala, David	2,207.90
World Medical Government Solutions	7.70
Wynn, Heather	28.00
Zaier, Kelly	202.72
Zamora, Ray	1,311.60
Total	<u>186,125.58</u>

### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	95.92
Ameripride	689.98
Auto Value Mora	1,109.84
Blake Drilling Co, Inc	2,262.85
Brock White Co, LLC	36,210.00
Central McGowan, Inc	224.90
East Central Energy	111.67
Federated Co-ops, Inc	439.97
FleetGo Inc	197.05
Glens Tire	530.22
Gopher State One Call	15.95
Hardrives, Inc	162.08
Curt Hedtke	4,507.16
Helmin Construction	25,304.37
Jeff's Machine & Welding, LLC	94.40
Ron Kadlec Excavating, Inc	1,827.50
Kanabec Co Hwy Dept-Petty Cash	28.56
Kanabec Rental	346.80
Med Compass	570.00

MN Assoc Of Drainage Inspectors	20.00
Northern States Supply	71.17
Northland Fire Protection	752.00
Office Depot	72.18
Owen's Auto Parts	728.64
Oxygen Service Co.	29.19
Pine Ridge Cleaning & Restoration	1,156.40
Power Plan	65.09
Quality Disposal Systems, Inc.	150.55
Richards, Lila, The Cleaning Agent	900.00
RTVision, Inc	1,270.00
SageQuest	1,118.00
Scott's Lawn & Landscapes	602.50
Sharrow Lifting Products	600.00
Sunderman Services	1,134.00
Tenvoorde Ford	4,218.50
Timmer Implement, Inc	70.09
Verizon	230.50
Zimmer Feed & Grain	98.00
Total	<u>88,016.03</u>

The board discussed the 2015 budget at length. No action was taken at this time.

Action #21 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to recess the meeting to Wednesday, August 20, 2014 at 8:00 a.m. in the boardroom (room 164) of the Kanabec County Courthouse.

The Kanabec County Board of Commissioners met at 8:00am on Wednesday, August 20, 2014 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Kim Smith, Gene Anderson, Kathi Ellis, and Les Nielsen. Also present was Coordinator Patrick Christopherson.

Action #22 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the agenda as presented.

The board discussed the 2015 budget at length. No action was taken at this time.

Action #23 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to adjourn at 10:03am and to meet again in regular session on Wednesday, August 27, 2014 at 9:00am.

Signed \_\_\_\_\_

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

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