

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**August 14, 2013**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 14, 2013 pursuant to adjournment with the following Board Members present: Kim Smith, Gene Anderson, Les Nielsen, Kevin Troupe, and Kathi Ellis

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the July 24, 2013 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve a consent agenda including all of the following actions:

## Resolution #3a – 08/14/13 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 June, 2013 claims on SCORE Funds:

Quality Disposal	\$2,974.50
Knife Lake Sanitation	\$1,182.80
Total	\$4,157.30

## Resolution #3b – 08/14/13 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 15, 2013, 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
---------------------	----------

Action #4 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Public Health Board.

---

The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, August 14, 2013 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Gene Anderson and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH5 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH6 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### Resolution #PH6 – 08/14/13

**WHEREAS**, the CHS of Kanabec and Pine Counties have been chosen to administer a 1.2 million dollar MIECHV grant from the MN Department of Health for 2013-2014; and

**WHEREAS** there is a vacancy in the position of a Certified Public Health Nurse, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Health and Human Services Director and the County Personnel Director to hire a full time Certified Public Health Nurse to fill the position at Step A, Range 14 of the pay plan which is \$24.79 (\$22.79 per hour + a \$2.00 market adjustment) or the rate set by 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 Health & Human Service 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 authorization to fill and continue this position is contingent upon continued grant funds and this position will expire concurrent with the loss of grant funding.

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

**Resolution #PH7 - 08/14/13**  
Community Health Information Collaborative Resolution

**WHEREAS**, Kanabec County Public Health has been participating in a Health Information Exchange Project (HIE), and

**WHEREAS**, one of the technical solutions recommended by the project manager is HIE-BRIDGE *Direct* messaging (secure email), and

**WHEREAS**, the Health Information Exchange (HIE) grant will pay for the first year's subscription to the service for Kanabec County Public Health, in order to meet the 2015 Electronic Health Record (EHR) statute.

**WHEREAS**, this will allow secure communication with other local partners such as FirstLight Health System and St. Clare Living Community of Mora (The Villa).

**THEREFORE BE IT RESOLVED** to approve Kanabec County entering into a licensing agreement with the Community Health Information Collaborative (CHIC) for a period of three (3) years in the amount of \$2955.00 per year for 24 mailboxes in Public Health after the first year, which is paid for through the Health Information Exchange (HIE) grant.

**BE IT FURTHER RESOLVED** to approve the Health and Human Services Director to sign the agreement with the Community Health Information Collaborative (CHIC).

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

**Resolution #PH8 – 08/14/13**  
Epidemiology Agreement Resolution

**WHEREAS**, Kanabec County Public Health has allocated and encumbered funds for the purpose of assessing and enhancing the capacity of the local public health department to respond to bioterrorism, infectious diseases, and other threats to public health; and

**WHEREAS**, Kanabec County Public Health has allocated and encumbered funds for the purpose of planning and implementing emergency preparedness activities; and

**WHEREAS**, Kanabec County Public Health has contracted with Pauline Amundson to provide epidemiology services and wishes to extend those services from July 1, 2013 through June 30, 2014.

**THEREFORE BE IT RESOLVED** to approve Kanabec County Public Health renewing the Epidemiology agreement with Contractor, Pauline Amundson for the period July 1, 2013 through June 30, 2014 for an amount not to exceed \$6760.00.

Action #PH9 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the Public Health Board at 9:56am to meet in regular session on Wednesday, September 11, 2013 at 9:05am.

---

The Board of Commissioners meeting continued.

Action #10 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following paid claims:

<b>Vendor</b>	<b>Amount</b>
Anderson, Max	100.00
Bank of Nevada	51,415.00
Cantillo, David	2.20
Carda, Jaunice	6.00
Centerpoint Engery	77.94
City of Milaca	34.56
Cummings, Jerome	16.80
Dept of Treasury	237.00
East Central Energy	105.26
East Central Energy	311.00
East Central Reg Dev Comm	47.50
GMCU	3,346.70
Holiday Credit Office	10,138.17
Huntington, Levern	14,760.00
Johnson, Sam	100.00
Laumer, Ruth	11.74
Midcontinent Communications	900.88
MN Dept of Finance	6,404.50

MN Mutual Life Ins	50.65
Mora Municipal Utilities	959.88
Mora Municipal Utilities	19,738.66
Office of Enterprise Technology	1,300.00
Resource Training & Solutions	5,286.00
Verizon Wireless	490.38
Visual Gov Solutions	41.00
Wynn Law Firm	42.50
Total	<u>115,924.32</u>

Action #11 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following claims on the funds indicated:

### **Revenue Fund**

<b>VENDOR</b>	<b>AMOUNT</b>
Ace Hardware	9.16
Ace Hardware	20.27
Advanced Correctional Healthcare	12,773.65
Aitkin Co Auditor	2,250.00
Akkerman-Ingebrand Funeral Home	600.00
Allina Health Systems	200.00
Alpine Diversified Services	534.38
AmeriPride	714.08
Amundson, Pauline	140.91
Anderson, Karen	89.84
Andres, Christine	221.74
Anoka County Juvenile Center	5,766.00
Assured Security	81.88
Audio Communications	1,541.67
Auto Value	22.38
Auto Value	10.66
Avenet, LLC	750.00
A'viands, LLC	16,633.66
Beneze, Patricia	500.75
Bernhardt, Maria	166.11
Biever, Laurie	141.25
Billings Service Inc	37.99
Billstrom, Jodie	161.03
BLI Lighting	234.54
Braham Motor Service	895.81
Burski, Kathy	271.62
Cassman, Deb	109.61

CDW Government	63.59
Central Fleet Service	797.10
Cheney, Melody	76.28
Christianson, Craig	1,192.83
Clark Co Sheriff's Dept	125.88
Clifton Larson Allen LLP	29,750.00
Coborns	28.66
Coborns Pharmacy	27.27
Coborns Pharmacy	488.53
Colburn, Judy	371.60
Commissioner of Finance	687.50
Craguns Conference Center	317.00
Curtis, Michael	891.46
Cyber Advisors Inc	2,975.40
D&T Ventures	500.00
D&T Ventures	578.81
Dandelion Floral	166.60
Dex Media East Inc	40.00
Deyta, LLC	90.00
Druar, Dan	863.28
E-911	14,021.38
East Central Exterminating	122.91
East Central Solid Waste Comm	21.55
EG Rud & Sons	2,100.00
Elfstrum, Brenda	428.27
Faust, Patrick	1,264.36
Felland, Becky	197.75
Filibeck, Karla	262.17
FirstLight Health System	2,090.00
Fresonke, Lew	165.00
Friday, Jenny	36.16
Galls	84.60
Garcia, Tim	275.00
General Office Products	420.85
Glen's Tire	20.00
Glen's Tire	1,681.38
Grainger	18.41
Granite City Jobbing Co	702.10
Granite City Jobbing Co	38.27
Gravning, Trisha	236.73
Handyman's Inc	401.35
Handyman's Inc	188.34
Health Partners	3,625.37

Heins, Mary	17.52
Henderson, Paul	172.32
Hoefert, Bob	2,309.51
Hoglund Bus & Truck Co	13.13
Holland, Jeff	191.54
Hood, Barb	625.29
Hood, Bill	1,036.00
IAEMD	50.00
Image Office Service	82.76
Isanti Co Family Services	8,253.58
Ivans	66.26
Johnsons Hardware	40.08
Juettner, Sandy	1,868.10
Kaiser, Patt	123.39
Kanabec Co Hwy Dept	131.21
Kanabec Co Public Health	2,602.79
Kanabec Publications	59.00
Kanabec Publications	531.31
Kanabec Publications	16.94
Kanabec Publications	59.60
Kanabec Publications	22.43
Keeps	187.99
Keeps	1,234.36
Kennedy Jr, Kerry	160.46
Kochs Hardware	32.25
Kramersmeier, Wallace	550.00
Kringstad, Dylan	59.89
Landreville, Willard	1,550.72
Lane, Dave	31.64
Leininger, Dennis	38.42
Lerrssen, Jennifer	959.34
Lindberg, Jodi	15.00
Luberda, Karen	21.59
MacTek Systems Inc	5,807.59
Majeski, Annette	79.10
Marco	1,501.78
Marohn, Brenda	27.12
McIntosh, Bob	825.00
McKesson-Medical-Surgical	117.82
Midcontinent	63.10
Milaca Auto & Equipment	178.86
Mille Lacs Disposal	20.00
MN Monitoring	252.00

Monroe, Cindi	106.22
Moore Medical	75.29
Nelson, Ansel	1,412.69
Nelson, Jerry	587.03
Nelson, Ronette	1,179.71
Newgard, Jean	938.01
Niskanen, Noelle	122.26
Northland Fire Protection	276.00
Novus Glass	206.88
Nurse Family Partnership	734.00
Oberg Fence Co	710.00
Office Depot	177.04
Office Depot	90.82
Office Depot	4.79
Office Depot	10.48
Office Depot	86.55
Office Depot	54.67
Office Depot	171.97
Olson, Autumn	89.27
O'Reilly, Molly	50.86
Osterdyk, Dorothy	244.09
Owens Auto Parts	274.00
Owens Auto Parts	11.67
Owens Auto Parts	13.44
Owens Auto Parts	91.21
Pautsch, Kim	51.54
Pedersen, Jerry	55.37
Perlick, Lisa	2,880.00
Pieper, Helen	261.11
Pieper, Rollie	1,121.84
Pine Co Auditor/Treasurer	9,600.00
Priority Dispatch	1,425.00
Prophoenix Corp	52,213.50
Prophoenix Corp	52,213.50
Quality Disposal	374.76
Quality Disposal	192.71
Raiche, Nancy	83.06
Range	698.56
Raudabaugh, Carey	25.43
Reliance Telephone	2,900.00
Ringler, Jennie	42.94
RM Cotton Co	284.25
Roberts, Heather	340.14

Rogers, Pearl	741.57
Rosburg, Diane	209.62
Rossow, Sara	214.01
Rupp, Anderson, Squires & Waldspurger, PA	343.87
Ryan, Rosemarie	830.00
S&T	2,055.50
S&T	86.86
S&T	197.02
S&T	470.10
SAVVY	371.49
Skramstad, Linda	261.60
Southern Computer Warehouse	510.40
Southern Computer Warehouse	184.05
SpeeDee Delivery	12.06
Stellar Services	1,157.22
Streichers	43.79
Strelow, David	36.73
Struffert, Delores	70.74
Swanson, Jeremy	546.35
Swanson, Lori	195.35
Swanson, Lori	13.56
Tadych, Marge	1,699.30
Teals Market	11.69
Telander, Sarah	227.13
Thomson Reuters-West	257.04
TigerDirect	3,822.21
TigerDirect	849.38
TigerDirect	1,274.07
TigerDirect	30.08
TigerDirect	33.50
TigerDirect	119.40
Tomlinson, Kathy	100.00
Trane US Inc	1,346.00
Treasurer, State of MN	50.00
Triple M Lawn & Snow Service	160.31
Troupe Advertising	200.00
UHL Co	1,120.00
Vanguard Cleaning systems	5,147.10
Vanguard Cleaning systems	735.30
Vogel, Darla	215.83
Voight, Jackie	50.85
Waschenbecker, Diana	31.53

Watson Co	107.18
Wergin, Richard	150.00
Wickeham, Teresa	48.84
Wiitala, David	723.26
Wolbert, Marlys	285.33
Woods, Danna	127.91
World Medical Government Solutions	412.04
World Medical Government Solutions	11.61
Zamora, Ray	2,089.27
Zaudtke, Wayne	140.00
Ziegler, Inc	5,529.17
Total	313,439.40

### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	270.13
Ameripride	669.36
Arnold's equipment, Inc	816.36
Auto Value Mora	1,385.84
Brock White Co., LLC	893.50
Cemstone Products Co	1,611.80
Commissioner of Transportation/Mn DOT	36.87
Deutschlander Fencing LLC	100.00
Federated Co-ops, Inc	333.99
FleetPride	1,043.05
Fluegge's Ag, Inc	205.59
Glens Tire	133.81
Gopher State One-Call	20.30
Jim's Equipment, Inc	350.00
Kanabec Rental	245.81
Keith Hass Construction	46,105.85
Lenny's Service	85.50
Maney International Inc	199.34
Med Compass	525.00
MN Association of Drainage Inspectors	25.00
Newman Signs	597.90
Northern States Supply	98.72
Northland Fire Protection	909.83
Novus Glass	191.12
Nuss Truck & Equipment	461.05
Oslin Lumber	21.38
Oxygen Service Co.	500.64
Owen's Auto Parts	16.90
Power Plan	598.92
Quality Disposal Systems, Inc.	151.50
Richards, Lila, The Cleaning Agent	961.88
SageQuest	505.52

Scott's Lawn & Landscapes	602.05
Towmaster	353.11
Verizon	37.52
Zahl Petroleum Maintenance Co.	463.42
Zep Slaes & Service	479.80
Total:	<u>62,008.36</u>

Action #12 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

### Resolution #12a – 08/14/13 Approve Job Description

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

**WHEREAS** the position of Hospice Social Worker & Home Health Aide/Homemaker Coordinator is on the rotation schedule for 2013, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Hospice Social Worker & Home Health Aide/Homemaker Coordinator job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

### Resolution #12b – 08/14/13 Approve Job Description

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

**WHEREAS** the position of Certified Public Health Nurse is on the rotation schedule for 2013, and

**WHEREAS** the Health & Human Services Director has submitted an updated job

description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Certified Public Health Nurse job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12c – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of Nursing Supervisor is on the rotation schedule for 2013, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Nursing Supervisor job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12d – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of Transit Bus Driver is on the rotation schedule for 2013, and

**WHEREAS** the Transit Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Transit Bus Driver job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12e – 08/14/13

Approve Job Description

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

**WHEREAS** the position of Transit Dispatcher is on the rotation schedule for 2013, and

**WHEREAS** the Transit Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Transit Dispatcher job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12f – 08/14/13

Approve Job Description

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

**WHEREAS** the position of Transit Director is on the rotation schedule for 2013, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Transit Director job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

**Resolution #12g – 08/14/13**  
Approve Job Description

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

**WHEREAS** the position of Sign Person is on the rotation schedule for 2013, and

**WHEREAS** the Public Works Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Sign Person job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

**Resolution #12h – 08/14/13**  
Approve Job Description

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

**WHEREAS** the position of Mechanic is on the rotation schedule for 2013, and

**WHEREAS** the Public Works Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Mechanic job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12i – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of Maintenance Technician is on the rotation schedule for 2013, and

**WHEREAS** the Public Works Director has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Maintenance Technician job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12j – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of Coordinator's Assistant is on the rotation schedule for 2013, and

**WHEREAS** the Coordinator's Assistant has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Coordinator's Assistant job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12k – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of Computer Technician is on the rotation schedule for 2013, and

**WHEREAS** the Computer Technician has submitted an updated job description and position questionnaire, and

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Computer Technician job description, and to accept the

recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12L – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of County Attorney is on the rotation schedule for 2013, and

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

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the County Attorney job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

## Resolution #12m – 08/14/13

### Approve Job Description

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

**WHEREAS** the position of Investigator is on the rotation schedule for 2013, and

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

**WHEREAS** per Kanabec County Policy P-117 the County Coordinator will review the changes and decide whether to accept the job description with no further action or refer the job description to the County Board for further action; and

**WHEREAS** the County Coordinator finds that the updates are largely clarifications rather than changes and does not warrant further review by the salary consultant;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Investigator job description, and to accept the recommendation from the County Coordinator and not submit the job description to the salary consultant and the position will retain its current rankings.

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

Action #13 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve a revised 2013 Transit Budget.

Action #14 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the purchase of a stand up desk from S&T Office Products for the Milaca Office.

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

## Resolution #15 – 08/14/13

**WHEREAS** the State of MN wishes to enter into an agreement to provide public Transportation services in Kanabec and Mille Lacs Counties and

**WHEREAS** Kanabec County has been operating a public transportation system for Kanabec and Mille Lacs Counties for the past two years and

**WHEREAS** the Kanabec County Board of Commissioners finds this service to be important for the community they serve

**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.

Assessment/Tax Supervisor Karen McClellan met with the County Board to discuss matters concerning her office.

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

Resolution #16 – 08/14/13  
Assessment Fee

**WHEREAS** the Assessor's Office offers assessing services to all tax districts in Kanabec County, and

**WHEREAS**, every two years the Assessor's office reviews the amount charged for these services, and

**WHEREAS** the current charge is \$6.75 per parcel, and

**WHEREAS** the current economic conditions compel us to keep fees charged to other units of government as low as practical;

**BE IT RESOLVED** to accept the recommendation of the Tax/Assessment Supervisor and set a flat rate of \$7.00 per parcel for 2014 and 2015.

*Action #17* – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve a professional services agreement between Kanabec County and Schneider Corp and MN Counties Computer Coop for web hosting.

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

Resolution #18 – 08/14/13

**BE IT RESOLVED** to direct the County Auditor/Treasurer to transfer \$3,000 of unused 2013 budgeted capital outlay funds from the Assessor's budget to the future capital equipment fund of the Assessor's budget.

**10:30am** - The Chairperson then called for public comment three times. None responded.

**10:32am** - The Chairperson closed public comment.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning a Department of Natural Resources grant.

*Action #19* – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #19 – 08/14/13  
ATV Grant

**WHEREAS** the State Department of Natural Resources (DNR) has offered Kanabec County grant funds for training, staffing and equipment expenses related to All Terrain Vehicles (ATV), and

**WHEREAS** use of such grant funds for their intended purpose would be beneficial for the Citizens of Kanabec County;

**BE IT RESOLVED** to accept an ATV Grant from the DNR of up to \$11,090 for the two year period beginning July 1, 2013 and expiring June 30, 2015.

Regional Extension Director Suzanne Hinrichs met with the County Board to discuss matters concerning the Extension Office. No action was taken.

Action #20 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #20 – 08/14/13**  
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 Coordinator is on the rotation schedule for 2013, 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 Coordinator 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.

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

Action #21 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #21 – 08/14/13  
Vacancy

**WHEREAS** there is a vacancy in the position of a Jail Sergeant, 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 Jail Sergeant to refill the vacant position at Step A, Range 10 of the pay plan which is \$18.06 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.

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

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

Resolution #22 – 08/14/13  
Diesel Fuel

**WHEREAS** the following quotes were received for diesel fuel:

Beaudry Oil	\$2.9880
Eggens Direct Service	\$3.0054
Federated Coop	\$3.0200

**WHEREAS** the quote of \$2.9880 per gallon provided by Beaudry Oil was the lowest quote;

**BE IT RESOLVED** to accept the low quote of \$2.9880 per gallon by Beaudry Oil.

Action #23 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #23 – 08/14/13**  
Advertisement for Bids for SAP 033-598-017

**WHEREAS** the Kanabec County Board of Commissioners wish to proceed with SP 033-598-017, the replacement of bridge 4896, approximately 0.8 miles east of CSAH 5 on County Road 74, and

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

**THEREFORE BE IT RESOLVED** to authorize the County Engineer to advertise for bids for this project.

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

**Resolution #24 – 08/14/13**  
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 #25 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the changes to County Ordinance #27.

Action #26 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to accept a resignation from Sharon Weaver from the East Central Regional Library Board.

Action #27 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to recess the meeting at 11:30am to 1:00pm at the same location.

**1:00pm** - The meeting of the Kanabec County Board of Commissioners resumed. Present: Kathi Ellis, Kevin Troupe, Kim Smith, Les Nielsen, and Gene Anderson. Also present was County Coordinator Pat Christopherson.

The board discussed the 2014 budget at length. No action was taken at this time.

Action #28 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to adjourn at 3:30 pm and to meet again in regular session on Wednesday, August 28, 2013 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

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