

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

August 17, 2016

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 17, 2016 pursuant to adjournment with the following Board Members present: Kim Smith, Dennis McNally, Les Nielsen, Kathi Ellis and Gene Anderson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the agenda as amended: Federal contract, Veterans van purchase, Jail Sergeant position, budget, and Court Administration.

Action #2 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve the July 13, 2016 minutes (Special Meeting) of the Kanabec County Board of Commissioners as presented.

Action #3– It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the August 3, 2016 minutes of the Kanabec County Board of Commissioners as presented.

Action #4 – It was moved by Kathi Ellis, 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 **9:05pm** on Wednesday, August 17, 2016 pursuant to adjournment with the following Board Members present: Gene Anderson, Les Nielsen, Kim Smith, Dennis McNally and Kathi Ellis. Health and Human Services Director Wendy Thompson presented the Human Services agenda.

Action #HS5– It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS6– It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS6 – 08/17/16

WHEREAS the organizational structure of the Family Services department is in need of reorganization, and

WHEREAS Health & Human Services Director Wendy Thompson has presented a new organization chart that changes two positions, and

WHEREAS the two positions are currently existent job descriptions;

THEREFORE BE IT RESOLVED that the County Board authorizes the Health & Human Service Director to split the position of Financial Supervisor/Child Support Supervisor into two separate positions effective September 3, 2016, and

BE IT FURTHER RESOLVED to change the current Financial Supervisor/Child Support Supervisor Rose Linder to Child Support Supervisor at the rate determined by policy, and

BE IT FURTHER RESOLVED to promote internally a Full Time Financial Supervisor at the rate set by internal promotion.

Action #HS7– It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #HS7 - 08/17/16

DHS Interagency Resolution

WHEREAS, under MN Statutes sections 245C.03 and 245C.05, subdivisions 1, 2a, and 2b, both the State and Counties have the authority to collect, receive and review background studies under the MN Statutes chapter 245C, DHS Background Studies Act, and

WHEREAS, Kanabec County Family Services is requesting the Minnesota Department of Human Services (DHS) to provide background studies for Corporate Child Foster Care programs, and

WHEREAS, DHS agrees to perform said background studies for Corporate Child Foster Care programs in Kanabec County.

THEREFORE BE IT RESOLVED to approve an interagency agreement between County of Kanabec and the Minnesota Department of Human Services for background studies for Corporate Child Foster Care programs in Kanabec County for the term July 15, 2016 through July 14, 2019 and for the Health and Human Services Director to sign such agreement.

Action #HS8 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the payment of 119 claims totaling \$134,656.58 on Welfare Funds.

Action #HS9– It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn Human Services Board at 9:30am and to meet in regular session on Wednesday, September 21, 2016 at 9:05am.

Action #10 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Ann Lake Township	2,738.08
Arthur Township	279.67
Beaudry Oil Company	10,161.50
Braham Public Schools	1,386.15
Brunswick Township	12.47
City of Milaca	31.34
Comfort Township	555.21
Consolidated Communications	1,004.24
Consolidated Communications	68.40
Dearborn Nat Life Insurance	632.95
East Central Energy	80.02
East Central Energy	158.70
East Central Reg Dev Commission	47.50
East Central Reg Dev Commission	92.54
East Central School District	86.06
Ford Township	2,371.11
Grass Lake Township	773.30
Hartford Priority Accounts	1,696.78
Haybrook Township	626.78
Health Partners	5,087.38
Hillman Township	481.43
Hinckley- Finlayson Schools	3,174.88
Holiday Credit Office	8,321.50
Kanabec County Auditor Treasurer	3,653.79
Kanabec Township	740.22
Knife Lake Township	359.08
Kroschel Township	2,506.05
Midcontinent Communications	1,253.74
Minnesota Dept Finance	5,719.00
Minnesota Energy Resources Corp	2,145.54
Mora Municipal Utilities	20,059.47
Mora Public Schools	2,599.31
Network Billing Systems	213.88
Ogilvie Public Schools	3,329.36
Peace Township	312.22
Pomroy Township	1,826.13
Southfork Township	79.78
Sun Life Financial	3,245.07

Tessneer Law Office	1,071.00
Verizon Wireless	2,333.23
Verizon Wireless	214.57
Verizon Wireless	608.04
Verizon Wireless	280.12
Whited Township	105.13
Total	<u>92,522.72</u>

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

Revenue Fund

VENDOR	AMOUNT
7 Paisley Pumpkins Photography	100.00
A'viands, LLC	9,542.78
Advanced Correctional Healthcare	13,179.90
Alpine	500.00
Alkire, Alyce	1,366.94
Anoka County Corrections	956.00
Auto Value Mora	134.24
Bachman, Fran	354.05
Baldwin, Gilbert	881.75
Barker, Bob	1,258.62
Blowers, Lisa	82.08
Brenny, Laurell	996.44
Budreau Properties	100.00
Consulting Radiologists	39.38
Christianson, Craig	1,169.80
Curtis, Michael	1,197.40
D & T Ventures	225.00
Dandelion Floral & Gifts	59.84
Dex Media East	54.50
East Central Exterminating	240.00
East Central Exterminating	120.00
Faust, Patrick	1,116.72
FBG Service Corporation	584.80
FBG Service Corporation	6,410.24
FirstLight Health System	2,445.36
Fresonke, Lew	300.00
Fritz, William	425.00
Galls	2,323.59
Garcia, Timothy	485.00
Gerhardson, Alex	110.59
Granite City Jobbing Co	1,062.89
Granite Electronics	497.70
Hoefert, Robert	1,016.28
Hoglund Bus & Truck Co	2,195.58
Hood, Barb	562.97

Innovative	605.48
Innovative Office Solutions	41.65
Isanti County Hearland Express	289.99
IT SAVVY	91.80
Johnson, Aaron	116.39
Johnson Hardware	493.33
Kanabec Publications	30.10
Kanabec Publications	1,619.20
Kanabec Publications	518.66
Kanabec Publications	18.00
Kanabec Publications	47.13
Kanabec Soil & Water Cons	2,245.22
Kanabec Soil & Water Cons	2,788.53
Kanabec Soil & Water Cons	242.03
Kanabec Soil & Water Cons	100.00
KEEPRS	505.17
KEEPRS	89.09
KEEPRS	49.99
Kennedy, Kerry Jr	327.92
Kroschel Land Surveyors	200.00
Landreville, Willard	666.01
Lane, Dave	21.60
Lerrssen, Jennifer	423.80
Maco	1,500.00
Marohn, Brenda	8.64
Manthie, Mark	95.04
Manthie, Scott	1,007.78
Manthie, Wendy	816.14
Mattson Electric	789.69
McClellan, Karen	104.80
Mehlhop, Ron	64.41
Mille Lacs Disposal	20.00
Minn Dept of Transportation	300.00
Mora Municipal Utilities	285.00
Moral Unclaimed Freight	185.86
Nelson, Ansel	705.63
Nelson, Jerald	289.89
Nelson, Ronette	774.83
Nelson, Wanda	155.52
Newgard, Jean	325.82
Novus Glass	285.00
O'Donovan, Barbara	218.44
Office Depot	190.01
Office Depot	112.26
Onamia Service Center	72.08
Owens Auto Parts	68.31
Owens Auto Parts	27.40
Paradise Community Theatre	500.00
Payne, Elisabeth	65.34
Quality Disposal Systems	22.50
Quality Disposal Systems	202.67
Quality Disposal Systems	360.20

Radisson Hotel La Crosse	292.84
Ramsey County	500.00
Reid, Greg	59.94
RJ Mechanical	24,995.00
Rocky's H2O Softeners	341.00
Roberts, Rodney	385.08
Rogers, Pearl	671.51
RS EDEN	248.57
Sentry Security Fasteners	945.14
Simplifile	46.00
Smith, Larry	356.40
Stegeman, Jesse	40.76
SHI International Corp	352.00
Steller Services	436.72
Summit Companies	182.75
Summit Companies	221.50
Summit Companies	251.00
Swanson, Jeremy	350.35
Teal's Market	28.20
Thompson-Reuters-West	225.00
Thompson-Reuters-West	638.85
Tinker & Larson	2,834.85
Tinker & Larson	215.50
VanDall, Camille	1,280.88
Visser, Maurice	656.94
Voge, Dale	51.20
Wickeham, Teresa	96.01
Wiitala, David	925.56
Zamora, Ray	838.62
Ziegler Cat Power Systems	5,787.12
Total	<u>117,435.08</u>

Road & Bridge Fund

Vendor	Amount
3M	65.00
Alvero LLC	7,775.00
Berg Bag Company	6,100.00
Blum Sand and Gravel	7,312.50
Citi Lites	70.00
Contech Engineered Solutions LLC	29,293.00
East Central Energy	795.36
Federated Co-op	51.32
FleetGo	269.97
Fleetmatics	559.00
Fluegg's Ag, Inc	2,904.80
Geyer Signal of St Cloud Inc	8,245.00
Glens Tire	92.06
Kroschel Land Surveyors, Inc.	4,160.00
Marco	188.00
Mattson Electric of Mora, LLC	522.32

Minnerath Construction	233,180.02
MN Association of Drainage Inspectors	20.00
Minnesota Energy	55.96
Novus Glass	820.00
Office Depot	123.78
Olson Power & Equipment	202.60
Owens Auto Parts	231.14
Sharrow Lifting Products	600.00
SHI International Corp	486.00
Summit Companies	823.50
Total:	<u>304,946.33</u>

The Kanabec County Board discussed the 2017 budget for Transportation, Welfare, and Public Health.

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

10:31am - The Chairperson closed public comment.

Action #12– It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to approve the change in date of the gambling request for the “Kick Cancer to the Curb” raffle event to September 10, 2016 at the Ogilvie Raceway.

Action #13– It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the township assessment fee of \$7.00 per parcel for 2016 and \$ 7.25 per parcel for 2017 assessment years.

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

Resolution #14 - 08/17/16

Ballot Question

WHEREAS the Kanabec County Board of Commissioners has opted to consider changing the Auditor/Treasurer and Recorder Offices from elected positions to appointed, and

WHEREAS the Board has been advised to allow for the Kanabec County electorate to make this decision rather than the change being carried through the Minnesota Legislature, and

WHEREAS the State of Minnesota requires a formal resolution to add the question to the November 8th, 2016 ballot.

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners resolves to include the following language to the November 8th, 2016 ballot:

The Kanabec County Board of Commissioners has proposed making the County Recorder and Auditor/Treasurer Positions appointed positions instead of elected positions. The proposed Appointments would be applicable starting in January of 2019.

May the statute that allows for the appointment of the County Recorder and County Auditor/Treasurer Positions in Kanabec County be implemented by the Kanabec County Board?

YES

NO

By Voting "Yes" on this ballot question, you are voting to make the County Recorder and County Auditor/Treasurer Positions Appointed. If left blank you are voting no.

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

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

Resolution #15 - 08/17/16

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, jail, and Timber Trails buildings, and

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

Timber Trails Operations Supervisor Kevin Peterson met with the County Board to discuss matters concerning a van purchase.

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

Resolution #16 - 08/17/16

Veterans Van Purchase

WHEREAS, Kanabec County operates a transit system, and

WHEREAS, Kanabec County desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system, and

WHEREAS, the vehicle cost is allocated 20% local share and 80% State/Federal share of the “contract amount”, and

WHEREAS, Kanabec County Transit Department staff has reviewed the vehicle options offered by approved multiple contracting vendors, and

WHEREAS, the staff recommends purchasing a vehicle from Nelson Auto Center (Vendor) for the reason of best over-all package considering price and flexibility for warranty work (e.g. cost, fleet consistency, service availability, and/or past vendor performance, etc.);

NOW, THEREFORE, BE IT RESOLVED that the Kanabec County Board of Commissioners hereby authorizes the purchase of a Ford Transit Connect Wagon passenger van from Nelson Auto Center (Vendor) in the approximate amount of \$24,186.44 (Total Van Price).

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

Resolution #17 - 08/17/16

Public Transit Operating Grant Contract

BE IT RESOLVED that the Kanabec County enters into an Agreement with the State of Minnesota to provide public transit service in Kanabec and Mille Lacs County.

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

BE IT FURTHER RESOLVED that the Kanabec County agrees to provide 100 percent of the local share necessary for expenses that exceed the contract amount from the State.

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

11:00am Commissioner Kathi Ellis left.

The Kanabec County Board discussed the Public Works budget.

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

Resolution #18 - 08/17/16

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 the County Sheriff and the County Personnel Director to hire a full time Jail Sergeant to refill the vacant position at Step A, Range 11 of the pay plan which is \$20.31 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 County Sheriff and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Future Agenda Items: Kanabec County Parks

Action #19 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess at 12:15pm and to meet in continued session on Tuesday August 23, 2016 at 2:00pm in the Board Room (Room #164) of the Kanabec County Courthouse.

The Kanabec County Board of Commissioners met at 2:00pm on Tuesday, August 23, 2016 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Gene Anderson, Kathi Ellis, and Dennis McNally. Absent: Kim Smith and Les Nielsen. Also present was County Coordinator Patrick Christopherson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #20 – It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to approve the agenda as presented.

The Board discussed the 2017 Budget. The board reviewed budgets for the following departments: Sheriff, Court Administration, Culture and Recreation, East Central Regional Library, Extension, Law Library, and Veteran Services

2:20pm – Commissioner Nielsen arrived.

Action #21 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to recess at 4:00pm and to meet in continued session on Thursday, September 1, 2016 at 2:00pm in the Board Room (Room #164) of the Kanabec County Courthouse.

The Kanabec County Board of Commissioners met at 2:00pm on Thursday, September 1, 2016 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Gene Anderson, Kathi Ellis, Les Nielsen, and Dennis McNally. Absent: Kim Smith. Also present was County Coordinator Patrick Christopherson.

The Chairperson led the assembly in the Pledge of Allegiance.

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

The Board discussed the 2017 Budget. The board reviewed budgets for the following departments: Assessor, Attorney, Auditor/Treasurer, Commissioner, Coordinator, Information Systems, Probation, and Recorder.

Future agenda items: Wheelage tax, Ordinance #5, and Besser road request.

Action #23 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to adjourn at 3:38 p.m. and to meet again in regular session on Wednesday, September 7, 2016 at 6:30pm.

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

Attest: _____
Board Clerk