

PROCEEDINGS OF THE COUNTY BOARD

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

August 22, 2012

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 22, 2012 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 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 Kathi Ellis and carried unanimously to approve the August 8, 2012 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 the following resolution:

Resolution #3 – 08/22/12

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 July 23, 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:

John Keehn	\$587.50
Kanabec Publications	\$68.93
Kassie Norby	\$60.00
Central MN Aquatics	\$9,750.00

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

Vendor	Amount
Bina Law Office	2,159.00
Cardinal Health	653.02
City of Milaca	34.56
East Central Energy	163.01
EZ Excavating	48,602.50
Great America Leasing	1,280.57
Great America Leasing	281.57
Midcontinent Communications	1,381.92
Midcontinent Communications	856.07
MN Laborers Health & Welfare	550.00
Office of Enterprise Technology	1,300.00
R&R Septic	8,380.00
Sundet, Shayne	300.00
Szezech, Michael & Kathleen	100.00
Verizon Wireless	282.44
Verizon Wireless	1,241.47
Wolford Law Mediation	110.50
Total	<u>67,676.63</u>

Action #5 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:04am** on Wednesday, August 22, 2012 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Kevin Troupe, and Kathi Ellis. 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 Les Nielsen and carried unanimously to approve the following resolution:

Resolution #HS7 – 08/22/12

VACANCY

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

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Health & Human Services Director and the County Personnel Director to hire a Financial Worker to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 per hour or the rate set by rule for internal promotion, and

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

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

Resolution #HS8 – 08/22/12

WHEREAS, Kanabec County Family Services has received a letter of resignation from full time Financial Worker Ami Helmbrecht; and

WHEREAS, Ami Helmbrecht has agreed to continue to work as a Financial Worker up to eight (8) hours per week to assist in keeping the work load manageable until the vacant position is filled;

BE IT RESOLVED to decrease the hours of Ami Helmbrecht from 40 hours per week to 8 hours per week effective August 30, 2012.

Action #HS9 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve payment of 127 claims totaling \$152,714.77 on Welfare Funds.

Action #HS10 – It was moved by Kathi Ellis, seconded by Les Nieslen and carried unanimously to adjourn the Human Service Board at 9:20am to meet again on Wednesday, September 26, 2012 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

Revenue Fund

VENDOR	AMOUNT
Ahner-Nystul, Barb	13.88
Allina Occ Med	30.00
A'viands LLC	13,044.17

Bachman Printing	518.35
Benedictine Living Community of Mora	2,243.06
Benedictine Living Community of Mora	162.69
Braham Motor Service	1,730.77
Breezy Point Resort	555.00
Byrant, Donna	2,671.87
Byrant, Donna	424.16
Christianson, Craig	580.54
Christopherson, Pat	89.65
Colburn, Judy	83.25
D&T Ventures	578.81
Digital Ally	83.00
Druar, Dan	549.78
East Central Regional Juvenile Center	2,097.00
Election Systems & Software	257.40
Emma's Pizza	60.95
Emma's Pizza	44.00
ERA Laboratories	371.00
ERA Laboratories	948.00
ERA Laboratories	42.00
Faust, Patrick	990.16
Federated Coops	906.01
First Light Health Systems	1,900.00
Geisthardt, Betty	379.82
Gorham Oien Mechanical	2,104.95
Grainger	39.70
Grand Itasca Foundation	240.00
Hawkins, Dorothy	796.33
Health Dimensions Rehabilitation	2,062.11
Hoefert, Bob	2,249.93
Hoglund Bus & Truck Co	45.99
Hohn's Auto Body	321.73
Holiday Station	50.00
Hood, Barb	379.63
Hood, Bill	561.51
Industrial health Services	131.20
Ivans	66.26
Kanabec Co Hwy Dept	146.53
Kanabec Co Hwy Dept	90.44
Kanabec Co Hwy Dept	190.29
Kanabec Publications	18.50
Kanabec Publications	18.50
Kanabec Publications	18.32

Landreville, Willard	963.54
Leerssen, Jennifer	354.67
Leininger, Dennis	24.98
Lindberg, Jodi	15.00
Majeski, Annette	33.86
Marco	1,446.55
Matthew Bender	1,380.83
McClellan, Karen	432.37
Midwest Monitoring	270.00
Milaca Chiropractic Center	70.00
Mille Lacs Disposal	20.00
MN County Attorney's Assn	51.42
MN DNR	5,250.00
MN Prevention Resource	30.00
Moore Medical	383.53
Nelson, Ansel	865.85
Nelson, Jerry	753.18
Nelson, Linda	1,034.31
Nelson, Ronette	872.81
Newgard, Jean	509.07
Niedzielski, Dan	213.13
Northland Fire Protection	296.17
Northland Fire Protection	52.00
Oak Gallery	58.61
Office Depot	60.54
Pap, Harly	58.21
Perlick, Lisa	1,160.00
Pieper, Rollie	1,073.69
Project Footsteps	375.00
PSS-World Medical	147.97
Quality Disposal	10.98
Reliance Telephone	400.00
Rogers, Pearl	449.91
RS Eden	141.30
S&T	10.11
S&T	97.76
SelectAccount	278.16
SpeeDee Delivery	84.37
Stellar Services	431.91
Sunderman Services	7,512.00
Tech Sales	873.60
Telin Transportation	1,288.49
TigerDirect	73.47

TigerDirect	1,120.75
TigerDirect	1,103.02
TigerDirect	359.34
Tripel M Lawn	187.03
West Payment Center	2,517.00
West Payment Center	244.80
Wickeham, Teresa	105.45
Wolbert, Marlys	501.17
Zamora, Ray	1,216.97
Ziegler Inc	5,529.17
Total	83,681.29

Leota Lind with South Country Health Alliance met with the County Board to give an update on South Country Health Alliance.

Dave Pauly, Wildlife Manager for the Cambridge Department of Natural Resources met with the County Board to discuss matters concerning county parcels for wildlife management and state forest land. No action was taken at this time.

10:28am - The Chairperson then called for public comment. Those that responded included:

Dennis McNally	Questions and comments on DNR land acquisitions.
Bob Swetz	Questions and comments on school levy

10:42am - The Chairperson closed public comment.

Dale Hawkins with the Ogilvie Museum met with the County Board to discuss matters concerning the 2013 budget. The board took under advisement.

Carolyn Drude with Ehlers & Associates met with the County Board to discuss matters concerning bond refinancing. No action was taken at this time.

Dick Peterson, Forestry Legacy Coordinator with the Department of Natural Resources met with the County Board to discuss matters concerning land acquisition. No action was taken at this time.

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

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

Resolution #12 – 08/22/12

Final Payment KCP 12-05 Seal Coat

WHEREAS Project KCP 12-05 on CSAH 8, CR 86 and CR 48 has in all things been completed and the County Board being fully advised in the premises,

BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Kanabec and authorize final payment to Allied Blacktop Company in the amount of \$117,132.60.

Action #13 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to authorize the Public Works Director to advertise for proposals for snow removal services from sidewalks and parking lots at the courthouse and jail

Action #14 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to authorize the Public Works Director to advertise for striping of improved roads of the 2012 construction season.

County Attorney Amy Brosnahan met with the County Board to discuss job descriptions.

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

Resolution #15 – 08/22/12

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 Assistant County Attorney is on the rotation schedule for 2012, and

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

Resolution #16 – 08/22/12

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 Secretary/Legal Assistant is on the rotation schedule for 2012, and

WHEREAS the County Attorney 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 Secretary/Legal Assistant 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.

The County Board had a lengthy discussion concerning the 2013 budget. No action was taken at this time.

Action #17 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to adjourn at 2:00 pm and to meet again in regular session on Wednesday, September 12, 2012 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk