

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

August 28, 2013

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 28, 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 Gene Anderson, seconded by Kim Smith and carried unanimously to approve the agenda as amended: Add VA/EM Director Lowell Sedlacek.

Action #2 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the August 14, 2013 minutes of the Kanabec County Board of Commissioners as presented.

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

Resolution #3 – 08/28/13

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 July, 2013 claims on SCORE Funds:

Quality Disposal	\$3,024.96
Knife Lake Sanitation	\$1,081.20
Arthur Twp	\$800.00
Total	\$4,906.16

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

Vendor	Amount
Centerpoint Engery	95.00
Elwood Design & Installation	11,400.00
GMCU	2,251.93
Great America Leasing	1,280.57
Kanabec Co Hwy Dept	317.75
MN Energy Resources Corp	1,372.74
MN Mutual Life Ins	54.85
Resource Training & Solutions	5,286.00
Roth, Ulrich	100.00
The Hartford	3,178.36
Wynn Law Firm	106.25
Total	<u>25,443.45</u>

Douglas Host with CliftonLarsonAllen met with the County Board to present the 2012 Audit Report. No action was taken.

Action #5 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to recess the board meeting at 9:15am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:15am** on Wednesday, August 28, 2013 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 Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the Human Service Board agenda as amended: Human Service reform timeline.

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

Resolution #HS7 – 08/29/13

Equipment Purchase resolution

WHEREAS, annually the Health & Human Services Director and IS personnel evaluates the need for replacing computers, printers, monitors, keyboards, etc; and

WHEREAS, the evaluation has been performed for 2013 and has resulted in the determination that a copier/printer/fax and (5) five desktop computers are in need of replacement, and

WHEREAS, the Health and Human Services Director is requesting to purchase a copier/printer/fax and (5) five desktop computers at this time;

THEREFORE BE IT RESOLVED, the Kanabec County Board of Commissioners approves IS personnel to purchase (5) five desktop computers and a copier/printer/fax machine for the Family Services department at the recommended quote price of \$9,500.00.

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

Resolution #HS8 - 08/28/13

Community Health Information Collaborative Resolution

WHEREAS, Kanabec County Family Services 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 Family Services, in order to meet the 2015 Electronic Health Record (EHR) statute, and

WHEREAS, this will allow secure communication with other local partners such as Kanabec County Public Health, 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 one (1) year in the amount of \$965.00 per year for 2 mailboxes in Family Services after the first year, which is paid for through the Health Information Exchange (HIE) grant; and

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

Action #HS9 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve payment of 127 claims totaling \$206,396.80 on Welfare Funds.

Action #HS10 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the Human Service Board at 9:42am to meet again on Wednesday, September 25, 2013 at 9:05am.

The Board of Commissioners meeting continued.

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

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	69.93
Aitkin Medical	442.00
Ammerman, Holly	167.24
Assured Security	339.86
Assured Security	769.50
Auto Value	126.16
Bachman, Fran	53.68
BLI Lighting	84.91
Carda, Austin	100.00
Cardinal Health Pharmacy	363.43
Christianson, Craig	785.24
Coborns	32.73
Colburn, Judy	593.08
Curtis, Michael	909.14
Downtown Deli	67.63
Druar, Dan	744.22
E. Weinberg	2,519.16
East Central Exterminating	256.80
Faust, Patrick	895.23
Federated Coops	399.38
First Light Health System	1,710.00
First Light Health System	318.00
Fore Chiropractic	75.00
Galls	51.30
Gorham Oien Mechanical	1,368.00
Grainger	47.25
Granite City Jobbing	49.16
Granite City Jobbing	157.10
Health Dimensions Rehabilitation	1,212.06
Hickerson, Jacob	100.00
Hoefert, Bob	1,944.37

Hoglund Bus & Truck Co	446.52
Holiday Credit Office	657.40
Holiday Credit Office	5,818.10
Holiday Credit Office	930.73
Holiday Credit Office	142.62
Holiday Credit Office	94.65
Holiday Credit Office	3,542.08
Hood, Barb	452.58
Hood, Bill	1,177.48
Itsavvy, LLC	66.18
Ivans	66.26
Kanabec Co Auditor	300.00
Kanabec Co Hwy Dept	166.84
Kanabec Co Hwy Dept	32.52
Kanabec Co Hwy Dept	49.36
Kanabec Co Hwy Dept	95.98
Kanabec Co Public Health	55,263.03
Kanabec Co Public Health	113,357.80
Kanabec Publications	28.04
Keepers	715.87
Kennedy Jr, Kerry	59.16
Knosalla, David	39.55
Landreville, Willard	1,266.53
Lerrssen, Jennifer	793.57
MACPZA Fall Conference Registration	150.00
Majeski, Annette	38.25
Manthie, Mark	21.30
Marco	712.80
Mariposa Publishing	42.74
Medical Disposal System	161.39
Mid-American Research Chemical	122.29
Mille Lacs Co Sheriff's Office	50.16
Moore Medical	446.35
Mora Chevrolet Buick	599.00
Nelson, Ansel	1,247.83
Nelson, Jerry	776.70
Nelson, Ronette	810.20
Newgard, Jean	720.42
Novus Glass	217.56
Office Depot	72.41
Office Depot	13.88
Office Depot	115.87

Office Depot	84.63
PD's Embroidery	40.00
Pedersen, Jerry	15.00
Perlick, Lisa	1,920.00
Pieper, Rollie	1,031.51
Pine Co Health & Human Services	54,882.71
Prevent Child Abuse America	362.50
Reliance Telephone	600.00
Ringler, Jennie	20.34
Rogers, Pearl	726.90
RS Eden	99.80
Rupp, Anderson, Squires & Waldspurgen, PA	2,828.61
SAVVY	742.97
SelectAccount	278.16
Southern Computer Warehouse	6.17
Stellar Services	614.80
Storrar, Lynette	16.05
Struffert, Delores	183.94
Sunshine Printing	101.42
Swanson, Jeremy	563.98
Tadych, Marge	1,323.88
Thompson, Wendy	202.27
Thomson Reuters-West	1,177.00
TigerDirect	317.91
Trane U.S. Inc	1,340.00
Wiitala, David	974.57
Wolbert, Marlys	16.78
Zamora, Ray	1,977.64
Total	<u>281,083.10</u>

Road & Bridge Fund

Vendor	Amount
Keith Hass Construction	27,793.46
Oslin Lumber	13.89
Ed Rittenour	149.99
RDO Equipment	204,198.58
U of MN-College of Continuing Education	<u>1,250.00</u>
Total	<u>233,405.92</u>

Dale Hawkins with the Ogilvie Museum met with the County Board to discuss matters concerning the 2014 budget. The board took under advisement.

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

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

Resolution #12 - 08/28/13

WHEREAS Licensor develops and markets web based computer software applications (on demand software) for transportation scheduling commonly referred to “Transportation Manager”, and

WHEREAS Licensee desires to acquire a license to use the software and Licensor desires to grant Licensee the license;

NOW THEREFORE BE IT RESOLVED that Kanabec County enter into an Agreement with the Shah Software, Inc, and

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

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

Resolution #13 – 08/28/13

WHEREAS the Transit Department currently has a part time employee working full time hours to cover for an employee out on medical leave; and

WHEREAS the Transit Department would like to promote this person to full time; and

WHEREAS this is a budgeted 2013 expense;

BE IT RESOLVED to promote part time employee Willis Jones to full time effective August 24, 2013.

County Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning a timber permit.

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

Resolution #14 – 08/28/13

WHEREAS Stanley Anderson has requested a permit to remove Dead standing timber on tax forfeited property, and

WHEREAS the request has been reviewed by a DNR Forester, and

WHEREAS the DNR Forester has set forth conditions that appear consistent with good land management, and

WHEREAS this permit shall expire March 31, 2014;

BE IT RESOLVED to approve firewood permit #33-174 for Stanley Anderson to remove dead standing trees within the E1/2 of NWNW of Section 4, Kroschel Township, and

BE IT FURTHER RESOLVED that all conditions of set forth by the DNR Forester be met.

The Board took a 5 minute break.

10:33am - The Chairperson then called for public comment three times. None responded.

10:34am - The Chairperson closed public comment.

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

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

Resolution #15 – 08/28/13

Petition for County Ditch #6 Repair

WHEREAS Dean Heikes and Dean Swenson petitioned Kanabec County for a minor repair by property owner of County Ditch #6 from CSAH 5 to CR 66 in Section 1 and Section 2 of Grass Lake Township, and

WHEREAS the petition and the required deposit have been submitted in accordance with the Kanabec County Drainage System Management Policy;

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners hereby orders an engineering report for said petition, and

BE IT FURTHER RESOLVED the Kanabec County Board of Commissioners appoints as engineer, the Kanabec County Public Works Director.

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

Resolution #16 – 08/28/13
Township Sign Replacement Program

WHEREAS Kanabec County has been selected for a federal township sign replacement project to assist townships gain compliance with federal retroreflectivity requirements, and

WHEREAS the project consists of two phases, and

WHEREAS the first phase is a traffic engineering study and the second phase is construction, and

WHEREAS, The Kanabec County Board of Commissioners wishes to support Kanabec County Townships with this project, and

WHEREAS The Public Works Director has agreed to assist the Minnesota Department of Transportation with the administration of the project, and

WHEREAS the project requires Kanabec County to act as the fiscal agent for the townships, and

WHEREAS the agreement required of all Kanabec County townships was presented before the Board;

THEREFORE BE IT RESOLVED that Kanabec County agrees to act as the fiscal agent for each phase of the project upon successful execution of the required agreements for each phase.

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

Resolution #17 – 08/28/13
Right-of-Way Claims

WHEREAS the County Board has been presented with a request to pay right-of-way claims for SAP 33-605-018 for the reconstruction of CSAH No. 5 from CSAH No. 19 to CSAH No. 3;

BE IT RESOLVED to pay the following right-of-way claims:

Roger & Michele Weber	\$1,300
US Bank	\$3,500

Dorothy Haugen, owner of McBee's Bar & Grill met with the County Board to discuss matters concerning a Sunday liquor license. No action was taken at this time.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning a Boat & Water grant.

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

Resolution #18 – 08/28/13
Grant Agreement

BE IT RESOLVED to approve and authorize the Chairperson to sign the State of Minnesota Federal Boating Safety supplemental equipment Grant Agreement, for the Fiscal year 2014 with grant ending September 16, 2013. CFDA #97.012.

Veteran Service Officer/Emergency Management Director Lowell Sedlacek met with the County Board to discuss matters concerning a grant.

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

Resolution #19 – 08/28/13
CVSO Operational Improvement Grant

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

Action #20 – The Chairperson recessed the meeting at 11:17am 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 #21 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn at 4:00 pm and to meet again in regular session on Wednesday, September 11, 2013 at 9:00am.

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

Attest: _____
Board Clerk