

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

December 2, 2015

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, December 2, 2015 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally, Les Nielsen and Kathi Ellis.

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: Add Hospice RFP and payroll request.

Action #2 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the November 18, 2015 minutes of the Kanabec County Board of Commissioners as corrected: Action #16 – edit to show appointing Gene Anderson and Kathi Ellis to the Kanabec County Economic Development Advisory Committee.

Action #3 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Assurant Employee Benefits	679.59
Consolidated Communications	1,064.64
East Central Energy	997.18
Kanabec County	464.30
Midcontinent Communications	637.15
MN Energy Resource Corp	4,056.16
Network Billing Systems	212.92
The Hartford	<u>1,561.59</u>
Total	9,673.53

Action #4 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

<u>VENDOR</u>	<u>AMOUNT</u>
1st Choice Document Destruction	19.78
1st Choice Document Destruction	73.78

1st Choice Document Destruction	37.78
1st Choice Document Destruction	48.59
1st Choice Document Destruction	25.85
1st Choice Document Destruction	19.78
Ace Hardware	18.16
Akkerman-Ingebrand Funeral Home	700.00
Alkire, Alyce	851.00
Altergott, Cortney	135.99
Ambrose, Laura	197.97
Anderson, Tim	90.70
Anoka Co Corrections	956.00
Athey, Lucas	32.09
A'viands, LLC	14,401.48
Beachem, Luann	113.00
Beaudry Oil	724.04
Brenny, Laurell	300.15
Christianson, Craig	786.93
Connolly, Kelly	95.45
CPS Technology	3,000.00
Creative Forms & Concepts	494.02
CW Technology	517.40
Dale's Heating	12,336.00
DKN Construction	225.00
East Central Exterminating	240.00
Fairview Diagnostic Lab	156.00
Faust, Patrick	429.63
G&N Enterprises	1,573.80
Galls	55.44
Galls	1,224.86
Glen's Tire	21.45
Glen's Tire	71.00
Glen's Tire	827.00
Heikes, David	100.00
Hennepin Co Medical Center	175.00
Hoefert, Bob	1,280.05
Horizon Towing	128.25
Initiative Foundation	1,500.00
Johnson, Aaron	25.65
Johnson, Aaron	142.03
Johnson, Aaron	82.80
Kanabec Co Hwy Dept	114.41
Kanabec Publications	183.60
Kanabec Publications	93.60

Kanabec Publications	28.12
Kanabec Publications	183.60
Kanabec-Pine Community Health	5,058.79
Keepsr	111.45
Keepsr	862.66
Kennedy Jr, Kerry	664.58
Landreville, Willard	369.18
Lerrssen, Jennifer	207.00
MAAO	100.00
MACO	720.00
MACO	360.00
MACO	285.00
Magaard, Derek	200.00
Manthie, Scott	626.84
Manthie, Wendy	810.38
Marco	32.47
Mattson Electric	300.00
McGee MD, Michael	2,000.00
Mehlhop, Ron	166.27
Menards	22.28
MidContinent	73.48
MN Co Attorneys Assn	155.00
MN Monitoring	192.00
Mora Bakery	11.70
Mora School District	300.00
NARTEC Inc	175.25
Nelson, Ansel	674.21
Nelson, Ronette	310.93
Nelson, Wanda	119.60
Neopost Great Plains	281.00
Newgard, Jean	521.56
Novus Glass	40.00
Oak Gallery	32.70
O'Brien, Pat	50.53
Office Depot	221.77
Office Depot	57.58
Office Depot	81.83
Ramsey County	2,800.00
Regions Hospital	632.00
Roberts, Rodney	306.93
Rogers, Pearl	334.80
RS Eden	401.53
RS Eden	243.94

SelectAccount	355.81
Sirchie	78.68
Stellar Services	459.00
Summit Companies	520.00
Summit Companies	680.00
Swanson, Jeremy	215.28
VanDall, Camille	860.06
Visser, Maurice	392.73
Voge, Dale	49.95
Wickeham, Teresa	70.84
Wiitala, David	1,173.33
Yahoo, Accounts Receivable	40.00
Zamora, Ray	624.33
Total	<u>71,272.48</u>

Road & Bridge Fund

Vendor	Amount
Ameripride	426.19
BCR Real Estate Services	685.10
Beaudry Oil & Propane	13,188.97
Commissioner of Transportation	2,663.00
DKN Construction, LLC	15,342.00
Farhner Asphalt sealers, LLC	6,750.00
Granite City Jobbing	2,002.41
Hardrives, Inc	8,830.67
Dale Magnuson	157.99
National Highway Institute	800.00
Office Depot	58.36
Oslin Lumber	151.68
Oxygen Service Company	113.30
Preferred Cleaning	1,045.00
Quality Disposal Systems, Inc.	161.35
Reedsburg Hardware Company	1,364.42
Safety-Kleen	380.14
Dick Schultz	618.40
Les Stromberg	600.00
Uline	488.43
Total	<u>55,827.41</u>

Action #5 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #5 – 12/02/15
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 claims on SCORE Funds:

East Central Sanitation	\$1,275.00
East Central Santiation	\$1,272.63
Total	\$2,547.63

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

Action #6 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve promoting an on staff Bus Driver to the Account Clerk vacancy at a Level 6 at 24 hours per week and 16 hours per week as a bus driver at a Level 5 of the pay plan.

Action #7 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #7 – 12/02/15
Pubic Transit Resolution for 2016

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

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

BE IT RESOLVED that Kanabec County enter into contract with MN/DOT to provide public transit service in Kanabec and Mille Lacs Counties in 2016, and

BE IT FURTHER RESOLVED that Kanabec County agrees to provide a local share of 15% of the total contracted operating costs and 20% of the total contracted capital costs, Kanabec County agrees to provide 100% of costs over the contract amounts, 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.

Action #8 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

Resolution #8 – 12/02/15

WHEREAS a Part Time Bus Driver in the Transit Department has requested a medical leave of absence, and

WHEREAS this employee does not qualify for a Family and Medical Leave per FaMLA regulations, and

WHEREAS per current county policy a leave longer than 30 days must be approved by the Board of Commissioners;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby grants a personal leave of up to six months beginning February 8, 2016 and ending August 8, 2016.

Action #9 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #9 – 12/02/15

WHEREAS there is a vacancy in the position of a Part Time Transit Bus Driver, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Transit Director and the County Personnel Director to hire a part time Bus Driver to refill the vacant position at Step A, Range 5 of the pay plan which is \$13.90 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 Transit Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #10 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve paying the volunteer drivers on December 31, 2015 for mileage driven from December 9, 2015 through December 22, 2015.

Action #11 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve a Consent Agenda including all of the following items:

Resolution #11a – 12/02/15

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Vasaloppet, Inc for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Dr Mora, MN 55051 on January 9, 2016.

Resolution #11b – 12/02/15

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for the Ann Lake Watershed Alliance for a raffle event to be held at Pink Diamond Bar & Grill, 1434 Ann Lake Rd Ogilvie, MN 56358 on January 30, 2016.

6:42pm – A Public Hearing was held to discuss the 2016 Budget and Levy. Information was presented and handed out to the members of the audience about the 2016 budget and levy.

After all questions and comments were made the Public Hearing was adjourned at 7:33pm by Chairperson Anderson.

The meeting of the Kanabec County Board of Commissioners resumed.

7:33pm - The Chairperson then called for public comment three times. Those that responded included:

Dave Vander Vegt	Comment on state owned land/levy and market evaluation
Greg Yankowiak	Question regarding airport

7:45pm - The Chairperson closed public comment.

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 Les Nielsen and carried unanimously to approve the following resolution:

Resolution #12 – 12/02/15

City of Mora Maintenance Agreement

WHEREAS the City of Mora has provided routine maintenance on portions of CSAH No. 6 and CSAH No. 27 within the Mora City limits during 2015, and

WHEREAS this has been in the best interest of both units of government;

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the Maintenance Agreement with the City of Mora for 2015, and

BE IT FUTHER RESOLVED that the Chairperson is directed to sign the agreement.

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

Resolution #13 – 12/02/15

KCP 15-01, Microsurfacing Final Payment

WHEREAS Project KCP 15-01 has in all things been completed and in accordance with the contract 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 ASTECH in the amount of \$18,793.23.

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

Resolution #14 – 12/02/15

County Surveyor Appointment

WHEREAS there is a vacancy in the position of County Surveyor due to expiration of the term of Ernie Rud, and

WHEREAS Ernie Rud's term as County Surveyor expires January 5, 2016, and

WHEREAS Ernie Rud has notified Kanabec County of retirement and does not wish to serve another term, and

WHEREAS staff has received applications for County Surveyor services, and

WHEREAS staff recommends appointment of Tyler Kroschel based on his work experience in Kanabec County;

THEREFORE BE IT RESOLVED to appoint Tyler Kroschel as County Surveyor for a three-year term commencing January 6, 2016 and expiring January 7, 2019.

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

Resolution #15 – 12/02/15

Engineer's Report JD #1

WHEREAS on November 4, 2015 the Kanabec County Board ordered an Engineer's Report for a minor repair of a County Ditch by property owner, and

WHEREAS the repair is proposed on Judicial Ditch #1 in Section 33 of Brunswick Township, and

WHEREAS the Engineer's Report and design was presented before the Board;

THEREFORE BE IT RESOLVED that the Kanabec County Board approves the Engineer's Report and design as presented.

Action #16 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the 2016 Highway Department Non-Union personnel policy.

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

Resolution #17 – 12/02/15

Transfer State Aid funds from Municipal to Regular Account

WHEREAS, Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located

outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$269,332.22 (all funds) in excess of two years apportionment into the Regular Construction Account.

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

Resolution #18 – 12/02/15

BE IT RESOLVED to appoint the following to the Economic Development Advisory for four year terms commencing immediately and expiring January 7, 2020:

- Dan Johnson
- Jerry Tvedt
- Sara Treiber
- Kathi Ellis
- Doyle Jelsing
- Lisa Holcomb
- Gene Anderson
- Jack L'Heureux

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

Resolution #19 – 12/02/15

County Coroner

WHEREAS the term of office for County Coroner expires January 5, 2016, and

WHEREAS Minnesota Statute §390.005 requires that the county board appoint a Coroner, and

WHEREAS the County Sheriff recommends reappointment of Dr. Michael McGee;

BE IT RESOLVED to appoint Dr. Michael McGee as Kanabec County Coroner effective January 5, 2016 for a term ending January 3, 2017.

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

Resolution #20 – 12/02/15

Hospice License Resolution

WHEREAS the Kanabec County Public Health has discontinued accepting referrals for hospice clients, and

WHEREAS this leaves the Kanabec County Public Health Hospice Medicare license in a position to be deactivated at a certain point, and

WHEREAS the Kanabec County Board of Commissioners approved a request to accept sealed bids for said Medicare license, and

WHEREAS bidders were informed that there was a required change of ownership procedure to be followed by the winning bidder;

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board approves the acceptance of a sealed bid for the Hospice Medicare license from St. Croix Hospice for \$30,000, and that discussion designating the future use of said Hospice license will be determined on December 16, 2015 during the County Board meeting.

Coordinator's Assistant Kim Pautsch met with the County Board to discuss the Coordinator's Assistant job description. Tabled until December 16, 2015 board meeting.

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

Resolution #21 – 11/18/15

BE IT RESOLVED to close at the meeting at 8:30 p.m. pursuant to Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25.

Those present during the closed portion of the meeting include Commissioners Gene Anderson, Kathi Ellis, Les Nielsen, Dennis, McNally, and Kim Smith. Also present was County Coordinator & Personnel Director Patrick Christopherson.

Action #22 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to re-open the meeting at 8:43 p.m.

Action #23 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the transfer of \$100,000 from welfare reserve fund to operating budget.

Action #24 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to adjourn at 8:51 p.m. and to meet again in regular session on Wednesday, December 16, 2015 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk