

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

December 4, 2013

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, December 4, 2013 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Kevin Troupe, 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 Kevin Troupe and carried unanimously to approve the agenda as amended: Add Jail Administrator Joanne Nelson, add Chief Deputy Brian Smith and add Interim County Attorney appointment.

Action #2 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the November 20, 2013 minutes of the Kanabec County Board of Commissioners as corrected: removed elected officials from Action #15.

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

Resolution #3 – 12/04/13 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 October, 2013 claims on SCORE Funds:

Quality Disposal	\$4,007.50
Knife Lake Sanitation	\$1,155.20
Arthur Township	\$400.00
Total:	\$5,099.40

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

Vendor	Amount
Bina & Guptil LLC	272.00
Cardinal Health	174.89
Centerpoint Energy	95.00
East Central Energy	110.24
GMCU	1,536.19
Great America Leasing	281.57
Kanabec Co Auditor	103.00
MN Energy Resources Corp	4,130.61
MN Mutual Life Ins	50.80
Sanofi Pasteur Inc	1,687.15
Verizon Wireless	2,008.27
Wynn Law Firm	467.50
Total	<u>10,917.22</u>

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

Resolution #5 – 12/04/13

WHEREAS, Kanabec County has an established Electronic Data User policy, and

WHEREAS, Kanabec County went through a strategic plan re-evaluation of its IS Department, and

WHEREAS, the Department Heads of Kanabec County via this process have made a variety of recommendations outlined in the Strategic Plan document distributed to the County Commissioners at their 10/23 meeting. Now

THEREFORE BE IT RESOLVED that based upon those recommendations, the Kanabec County Board of Commissioners approves the changes to P-124 Electronic Data usage.

Action #6 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to recess the board meeting at 6:35pm to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **6:35pm** on Wednesday, December 6, 2013 pursuant to public notice with the following Board Members present: Les Nielsen, Kim Smith, Kevin Troupe, Kathi Ellis and Gene Anderson.

Action #PH7 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH8 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH8 – 12/04/13

WHEREAS there is a vacancy in the position of a Clerk Typist II, 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 Clerk Typist II to refill the vacant position at Step A, Range 4 of the pay plan which is \$12.73 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 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.

Action #PH9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #PH9 – 12/04/13

WHEREAS there is a vacancy in the position of a Registered Nurse, 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 Certified Public Health Nurse to refill the vacant 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 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 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.

Action #PH10 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to recess the Public Health Board at 9:40am to meet in regular session on Wednesday, December 18, 2013 at 9:45am.

The Board of Commissioners meeting continued.

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

VENDOR	AMOUNT
AAA	59.95
Ace Hardware	116.94
Ace Hardware	42.75
Ahner-Nystul, Barb	37.29
Aitkin Medical	1,111.21
Alkire, Alyce	237.23
AMC	25.00
AMC	25.00
AmeriPride	452.15
Ammerman, Holly	197.02
Andres, Christine	114.83
A'viands, LLC	4,808.75
Bachman, Fran	200.88
Battery Sharks	664.60
Bernhardt, Maria	262.53
Biever, Laurie	146.34
Billings, Margaret	512.62
Burski, Kathy	29.38
Byrant, Donna	2,709.00
Byrant, Donna	516.00
Cassman, Deb	200.58
Chaffee, Steve	83.73
Cheney, Melody	35.03
Chief Law Enforcement Supply	14.49
Christianson, Craig	908.24
Clementson, Kristin	81.47
Colburn, Judy	185.89
Cooper, Denise	46.00
Curtis, Michael	1,419.34
D&T Ventures	578.81

Downtown Deli	69.23
Draper, Heather	175.72
Druar, Dan	284.01
East Central Exterminating	122.91
East Central Exterminating	256.80
East Central Regional Juvenile Center	446.00
Election Systems & Software	990.30
Elfstrum, Brenda	477.99
Family Pathways	3,210.00
Faust, Patrick	763.72
Federated Coops	403.69
Felland, Becky	123.75
Filibeck, Karla	98.31
Fresonke, Lew	240.00
Galls	94.47
Garcia, Tim	240.00
Granite City Jobbing	528.85
Granite Electronics	810.59
Health Dimensions Rehabilitation	3,290.43
Heins, Mary	129.11
Hoefert, Bob	1,836.24
Hoglund Bus & Truck	446.52
Holiday Credit Office	708.40
Holiday Credit Office	5,115.04
Holiday Credit Office	494.53
Holiday Credit Office	201.59
Holiday Credit Office	51.71
Holiday Credit Office	189.82
Holiday Credit Office	3,453.45
Holiday Gas	30.32
Holland, Jeff	174.59
Homan, Roger	20.91
Hood, Barb	526.50
Hood, Bill	496.61
Horizon Towing	118.63
Image Office Service	102.44
Isanti County Sheriff	45.50
Ivans	130.39
Johnsons Hardware	131.49
Johnsons Hardware	18.50
Juettner, Sandy	2,464.00
Kanabec Co Hwy Dept	136.05
Kanabec Co Hwy Dept	559.53

Kanabec Co Public Health	70,944.11
Kanabec Co Public Health	1,580.70
Kanabec County Auditor	300.00
Kanabec County Soil & Water	14,454.00
Kennedy Jr, Kerry	137.86
Kramersmeier, Wallace	350.00
Krueger, Louisa	70.17
Landreville, Willard	924.18
Lane, Dave	32.77
Lerrssen, Jennifer	987.68
Luberda, Karen	14.13
M.E. Plumbing, Heating & Air	90.00
MACO	300.00
MACO	300.00
Marco	41.43
Marco	41.44
Marco	9.20
Marohn, Brenda	12.43
Mestnik, Kate	26.56
Mike Nelson Auto Glass	259.97
Milaca Chiropractic	70.00
Mille Lacs Co Community & Veterans Service	428.25
MN Dept of Labor	200.00
MN Dept of Labor	20.00
Moore Medical	354.18
Nelson, Ansel	645.53
Nelson, Jerry	141.82
Nelson, Ronette	784.74
Newgard, Jean	677.30
Office Depot	128.19
Olson, Autumn	254.25
O'Reilly, Molly	83.62
Osterdyk, Dorothy	329.40
Ostrom, Donna	28.00
Owens Auto Parts	11.66
PCM-G	5,766.99
PD's Embroidery	45.00
Pedersen, Jerry	22.60
Pieper, Helen	471.66
Pieper, Rollie	1,105.32
Pike Bay Police Dept	400.00
Pine Co Health & Human Services	39,954.95
Quality Disposal	336.95

Raiche, Nancy	63.29
Reliance Telephone	1,000.00
Ringler, Jennie	42.94
Risk & Needs Assessment	200.00
Roeschlein, Sheri	34.72
Rogers, Pearl	266.71
Rosburg, Diane	205.10
S&T	354.77
S&T	17.35
S&T	72.02
S&T	473.76
S&T	66.33
S&T	26.45
Skramstad, Linda	201.14
Stellar Services	301.26
Swanson, Jeremy	282.44
Swanson, Lori	68.93
Tadych, Marge	824.07
Telander, Sarah	265.55
Thompson, Wendy	413.01
Vogel, Darla	115.26
Waschenbecker, Diana	61.67
Watson Company	107.18
Watson Company	50.59
Wergin, Richard	450.00
Wickeham, Teresa	107.35
Wiitala, David	1,091.86
Zamora, Ray	1,330.43
Total	<u>197,662.91</u>

Road & Bridge Fund

Vendor	Amount
Ace Hardware	208.96
Ameripride	612.35
Auto Value Mora	1,319.13
Braun Intertec Corp	2,464.00
Bjorklund Co., LLC	13,927.53
Central McGowan, Inc	102.23
Cragun's Resprt & Hotel	623.00
Jon Cramsie	81.11
FirstLab	119.85
Force America	110.75

Glens Tire	497.10
Gopher State One-Call	13.05
H & L Mesabi	7,775.41
Mattson Electric of Mora, LLC	3,275.00
MN Dept of Labor & Industry	100.00
Mora Radiator & Repair	40.00
North American Salt Co	34,516.04
Northern States Supply	116.72
Nuss Truck & Equipment	590.05
Oslin Lumber	79.98
Owen's Auto Parts	700.34
Pomp's Tire Service, Inc	3,434.36
Power Plan	129.22
Quality Disposal Systems, Inc.	147.74
Richards, Lila, The Cleaning Agent	855.00
Ed Rittenour	50.01
Tom Roeschlein	200.00
SCTCC	90.00
University of MN	145.00
Widseth Smith Nolting & Assoc, Inc	11,512.67
Ziegler Inc	1,166.58
Total	85,003.18

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

Resolution #12 – 12/04/13

WHEREAS the present county attorney has resigned and

WHEREAS there will be a vacant position of Assistant County Attorney upon her departure, and

WHEREAS the board desires to fill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Attorney and the County Personnel Director to hire an Assistant County Attorney to refill the vacant position at Step A, Range 16 of the pay plan which is \$27.61 per hour (\$25.61 per hour + a \$2.00 market adjustment) 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.

6:45pm – A Public Hearing was held to discuss the 2014 Budget and Levy. Information

was presented and handed out to the members of the audience about the 2013 budget and levy. Approximately 3 citizens spoke at the meeting. Citizens asked questions regarding the budget, levy, and their market values.

After all questions and comments were made the Public Hearing was recessed at 7:09pm by Chairperson Ellis and to meet in continued session on Wednesday, December 18, 2013 at 10:30am in the Board Room (Room #164) of the Kanabec County Courthouse.

The meeting of the Kanabec County Board of Commissioners resumed.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning tax forfeited land.

Action #13 – Kim Smith introduced the following resolution and moved its adoption:

Resolution 13a - 12/04/13

Tax Forfeiture Parcel

WHEREAS the following bids were received for tax forfeited parcel #23.00078.00 legally described as Pt NW1/4 of NW1/4 com at inters of S line of Pope St. with E line of Oric Ave. to S line of NW1/4, then W 66' to W line of Oric Ave, N along W line of Oric Ave to S line of Pope St. then E along S line of Pope St. to POB, Section 35, Township 39, Range 25, .14 acres

Bidder	Bid Amount
Kevin Troupe	\$200.00

WHEREAS the highest bid was submitted by Kevin Troupe in the amount of \$200.00,

BE IT RESOLVED that the Kanabec County Board of Commissioners accept the high bid of \$200.00 submitted by Kevin Troupe.

Resolution 13b - 12/04/13

Tax Forfeiture Parcel

WHEREAS the following bids were received for tax forfeited parcel #23.00862.00 legally described as Lot 10, Block 1, Axel Anderson's 2nd Addition & W 1/2 of vacated alley lying between Lots 1 & 10, Block 1, Section 35, Township 39, Range 25,

Bidder	Bid Amount
Kevin Troupe	\$750.00
Vicki Berry	\$563.62

WHEREAS the highest bid was submitted by Kevin Troupe in the amount of \$750.00,

BE IT RESOLVED that the Kanabec County Board of Commissioners accept the high bid of \$750.00 submitted by Kevin Troupe.

The motion for the adoption of the foregoing Resolution was duly seconded by Gene Anderson and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kim Smith, Gene Anderson, Les Nielsen, Kathi Ellis
OPPOSED: None
ABSTAIN: Kevin Troupe

whereupon the resolution was declared duly passed and adopted.

Action #14 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to allow Charles Wiberg to repurchase tax forfeited parcel #08.01790.00 at a cost to be calculated at the time of purchase.

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

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

Resolution #15 – 12/04/13

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 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.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the Sheriff's Office.

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

Resolution #16 – 12/04/13

WHEREAS there is a vacancy in the position of a Full Time Deputy, 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 Deputy to refill the vacant position at Step A, Range 11 of the pay plan which is \$19.14 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.

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

Resolution #17 – 12/04/13

RESOLUTION APPOINTING BARBARA MCFADDEN AS THE INTERIM COUNTY ATTORNEY FOR THE COUNTY OF KANABEC

WHEREAS, Amy Brosnahan was the County Attorney for the County of Kanabec serving an elected term of office expiring December 31, 2014 and

WHEREAS, Ms. Brosnahan submitted notice of her intention to resign 12/23/2013 and

WHEREAS, Ms. Brosnahan's resignation created a vacancy in the office of County Attorney; and

WHEREAS, Minnesota Statutes § 375.08 states in part; "When a vacancy occurs in the office of county auditor, county treasurer, county recorder, sheriff, county attorney, county surveyor, or coroner, the county board shall fill it by appointment. For that purpose it shall meet at the usual place of meeting, upon one day's notice from the chair or clerk, which shall be served personally upon each member in the same manner as a district court summons. The person appointed shall give the bond and take the oath required by law, and serve the remainder of the term, and until a successor qualifies. When a vacancy occurs in an office that has a chief deputy or first assistant, the chief deputy or first assistant may perform all the duties and functions of the office until it is filled by appointment by the county board;" and

WHEREAS, the County Board has determined that Barbara McFadden person who is qualified under Minnesota Statutes § 375.08 by education, licensure and experience, is best suited to act as Interim Kanabec County Attorney.

NOW, THEREFORE, BE IT RESOLVED:

1. That a vacancy in the Office of County Attorney will occur on December 23, 2013.
2. That in accordance with Minnesota Statutes § 375.08, Barbara McFadden is appointed as the Interim County Attorney for an initial term of 12 months, effective December 23rd 2013, through December 31st, 2014.
3. That Barbara McFadden as Interim County Attorney, shall devote their entire time to the official duties of the office and,
4. That in recognition of the appointment of Barbara McFadden and prior service as Assistant County Attorney:
 - a. All time in service related benefits shall utilize the initial employment date.
 - b. Existing benefits including vacation and sick leave will be frozen during the appointment period.
 - c. The salary grade for the position to be determined.
 - d. The step placement to be determined.

Commissioners gave reports on the activities of the Boards and Committees in which they participate.

Action #18 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn at 8:30 pm and to meet again in regular session on Wednesday, December 18, 2013 at 6:30pm.

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

Attest: _____
Board Clerk