

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

February 20, 2002

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 20, 2002 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Dave Ulstrom, Dennis Schulz and Dennis McNally.

It was moved by Kathi Ellis, and seconded by Dennis Schulz, and carried unanimously to approve the agenda as amended.

9:05am - The Board convened as the **Human Services Board**. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business.

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to enter into an agreement between the Kanabec County Family Service Agency and the Center for Alcohol & Drug Treatment, Inc for detoxification services.

Dennis Schulz introduced the following resolution and its adoption:

Resolution 1 – 02/20/02

BE IT RESOLVED to authorize Family Service Agency Director Phil Peterson to apply for participation in a social rehabilitation pilot for mental health.

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

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Kathi Ellis
OPPOSED: Dennis McNally, Stan Cooper
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

It was moved by Dennis Schulz, seconded by Dennis McNally, and carried unanimously to approve payment of 150 claims totaling \$234,788.12 on Welfare Funds.

It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to authorize three people to attend an MSSA conference with a one night lodging cost of \$124.00 + tax.

It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to authorize the Family Service Agency Fiscal Supervisor to attend a Fiscal conference at a cost of \$60.00 for registration and \$365.00 for meals and lodging.

10:05am - The Board convened as the **Public Health Board**. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing, equipment needs, and other agency business.

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to authorize the purchase of a Sharp AR-335 copier with network card from Marco Business Products at a cost of \$5,500.00 plus tax paid from funds dedicated for that purpose.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to authorize the purchase of an HP color network printer at a total cost of \$3,680.60 paid from grant funds.

Stan Cooper introduced the following resolution and its adoption:

Resolution 2 – 02/20/02

BE IT RESOLVED to authorize the purchase of a SVGA PowerPoint projector at a cost of \$2,650 + tax, shipping & handling to be paid from grant funds.

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

IN FAVOR THEREOF: Dennis McNally, Dennis Schulz, Dave Ulstrom, Stan Cooper

OPPOSED: Kathi Ellis

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Dennis Schulz introduced the following resolution and its adoption:

Resolution 3 – 02/20/02

BE IT RESOLVED to authorize the purchase of two Dell Pentium IV computers with operating systems at a total cost of \$833.00 each to be paid on grant funds.

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

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Kathi Ellis, Stan Cooper
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Kathi Ellis introduced the following resolution and its adoption:

Resolution 4 – 02/20/02

BE IT RESOLVED to authorize the purchase and installation of three furniture workstations from S & T in a Health Service meeting room in the Public Service Building at a cost of \$6,046.60 to be paid on grant funds.

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

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Kathi Ellis, Stan Cooper
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve a CHAMP software upgrade at a cost of \$4,525.00.

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 5 – 02/20/02

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Home Care RN, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Public Health Service Director Wendy Thompson and the County Personnel Director to hire a 32 hour per week Home Care RN to refill the vacant position at Step A, Range 8 of the pay plan which is \$16.01 per hour, and

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

It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to approve the February 13, 2002 minutes of the Kanabec County Board of Commissioners as amended: add comment to Sheriff's appointment.

11:05am – Sheri Harris with Central Minnesota Housing Partnership met with the County Board to discuss matters concerning a rental rehabilitation program.

Dennis Schulz introduced the following resolution and its adoption:

Resolution 6 – 02/20/02

WHEREAS, Kanabec County has made significant progress in meeting the need for owner-occupied housing rehabilitation in the cities and rural areas of the county, and

WHEREAS, an unmet need remains for the repair and rehabilitation of rental housing units, and

WHEREAS, the HOME Rental Rehabilitation Program sponsored by the Minnesota Housing Finance Agency (MHFA) may provide a means for rehabilitating rental housing units in Kanabec County;

NOW THEREFORE BE IT RESOLVED, that the Central Minnesota Housing Partnership is hereby authorized to submit an "Application for Administrative Authority" to MHFA for participation in the HOME Rental Rehabilitation Program, and that the Central Minnesota Housing Partnership is designated as the administrative body for implementing this program in Kanabec County.

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

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Kathi Ellis

OPPOSED: Dennis McNally, Stan Cooper

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

11:30am – The County Board invited comment from interested parties regarding the county electronic data policy. Assistant County Attorney Mark Miller invited comment. Following discussion, the board took the matter under advisement.

12:30pm – Representatives of East Central Regional Development met with the County Board to discuss matters concerning transportation and economic development.

It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 7 – 02/20/02
SUPPORTING THE DEVELOPMENT OF A REGIONAL TRANSPORTATION PLAN
BY THE EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

WHEREAS, the East Central Regional Development Commission (ECRDC) together with its Region 7E Transportation Advisory Committee (TAC) seeks to establish a long range transportation plan for the counties of Isanti, Mille Lacs, Pine, Chisago, and Kanabec, and

WHEREAS, Minnesota Statute §174.03 stipulates the “...the regional development commissions shall develop regional long-range transportation policy plans in cooperation with the commissioner and local units of government...”, and

WHEREAS, the ECRDC is further required to develop and maintain said transportation plan by agreement with Minnesota Department of Transportation, and

WHEREAS, the development of a regional transportation plan will greatly assist the Transportation Advisory Committee (TAC) and the ECRDC in prioritizing local transportation projects for the procurement of state and federal funding;

NOW THEREFORE, BE IT RESOLVED, that the County of Kanabec supports the ECRDC in the development of a long-range regional transportation plan and the benefits derived from having and maintaining such a plan.

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 8 – 02/20/02
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY PLAN (CEDs)

WHEREAS, the East Central Regional Development Commission (ECRDC) and the five counties included in Region 7E are designated by the Federal Economic Development Administration (EDA) as an approved economic development district or the EDA, and

WHEREAS, the ECRDC is responsible for developing and maintaining an economic development plan, the CEDS, for the District which is approved by the EDA and keeps the District an approved District of the EDA, and

WHEREAS, the designed District of the EDA, the ECRDC is responsible for planning for the economic expansion of the area and providing technical assistance to local units of government, business and industry to assist in business expansion which results in maintaining current jobs and in the creation of new jobs, and

WHEREAS, the Kanabec County Board of Commissioners supports the economic development expansion of the county.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners supports the strategies for economic development outlined in the Comprehensive Economic Development Strategies Plan of the District and continued designation of the ECRDC as an approved District of the Economic Development Administration.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 9 – 02/20/02

BE IT RESOLVED to appoint Virgil Salmonson to the Snake River Watershed Management Board's Advisory Committee for a three year term commencing immediately and expiring January 3, 2005.

1:00pm – Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her department.

It was moved by Dennis Schulz, seconded by Stan Cooper, and carried unanimously to authorize the use of SCORE Funds for Home Show promotional items at a cost of \$452.50 plus shipping and handling.

It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to set a Household Hazardous Waste Collection day on June 8, 2002.

1:10pm - County Assessor Sue Kondratowicz met with the County Board to discuss matters concerning her department.

It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 10 – 02/20/02

WHEREAS required by Minnesota Statute 274.14, a majority of the county commissioners along with the county auditor shall annually form a board for the equalization of the assessment of the property of the county, and

WHEREAS as required by Minnesota Statute 273.12,1 the board may meet any time after the second Friday in June as long as 10 consecutive working days remain in the month and must adjourn within 10 days of the date they convene,

BE IT RESOLVED that the 2002 County Board of Appeal and Equalization is scheduled to convene on Wednesday, June 19, 2001 at 2:00 P.M. and must adjourn by Friday, June 28, 2002.

Pro-West & Associates gave a presentation on Geographic Information Systems. No action was taken at this time.

Dennis McNally introduced the following resolution and its adoption:

Resolution 11 – 02/20/02

WHEREAS the Kanabec County Board of Commissioners wish to deliver services and use county resources in an efficient manner, and

WHEREAS attention to travel needs, whether it is within or outside of the county, helps in this endeavor;

BE IT RESOLVED to establish a motor pool in the care the County Coordinator who is directed to develop procedures for equitable use of vehicles, and

BE IT FURTHER RESOLVED to enact travel requirements for Revenue Fund employees, excluding Public Health, Extension and Sheriff, as follows:

1. Employees must use a county vehicle for travel if one is available. If an employee chooses to use their own vehicle when a county vehicle is available, they will be reimbursed at 80% of the current IRS rate. If an employee uses their own vehicle because a county vehicle is not available, they will be reimbursed at 100% of the current IRS rate.
2. This policy does not apply to travel of 5 miles round trip or less.
3. Vehicles are also available to other county employees on a business need.

BE IT FURTHER RESOLVED that this resolution be effective March 1, 2002.

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

IN FAVOR THEREOF: Dennis McNally, Dave Ulstrom, Kathi Ellis, Stan Cooper

OPPOSED: Dennis Schulz

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution 11 – 02/20/02

WHEREAS Kanabec County Soil & Water Conservation has requested financial backing from the county in producing an updated plat book, and

WHEREAS the Kanabec County Board of Commissioners supports the update of the plat book;

BE IT RESOLVED that the county will support the purchase of 1,500 plat books with an initial loan of \$6,000.00 with \$6,000 of further financing available, and

BE IT FURTHER RESOLVED that the loan will be repaid by July 1, 2003.

Kathi Ellis introduced the following resolution and its adoption:

Resolution 12 – 02/20/02

BE IT RESOLVED to authorize the Chairperson to sign a Quit Claim Deed for Lots 1 through 8, Block 1, Lots 1 through 3, Block 2, Lots 1 through 6, Block 3, Outlot A, Outlot B, Outlot C, and the Park, Mora Industrial Park 2nd Addition according to the plat thereof on file and of record.

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

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Kathi Ellis, Stan Cooper

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

2:32pm – Commissioner McNally left the board meeting to attend a Kanabec County Hospital meeting.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 13 – 02/20/02

BE IT RESOLVED to accept the check in the amount of \$10,543.40 which represents the county share of forfeited property in a methamphetamine prosecution associated with District Court file #C0-01-0079, and

BE IT FURTHER RESOLVED to distribute the proceeds pursuant to Minnesota Statutes §609.5315 as follows:

1. 70%, \$7,380.38 to the Kanabec County Sheriff's Office as a supplement to its operating fund
 2. 20%, \$2,108.68 to the Kanabec County Attorney's Office as a supplement to its operating fund
 3. 10%, \$1,054.34 to the State Treasury.
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It was moved by Stan Cooper, and seconded by Dennis Schulz, and **carried** unanimously at 2:45pm to adjourn to meet in regular session on Wednesday, February 27 at 6:30pm.

Signed _____

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

Attest: _____

Kanabec County Coordinator