

PROCEEDINGS OF THE COUNTY BOARD

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

February 22, 2012

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 22, 2012 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Gene Anderson, Les Nielsen and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kathi Ellis, seconded by Gene Anderson, and carried unanimously to approve the agenda as amended: Delete Brian Gorsenger.

Action #2 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the February 8, 2012 minutes as presented.

Action #3 – It was moved by Kevin Troupe, seconded by Kathi Ellis, and carried unanimously to approved the following paid claims:

Vendor	Amount
City of Milaca	19.82
East Central Energy	72.77
Great America Leasing	999.00
Midcontinent Communications	752.51
MN Energy Resources Corp	8,560.70
MN Laborers Health & Welfare Fund	550.00
Office of Enterprise Technology	1,300.00
Resource Training & Solutions	6,961.50
TDS Metrocom	368.86
Verizon Wireless	1,344.45
Verizon Wireless	283.24
Windstream Northstar	704.55
Wynn Law Firm	187.00
Total	<u>22,104.40</u>

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

Revenue Fund

VENDOR

AMOUNT

Allina Health Systems	340.00
Allina OCC Med	60.00
AMC	150.00
American Solutions for Business	781.15
Anoka Co Juvenile Center	1,302.00
AP Technology	795.00
A'viands LLC	1,962.64
Bernicks	99.96
Bryant, Donna	2,671.87
Bryant, Donna	424.16
Centerpoint Energy	70.00
City of Mpls	204.00
Colburn, Judy	334.11
Don's Auto	80.16
Druar, Dan	184.26
E. Weinberg	2,273.23
East Central Energy	91.48
East Central Regional Juvenile Center	1,165.00
EG Rud & Sons	600.00
Election Systems Software	60.00
Elk River Ford	37.25
Eustice, Todd	295.82
Faust, Patrick	652.83
Ferber, Jane	47.50
FirstLight Health System	1,104.00
Flascher, Joe	293.04
Geisthardt, Betty	99.69
GMCU	2,500.04
GMCU	202.52
GMCU	269.98
Granite Electronics	29.00
Great America Leasing Corp	281.57
Handyman's Inc	226.17
Handyman's Inc	262.15
Hawkins, Dorothy	1,202.94
Health Dimensions Rehabilitation	1,149.53
Health Partners	3,368.46
Hoefert, Bob	2,331.35
Hoglund Bus & Truck Co	712.61
Hood, Barb	628.12
Hood, Bill	584.85
Hospice Foundation of America	150.00
Ivans	141.07
Kanabec Co Hwy Dept	74.03

Kanabec Co Sheriff's Office	269.53
Kanabec Publications	190.68
Keepers	17.08
Landreville, Willard	1,393.65
Lee, Suzanne	62.16
Leerssen, Jennifer	687.54
Luberda, Karen	13.88
Majeski, Annette	61.05
MCHRMA	100.00
McKesson-Medical-Surgical	31.10
Mid-American Research Chemical	153.19
Mike's Lawn Service	45.00
MN County Attorney's Assn	51.43
MN Sheriff's Assn	106.77
Moore Medical	378.53
Morgan, Roy	500.00
Nationwide Chemical Products	280.40
Nelson, Gary	812.12
Nelson, Jerry	480.74
Nelson, Linda	1,037.66
Newgard, Jean	420.03
North Homes Children & Family Services	199.60
Oak Gallery	9.58
Office Depot	175.62
Office Depot	20.82
Pap, Harly	105.63
PD's Embroidery	65.00
Perlick, Lisa	1,160.00
Pieper, Rollie	1,070.38
Priority Dispatch	100.00
Prophoenix Corp	3,350.00
PSS-World Medical	195.00
Reliance Telephone	400.00
Rogers, Pearl	571.61
RS Eden	38.00
RS Eden	148.35
Shred It	68.00
Sirchie	59.91
Stellar Services	636.21
Streichers	37.87
Struffert, Delores	140.92
Synergy Graphics	587.51
Tadych, Sy	1,061.79

The Hartford	1,643.45
Triple M Lawn & Snow Service	106.88
Uniforms Unlimited	169.29
West Payment Center	190.75
West Payment Center	400.78
West Payment Center	150.00
Wulfekuhle, Rodney	15.49
Zamora, Ray	<u>964.60</u>
Total	51,229.12

Assistant County Attorney Barb McFadden met with the County Board to discuss matters concerning property tax objections.

Action #5 – It was moved by Gene Anderson, seconded by Kathi Ellis, and carried unanimously to approve and sign four (4) settlement of property tax objections.

Action #6 – It was moved Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve and sign an easement in Ford Township for the MN Deer Hunters Association.

Action #7 – It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to recess the board meeting at 9:10am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:10am** on Wednesday, February 22, 2012 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Gene Anderson, Kim Smith, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda. Also present was Susan Bradford with the Local Advisory Council for Mental Health.

Action #HS8 - It was moved by Gene Anderson, seconded by Kevin Troupe, and carried unanimously to approve the Human Service Board agenda as amended: Add resolution approval for joint Health & Human Services Agency with Kanabec County and Pine County.

Susan Bradford with the Local Advisory Council for Mental Health presented the County Board with information about the Local Advisory Council for Mental Health.

Action #HS9 – It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #HS9 – 02/22/12

WHEREAS Counties are responsible for the provision of public health and human services dictated by Minnesota Statutes; and

WHEREAS Minnesota Statutes Chapter 145A requires that a political subdivision shall undertake the responsibilities of the Minnesota Public Health Act; and

WHEREAS Minnesota Statutes Chapter 393 and other applicable state statutes and rules, require counties, through the creation of a local social services agency, to undertake the responsibilities related to the provision of human services; and

WHEREAS Minnesota Statutes section 471.59 provides that two or more governmental units may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS Kanabec County and Pine County have begun discussions to look at the creation of a joint health and human services agency to improve the quality of services and gain efficiencies;

THEREFORE BE IT RESOLVED that a joint committee comprised of two county commissioners appointed by their respective boards and the Health and Human Service Directors of each county be established to work on the detail and plan for a joint health and human services agency

BE IT FURTHER RESOLVED that an initial report be due to the respective boards by September 1, 2012.

Action #HS10 – It was moved by Les Nielsen, seconded by Gene Anderson, and carried unanimously to appoint Commissioners Ellis and Troupe to the joint Health & Human Services Agency committee.

Action #HS11 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve payment of 120 claims totaling \$191,819.12 on Welfare Funds.

Action #HS12 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to adjourn the Human Service Board at 9:55am to meet again on Wednesday, March 28, 2012 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

Action #13 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to increase the hours of Dispatcher/Home Health Aide/Homemaker Jennie Ringler to 32-40 hours per week effective February 25, 2012.

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

Resolution #14 – 02/22/12

WHEREAS an Employee in the Transits Department has requested a personal leave that will exceed 30 days, and

WHEREAS County Policy P-114 does state that leaves beyond 30 days require approval of the County Board;

BE IT RESOVLED that the Kanabec County Board of Commissioners hereby grants a personal leave of up to three months beginning January 23, 2012 and ending April 23, 2012.

The board took a 5 minute break.

The County Board discussed County Ordinance No. 5 Shore Lands Ordinance. Board chair Kim Smith opened the floor for public. Those that spoke were:

Ronald Peterson – Concerns with how minutes are recorded and how the Board of Adjustment records their minutes.

Tim Anderson – Supports the revisions of the ordinance.

Dennis McNally – Concerns on how to regulate structures.

The County Board remanded the ordinance back to the planning commission to review the proposed changes to the accessory structures.

10:45am - The Chairperson then called for public comment. Those that responded included:

Dennis McNally – Question about the DNR Ag Study that is on the agenda.

10:47am - The Chairperson closed public comment.

Leota Lind, CEO with South Country Health Alliance met with the County Board to introduce herself and to present their annual report.

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

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

Resolution #15 – 02/22/12

WHEREAS the current jail census has been staying at or above approved operational capacity requiring additional staff, and

WHEREAS the Sheriff's Office would like to hire four (4) Part Time Jailer/Dispatchers to help with the shortfall;

BE IT RESOLVED that the County Board authorizes County Sheriff and the County Personnel Director to hire four (4) Part Time Jailer/Dispatchers to fill the positions 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 #16 – It was moved by Gene Anderson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution #16 – 02/22/12

WHEREAS an Employee in the Sheriff's Office, has used the 12 week Family Medical Leave Act leave ending March 5, 2012, and

WHEREAS the County currently has a doctor's slip saying the employee can not return to work because of a physical ailment, mental illness, injury or chemical dependency and

WHEREAS the employee has requested a personal leave of up to six months over and beyond the FMLA leave,

WHEREAS the request for extended leave has been approved by the department head,

BE IT HEREBY RESOLVED that the Kanabec County Board of Commissioners hereby grants a personal leave of up to six months beginning March 6, 2012 and ending September 6, 2012.

Action #17 – It was moved by Les Nielsen, seconded by Gene Anderson, and carried unanimously to approve a one year maintenance contract with Independent Emergency Services for support and repairs of phone equipment at a cost of \$8,166.08 to be paid out of 911 funds.

County Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning the Auditor/Treasurer's Office.

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

Resolution #18 – 02/22/12

WHEREAS Gene Studniski has requested a permit to remove downed 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, 2012;

BE IT RESOLVED to approve firewood permit #33-168 for Gene Studniski to remove dead and downed trees within the SE1/4 of SE1/4 of Section 13, Ann Lake Township, and

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

Action #19 – It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #19 - 02/22/12
Deputy Finance Evaluation

WHEREAS the board did by Resolution #24-01/25/12 refer the position of Deputy Finance to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Deputy Finance” position, which results in Pay Range 9:

Category	Rank	Points
Qualifications	q44	83
Decisions	d23	43
Problem Solving	p11	55
Relationships	r13	48
Effort A	ea5	4
Effort B	eb12	17
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		263

and,

BE IT FURTHER RESOLVED that this change is effective February 25, 2012.

Action #20 – It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve a step increase for Deputy Finance Kelly Connolly on her anniversary date which is March 5, 2012.

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

Resolution #21 - 02/22/12
Deputy Auditor-Finance Evaluation

WHEREAS the board did by Resolution #26-01/25/12 refer the position of Deputy Auditor-Finance to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Deputy Auditor-Finance” position, which results in Pay Range 9:

Category	Rank	Points
Qualifications	q43	75
Decisions	d23	43
Problem Solving	p11	55
Relationships	r13	48
Effort A	ea5	4
Effort B	eb12	17
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		255

and,

BE IT FURTHER RESOLVED that this change is effective February 25, 2012.

Action #22 – It was moved by Kevin Troupe, seconded by Gene Anderson, and carried unanimously to approve the following resolution:

Resolution #22 - 02/22/12
Assessment/Tax Supervisor Evaluation

WHEREAS the board did by Resolution #24-01/25/12 refer the position of Assessment/Tax Supervisor to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Assessment/Tax Supervisor” position, which results in Pay Range 15:

Category	Rank	Points
Qualifications	q46	100
Decisions	d33	93
Problem Solving	p15	74

Relationships	r24	106
Effort A	ea5	4
Effort B	eb14	12
Hazards	h17	13
Environment	n13	13
TOTAL POINTS		415

and,

BE IT FURTHER RESOLVED that this change is effective February 25, 2012.

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

Action #23 – It was moved by Gene Anderson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution #23 – 02/22/12
Appointment

WHEREAS the appointed County Engineer retires February 29, 2012, and

WHEREAS the County Board of each Minnesota County is required to appoint and employ a County Engineer, and

WHEREAS Chad T. Gramentz has met all the qualifications of appointment as specified in M.S. §163.07, and

BE IT RESOLVED to confirm that the County Board does appoint Chad T. Gramentz as County Engineer, effective March 1 2012, for a term of 4 years.

Commissioner Kevin Troupe left the meeting at 12:17pm

Hannah Friedrich with the MN Department of Natural Resources met with the County Board to present the results of an Aggregate Resources study that was done in Kanabec County. No formal action was taken.

Action #24 – It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #24 - 02/22/12
Environmental Services Supervisor Evaluation

WHEREAS the board did by Resolution #58-01/03/12 refer the position of Environmental Services Supervisor to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Environmental Services Supervisor” position, which results in Pay Range 13:

Category	Rank	Points
Qualifications	q45	91
Decisions	d32	77
Problem Solving	p14	55
Relationships	r19	79
Effort A	ea9	5
Effort B	eb11	12
Hazards	h17	13
Environment	n9	10
TOTAL POINTS		342

Action #25 – It was moved by Les Nielsen, seconded by Gene Anderson, and carried unanimously to adjourn at 12:40pm and to meet in regular session on Wednesday, March 14, 2012 at 9:00am.

Signed _____

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

Attest: _____

Board Clerk