

# PROCEEDINGS OF THE COUNTY BOARD

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

**February 27, 2013**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 27, 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 presented.

Action #2 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the February 13, 2013 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:06am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:06am** on Wednesday, February 27, 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 #HS4 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the Human Service Board agenda as amended: Add transitional housing update.

Action #HS5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

## **Resolution #F55 – 02/27/13**

**WHEREAS**, there is a temporary shortage of Financial Workers for adult case loads due to staff turnover and training needs;

**BE IT RESOLVED** to authorize Health & Human Service Director Wendy Thompson and the County Personnel Director to hire part time temporary Financial Workers at \$16.30 per hour to fill in the Financial area for a maximum of 1,040 hours.

Action #HS6 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #HS6 – 2/27/13**

Local Collaborative Time Study Contract

**WHEREAS**, the STATE and COUNTY have a shared interest in enhancing federal funding to children’s mental health collaboratives and family services collaboratives by claiming reimbursement for eligible activities through the Local Collaborative Time Study, and

**WHEREAS**, the COUNTY represents that it is duly qualified and willing to perform the services set forth herein, and

**WHEREAS**, the COUNTY shall act as the reporting and payment agent for purposes of administering the LCTS on behalf of one or more local collaboratives;

**THEREFORE BE IT RESOLVED**, the Kanabec County Board of Commissioners approves Kanabec County Family Services entering into a contract with the State to participate in and administer the Local Collaborative Time Study through June 30, 2017.

Action #HS7 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve payment of 128 claims totaling \$172,345.52 on Welfare Funds.

Action #HS8 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to adjourn the Human Service Board at 9:42am to meet again on Wednesday, March 27, 2013 at 9:05am.

The Board of Commissioners meeting continued.

Action #9 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a Consent Agenda including all of the following actions:

**Resolution #9a – 02/27/13**

**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 the Pink Diamond Bar & Grill, 1434 Ann Lake Rd, Ogilvie, MN 56358 on March 24, 2013.

## **Resolution #9b – 02/27/13**

**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 National Wild Turkey Federation for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Dr, Mora, MN 55051 on April 19, 2013.

Action #10 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following paid claims:

| <b>Vendor</b>                     | <b>Amount</b> |
|-----------------------------------|---------------|
| Ann Lake Twp                      | 5,605.73      |
| Arthur Twp                        | 16,919.44     |
| Bina Law Office                   | 958.80        |
| Brunswick Twp                     | 16,899.24     |
| Comfort Twp                       | 11,627.87     |
| East Central Energy               | 73.08         |
| Ford Twp                          | 4,506.56      |
| GMCU                              | 4,042.51      |
| Grass Lake Twp                    | 14,057.47     |
| Haybrook Twp                      | 3,245.22      |
| Hillman Twp                       | 6,329.57      |
| Kanabec Co Auditor HRA            | 309.00        |
| Kanabec Twp                       | 50.00         |
| Kanabec Twp                       | 9,432.68      |
| Knife Lake Twp                    | 12,787.38     |
| Kroschel Twp                      | 5,799.64      |
| MN Dept of Finance                | 5,379.00      |
| MN Energy Resources Corp          | 10,926.45     |
| MN Laborers Health & Welfare Fund | 560.00        |
| Office of Enterprise Technology   | 1,300.00      |

|                               |                   |
|-------------------------------|-------------------|
| Peace Twp                     | 25.00             |
| Peace Twp                     | 13,737.81         |
| Pomroy Twp                    | 6,329.96          |
| Resource Training & Solutions | 6,259.24          |
| Southfork Twp                 | 11,167.25         |
| The Hartford                  | 1,529.13          |
| Whited Twp                    | 8,412.18          |
| Total                         | <u>178,270.21</u> |

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

### Revenue Fund

| <b>VENDOR</b>                         | <b>AMOUNT</b> |
|---------------------------------------|---------------|
| Aitkin Medical                        | 554.00        |
| Allina Health Systems                 | 270.00        |
| Allina OCC                            | 60.00         |
| American Solutions for Business       | 1,274.03      |
| American Solutions for Business       | 514.62        |
| Amundson, Pauline                     | 487.50        |
| Amundson, Pauline                     | 182.27        |
| AP Technology                         | 795.00        |
| Arnoldi, Sandra                       | 199.28        |
| A'viands LLC                          | 13,113.50     |
| A'viands LLC                          | 120.00        |
| Benedictine Living Community of Mora  | 2,409.12      |
| Black Rock Technology Group           | 963.28        |
| Briggs                                | 204.35        |
| Byrant, Donna                         | 2,671.87      |
| Byrant, Donna                         | 504.34        |
| Christianson, Craig                   | 968.38        |
| City of Mpls                          | 204.00        |
| Colburn, Judy                         | 249.73        |
| Community Partnership                 | 250.00        |
| Cragun's                              | 224.43        |
| Curtis, Michael                       | 116.39        |
| Druar, Dan                            | 647.46        |
| East Central Exterminating            | 256.80        |
| East Central Regional Juvenile Center | 3,029.00      |
| Faust, Patrick                        | 451.74        |
| First Light Health System             | 1,615.00      |
| Galls                                 | 138.00        |

|  |          |
|--|----------|
| Geisthardt, Betty                          | 194.66   |
| Grainger                                   | 260.98   |
| Grainger                                   | 1,509.93 |
| Hampton Inn                                | 642.60   |
| Hawkins, Dorothy                           | 888.86   |
| Hennepin Co Sheriff's office               | 244.80   |
| Hoefert, Bob                               | 2,135.76 |
| Hood, Barb                                 | 447.79   |
| Hood, Bill                                 | 286.92   |
| Horizon Towing                             | 234.06   |
| Hy Tech Auto                               | 100.00   |
| Ivans                                      | 66.26    |
| Jerry Goebel Upholstery                    | 902.69   |
| Jones, Willis                              | 23.73    |
| K&R Meats                                  | 284.52   |
| Kanabec Co 4-H Clean Up Day                | 2,449.25 |
| Kanabec Co Hwy Dept                        | 3,736.94 |
| Kanabec Co Hwy Dept                        | 79.74    |
| Kanabec Co Hwy Dept                        | 32.52    |
| Kanabec Co Hwy Dept                        | 152.01   |
| Kanabec Co Hwy Dept                        | 93.53    |
| Kanabec Co Hwy Dept                        | 296.17   |
| Kanabec Publications                       | 74.05    |
| Kanabec Publications                       | 15.39    |
| Kepr's                                     | 44.99    |
| Kepr's                                     | 257.67   |
| Kroschel Land Surveyors                    | 1,800.00 |
| Landreville, Willard                       | 1,239.31 |
| Leerssen, Jennifer                         | 463.36   |
| Magaard, Robert                            | 182.08   |
| MN Attorney Generals Office                | 124.67   |
| MN Network of Hospice & Palliative<br>Care | 425.00   |
| MN Public Transit Assn                     | 460.00   |
| MN Secretary of State                      | 120.00   |
| Moore Medical                              | 125.94   |
| Nelson, Ansel                              | 982.12   |
| Nelson, Jerald                             | 112.94   |
| Nelson, Linda                              | 67.80    |
| Nelson, Ronette                            | 572.60   |
| Newgard, Jean                              | 256.54   |
| Oak Gallery                                | 17.23    |
| Perlick, Lisa                              | 1,160.00 |

|                                      |                  |
|--------------------------------------|------------------|
| Pieper, Rollie                       | 1,476.25         |
| Reliance Telephone                   | 950.00           |
| Rogers, Pearl                        | 520.60           |
| RS Eden                              | 319.70           |
| Seaton, Peters & Revnew, PA          | 295.00           |
| Sentry Security Fasteners            | 51.88            |
| Smedstad, Jason                      | 90.00            |
| Southern Computer Warehouse          | 5,104.00         |
| Stellar Services                     | 404.56           |
| Strandberg, Richard                  | 209.45           |
| Strelow, David                       | 25.99            |
| Struffert, Delores                   | 297.74           |
| Tadych, Marge                        | 847.78           |
| TigerDirect                          | 419.20           |
| Twin City Hardware                   | 523.70           |
| West Central Jail Administrator Assn | 450.00           |
| West Payment Center                  | 1,177.00         |
| West Payment Center                  | 514.87           |
| West Payment Center                  | 244.80           |
| Wolbert, Marllys                     | 102.83           |
| Zamora, Ray                          | 1,513.01         |
| Total                                | <u>71,577.86</u> |

### **Road & Bridge Fund**

| <b>Vendor</b>                   | <b>Amount</b>   |
|---------------------------------|-----------------|
| Commissioner of Transportation  | 170.00          |
| commissioner of Transportation  | 50.00           |
| George DeJong                   | 89.99           |
| Chad Gramentz                   | 655.16          |
| Highway Technologies, Inc.      | 34.95           |
| Kirk Krist                      | 99.99           |
| MN Assoc of Drainage Inspectors | 25.00           |
| Total:                          | <u>1,125.09</u> |

Mike Flynn with Open Arms Church met with the County Board to discuss matters concerning transitional housing. The Board took the matter under advisement, and requested Open Arms to first seek approval/support from the City of Grasston.

Assistant County Attorney Barb McFadden and County Coordinator Pat Christopherson met with the County Board to discuss matters concerning the county wellness committee

Action #12 – Kevin Troupe introduced the following resolution and moved its adoption:

## **Resolution #12 – 02/27/13**

**WHEREAS** the County Wellness Committee would like to conduct health screenings for county employees; and

**WHEREAS** time will be needed during the work day to conduct these screenings; and

**BE IT RESOLVED** that the Wellness Committee requests up to 30 minutes for each employee who chooses to participate in the screening.

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

**IN FAVOR THEREOF:** Kevin Troupe, Kim Smith, Gene Anderson, Kathi Ellis

**OPPOSED:** Les Nielsen

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

Valerie Prax met with the County Board to discuss the Kanabec County Clean Up Day.

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

## **Resolution #13 – 02/27/13**

**WHEREAS** the board has received a request for support of a Kanabec County Clean-Up Day to be held on Saturday, May 18, 2013, and

**WHEREAS** the Kanabec County Board of Commissioners and Environmental Services Supervisor support such an event;

**BE IT RESOLVED** that the county will provide up to \$5,000, to be paid using SCORE funds to help fund the County Clean-up Day.

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

## **Resolution #14 - 02/27/13**

Clean Up Day Claim

**WHEREAS** the board did authorize by Resolution #19-03/14/12 the expenditure of up to \$5,000 in SCORE funds in support of the a Kanabec County Clean-Up Day to be held on Saturday, May 19, 2012, and

**WHEREAS** the board has received a report of the Clean Up Day and a request for support payment;

**BE IT RESOLVED** to authorize payment of \$2,449.25 in SCORE funds to “Kanabec County 4-H Clean Up Day.”

**10:35am** - The Chairperson then called for public comment three times. Those that responded included:

|                |   |
|----------------|---|
| Dennis McNally | Commented on PCA and process with Kanabec County.<br>Comments on Family Health. |
|----------------|---|

**10:39am** - The Chairperson closed public comment.

Board took a 5 minute break.

Tax Assessment Supervisor Karen McClellan met with the County Board to discuss matters concerning contracts.

Action #15 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve a ratification statement with Minnesota Counties Computer Cooperative and Xerox for the CAMA and property tax maintenance and support agreements and software service and license agreement.

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

Action #16 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve Grant Contract #02825 between the State of Minnesota and Kanabec County for providing financial assistance for transit capital vehicles, equipment or facility improvements.

Action #17 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve Grant Contract #02785 between the State of Minnesota and Kanabec County for providing federal funds to purchase bus(es) or bus related equipment.

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

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

## **Resolution #18 - 02/27/13**

SP 033-604-018, SP 033-612-013 Final Payment

**WHEREAS** Projects SP 033-604-018 and SP 033-612-013 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 Knife River Corporation in the amount of \$58,602.15

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

## **Resolution #19 – 02/27/13**

Equipment Rental & Supplies

**WHEREAS** the Kanabec County Board of Commissioners wish to obtain costs for the furnishing of seasonal supplies and equipment,

**BE IT RESOLVED** that the Public Works Director is directed to advertise for bids for equipment rental and seasonal supplies of materials.

*Action #20* – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

## **Resolution #20 – 02/27/13**

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:

|                            |          |
|----------------------------|----------|
| Adam & Kelly Peterson      | \$11,153 |
| Michael & Kathy Nolt       | \$3,970  |
| Kenny & Nancy Ness         | \$976    |
| Daniel & DeAnna Lilienthal | \$17,811 |
| Daniel & DeAnna Lilienthal | \$13,711 |
| Charles & Judith Alcock    | \$3,797  |
| Charles & Judith Alcock    | \$3,785  |

Matthew Eder  
Matthew Eder

\$1,610  
\$264

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

### **Resolution #21 – 02/27/13**

#### Approve Job Description

**WHEREAS** Kanabec County Policy P-117, III.A. calls for a reevaluation of all county job classifications on a five year rotation, and

**WHEREAS** the position of Appraiser Trainee is on the rotation schedule for 2013, and

**WHEREAS** the Interim County Assessor has submitted an updated job description and position questionnaire, and

**WHEREAS** the board has examined and evaluated the updated information, and

**WHEREAS** the board finds that the updates are largely clarifications rather than changes;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Appraiser Trainee job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Action #22 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

### **Resolution #22 – 02/27/13**

**BE IT RESOLVED** to close the meeting at 11:55am pursuant to Minn. Stat. §13D.05, subd. 3(d), to discuss: security briefings and reports, security systems, emergency response procedures and security deficiencies regarding public services, infrastructure and facilities.

Those present during the closed portion of the meeting included Commissioners Kevin Troupe, Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson.

Action #23 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to reopen the meeting at 12:44pm.

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

### **Resolution #24 – 02/27/13**

**BE IT RESOLVED** to close the meeting at 12:45 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 included Commissioners Kevin Troupe, Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson.

Action #25 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to re-open the meeting at 1:00 p.m.

Action #26 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to adjourn at 1:05 pm and to meet again in regular session on Wednesday, March 13, 2013 at 9:00am.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_  
Board Clerk