

# PROCEEDINGS OF THE COUNTY BOARD

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

## January 23, 2013

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, January 23, 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 Kim Smith, seconded by Gene Anderson and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the January 8, 2013 minutes of the Kanabec County Board of Commissioners as presented.

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

Vendor	Amount
Bina Law Office	1,963.50
Great America Leasing	281.57
Midcontinent Communications	2,150.75
Mora Psychological Services	<u>2,262.50</u>
Total	6,658.32

Action #4 – It was moved by Kim Smith, seconded by Les Nielsen 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, January 23, 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 #HS5 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the Human Service Board agenda as presented.

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

### **Resolution #HS6 – 01/23/13**

**WHEREAS** there is a vacancy in the position of a Supervisor/Financial Assistant, and

**WHEREAS** the Health & Human Services Director recommends restructuring the Family Service Agency and to relocate the Supervisor/Financial Assistant supervisory duties and not refill the position, and

**BE IT RESOVLED** to approve the Health & Human Services Director recommendation for restructuring.

Action #HS7 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

### **Resolution #HS7 – 01/23/13**

**WHEREAS** the position of Child Support Supervisor is a position that is in need of reorganization, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description, and

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

**WHEREAS** the board finds that the updates do constitute changes in the actual duties of the job;

**BE IT RESOLVED** to approve the revised job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the board that the changes in the Child Support Supervisor job description are sufficient to warrant further review by the salary consultant.

Action #HS8 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### **Resolution #HS8 – 01/23/13**

Approve Job Description and Refer for Evaluation

**WHEREAS** County Policy P-117 calls for an evaluation of all county job classifications,  
and

**WHEREAS** the position of Fiscal Officer is a newly created position, and

**WHEREAS** the Health & Human Services Director has submitted a job description, and

**WHEREAS** the board has examined and evaluated the information;

**BE IT RESOLVED** to approve the job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the Board that the Fiscal Officer job description be sent to the salary consultant for review.

*Action #HS9* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #HS9 – 01/23/13**

**WHEREAS** the position of Fiscal Supervisor is a position that is in need of reorganization, and

**WHEREAS** the Health & Human Services Director has submitted an updated job description, and

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

**WHEREAS** the board finds that the updates do constitute changes in the actual duties of the job;

**BE IT RESOLVED** to approve the revised job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the board that the changes in the Fiscal Supervisor job description are sufficient to warrant further review by the salary consultant.

*Action #HS10* – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve payment of 124 claims totaling \$215,606.02 on Welfare Funds.

*Action #HS11* – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn the Human Service Board at 9:42am to meet again on Wednesday, February 27, 2013 at 9:05am.

The Board of Commissioners meeting continued.

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

## **Resolution #12 – 01/23/13**

QAPI Resolution

**WHEREAS**, according to the Hospice Conditions of Participation Kanabec County Public Health Hospice is required to implement a Quality Assessment and Improvement (QAPI) program to address improved quality care and patient safety throughout the Hospice program; and

**WHEREAS**, in 2013 the Kanabec County Board identified the Hospice Social Worker as the QAPI lead; and

**WHEREAS**, the Health and Human Services Director recommends appointing the Nursing Supervisor as a backup for the QAPI lead; and

**WHEREAS**, the QAPI Plan will be submitted to the Kanabec County Board of Commissioners and reviewed and approved for effectiveness annually. The current measures will be provided in the existing Quarterly Program Reports for the governing board's review.

**THEREFORE BE IT RESOLVED** the Kanabec County Board appoints the Nursing Supervisor as the backup QAPI lead and approves the QAPI Plan for Kanabec County Public Health Hospice program to achieve and maintain an environment of continuous performance improvement.

Action #13 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve a **Consent Agenda** including all of the following actions:

## **Resolution #13a – 01/23/13**

County Surveyor

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

**WHEREAS** Ernie Rud continues to perform in a satisfactory manner;

**BE IT RESOLVED** to reappoint Ernie Rud as County Surveyor for a three-year term commencing immediately and expiring January 5, 2016.

## **Resolution #13b – 01/23/13**

**BE IT RESOLVED** to re-appoint Tim Anderson to the Planning Commission for a three year term commencing immediately and expiring January 5, 2016.

### **Resolution #13c – 01/23/13**

**BE IT RESOLVED** to re-appoint Pat O'Brian to the Planning Commission for a three year term commencing immediately and expiring January 5, 2016.

### **Resolution #13d – 01/23/13**

**BE IT RESOLVED** to re-appoint Jackie Voight to the Water Plan Commission for a three year term commencing immediately and expiring January 5, 2016.

### **Resolution #13e – 01/23/13**

**BE IT RESOLVED** to re-appoint Kelly Osterdyk to the Water Plan Commission for a three year term commencing immediately and expiring January 5, 2016.

### **Resolution #13f - 01/23/13**

**BE IT RESOLVED** to reappoint the following as voting delegates to a one year term commencing immediately and expiring January 7, 2014 to the Association of Minnesota Counties:

- Kevin Troupe
- Les Nielsen
- Kathi Ellis
- Kim Smith
- Gene Anderson
- Pat Christopherson

### **Resolution #13g – 01/23/13**

**BE IT RESOLVED** to re-appoint Jesse Stegeman to the Insurance Committee for a three year term commencing immediately and expiring January 5, 2016.

Action #14 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the following claims on the fund indicated:

## Revenue Fund

<b>VENDOR</b>	<b>AMOUNT</b>
Ace Hardware	116.72
Allina Health Systems	322.50
Althoff & Nordquist, LLC	5,516.00
Amundson, Pauline	388.55
Anderson, Jody	22.00
Andrews, Scott	399.99
Anoka County Juvenile Center	340.00
A'viands	91.87
Bear Graphics	173.39
Billings Service	288.92
Black Rock Technology	488.14
Braham Motor Service	262.34
Byrant, Donna	2,671.87
Byrant, Donna	504.34
Christianson, Craig	588.22
City of Mora	600.00
Colburn, Judy	44.07
Curtis, Bonnie	54.81
Curtis, Michael	34.47
D&T Ventures	578.81
Druar, Dan	546.16
DVS Renewal	57.00
East Central Exterminating	256.80
East Central Regional Juvenile Center	2,330.00
East Central Regional Juvenile Center	24,465.00
East Central Solid Waste Comm	22.48
Faust, Patrick	785.46
First Light Health System	2,470.00
Frontier	65.00
Geisthardt, Betty	237.97
Grainger	13.30
Granite City Armoured Car	359.28
Granite Electronics	468.00
GreatAmerica Leasing Corp	999.00
Hampton Inn	1,286.32
Handyman's Inc	300.41
Handyman's Inc	173.14
Hawkins, Dorothy	1,126.55
Health Dimensions Rehabilitation	1,687.96
Health Partners	3,462.49
Hinckley News	10.50

Hoefert, Bob	2,089.78
Hood, Barb	681.45
Hood, Bill	722.73
Industrial Health Services	247.80
Jones, Willis	13.28
Kanabec Co Auditor	300.00
Kanabec Co Hwy Dept	170.40
Kanabec Co Hwy Dept	11.06
Kanabec Co Hwy Dept	43.76
Kanabec Co Hwy Dept	188.19
Kanabec Co Hwy Dept	72.77
Kanabec Co Hwy Dept	3,891.80
Kanabec Co Maintenance Dept	88.49
Kanabec Co Public Health	55,693.03
Kanabec Publications	10.74
Landreville, Willard	1,195.07
Leerssen, Jennifer	906.34
Luberda, Karen	14.13
Maack, Heather	10.74
Milaca Chiropractic Center	70.00
Mille Lacs Disposal	20.00
MN County Attorney's Assn	62.13
MN Dept of Revenue	75.00
MN State Colleges and Universities	105.81
MN Unemployment Insurance	719.30
Moore Medical	113.71
Nelson, Ansel	1,010.63
Nelson, Jerry	639.92
Nelson, Linda	67.24
Nelson, Ronette	810.69
Newgard, Jean	45.77
Oak Gallery	59.31
Office Depot	55.64
Office Depot	30.20
Office Depot	8.17
Office Depot	62.49
Office Depot	51.28
Office Depot	53.59
Office of Enterprise Technology	1,300.00
Olson, Rhonda	519.44
Owens Auto Parts	60.25
Perlick, Lisa	1,160.00
Phoenix Supply	531.88

Pieper, Rollie	1,325.25
Pine Co Health & Human Services	25,870.45
Prophoenix Corp	19,200.00
Reliance Telephone	1,950.00
Rogers, Pearl	560.05
RS Eden	73.20
S&T	98.00
S&T	2,581.03
Sentry Security Fasteners	35.80
SimplexGrinnell	2,073.47
Sirchie	129.54
SISU	3,950.00
Stellar Services	681.51
Streichers	133.62
Swank Motion Pictures	300.00
Tadych, Marge	926.15
Teals Market	36.00
The Hartford	1,604.77
Triple M Lawn & Snow	325.00
Tufvander, Jerry	313.61
UltraMax	585.00
Uniform Unlimited	17.21
US Bank	2,674,197.50
Visual Gov Solutions	141.00
West Payment Center	1,177.00
West Payment Center	87.37
Wickeham, Teresa	94.35
Wickeham, Teresa	247.21
Wolbert, Marlys	155.94
World Medical Government Solutions	862.92
World Medical Government Solutions	99.28
Zamora, Ray	1,408.50
Total	<u>2,869,834.57</u>

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

### **Resolution #15 – 01/23/13**

**WHEREAS** there is a vacancy in the position of a Part Time Jailer/Dispatcher, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes County Sheriff and the County Personnel Director to hire a Part Time Jailer/Dispatcher to refill the vacant position 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, and

**BE IT FURTHER RESOLVED** to use the existing applicant list from January 2013.

City of Quamba Mayor Gordon Gullixson met with the County Board to discuss matters concerning the rail bed within the City of Quamba. No action was taken at this time.

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

Action #16 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve a Transportation Agreement between Kanabec County and Mille Lacs County Community and Veteran’s Service for a period of January 1, 2013 through December 31, 2014.

Action #17 – It was moved by Gene Anderson, seconded by Kevin Troupe and carried unanimously to approve a Purchase of Service Agreement between Kanabec County and Mille Lacs County Community and Veteran’s Service for a period of January 1, 2013 through December 31, 2014.

Action #18 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve a Veterans Transportation Program Agreement between Kanabec County and Mille Lacs County for a period of January 1, 2013 through December 31, 2014.

Action #19 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve a Public Transit Participation Program Grant Contract with the State of Minnesota for calendar year 2013.

**10:30am** - The Chairperson then called for public comment. No one responded.

**10:32am** - The Chairperson closed public comment.

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

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

Action #20 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve a Water Tower Site Lease Agreement between Kanabec County and the City of Mora for the use of the water tower located at 410 Railroad Ave for a period of January 1, 2012 through December 31, 2013.

Action #21 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve a Joint Powers Agreement between Kanabec County and the State of Minnesota for housing inmates.

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

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

### **Resolution #22 – 01/23/13**

Retainer for Legal Services

**WHEREAS** Kanabec County wishes to continue to retain legal services for specialized land and environmental issues, and

**WHEREAS** Scott Anderson, of Rupp, Anderson, Squires and Waldspurger, P.A. has previously provided these services in a cost effective manner, and

**WHEREAS** the retainer fee of \$3,000, the amount paid since 2005, will remain the same for 2013, and

**THEREFORE BE IT RESOLVED** to approve renewing a retainer with Scott Anderson of Rupp, Anderson, Squires and Waldspurger, P.A. for calendar year 2013 at a cost of \$3,000 paid from wetland funds and authorize the chairperson and coordinator to sign the agreement.

Action #23 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### **Resolution #23 – 01/23/13**

SAP 033-605-018 Right-of-Way  
Determination of Just Compensation

**WHEREAS** Kanabec County wishes to proceed with the project development of improvements to CSAH 5 from CSAH 19 to CSAH 3 as identified in the five year plan, and

**WHEREAS** the planned improvements require acquisition of additional right-of-way, and

**WHEREAS** a qualified and licensed appraiser has completed appraisal work and assigned values to applicable types of land and damages based on a comparable sales book dated January 23, 2013 included herein by reference, and

**WHEREAS** a parcel summary of appraised values of property to be acquired was presented before the board, and

**THEREFORE BE IT RESOLVED** the Kanabec County Board determines the appraised values as presented are just compensation, and

**BE IT FURTHER RESOLVED** to authorize the Public Works Director to initiate property acquisition based on the appraised values.

*Action #24* – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve a “Web Conference” section to be added to the current Electronic Data Systems Policy #P-124.

*Action #25* – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve an Request for Proposals for Information Systems Strategic Services.

*Action #26* – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #26 - 01/23/13**

County Board of Equalization Dates

**WHEREAS** the County Board is required to conduct a County Board of Appeal and Equalization on any ten consecutive meeting dates in June, after the second Friday in June, and

**WHEREAS** the board must not end before 7:00pm;

**BE IT RESOLVED** that the Kanabec County Board of Appeal and Equalization will convene at 6:45pm on June 19, 2013.

*Action #27* – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #27 – 01/23/13**

**BE IT RESOLVED** to close the meeting at 11:45 a.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 and Assistant County Attorney Barb McFadden.

Action #28 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to re-open the meeting at 12:00 p.m.

Action #29 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to adjourn at 12:01 pm and to meet again in regular session on Wednesday, February 13, 2013 at 9:00am.

*Signed*

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

*Attest:*

\_\_\_\_\_  
Board Clerk