

# PROCEEDINGS OF THE COUNTY BOARD

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

**January 26, 2011**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, January 26, 2011 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, and Kevin Troupe. Absent: Commissioner Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved Kim Smith, seconded by Kathi Ellis, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the January 4, 2011 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was move by Kim Smith, seconded by Kathi Ellis and carried unanimously to amend Section II. (B.) 3. (a.) of the P-112 County Holiday policy effective February, 2011 to read: “The floating holiday shall be used as a regular full time day and not used in increments.”

Action #4 – It was move by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

## **Resolution #4 – 01/26/11 Appointment**

**BE IT RESOLVED** to appoint Nick Solomon to the Weed Inspection Appeal Committee for a three year term commencing immediately and expiring January 7, 2014.

Action #5 – It was move by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

## **Resolution #5 – 01/26/11 Appointment**

**BE IT RESOLVED** to appoint Troy Winterfield as an alternate member of the Board of Adjustment for a three year term commencing immediately and expiring January 7, 2014.

Action #6 – It was move by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #6 – 01/26/11**  
**Pay Equity**

**WHEREAS** Kanabec County has long supported the principle of equitable pay relationships, and

**WHEREAS** Kanabec County is required to submit a Pay Equity Report for the data in place as of December 31, 2010;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners authorize the Chairperson to sign the Pay Equity Report and direct the County Pay Consultant to submit the report and all necessary supporting data to Faith Zwemke, State Pay Equity Coordinator.

Action #7 – It was move by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #7 – 01/26/11**  
**Transit Claims**

**WHEREAS** the Transit uses volunteer drivers for many public purposes, and

**WHEREAS** these drivers are reimbursed for incurred expenses in accordance with County Policy and public law, and

**WHEREAS** the Transit Department Manager recommends approval of these claims;

**BE IT RESOLVED** to approve the following driver expense claims for reimbursement, all of which are properly documented:

	<b>AMOUNT</b>
Annette Majeski	\$ 301.41
Barb Hood	\$ 170.59
Betty Geisthardt	\$ 222.12
Bev Gustafson	\$ 65.69
Bill Hood	\$ 671.11
Bob Hoefert	\$1,362.92
Dan Niedzielski	\$ 121.69
Gary Nelson	\$ 773.83
Jean Newgard	\$ 211.37
Jennifer Leerssen	\$ 760.72
Jerald Nelson	\$ 308.26

Joy Morrell	\$ 408.51
Judy Colburn	\$ 269.79
Karen Luberda	\$ 147.64
Linda Nelson	\$ 834.49
Marge Tadych	\$ 62.73
Marlys Wolbert	\$ 226.28
Millie Laska	\$ 324.65
Ray Zamora	\$ 637.40
Rollie Pieper	\$1,413.63
Ronette Nelson	\$ 605.88
Sy Tadych	\$ 589.16
Ted Lindgren	\$ 521.55
Willard Landreville	\$ 665.43
<b>Total for Volunteer Drivers</b>	<b>\$11,676.85</b>

Action #8 – It was moved by Kim Smith, seconded by Kathi Ellis, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, January 26, 2011 pursuant to adjournment with the following Board Members present: Kathi Ellis, Kim Smith, and Kevin Troupe. Absent: Commissioner Nielsen. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS9 - It was moved by Kathi Ellis, seconded by Kim Smith, and carried unanimously to approve the Human Service Board agenda as amended. Add South Country Health Alliance, Minnesota Care and Abstract Approval.

Action #HS10 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

**Resolution #HS10 – 01/20/10**  
**Waiver Contract**

**WHEREAS**, pursuant to Minnesota Statutes §256.0112, Kanabec County has identified certain populations within the county who are eligible for specific home and community –based waiver services, and

**WHEREAS**, the Health and Human Services Director has recommended for approval a Waivered Service Contract to provide such services;

**THEREFORE BE IT RESOLVED**, to approve a Contract for respite services for the time period December 1, 2010 through June 30, 2012 between Kanabec County Family Services and Rhonda Young, 94037 Partridge Road North, Sturgeon Lake, MN 55783.

Action #HS11 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve payment of 138 claims totaling \$305,402.18 on Welfare Funds.

Action #HS12 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #HS12 – 01/26/11**  
**South Country Health Alliance Amendment Resolution**

**WHEREAS**, Kanabec County Family Services has agreed to the terms of the 2010 Delegations Agreement; and

**WHEREAS**, SCHA wishes to make changes in rates for care coordination and the Connector position; and

**WHEREAS**, SCHA wishes to make Kanabec County aware of changes in responsibility for delegated services;

**BE IT RESOLVED** in consideration of these premises, that the Kanabec County Board approves the Health and Human Services Director to sign the Amendment to the 2010 Delegation Agreement.

Action #HS13 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #HS13 – 01/26/11**  
**MinnesotaCare**

**WHEREAS**, Kanabec County Family Services has processed more MinnesotaCare applications than anticipated in state fiscal year 2011, and

**WHEREAS**, the State has realized that additional funds are necessary for the satisfactory completion of the contract, the State is requesting Kanabec County to sign Amendment # 7 to Contract A90244, changing the funds from \$34,789 to \$47,362;

**BE IT RESOLVED** to approve the Health and Human Services Director to sign Amendment # 7 to Contract # A90244 between Kanabec County and the State of Minnesota, Department of Human Services for MinnesotaCare assistance applications processing.

Action #HS14 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn the Human Service Board at 9:45am to meet again on Wednesday, February 23, 2011 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

Action #15 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following amended P-108 County Travel Policy effective February 1, 2011:

## **Policy #P-108**

Approved: January 26, 2011

**Effective: February 1, 2011**

Supersedes (Eff) : October 1, 2009

## **County Travel**

### **I. POLICY STATEMENT**

This is an acceptable use Policy for travel by county employees and others who may be reimbursed by county funds.

### **II. TRAVEL APPROVALS**

The Kanabec County Board of Commissioners reserves the right to allow or not allow any travel for which the county board must approve the reimbursement except where otherwise provided by public law. Approval takes one of two forms:

1. For travel where the total cost of the trip per individual including transportation, lodging, meals, fees, registration, etc is less than \$500.00, and where there is adequate departmental funding for that line item, approval is implied by the county board's budget with approval by the Department Head.
2. For travel where the total cost of the non-grant funded trip including transportation, lodging, meals, fees, registration, etc is \$500.00 or greater, or where there is insufficient departmental funding for that line item, specific approval for the trip must be obtained from the County Coordinator in advance of the trip. If the County Coordinator questions the cost to benefit analysis of the trip, the request will be brought to the County Board for a final decision.

### **III. AIRLINE TRAVEL CREDIT**

Whenever county funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

#### **IV. VEHICLE REIMBURSEMENT**

The Board has established a motor pool in the care of the County Coordinator who is directed to develop procedures for equitable use of vehicles. In addition other departments have county vehicles, including the Sheriff's Office, Assessor's Office, Environmental Services, Veteran Services and the Highway Department.

The mileage reimbursement policy is:

1. Supervisors will determine on a case-by-case basis on its own merits whether or not it is in the best interests of the county to require use of a county vehicle. Department Heads and Elected Officials self-determine.
  - a. **If the supervisor requires the use of a county vehicle**, the employee must use a county vehicle for travel if one is available; however, an employee may choose to use their own vehicle when a county vehicle is available at a reimbursement rate of 60% 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.
  - b. **If the supervisor does not require the use of a county vehicle**, and they choose to use their own vehicle, the employee will be reimbursed at 100% of the current IRS rate. They may still choose to use a county vehicle if one is available.
  - c. For trips of 10 miles or fewer, an employee may be reimbursed at 100% of the current IRS rate whether a county vehicle was available or not.
  - d. Any time departments use a county vehicle from the pool, the department is billed at 80% of the IRS rate for miles incurred.

#### **V. OUT OF STATE TRAVEL**

Out of state travel is handled on the following basis:

1. Out of state travel is appropriate when the time and cost of such travel are outweighed by the benefit to Kanabec County.
2. Expenses are limited to reasonable and proper.

3. All non-grant funded out of state travel requires prior approval by the County Coordinator. If the County Coordinator questions the cost to benefit analysis of the out of state travel, the request will be brought to the County Board for a final decision.

Environmental Services Director Teresa Bearce and Valerie Prax met with the Board to discuss the County Clean Up Day.

Action #16– It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve payment of \$2,137.88 for the 2010 Kanabec County Clean Up Day from SCORE funds.

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

**Resolution #17 – 01/26/11  
County Clean Up Day**

**WHEREAS** the board has received a request for support of a Kanabec County Clean-Up Day to be held on Saturday, May 14, 2011, and

**WHEREAS** the Kanabec County Board of Commissioners and Environmental Services Director 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 #18– It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

**Resolution #18 – 01/26/11  
Household Hazardous Waste**

**WHEREAS** the board has received a request for support of a Household Hazardous Waste Clean Up Day to be held on Saturday, May 7, 2011, and

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

**BE IT RESOLVED** that Board of Commissioners supports a Household Hazardous Waste Clean Up day using funds from the SCORE fund.

Action #19 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following amended County Administrative Policy A-105 DNR Land Purchases Policy effective February 1, 2011:

**Policy: A-105**

Approved: January 26, 2011

**Effective: February 1, 2011**

Supersedes (Eff): October 15, 2007

**DNR LAND PURCHASES**

**I. POLICY STATEMENT**

**WHEREAS**, in accordance with Minnesota Statutes 97A.145, Subd 2, the Commissioner of the Department of Natural Resources (DNR) may request the Kanabec County Board of Commissioners to authorize the DNR to acquire land in Kanabec County for water, forestry, wildlife, and natural plant community conservation purposes, and

**WHEREAS** the DNR has used its authority to place an ever increasing share of county land in a protected status prohibiting its use for any private purpose; these actions by the DNR have the effect of weakening the county tax base and raising taxes for all county residents, and

**WHEREAS**, other than property purchased under 97A.145, Subd 2 the DNR exercises its authority for property acquisition without input from the citizens of Kanabec County or its elected officials, and

**WHEREAS** requests pursuant to 97A.145, Subd 2 are the county's only realistic means to temporarily slow the DNR's inexorable takeover of Kanabec County;

**BE IT RESOLVED** that it is the policy of the Kanabec County Board of Commissioners that requests pursuant to 97A.145, Subd 2 are denied except where the property is entirely surrounded by state-owned land and without legal road access.

**10:30am** - The Chairperson then called for public comment three times. Those that responded included:

Robert Swetz	Lakeshore owners paying an unfair property tax burden.
Robert Strom	Highway 65 Coalition concerns.

**10:42am** - The Chairperson closed public comment.

Kelly Osterdyk representing the Kanabec County Soil & Water Conservation District met with the County Board to present a report on the Cooperative Weed Agreement. No formal action was taken.

Tony Miller representing the Mora DNR met with the Board to discuss land management and timber plans on County Owned land. No formal action was taken.

Action #17 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to adjourn at 11:08am and to meet again in regular session on Wednesday, February 9, 2011 at 9:00am.

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

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

*Attest:* \_\_\_\_\_

Board Clerk