

PROCEEDINGS OF THE COUNTY BOARD

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

July 11, 2012

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 11, 2012 pursuant to adjournment with the following Board Members present: Kim Smith, Gene Anderson, Les Nielsen, Kathi Ellis, and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the agenda as amended: Add spam filter software and personnel.

Action #2 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the June 27, 2012 minutes of the Kanabec County Board of Commissioners as corrected: Change action #25 to reflect Kevin Troupe as making motion.

Action #3 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to recess the board meeting at 9:03am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:03am** on Wednesday, July 11, 2012 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Gene Anderson and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH4 – It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH5 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #PH5 – 07/11/12

Vacancy

WHEREAS there is a vacancy in the position of a Nursing Supervisor, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Health & Human Services Director and the County Personnel Director to hire a Nursing Supervisor to refill the vacant position at Step A, Range 15 of the pay plan which is \$26.17 per hour (\$24.17 per hour + a \$2.00 market adjustment) 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 authorize the Health & Human Services Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #PH6 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #PH6 – 07/11/12

Leave Request

WHEREAS an employee in Public Health has requested a personal leave of up to six months; and

WHEREAS the request for the extended leave has been approved by the department heads;

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby grants a personal leave of up to six months beginning July 6, 2012 and ending January 6, 2013 per personnel policy.

Action #PH7 – it was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to accept a grant from the Initiative Foundation in the amount of \$10,000 to fund the Kanabec-Pine Health & Human Services Cooperative Planning Project.

Action #PH8 - It was moved by Gene Anderson, seconded by Les Nielsen, and carried unanimously to recess the Public Health Board to Wednesday, August 8, 2012 at 9:05am.

The Board of Commissioners meeting continued.

Action #9 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #9 – 07/11/12

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 Case Aide – Care Coordination is on the rotation schedule for 2012, and

WHEREAS the Health & Human Services Director 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 Case Aide – Care Coordination 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 #10 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #10 – 07/11/12

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 Administrative Assistant is on the rotation schedule for 2012, and

WHEREAS the Health & Human Services Director 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 Administrative Assistant 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 #11 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #11 – 07/11/12

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 Programs Supervisor on the rotation schedule for 2012, and

WHEREAS the Health & Human Services Director 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 Programs Supervisor 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 #12 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #12 – 07/11/12

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 Health & Human Services Director is on the rotation schedule for 2012, and

WHEREAS the Health & Human Services Director 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 Health & Human Services Director 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 #13 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #13 – 07/11/12

Vacancy

WHEREAS there is a vacancy in the position of Part Time Intermittent Bus Driver, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Transit Director and the County Personnel Director to hire a Part Time Intermittent Bus Driver to refill the vacant position at Step A, Range 5 of the pay plan which is \$13.49 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 #14 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #14 – 07/11/12

WHEREAS, Timber Trails Public Transit would like to improve access to transportation services and provide public transportation alternatives to seniors and persons with disabilities, above and beyond the requirements of the Americans with Disabilities Act (ADA), and

WHEREAS, the State of Minnesota has a Section 5317, New Freedom grant which is available to be used to provide these services, and

WHEREAS, 20 percent of the net capital costs and 50% of net operating costs are required as a local match for capital, planning and marketing projects for the grant;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves Timber Trails Public Transit apply to the State of Minnesota for the New Freedom grant to improve access transportation services and provide alternatives to seniors and persons with disabilities.

Action #15 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following paid claims:

Vendor	Amount
Bina Law Office	1,564.00
Centerpoint Energy	70.00
City of Milaca	34.56
East Central Energy	287.00
Midcontinent Communications	2,005.23
Mora Municipal Utilities	18,444.65
Sprint	224.63
Synergy Graphics	5,558.14
Verizon Wireless	1,253.34
Windstream Northstar	12.76
Wynn Law Firm	225.25
Total	<u>29,679.56</u>

Action #16 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
A'viands LLC	9,059.25
Ace Hardware	73.57
Ace Hardware	9.98
Ace Hardware	1.60
Ace Hardware	16.02
Ace Hardware	14.71
Ace Hardware	10.43
Advanced Correctional Healthcare	11,981.95
Ahner-Nystul, Barb	13.88
Aitkin Medical	1,673.20
Americinn Mora	299.04
AmeriPride	441.61
AmeriPride	39.62
Amundson, Pauline	33.30
Anderson, Karen	229.22
Andres, Christine	47.96
Armbrust, Dani	38.85
AMC	25.00
AMC	25.00
Bernhardt, Maria	283.61

Benedictine Living Community of Mora	8,198.08
Benedictine Living Community of Mora	224.82
Bernhardt, Maria	17.90
Biever, Laurie	140.42
Billings Service	45.75
Bork, Laura	9.44
Braham Motor Service	1,504.43
Byrant, Donna	2,671.87
Byrant, Donna	424.16
BCA	210.00
Burski, Kathy	174.83
Cassman, Deb	240.87
CDW	512.08
Christianson, Craig	545.60
Christopherson, Pat	1,451.17
Coborns Pharmacy	375.44
Colburn, Judy	24.98
D&T Ventures	578.81
D&T Ventures	500.00
Dalco	24.35
Dandelion Floral	66.21
State of MN	270.00
Deyta, LLC	90.00
Dex Media East	29.90
Downtown Deli	6.86
Druar, Dan	733.78
East Central Exterminating	122.90
ECM Publishers	251.90
Edberg, Kay	100.00
Electric Motor Service	1,318.35
Election Systems & Software	1,280.11
Elfstrum Brenda	414.04
ERA Laboratories	42.00
Erbstoesser, Arnie	32.75
Faust, Patrick	682.79
Felland, Becky	285.27
Filibeck, Karla	95.46
First Light Health System	1,520.00
First Light Health System	52.00
Flascher, Joe	423.48
Fresonke, Lew	165.00
Frontier	65.00
Galls	140.48

Galls	35.68
Garcia, Timothy	137.50
Geisthardt, Betty	175.33
Glen's Tire	834.32
Glen's Tire	34.16
Granite City Jobbing	1,415.08
Granite City Jobbing	612.10
Granite City Jobbing	52.49
Grainger	50.00
Hawkins, Dorothy	1,357.46
Health Partners	3,430.18
Hennepin Co Medical Center	150.00
Hoefert, Bob	1,830.61
Hood, Barb	566.11
Hood, Bill	776.79
Image Office Service	94.08
Industrial Health Services Network	42.40
Jebsen, Michelle	357.98
Jebsen, Michelle	50.00
Johnsons Hardware	125.50
Johnsons Hardware	11.50
Kanabec Co Hwy Dept	3,651.77
Kanabec Co Hwy Dept	55.75
Kanabec Co Hwy Dept	38.22
Kanabec Co Hwy Dept	463.03
Kanabec Co Hwy Dept	114.15
Kanabec Co Hwy Dept	35.94
Kanabec Publications	74.28
Kanabec Publications	50.00
Kanabec Publications	271.50
Kanabec Publications	58.80
Kanabec Publications	58.78
Kanabec Publications	26.60
Kramersmeier, Wallace	300.00
Krueger, Louisa	130.55
Kruse, Patty	88.80
Landreville, Willard	1,133.15
Lane, Dave	135.42
Lee's Pro Shop	40.61
Leerssen, Jennifer	690.04
Leininger, Dennis	19.15
Majeski, Annette	94.71
Marohn, Brenda	18.87

McIntosh, Bob	575.00
Merwin LTC Pharmacy CAM	253.98
Mattson Electric	197.50
MCCC	14,712.49
MCCC	50.00
McGee MD, Michael	500.00
Minnesota Monitoring	660.00
Mid American Research Chemical	274.03
MidContinent	59.18
Mille Lacs Co Community & Veterans Service	314.14
Mille Lacs Disposal	20.00
MN Dept of Criminal Apprehension	150.00
MN Home Care Assn	160.00
MN State Bar Assn	30.00
Mora Chevrolet Buick	768.10
National Medical Services	244.00
Nelson, Ansel	1,098.87
Nelson, Jerry	985.19
Nelson, Linda	719.87
Newgard, Jean	239.27
Northland Chemical Corp	108.10
Novus Glass	429.79
Oak Gallery	27.71
Olson, Autumn	138.76
Office Depot	75.37
Office Depot	312.74
Office Depot	117.76
Ohio Calibration Laboratories	177.00
Osterdyk, Dorothy	357.98
Ostrom, Donna	24.00
Pap, Harly	109.69
PD's Embroidery	45.00
Pedersen, Jerry	26.64
Perlick, Lisa	1,160.00
Perlick, Lisa	26.64
Phoenix Supply	801.01
Pieper, Helen	339.74
Pieper, Rollie	1,421.26
Print Mail Now	4,229.35
Prophoenix Corp	49,262.50
Prophoenix Corp	49,262.50
Quality Disposal	365.64
Quality Disposal	211.93

Raiche, Nancy	180.93
Ramsey County	1,400.00
Raudabaugh, Carey	61.05
Reliance Telephone	660.00
Rosburg, Diane	113.91
Ryan, Ellen	120.00
Ryan, Rosemarie	830.00
Ringler, Jennie	76.59
Ringler, Jennie	31.64
Rittenour, Michelle	347.43
Rogers, Pearl	312.84
Sedlacek, Lowell	27.45
Shred It	13.43
Shred It	20.43
Shred It	23.43
Shred It	33.43
Shred It	111.86
Shred It	13.43
Skramstad, Linda	215.35
S&T Office Products	202.81
S&T Office Products	404.80
Snake River Watershed	24,072.00
Stegeman, Jesse	186.93
Stellar Services	946.71
Synergy Graphics	160.31
Telander, Sarah	168.17
Thompson, Wendy	429.02
TigerDirect	2,208.69
TigerDirect	231.11
TigerDirect	104.39
Triple M Lawn	149.63
Uniforms Unlimited	907.28
US Bank	235,100.00
US Bank	245,966.25
Visual Gov Solutions	109.50
Vogel, Darla	219.78
Walgreen Infusion Services	761.36
Waschenbecker, Diana	27.75
Wergin, Richard	350.00
Werner, Julie	142.20
West Payment Center	495.43
West Payment Center	1,482.50
White, Ellen	64.64

Wickeham, Teresa	20.00
Woods, Danna	127.77
Zamora, Ray	1,299.81
Total	<u>722,045.24</u>

Road & Bridge Fund

Vendor	Amount
Ace Hardware	556.69
American Legion-Steve Ahlness	140.65
Ameripride	495.74
Auto Value Mora	1,656.01
Bjorklund, Craig	12,243.75
Bjorklund Companies, LLC	81.92
Cemstone Products Co.	1,185.25
Central Applicators, Inc	1,945.99
Central-McGowan, Inc	380.23
Chamberlain Oil Co.	1,204.97
Commissioner of Transportation	74.30
Fairview Health Services	140.00
Fluegge's Ag, Inc	2,134.90
Glens Tire	968.10
Gopher State One-Call	11.70
Granite City jobbing Co.	153.58
Haedt Bros, Inc	265.00
Hard Rock Screening, LLC	27,637.07
Kanabec Co. Hwy Dept-Petty Cash	37.95
Kanabec Publications, Inc.	196.34
Little Falls Machine, Inc	217.06
Maney International, Inc	95.38
Midway Iron & Metal, Inc	4,461.02
Novus Glass	200.00
Nuss Truck & Equipment	117.01
Oslin Lumber	61.56
Owen's Auto Parts	863.48
Oxygen Supply Co	349.32
Pomps Tire Service, Inc	540.44
Power Plan	785.31
Quality Disposal Systems, Inc.	141.51
Ed Rittenour	31.54
Richards, Lila, The Cleaning Agent	837.90
RossCo Equipment, Inc.	3,420.00
Sagequest	1,011.04
S & T Office Products, Inc	99.63
Zep Sales & Service	662.54
Total:	<u>65,404.88</u>

The position of Mechanic's Assistant/Bldg & Grounds Maintenance Worker was discussed. Tabled until July 27, 2012 in lieu of further job description evaluation.

Action #17 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #17 – 07/11/12

BE IT RESOLVED to appoint Jean Mattson to the Extension Committee for a three year term commencing immediately and expiring January 6, 2015.

BE IT RESOLVED to appoint Charlie Strickland Jr. to the Extension Committee for a three year term commencing immediately and expiring January 6, 2015.

Marion Larson with the Central Minnesota EMS Region met with the County Board to introduce herself to give the board a short presentation.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning the clean up of a property in the City of Grasston.

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

Resolution #18 – 07/11/12

WHEREAS there is a county owned commercial property located in the City of Grasston that is condemned and needs to be demolished; and

WHEREAS the City of Grasston is requesting that the county cleanup the property since the building is not saleable and is a hazard to the town; and

WHEREAS before the building can be demolished an assessment needs to be done to determine whether there is any hazardous materials. The County has received three bids for the assessment as follows:

Braun Intertec: \$2,198.00

Wenck: \$2,263.00

Midwest Environmental Consulting: \$325.00 to \$530.00

BE IT RESOLVED to accept the low bid of \$325.00 to \$530.00 from Midwest Environmental Consulting for evaluating the property in the City of Grasston.

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

Bob Swetz	Comments regarding school bond.
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10:43am - The Chairperson closed public comment.

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

Resolution #19 – 07/11/12

BE IT RESOLVED to close the meeting at 10:43 am pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 2 to discuss matters related to discuss employee data that is not public under the Minnesota Government Data Practices Act.

Action #20 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to reopen the meeting at 11:30am.

The positions of Chief Deputy, Civil Process Coordinator, and Sergeant were discussed. Tabled until July 27, 2012 when the County Sheriff can be at the meeting.

On-call logistics and purchase of antivirus and spam filter software was discussed. Tabled until July 27, 2012 for more information.

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn at 12:15pm and to meet again in regular session on Wednesday, July 25, 2012 at 9:00am.

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

Attest: _____
Board Clerk