

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

July 20, 2016

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 20, 2016 pursuant to adjournment with the following Board Members present: Kim Smith, Dennis McNally, Les Nielsen, Kathi Ellis and Gene Anderson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the agenda as amended: Delete SCORE claims, add water plan discussion, add union matters, add employee step increase.

Action #2 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the July 6, 2016 minutes of the Kanabec County Board of Commissioners as corrected: Page 11, Commissioner McNally inquired as to chiller compressor replacement. Page 17, B3, 15% goes to fund, to restore gravel pits.

9:05am Mora Municipal Airport Expansion Discussion with comments from Joel Dhein, Ronald Peterson and Greg Yankowiak.

Action #3 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to send a letter to the Federal Aviation Administration with concerns about drainage if crosswind runway is constructed.

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

<u>Vendor</u>	<u>Amount</u>
Bina & Guptil LLC	956.25
City of Milaca	31.34
Consolidated Communications	1,073.12
East Central Energy	158.99
E-Z Excavating	13,955.90
Midcontinent Communications	1,300.92
Minnesota Dept Of Finance	5,301.00
Minnesota Dept Of Health	1,360.00
Minnesota Dept. Of Finance	34.50
Minnesota Energy Resource Corp	1,902.93
Mora Municipal Utilities	18,261.34

Network Billing Systems LLC	213.88
Office Of Enterprise	1,300.00
Tessneer Law Office	688.50
Verizon Wireless	239.87
Verizon Wireless	<u>2,960.42</u>
Total	49,738.96

Action #5 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	17.08
Ahner-Nystul, Barbara	30.78
Alkire, Alyce	1,113.59
Auto Air & Accessories	564.97
Auto Value Milaca	85.23
Bachman, Fran	319.94
Brenny, Laurell	1,050.84
Bureau of Crim Apprehension	120.00
Christianson, Craig	986.20
CPS Technology Solutions	1,379.00
Curtis, Michael	1,231.74
D & T Ventures	225.00
Dearborn National Life Insurance Co	632.95
DS Solutions Inc	494.00
East Central Exterminating	140.00
Epiphany Communications Services	2,125.00
Eustice, Todd W	157.19
Faust, Patrick	1,051.38
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Grainger	226.03
Granite City Jobbing Co	944.18
Handyman's Inc	165.00
Hayford Ford	673.67
Health Partners	5,115.13
Hoefert, Robert	712.71
Hoglund Bus & Truck Company	262.40
Hood, Barb	528.39
Ideal Service, Inc	162.66

Industrial Health Services Network Inc	84.80
Innovative	822.07
Innovative Office Solutions	446.72
Innovative Office Solutions	313.82
Johnson Hardware	124.84
Kanabec County Agriculture Society	240.00
Kanabec County Highway Dept	4,269.09
Kanabec County Highway Dept	58.70
Kanabec County Highway Dept	105.09
Kanabec County Information Systems	4,200.00
Kanabec Publications	325.50
Kanabec Publications	625.72
Kanabec Publications	35.48
Kanabec-Pine Community Health	1,346.88
Kanabec-Pine Community Health	23,901.13
Kanabec-Pine Community Health	34,730.70
Kennedy, Kerry Jr	194.00
Koch's Hardware	13.30
Landreville, Willard	441.49
Lane, Dave	38.88
Lerrssen, Jennifer	174.02
Manthie, Mark	139.32
Manthie, Scott	774.90
Manthie, Wendy	634.50
Marco, Inc	486.00
Mattson Electric	240.00
MCCC	14,353.25
Mille Lacs County Community & Veterans Serv	100.00
Mille Lacs Disposal Inc	20.00
Minnesota Monitoring, Inc	42.00
Minnesota UI	1,962.10
MN Dept of Criminal Apprehension	300.00
MRA Trusight	1,942.87
MSBA	335.00
Nelson, Ansel	542.83
Nelson, Jerald	31.46
Nelson, Ronette	462.24
Nelson, Wanda	425.07
Newgard, Jean	40.50
Novus, Gary Fix & Son	225.00
O'Donovan, Barbara	338.58
Office Depot	102.73
Office Depot	19.98

Owens Auto Parts	81.49
Owens Auto Parts	27.86
Payne, Elizabeth A	78.84
Petersen, Kevin	101.92
Reid, Greg	28.62
Ringler, Jennie	225.18
Roberts, Rodney	515.30
Rogers, Pearl	678.99
RS Eden	190.60
Sea Change LLC	200.00
Smith, Larry	254.44
Strelow, David	82.62
SWIFT	47.64
Thompson Reuters - West	283.38
Trane US Inc	1,370.00
UPS	6.95
US Bank	111,403.75
US Bank	176,327.50
VanDall, Camille	956.57
Vissor, Maurice	366.12
Wickeham, Teresa	102.60
Wiitala, David	759.24
Wynn, Heather M.	157.68
Zamora, Ray	802.72
Total	<u>418,570.67</u>

Road & Bridge Fund

Vendor	Amount
Citi Lites	105.00
Crawford's Equipment, Inc	430.19
East Central Energy	789.48
Fleetmatics	559.00
Hardrives, Inc	541,376.68
Hardrives, Inc	461,067.32
Johnson Hardware and Rental	33.98
Landwehr Construction	59,325.51
Marco	208.00
Minnerath Construction Inc	27,193.75
Minnesota Energy	55.96
Owens Auto Parts	138.63
Oxtgen Service Company	104.30
Sanitary Systems	260.00

State of MN Dept of Transportation	852.85
Verizon	37.52
Westling, Nathan	14.99
Total:	<u>1,092,553.16</u>

Commissioner McNally lead discussion about timeclocks, no action taken.

County Board discussed Credit Card Policy Board directed the County Coordinator to draft a credit card usage policy.

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

Resolution #6 - 07/20/16

Economic Development Executive Director Evaluation

WHEREAS the board did by Action #11-06/15/16 refer the position of Economic Development Executive Director 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 “Economic Development Executive Director” position, which results in Pay Range 18:

Category	Rank	Points
Qualifications	Q56	120
Decisions	D40	113
Problem Solving	P20	131
Relationships	R24	106
Effort A	Ea5	4
Effort B	Eb14	12
Hazards	H17	13
Environment	N5	8
TOTAL POINTS		507

Action #7 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #7 - 07/20/16

ORDER OF THE BOARD

WHEREAS there is a new position of an Economic Development Executive Director,
and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire an Economic Development Executive Director to fill the new position at Range 18 of the pay plan which is \$63,523 to \$77,812 annually 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 County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #8 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to offer the position of County Assessor to Tina Diedrich-Von Eschen at grade 18 step D which is \$33.98 per hour with 20 hours of paid time off.

10:00am – A Public Hearing was held to discuss a County Water Plan. Those that spoke included:

Kanabec Soil & Water Conservation District Deanna Pomije

Public Comments to the Priority Concerns Scoping Document - July 20, 2016

Comments/additions received to the draft list of Priority Concerns for Kanabec County:

Surface Water Quality-

- Pesticide runoff, especially in riparian areas
- Unused manure pits, runoff potential
- Vegetated buffers needed, promote and install buffers along public waters
- Erosion control along public waters, such as willow wattles

Protection of Shore Lands-

Ground Water Concerns-

- Contamination from lead, arsenic and other contaminants
- Waste tire disposal (past and present) contamination above and below ground
- Leaching silage
- Unused gravel pits – reclamation needed

Development Pressures-

Lake Water Quality-

- In recent years, Lewis Lake is seeing higher Phosphorus testing, lower water clarity and more issues with various algae growth covering more and more areas in the lake. It was stated that septic system noncompliance as part of the cause to the low water quality issues, as other conservation practices have already been installed around the lake. Requesting a county septic management plan to be incorporated into the water plan. Requesting the septic management plan to include non-permanent structure such as RVs and travel trailers. “With lakes being one of the county’s biggest assets, I am asking the

county to initiate a septic management plan initially for lake shore properties. Many other counties have already done so.”

- Lewis Lake water quality issues: increased algae and vegetation growth caused from increased Phosphorus. Suggesting a county wide septic monitoring system set-up for permanent and non-permanent structures on the County Lakes.
- Encourage native shore land plantings rather than mowing down to the water’s edge
- Continued support of the Aquatic Invasive Species control and prevention in the County

Agricultural Land-

- Residue management needed providing more cover to bare cropland, less tillage
- Cover crops – more adoption needed

Drainage Ditch Maintenance-

Cities, Urban Issues-

Wildlife Habitat-

Forestry Land-

Air Quality-

Ranking of Priority Concerns (4 submitted):

Surface Water Quality-	1
Ground Water Concerns-	2
Agricultural Land-	3
Protection of Shore Lands-	4
Development Pressures-	5
Lake Water Quality-	6
Forestry Land-	7
Wildlife Habitat-	8
Drainage Ditch Maintenance-	9
Cities, Urban Issues-	10
Air Quality-	11

2016 Local Work Group Ranking of Kanabec County Priority Concerns from the Natural Resources Conservation Service (NRCS):

Surface Water Quality	1
Soil Erosion	2
Plant Condition	3
Soil Quality	4
Livestock Production	5
Wildlife Habitat	6
Insufficient Water	7
Energy	8
Air Quality	9
Excess Water	10

Action #9 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn the Public Hearing at 10:10am.

Action #10 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to increase Certified Public Health Nurse Kelly Zaiser from step 14D to 14E effective July 23, 2016.

10:15am Commissioner Kathi Ellis left.

Geologic Information Specialist Jackie Hamilton with Minnesota Geological Survey, met with the County Board to give a Geological Atlas presentation. Pat Christopherson will reschedule at a later date to allow Minnesota Geological Survey time for a full presentation.

10:37am - The Chairperson then called for public comment three times. None responded.

10:38am - The Chairperson closed public comment.

Jerry and Joyce Tvedt met with the County Board to discuss matters concerning a raffle event.

Action #11 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to allow Kick Cancer to the Curb to hold a raffle on August 6, 2016 in conjunction with “Back to the Tower” in Ogilvie.

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

Resolution #12 – 07/20/16

BE IT RESOLVED to close at the meeting at 10:45 am 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 include Commissioners Dennis McNally, Gene Anderson, and Kim Smith. Absent: Kathi Ellis. Also present was County Coordinator & Personnel Director Patrick Christopherson and County Attorney Barbara McFadden.

Action #13– It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to reopen meeting at 10:49am.

Health & Human Services Quality/Emergency Manager Kathryn Burski met with the County Board to give an update on the flooding in the County.

Action #14 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess the board meeting at 11:18am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **11:19pm** on Wednesday, July 20, 2016 pursuant to adjournment with the following Board Members present: Gene Anderson, Les Nielsen, Kim Smith, and Dennis McNally. Absent: Kathi Ellis. Health and Human Services Director Wendy Thompson presented the Human Services agenda.

Action #HS15– It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the Human Service Board agenda as presented.

Child Support Supervisor/Financial Supervisor Rose Linder updated the County Board on county assistance programs.

Action #HS16 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the payment of 159 claims totaling \$270,172.49 on Welfare Funds.

Action #HS17– It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to adjourn Human Services Board at 11:53am and to meet in regular session on Wednesday, August 17, 2016 at 9:05am.

Action #18– It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the purchase of a Elkhart Coach bus for Timber Trails Public Transit.

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

Resolution #19 – 07/20/16

A resolution endorsing Kanabec County-Timber Trails Public Transit's Title VI Program.

WHEREAS, Kanabec County – Timber Trails Public Transit under Title VI of the Civil Rights Act of 1964, is committed to a Title VI Program that prohibits discrimination in its transit program based on race, color or national origin.

WHEREAS, Kanabec County – Timber Trails Public Transit's Title VI Program, as stated in the transit system's annual management plan application, requires the following compliance elements:

- Notification to the public of their rights under Title VI of the Civil Rights Act
- A complaint process and complaint form
- A list of transit-related Title VI investigations, complaints and lawsuits
- A chart of the minority status of members of decision making boards and committees
- A public involvement program
- A language assistance plan to ensure reasonable access to information for those with

limited English proficiency;

NOW THEREFORE, BE IT RESOLVED that Kanabec County-Timber Trails Public Transit will follow the Title VI Program compliance elements to ensure all passengers and staff are treated equally.

BE IT FURTHER RESOLVED that Kanabec County – Timber Trails Public Transit authorizes the Health & Human Services Director and Transit Director to implement and oversee compliance of Kanabec County – Timber Trails Public Transit’s Title VI Program.

Action #20 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to adjourn at 12:28 p.m. and to meet again in regular session on Wednesday, August 3, 2016 at 9:00am.

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

Attest: _____
Board Clerk