

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 25, 2012**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 25, 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 Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the July 11, 2012 minutes of the Kanabec County Board of Commissioners as corrected: Action #PH5 change County Sheriff Steve Schulz to Health & Human Services Director in the second Be It Resolved.

Action #3 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following **Consent Agenda** including all the following actions:

## **Resolution #3a – 07/25/12**

### SCORE CLAIMS

**WHEREAS** the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

**WHEREAS** these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

**WHEREAS** SCORE Funds appear adequate for the purpose;

**BE IT RESOLVED** to approve payment of the following June, 2012 claims on SCORE Funds:

|                       |                   |
|-----------------------|-------------------|
| Quality Disposal      | \$3,536.52        |
| Knife Lake Sanitation | \$1,245.00        |
| <b>TOTAL</b>          | <b>\$4,781.52</b> |

## **Resolution #3b – 07/25/12**

### SCORE CLAIMS

**WHEREAS** the Kanabec County Board of Commissioners have been presented with a request to pay claims on Knife Lake Improvement District funds, and

**WHEREAS** the request was accompanied by invoices and verification in the Knife Lake Improvement District board minutes of June 23, 2012, and

**WHEREAS** the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

**BE IT RESOLVED** to pay the following claims:

|                     |          |
|---------------------|----------|
| East Central Energy | \$125.00 |
| East Central Energy | \$125.00 |
| Kassie Norby        | \$60.00  |
| Central MN Aquatics | \$750.00 |

Action #4 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:10am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:10am** on Wednesday, July 25, 2012 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 Kathi Ellis and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS6 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve payment of 126 claims totaling \$163,080.51 on Welfare Funds.

Action #HS7 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to adjourn the Human Service Board at 9:20am to meet again on Wednesday, August 22, 2012 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

Health & Human Services Director Wendy Thompson met with the County Board to discuss matters concerning job descriptions.

Action #8 – It was moved by Gene Anderson, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

## **Resolution #8 – 07/25/12**

### **Approve Job Description and Refer for Reevaluation**

**WHEREAS** 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 Office Support Specialist – Front Desk 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 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 Office Support Specialist – Front Desk job are sufficient to warrant further review by the salary consultant.

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

## **Resolution #9 - 07/25/12**

### **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 Family Based Service Provider 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 Family Based Service Provider 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 Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #10 – 07/25/12**  
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 Community Support Tech 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 Community Support Tech 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 paid claims:

| <b>Vendor</b>                | <b>Amount</b> |
|------------------------------|---------------|
| Centerpoint Energy           | 69.95         |
| East Central School District | 134.40        |
| Great America Leasing        | 999.00        |
| Hillman Twp                  | 387.57        |
| Kanabec Twp                  | 1,316.87      |
| Kroschel Twp                 | 67.20         |
| MN Dept of Finance           | 5,638.00      |
| MN Dept of Finance           | 27.00         |
| MN Dept of Health            | 1,089.50      |

|                                 |                  |
|---------------------------------|------------------|
| MN Energy Resource Corp         | 1,082.05         |
| Mora Public Schools             | 775.14           |
| Office of Enterprise Technology | 1,300.00         |
| Ogilvie Public Schools          | 2,633.75         |
| Synergy Graphics                | 1,204.07         |
| Wolford Law Mediation           | 102.00           |
| Wynn Law Firm                   | 705.50           |
| Total                           | <u>17,532.00</u> |

Action #12 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following claims on the funds indicated:

### **Revenue Fund**

| <b>VENDOR</b>                         | <b>AMOUNT</b> |
|---------------------------------------|---------------|
| Advanced Correctional Healthcare      | 7.15          |
| American Lung Assn                    | 1,427.75      |
| Amundson, Pauline                     | 154.42        |
| AP Technology                         | 2,520.00      |
| Audubon Center of the North Woods     | 1,225.00      |
| Auto Value                            | 124.36        |
| Auto Value                            | 46.15         |
| Avenet, LLC                           | 750.00        |
| A'viands LLC                          | 4,560.13      |
| A'viands LLC                          | 4,407.00      |
| Braham Motor Service                  | 138.47        |
| Byrant, Donna                         | 3,312.27      |
| Byrant, Donna                         | 424.16        |
| CDW                                   | 1,389.72      |
| Christianson, Craig                   | 374.09        |
| Dalco                                 | 86.00         |
| Don's Auto & Towing                   | 106.88        |
| Druar, Dan                            | 310.85        |
| DS Solutions                          | 828.28        |
| East Central Exterminating            | 256.80        |
| East Central Regional Juvenile Center | 699.00        |
| East Central Regional Library         | 81,937.00     |
| East Central Water Testing            | 40.00         |
| ECRDC                                 | 47.50         |
| Elk River Ford                        | 567.79        |
| Eustice, Todd                         | 377.41        |
| Fairview Health Services              | 32.00         |
| Faust, Patrick                        | 377.75        |

|                                   |          |
|-----------------------------------|----------|
| Federated Coops                   | 399.76   |
| Federated Coops                   | 477.71   |
| Friday, Jenny                     | 61.05    |
| Geisthardt, Betty                 | 228.10   |
| Grainger                          | 400.39   |
| Handyman's Inc                    | 268.75   |
| Handyman's Inc                    | 402.06   |
| Hawkins, Dorothy                  | 1,031.28 |
| Health Dimensions Rehabilitation  | 3,662.17 |
| Hoefert, Bob                      | 1,743.20 |
| Hood, Barb                        | 165.39   |
| Hood, Bill                        | 168.48   |
| Horizon Towing                    | 106.88   |
| Ideal Services, Inc               | 440.00   |
| Intab, Inc                        | 28.52    |
| Isanti Co Auditor/Treasurer       | 202.75   |
| Ivans                             | 66.26    |
| Jacobson, Diane                   | 10.60    |
| Johnson's Hardware                | 18.16    |
| Kanabec Co Environmental Services | 100.00   |
| Kanabec Co Hwy Dept               | 118.80   |
| Kanabec Co Public Health          | 2,566.00 |
| Keeps                             | 240.12   |
| Kragt, Neal                       | 44.99    |
| Kroschel Land Surveyors           | 900.00   |
| Landreville, Willard              | 652.77   |
| Leerssen, Jennifer                | 561.26   |
| Lopez, Dean                       | 400.00   |
| Luberda, Karen                    | 27.76    |
| MAAO                              | 450.00   |
| MAAO                              | 450.00   |
| MacTek Systems                    | 5,584.22 |
| Majeski, Annette                  | 72.16    |
| Matthew Bender                    | 1,380.83 |
| Mattson Electric                  | 192.50   |
| MCCC                              | 249.37   |
| McClellan, Karen                  | 96.20    |
| McKesson Medical Surgical         | 58.90    |
| Metro Sales                       | 799.09   |
| Metro Sales                       | 1,292.90 |
| Metro Sales                       | 3,189.84 |
| Metro Sales                       | 2,302.52 |
| Metro Sales                       | 867.56   |

|                                     |          |
|-------------------------------------|----------|
| Metro Sales                         | 32.07    |
| Metro Sales                         | 427.02   |
| Midwest Environmental Consulting    | 420.00   |
| Midwest Monitoring                  | 260.00   |
| Milaca Chiropractic Center          | 70.00    |
| Minnesota UI                        | 368.32   |
| MN Elementary School Principal Assn | 5,000.00 |
| Moore Medical                       | 231.08   |
| Nelson, Ansel                       | 620.54   |
| Nelson, Jerald                      | 568.33   |
| Nelson, Linda                       | 243.67   |
| Newgard, Jean                       | 386.87   |
| Niedzielski, Dan                    | 55.50    |
| Office Depot                        | 124.02   |
| Office Depot                        | 54.90    |
| Office Depot                        | 56.09    |
| Oscar's                             | 44.89    |
| Owens Auto Parts                    | 247.68   |
| Owens Auto Parts                    | 125.69   |
| Pap, Harly                          | 261.07   |
| Perlick, Lisa                       | 1,160.00 |
| Pieper, Rollie                      | 769.94   |
| Print Now Mail                      | 5,000.00 |
| Ringler, Jennie                     | 51.06    |
| Rogers, Pearl                       | 329.54   |
| RS Eden                             | 57.86    |
| S&T                                 | 72.37    |
| SelectAccount                       | 281.82   |
| Shred It                            | 225.00   |
| SimplexGrinnell                     | 2,395.46 |
| SmoothWall, Inc                     | 1,635.19 |
| State of MN BCA                     | 120.00   |
| Stellar Services                    | 266.06   |
| Tadych, Sy                          | 47.74    |
| The Hartford                        | 1,620.60 |
| Trane US                            | 1,161.00 |
| Trimin Systems                      | 3,041.25 |
| Walgreen Infusion Services          | 246.76   |
| West Payment Center                 | 1,573.00 |
| West Payment Center                 | 197.96   |
| Wolbert, Marllys                    | 99.90    |
| Zamora, Ray                         | 818.11   |
| Zaudtke, Wayne                      | 210.00   |

Total

169,985.59

### **Road & Bridge Fund**

| <b>Vendor</b>              | <b>Amount</b> |
|----------------------------|---------------|
| Cemstone Products Company  | 710.27        |
| Federated Co-ops, Inc.     | 27,121.38     |
| National Highway Institute | 1,650.00      |
| Total:                     | 29,481.65     |

Action #13 – Kathi Ellis introduced the following resolution and moved its adoption:

### **Resolution #13 - 07/25/2012**

#### Vehicle Purchase

**WHEREAS** the Vehicle Pool has two cars with mileage in excess of 125,000 miles, and

**WHEREAS** the state contract for new vehicles has been released, and

**WHEREAS Per directive from the County Auditor**, the County Coordinator has recommended the purchase of a new vehicle, and

**WHEREAS** the Vehicle Pool Fund balance is adequate for the purpose;

**BE IT RESOLVED** to authorize the purchase of a 2013 Explorer from the state contract at a cost of \$23,343.40 and a 2012 Ford Taurus at a cost of \$23,372.88 plus tax and license.

The motion for the adoption failed upon lack of second motion.

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

### **Resolution #14 - 07/25/2012**

#### Vehicle Purchase

**WHEREAS** the Vehicle Pool has two cars with mileage in excess of 125,000 miles, and

**WHEREAS** the state contract for new vehicles has been released, and

**WHEREAS Per directive from the County Auditor**, the County Coordinator has recommended the purchase of a new vehicle, and

**WHEREAS** the Vehicle Pool Fund balance is adequate for the purpose;

**BE IT RESOLVED** to authorize the purchase of a 2012 Ford Taurus from the state contract at a cost of \$23,372.88 plus tax and license.

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

Chief Deputy Brian Smith met with the County Board to discuss matters concerning purchasing vehicles.

Action #15 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the purchase a Chevy Impala and a Ford Interceptor from the state bid pricing not to exceed \$50,000.

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

Action #16 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### **Resolution #16 - 07/25/2012**

#### Public Transportation Agreement

**BE IT RESOLVED** that Kanabec County enter into an Agreement with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties

**BE IT FURTHER RESOLVED** that Kanabec County agrees to provide a local share of 15% percent of the total operating cost and 20% of the total capital costs.

**BE IT FURTHER ESOLVED** that Kanabec County Board of Commissioners authorizes the Health and Human Services Director and the Transit Director to execute the aforementioned Agreement and any amendments thereto.

Action #17 – It was moved Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve an agreement between Timber Trails Public Transit and Industries Incorporated to provide coordination of transportation and transportation services for a two year period from June 1, 2012 to April 30, 2014.

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

|           |  |
|-----------|--|
| Bob Swetz | Question on where the election for the school levy will be held. |
| Bob Strum | Question on who is putting out signs on vote yes for             |

|  |                    |
|--|--------------------|
|  | school referendum. |
|--|--------------------|

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

County Sheriff Steve Schulz met with the County Board to discuss matters concerning job descriptions.

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

**Resolution #18 – 07/25/12**

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 Civil Process/Transport is on the rotation schedule for 2012, and

**WHEREAS** the County Sheriff 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 Civil Process/Transport 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 #19 – It was moved Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #19 – 07/25/12**

Approve Job Description and Refer for Reevaluation

**WHEREAS** 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 Chief Deputy is on the rotation schedule for 2012, and

**WHEREAS** the County Sheriff 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 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 Chief Deputy job description are sufficient to warrant further review by the salary consultant.

The County Board also requested additional re-evaluation from the County Sheriff for the following positions: Jail/Office Assistant, Law Enforcement Assistant, and Civil Process Coordinator.

County Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning job descriptions.

*Action #20* – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

### **Resolution #20 – 07/25/12**

#### **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 County Auditor/Treasurer is on the rotation schedule for 2012, and

**WHEREAS** the County Auditor/Treasurer 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 County Auditor/Treasurer 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 #21 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #21 – 07/25/12**

Approve Job Description and Refer for Reevaluation

**WHEREAS** 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 Deputy Auditor Tax was approved for updates out of context by Resolution #25 – 01/25/12; and

**WHEREAS** the County Auditor/Treasurer feels the Deputy Auditor Tax position has changed substantively, and

**WHEREAS** the County Auditor/Treasurer 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 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 to rescind the initial Resolution #25 – 01/25/12 and that the changes in the Deputy Auditor Tax job description are sufficient to warrant further review by the salary consultant.

Action #22 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

**Resolution #22 – 07/25/12**

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 Collections Clerk is on the rotation schedule for 2012, and

**WHEREAS** the County Auditor/Treasurer 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 Collections Clerk 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.

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

Action #23 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #23 – 07/25/12**

Diesel Fuel and Gasoline Quotes

**WHEREAS** the following bids were received for gasoline and diesel fuel:

|                       | <u>Diesel</u> | <u>Gas</u>    |
|-----------------------|---------------|---------------|
| Federated Coop        | \$3.02        | <b>\$3.19</b> |
| Eggens Direct Service | <b>\$2.91</b> | \$3.21        |

**WHEREAS** the quote of \$2.91 per gallon provided by Eggens Direct Service was the lowest quote for diesel and the quote of \$3.19 per gallon provided by Federated Coop was the lowest quote for gasoline;

**THEREFORE BE IT RESOLVED** to accept the low quote of \$2.91 per gallon of diesel by Eggens Direct Service and accept the low quote of \$3.19 per gallon of gasoline by Federated Coop.

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

### **Resolution #24 – 07/25/12**

Senior Engineering Technician Job Description & Evaluation

**WHEREAS** the Public Works Director has prepared a job description for the position of Senior Engineering Technician in the Public Works Department, and

**WHEREAS** this is a necessary position to the department, and

**WHEREAS** the board has reviewed the job description and found it to be satisfactory, and

**WHEREAS** county policy requires each position to be evaluated for its fit into the pay plan;

**BE IT RESOLVED** to approve the job description of Senior Engineering Technician and direct the Personnel Director to submit the job description and questionnaire to the pay consultant for review.

*Action #25* – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #25 – 07/25/12**

#### **Approve Job Description and Refer for Reevaluation**

**WHEREAS** the position of Mechanic's Assistant/Bldg Grounds Maintenance Worker was a newly created position in 2011, and

**WHEREAS** it was agreed upon to re-evaluate this position in one year, and

**WHEREAS** the Public Works 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 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 Mechanic's Assistant/Bldg Grounds Maintenance Worker job are sufficient to warrant further review by the salary consultant.

County Auditor/Treasurer Denise Cooper returned to the meeting to discuss matters concerning filling a vacant position.

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

### **Resolution #26 – 07/25/12**

Vacancy

**WHEREAS** there is a vacancy in the position of a Collections Clerk, and

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

**BE IT RESOLVED** that the County Board authorizes County Auditor/Treasurer and the County Personnel Director to hire a Collections Clerk to refill the vacant position at Step A, Range 6 of the pay plan which is \$14.30 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 #27* – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve an interim On-Call Policy for the Information Systems Office.

*Action #28* – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to adjourn at 12:05pm and to meet again in regular session on Wednesday, August 8, 2012 at 9:00am.

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

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

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

Board Clerk