

PROCEEDINGS OF THE COUNTY BOARD

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

June 22, 2011

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 22, 2011 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe, Gene Anderson and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the June 8, 2011 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following paid bills:

Vendor	Amount
Ann Lake Twp	37,785.55
Arthur Twp	70,576.61
Braham Public Schools	70,250.16
Brunswick Twp	74,800.94
City of Braham	2,268.90
City of Grasston	6,848.48
City of Milaca	29.28
City of Mora	411,811.59
City of Ogilvie	30,292.89
City of Quamba	10,330.71
Comfort Twp	61,007.00
Comm of Finance-Treas Div	336.92
D&M Oil	24,370.94
East Central Regional Dev Comm	10,622.89
East Central School District	23,680.40
EC Riders	3,320.00
Five County Mental Health	660.00
Ford Twp	45,747.20
Grass Lake Twp	63,235.84

Great America Leasing	281.57
Great America Leasing	999.00
Guptil, Mackenzie	289.00
Haybrook Twp	26,095.78
Health Partners	3,338.02
Hillman Twp	38,515.74
Hinckley Finlayson Schools	23,029.30
Holiday Credit Office	16,409.23
Isle Public Schools	17,056.53
Jones, Lisa	641.75
Kanabec Co Auditor HRA	4,500.00
Kanabec County	175,056.71
Kanabec Twp	32,436.12
Knife Lake Twp	66,876.20
Kroschel Twp	28,250.62
McDonough, Michael & Erhart, Wil	327.62
Milaca Public Schools	5,679.41
MN Commission of Revenue	6.40
MN Dept of Finance	4,926.50
MN Energy Resources Corp	2,699.93
Mora Municipal Utilities	14,498.61
Mora Public Schools	458,898.94
Office of Enterprise Technology	600.00
Ogilvie Public Schools	237,753.47
Peace Twp	54,851.76
Perkins Inc	20,431.30
Pine City Public Schools	311.57
Pomroy Twp	42,621.90
Southfork Twp	34,731.64
Sprint	220.70
TDS Metrocom	335.80
The Hartford	1,605.03
US Cable	1,613.89
US Cable	313.39
Verizon Wireless	352.57
Verizon Wireless	937.23
Whited Twp	31,623.15
Windstream Northstar	866.17
Total	<u><u>2,297,958.85</u></u>

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

Resolution #4 – 06/22/11

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 Work Site Supervisor is on the rotation schedule for 2011, and

WHEREAS the Probation 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 Work Site 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 #5 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #5 – 06/22/11

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 Secretary is on the rotation schedule for 2011, and

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

Resolution #6 – 06/22/11

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 Support Enforcement Aide is on the rotation schedule for 2011, and

WHEREAS the Health & Human Service 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 Support Enforcement Aide 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 #7 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #7 – 06/22/11

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 Lead Child Support Officer is on the rotation schedule for 2011, and

WHEREAS the Health & Human Service 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 Lead Child Support Officer 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 #8 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #8 – 06/22/11

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 Jail/Office Assistant is on the rotation schedule for 2011, 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 Jail/Office Assistant job are sufficient to warrant further review by the salary consultant.

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

Resolution #9 – 06/22/11

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 Jailer/Dispatcher is on the rotation schedule for 2011, 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 Jailer/Dispatcher 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 Kathi Ellis, seconded by Les Nielsen and carried unanimously to recess the board meeting at 9:07am to a time immediately following the Human Services Board.

The Kanabec County **Human Services Board** met at **9:07am** on Wednesday, June 22, 2011 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 Human Service Board agenda.

Action #HS11 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Human Service Board Agenda as amended: table the Country Homes Comforts waiver contract.

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

Resolution #HS12– 06/22/11
UCare Participation Agreement Addendum Resolution

WHEREAS, Kanabec County Family Services entered into a County Participation Agreement with UCare Minnesota on September 1, 2009, and

WHEREAS, UCare Minnesota has revised the Reimbursement Schedule and General Obligations of that agreement with an Addendum.

THEREFORE BE IT RESOLVED to approve the Health and Human Services Director signing the Addendum to the County Participation Agreement with UCare Minnesota to continue providing Mental Health Targeted Case Management services.

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

Resolution #HS13– 06/22/11
Internship Agreement Resolution

WHEREAS, the University of Wisconsin has a Social Worker program and is in need of Internship training sites, and

WHEREAS, Kanabec County Family Services has facilities for providing suitable training experience that meets the educational needs of the students enrolled in the Social Worker program, and

WHEREAS, it is in the best interest of Kanabec County Family Services to provide a training site where students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs;

THEREFORE BE IT RESOLVED to approve the Health and Human Services Director to enter into an Agreement between the University of Wisconsin Board of Regents and Kanabec County Family Services for a period of five (5) years commencing on September 1, 2011 to provide an Internship Training Site for the Social Worker program.

Action #HS14 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve payment of 191 claims totaling \$161,769.46 on Welfare Funds.

Action #HS15 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn the Human Service Board at 10:03am to meet again in regular session on Wednesday, July 27, 2011 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Joan Johnstone representing the Prevent Child Abuse in Minnesota Coalition presented the Kanabec County Inside-out Connection Coalition with an award for their efforts to help prevent child abuse in Kanabec County through their efforts to educate parents and care givers.

The Chairperson presented Assistant County Engineer Dave Blum a plaque for 40 years of dedicated and quality service to Kanabec County.

County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway department.

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

Resolution #16 – 06/22/11
Partial Payment SP 033-070-002

WHEREAS Kanabec County received a Highway Safety Improvement Program grant to install chevron signs at 16 intersections throughout Kanabec County and,

WHEREAS A & H Contracting has completed work on project SP 33-070-002 in accordance with the plans and specifications;

BE IT RESOLVED to authorize partial payment in the amount of \$17,632.95 to A & H Contracting.

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

Resolution #17 – 06/22/11
Partial Payment SP 088-070-018

WHEREAS Kanabec and Isanti Counties received a Highway Safety Improvement Program grant to provide a 6” edge strip to their bituminous surfaced road system, and

WHEREAS AAA Striping Service has completed work on this project in accordance with the plans and specifications;

BE IT RESOLVED to authorize partial payment in the amount of \$374,120.86 to AAA Striping Service.

Action #18 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #18 – 06/22/11
Diesel Fuel

WHEREAS the following quotes were received for diesel fuel:

Eggens Direct Service	No bid submitted
Federated Coop	\$3.00

WHEREAS the quote of \$3.00 per gallon provided by Federated Coop was the lowest quote;

BE IT RESOLVED to accept the low quote of \$3.00 per gallon by Federated Coop.

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

Resolution #19 – 06/22/11
HEO II – Backhoe Vacancy

WHEREAS there is a vacancy in the position of HEO II Backhoe, and

WHEREAS the Board desires to fill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Engineer and County Personnel Director to hire a Heavy Equipment Operator II to refill this vacant position at Sept A, Range 9 of the pay plan which is \$17.04 per hour or the rate set by rule for internal promotion, and

BE IT FURTHER RESOLVED to authorize the County Engineer and County personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion, and

BE IF FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

Action #20 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	11.73
Ace Hardware	51.79
Advanced Correctional Healthcare	8.97
Aitkin Medical	142.82
Akkerman's Repair	114.42
Allina Health System	100.00
Anderson, Tim	43.16
Applied Concepts	2,312.50
Applied Concepts	354.83
Arrowwood Resort	120.77
Arrowwood Resort	80.16
A'viands	9,500.13
A'viands	39.50
BCA	700.00

Bearce, Teresa	21.42
Briggs Corp	163.03
Byrant, Donna	2,671.87
Byrant, Donna	424.16
City of Mpls	102.00
Coborns	3,200.91
Colburn, Judy	314.16
D&T Ventures	500.00
Deyta, LLC	90.00
East Central Exterminating	256.80
East Central Regional Juvenile Center	1,456.00
Election Systems & Software	2,565.00
Eustice, Todd	495.02
Faust, Patrick	400.76
Federated Coop	203.64
FirstLight Health System	10,000.00
FirstLight Health System	2,755.00
Galls	79.09
Grainger	383.74
Gustafson, Bev	114.65
Hammel, Steve	344.76
Handyman's Inc	263.45
Handyman's Inc	167.46
Health Dimensions Rehabilitation	122.75
Hoefert, Bob	1,392.41
Hoglund Bus & Truck Co	827.27
Hoglund Bus & Truck Co	336.33
Hohns Auto Body	2,466.31
Hohns Auto Body	250.00
Hood, Bill	400.85
Hood, Bob	205.68
July Business Services	930.00
Kanabec Co Public Health	1,190.17
Kanabec Publications	928.80
Koch's Hardware	89.96
Landreville, Willard	776.69
Larson Allen	1,362.00
Larson Allen	177.00
Laska, Millie	391.96
Leerssen, Jennifer	901.16
MACPZA	40.00
Majeski, Annette	354.96

Marco	1,546.48
Martel Electronics	1,424.00
Mattson, Gene	45.00
Mattson, Len	280.00
MCCC	60.00
MCCC	60.00
MCCC	60.00
McClellan, Karen	92.61
McFadden, Barb	100.58
McGee, Michael	500.00
MCIT	8,212.00
McNally, Dennis	43.16
Mille Lacs Messenger	399.00
MIPH	1,400.00
MN Monitoring	782.00
Moore Medical	149.88
Mora Schools	156.78
Morrell, Joy	1,084.77
Nelson, Gary	806.50
Nelson, Jerry	357.44
Nelson, Linda	465.70
Nelson, Ronette	706.61
Newgard, Jean	213.69
Northern Door & Hardware	22.50
Nummela, Randy	41.12
Oak Gallery	8.93
Office Depot	114.49
Ogilvie Schools	2,000.00
Olson, Rhonda	698.74
Oslin Lumber	36.34
PD's Embroidery	45.00
Phelan, Francis	3,470.00
Pieper, Helen	42.55
Pieper, Rollie	885.93
Precision Frame & Alignment	48.60
Princeton Health Press	35,926.00
PSS-World Medical	668.74
Quill	40.06
Quill	20.03
Quill	260.43
Quill	87.85
Ramsey County	1,400.00
Regents of the University of MN	13,142.25

Regions Hospital	215.00
Rogers, Pearl	475.58
S&T	140.00
Sheriff, Isanti Co	7,094.42
Sheriff, Pine Co	3,251.23
Shred-it	162.00
Shred-it	37.00
Shred-it	26.00
Shred-it	26.00
Shred-it	17.00
Shred-it	22.00
Shred-it	22.00
Stellar Services	259.16
Swagger, Elaine	30.00
Tadych, Sy	481.24
Tapes Plus Advertising	150.00
Teal's Market	24.72
Teal's Market	45.22
The Hartford	1,605.03
The Lamar Companies	5,440.00
TigerDirect	309.89
Troupe Advertising	200.00
Trusight	995.00
UltraMax	417.00
University of MN/CPHEO	480.00
Voge, Dale	49.28
Weber, Dan	18.00
West Payment Center	566.00
West Payment Center	181.67
Wolbert, Marlys	255.62
Zamora, Ray	740.64
Total	155,340.46

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

Bob Swetz	Questions on disbursements of taxes.
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10:35am - The Chairperson closed public comment.

Action #21 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve participating in the Local Performance Measurement and Reporting Program and to adopt the following ten performance measures:

- Public Safety: (1) Part I and II crime rates
- Public Works: (2) Hours to plow complete system during a snow event
(3) Average Pavement Condition Rating
- Public Health: (4) Behavioral Risk Factor Surveillance System rating
- Social Services (5) Workforce participation rate among MFIP and DWIP recipients
(6) Percentage of children where there is a recurrence of maltreatment within 12 months following an intervention
- Taxation (7) Level of assessment ratio
- Elections (8) Accuracy of post-election audit
- Probation (9) Percent of juveniles who reoffend with a felony conviction after being placed on probation.
- Information Services (10) Citizen survey of quality and usefulness of County website (Citizen Survey: excellent, good, fair, poor)

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

Operations Supervisor Karen McClellan met with the Board to discuss matters concerning the Auditor/Treasurer's office.

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

Resolution #22 – 06/22/11
Liquor License

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2011-2012
COUNTY BOARD - JUNE 22, 2011

Establishment	LIQUOR	BEER	TOBACCO
Fish Lake Resort & Campground	On/Off/Sun	-	-
McBees	On/Off/Sun	Off	-

The Chairperson presented Chief Deputy Robert Jensen a plaque for 30 years of dedicated and quality service to Kanabec County.

A county wide task force to discuss land use in Kanabec County was discussed. No formal action was taken.

Commissioners continued to give reports on the activities of the Boards and Committees in which they participate.

Action #23 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to recess at 11:15am and to meet in continued session on Wednesday, June 29, 2011 at 8:00am in the Board Room (Room #164) of the Kanabec County Courthouse to discuss a potential shutdown of State Government.

The Kanabec County Board of Commissioners met at 8:00am on Wednesday, June 29, 2011 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Kim Smith, Kevin Troupe, Gene Anderson and Les Nielsen. Commissioner Ellis was absent. Also present were County Coordinator Dan Weber and Assistant County Attorney Barb McFadden.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #24 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the agenda as presented.

Action #25 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #25 – 06/22/11

POTENTIAL STATE GOVERNMENT SHUTDOWN RESOLUTION

WHEREAS, the Minnesota State Legislature met in regular session from January 3 through May 23, 2011; and

WHEREAS, despite the lengthy process, both bodies of the State Legislature and the Governor failed to produce a balanced State budget; and

WHEREAS, because of the impasse in State government, the possibility exists that portions of the government of the State of Minnesota will shut down, beginning July 1, 2011, causing many important public services to be in jeopardy of being closed until the budget can be balanced, either by court order or an agreement of the parties; and

WHEREAS, this impending shutdown puts at risk the intergovernmental fiduciary partnership that exists between the State and county governments throughout the State; and

WHEREAS, in Minnesota, county government is responsible for providing numerous community-based programs and services that are mandated by the State and that profoundly affect the health, safety, welfare and general well-being of all residents of the State of Minnesota; and

WHEREAS, many of the programs that are in the most jeopardy of not being funded if a shutdown occurs are in the areas of public health and human services, and programs providing care for the youngest and oldest in our community as well as for the most vulnerable persons; and

WHEREAS, the counties in Minnesota providing these community-based services and programs to Minnesota residents use a variety of funding sources, including State financial aid and local property taxes; and

WHEREAS, State agencies have started the process of notifying clients and vendors of the possible discontinuation of services and payments in the instance of a State government shutdown, creating a condition of fear and anger for the most vulnerable in our State and among those who advocate on behalf of those persons; and

WHEREAS, many residents will receive State notifications of possible discontinuation of benefits due to the State government shutdown, causing those clients to seek information and emergency assistance from Kanabec County offices; and

WHEREAS, Kanabec County is not financially able to backfill all of the costs related to service needs for vulnerable citizens impacted by the State government shutdown.

NOW, THEREFORE, BE IT RESOLVED, the Kanabec County Board of Commissioners hereby calls on the Governor and the members of both the Minnesota House of Representatives and the Minnesota Senate to resolve their public policy, ideological and financial disagreements, and produce a balanced State budget before July 1, 2011, so that a shutdown of State government can be averted.

BE IT FURTHER RESOLVED, The County Board hereby directs that a signed copy of this resolution be provided to the Governor and to locally-elected members of the Minnesota State Legislature.

Action #26 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to pass the following resolution

Resolution #26 – 06/22/11
Department Head Authority

BE IT RESOLVED that in the event of a State shutdown, the Kanabec County Board of Commissioners grant the Department Heads the authority to reduce scheduled employee hours for all positions affected by the shutdown.

Action #27 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to adjourn at 8:38am and meet in regular session on Wednesday, July 13, 2011 at 9:00am.

Signed _____

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

Attest: _____

Board Clerk