

PROCEEDINGS OF THE COUNTY BOARD

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

June 26, 2013

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 26, 2013 pursuant to adjournment with the following Board Members present: Kim Smith, Gene Anderson, Les Nielsen, Kevin Troupe, and Kathi Ellis

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the agenda as amended: add Assessment/Tax Supervisor Karen McClellan.

Action #2 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the June 12, 2013 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #3 – 06/26/13

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for Arms Reach for a raffle event to be held at the Braham Moose Lodge, 2353 103rd Ave, Braham, MN 55006 on July 27, 2013.

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

Resolution #4 – 06/26/13

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 May, 2013 claims on SCORE Funds:

Quality Disposal	\$3,365.40
Knife Lake Sanitation	\$502.00
Total	\$3,867.40

Action #5 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following paid claims:

Vendor	Amount
Centerpoint Energy	78.00
Dept of Corrections	960.00
GMCU	2,613.28
Hershberger, Owen	400.00
Kanabec Co Auditor - HRA	45,114.00
MN Energy Resources Corp	3,204.50
MN Laborers Health & Welfare Fund	560.00
Office of Enterprise Technology	1,300.00
Verizon Wireless	1,811.74
Verizon Wireless	928.09
Wynn Law Firm	170.00
Total	57,139.61

Action #6 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:15am** on Wednesday, June 26, 2013 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Kevin Troupe, and Kathi Ellis.

Action #HS7 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS8 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve payment of 141 claims totaling \$219,503.81 on Welfare Funds.

Action #HS9 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to adjourn the Human Service Board at 9:05am to meet again on Wednesday, July 24, 2013 at 9:45am.

The Board of Commissioners meeting continued.

Action #10 – It was moved by Gene Anderson, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #10 – 06/26/13

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning a tax-forfeited land exchange.

Action #11 – It was moved by Les Nielsen and seconded by Kim Smith, and carried unanimously to approve the following resolution subject to title clearance by the County Attorney:

Resolution #11 – 06/26/13

WHEREAS, Jason and Rebecca Sanborn, representatives of the Richard Dahlquist Estate have proposed an exchange of his property described as the SE1/4 of SE1/4 in Section 16 of Grass Lake Township for the NE1/4 of NE1/4 ex W 470' of E 946' of N 470' in Section 16 of Grass Lake Township.

WHEREAS all steps have been completed in the tax forfeited land exchange process requested by the Richard Dahlquist Estate, and

WHEREAS there has been no public objection to the exchange, and

WHEREAS that the land and timber appraisals in the Richard Dahlquist Estate tax forfeited land exchange valuing the tax forfeited land at three thousand seven hundred dollars and no cents (\$3,700) more than the private land are approved, and

WHEREAS the Richard Dahlquist Estate has agreed to pay the difference in the appraisals of the two properties, and

WHEREAS the Richard Dahlquist Estate will pay all costs of the exchange;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners gives final approval to the proposed land exchange and recommends the exchange to the State Land Exchange Board.

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

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	17.08
Aitkin Medical	361.69
Amundson, Pauline	369.08
Anoka Co Juvenile Center	1,074.00
Anoka Co Juvenile Center	2,685.00
Anoka Co Juvenile Center	3,906.00
Assn of MN Counties	25.00
Assn of MN Counties	25.00
Auto Value	279.38
A'viands LLC	5,349.52
Benedictine Living Community of Mora	924.78
Bork, Laura	42.38

Byrant, Donna	2,671.87
Byrant, Donna	504.34
CDW Government	50.68
Christianson, Craig	624.72
Christopherson, Pat	367.45
Christopherson, Pat	66.00
CliftonLarsonAllen, LLP	60.00
Coborns	19.80
Colburn, Judy	398.89
Computer Aided Solutions	189.00
Craguns	458.00
Curtis, Michael	747.04
D&T Ventures	500.00
Druar, Dan	251.06
East Central Exterminating	256.80
East Central Regional Juvenile Center	2,097.00
EG Rud & Sons	2,100.00
Eustice, Todd	253.69
Fairview Diagnostic Laboratories	37.00
Faust, Patrick	786.72
First Light Health Systems	3,610.00
Galls	537.55
Grainger	500.87
Health Dimensions Rehabilitation	863.50
Hoefert, Bob	1,700.13
Hohn's Auto Body	2,158.61
Holiday Credit Office	737.42
Holiday Credit Office	6,907.08
Holiday Credit Office	830.23
Holiday Credit Office	263.32
Holiday Credit Office	67.77
Holiday Credit Office	3,304.34
Holiday Inn	111.75
Hood, Barb	927.84
Hood, Bill	1,227.74
Hviding, Wendy	57.07
Intoximeters	614.53
Kanabec Co Ag Society	230.00
Kanabec Co Hwy Dept	3,464.12
Kanabec Co Hwy Dept	128.49
Kanabec Co Hwy Dept	38.87
Kanabec Publications	69.69
Kanabec Publications	9.77

Keepsr	150.77
Kragt, Neal	399.60
Landreville, Willard	1,159.56
Lerrssen, Jennifer	1,105.92
Luberda, Karen	14.13
Mattson Electric	60.00
MCCC	180.00
McFadden, Barb	80.23
MCIT	50.00
McKesson-Medical-Surgical	198.00
MN County Attorney's Assn	51.43
MN Elevator Inc	1,535.00
MN Elevator Inc	441.00
MN Monitoring	384.00
MN Monitoring	272.00
MN Sheriff's Assn	125.00
MN Sheriff's Assn	125.00
Moore Medical	186.32
Mora Chevrolet Buick	40.22
Mora Chevrolet Buick	93.50
National Government Services	73.00
Nelson, Ansel	1,117.77
Nelson, Jerry	690.34
Nelson, Ronette	875.85
Newgard, Jean	818.34
Novus Glass	278.48
Olson, Rhonda	745.36
Owens Auto Parts	690.70
Perlick, Lisa	1,160.00
Phoenix Supply	251.83
Pieper, Helen	417.73
Pieper, Rollie	1,004.29
Pine Co Health & Human Services	48,359.50
Prasnicki, Deb	26.22
Precision Frame & Alignment	50.00
QuickSeries Publishing	189.35
Ramsey County	1,400.00
Regents of University of MN	13,273.89
Regions Hospital	78.00
Reliance Telephone	1,900.00
Ringler, Jennie	20.34
Rogers, Pearl	571.33
RS Eden	70.30

RS Eden	38.00
S&T	273.98
SelectAccount	281.82
Sirchie	108.17
Smith, Kim	366.12
St Louis County	100.00
Stellar Services	362.56
Streichers	58.76
Struffert, Delores	195.74
Sunshine Printing	121.73
Swanson, Jeremy	860.55
Tadych, Marge	1,216.64
The Hartford	1,585.60
Thompson, Wendy	290.41
Thomson Reuters	244.80
Triple M Lawn	106.88
Uniforms Unlimited	79.11
Weisenbach Recycled Products	433.60
Westervelt, Rick	174.99
Wiitala, David	519.97
Wolbert, Marlys	209.76
Zamora, Ray	1,686.86
Total	<u>145,890.01</u>

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

Assessment/Tax Supervisor Karen McClellan met with the County Board to discuss matters concerning her office.

Action #13 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #13 - 06/26/13

WHEREAS the board did by Resolution #28-06/12/13 refer the new position of Clerk/Appraiser to the pay plan consultant for evaluation, and

WHEREAS the County Coordinator has submitted a job description to the salary consultant;

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to approve the Clerk/Appraiser job description and the following ranking for the position, which results in Pay Range 8:

Category	Rank	Points
Qualifications	q3	52
Decisions	d6	36
Problem Solving	p0	41
Relationships	r18	64
Effort A	ea6	5
Effort B	eb10	8
Hazards	h17	13
Environment	n13	13
TOTAL POINTS		232

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

Resolution #14 - 06/26/13

WHEREAS there is a newly created position in the Assessor Office for a Clerk/Appraiser, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the Assessment/Tax Supervisor and the County Personnel Director to hire a Clerk/Appraiser to fill the vacant position at Step A, Range 8 of the pay plan which is \$16.08 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.

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

Action #15 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #15 – 06/26/13

Rental Agreement

WHEREAS, Kanabec County will be doing business as Timber Trails Public Transit, in 2013, and

WHEREAS, Timber Trails Public Transit currently leases the building located at 202 North Hill Ave. in Ogilvie to store buses and dispatch rides, and

WHEREAS, Kanabec County – Timber Trails Public Transit would like to continue to lease the building in 2013 to store buses and dispatch rides.

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approve a Lease Agreement effective July 1, 2013 through December 31, 2013 with Rosemarie Ryan at 379 – 230th Ave. Ogilvie, MN 56358. The total lease amount will be \$4,980.00 (\$830.00 per month).

THEREFORE BE IT FURTHER RESOLVED that approval of this resolution is contingent on approval of the lease agreement by the state.

Action #16 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve a transportation agreement between Kanabec County and Medica Health Plans for providing transportation services to members.

Action #17 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve decreasing the hours of Bus Driver Rodney Roberts to 32 hours per week effective June 29, 2013.

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

Resolution #18 – 06/26/13

WHEREAS there is a vacancy in the position of a Part Time 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 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 #19 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to recess the board meeting at 9:42am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:42am** on Wednesday, June 26, 2013 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Gene Anderson and Kevin Troupe. Programs Supervisor Kathy Burski presented the Health Board agenda.

Action #PH20 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH21 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #PH21 - 06/26/13

WHEREAS there is a vacancy in the position of a Health Educator, 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 Health Educator to refill the vacant position at Step A, Range 10 of the pay plan which is \$18.06 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, 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 #PH22 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #PH22 – 06/26/13

Statewide Health Improvement Program Bridge Funding Resolution

WHEREAS, Kanabec County Public Health is the fiscal agency for the Kanabec/Pine, Mille Lacs/Isanti Community Health Services Statewide Health Improvement Program (SHIP)

WHEREAS, Kanabec County Public Health has allocated and encumbered funds for the purpose of providing Statewide Health Improvement Program (SHIP) strategies to residents of Kanabec, Pine, Isanti and Mille Lacs counties, and

WHEREAS, the Minnesota Department of Health will provide bridge funding for current Statewide Health Improvement (SHIP) grantees to bridge the period from the end of SHIP 2.0 (June 30, 2013) until the anticipated start date of SHIP 3.0 (November 1, 2013).

WHEREAS, Kanabec County Public Health will contract with:

- The American Lung Association (ALA) for leading efforts in the smoke-free housing strategy;
- The Project Coordinator for Active Living by Design for leading the active transportation strategy;
- Isanti-Mille Lacs County Community Health Board to assist in completing Statewide Health Improvement strategies;
- Pauline Amundson for leading the Tobacco-free campus strategy at Pine Technical College;

THEREFORE BE IT RESOLVED that the Kanabec County Board of Health approve the Kanabec County Health and Human Services Director to enter into agreements with the above entities to provide the services necessary to complete the strategies in the work plans for the Statewide Health Improvement Program (SHIP) July 1, 2013 through October 31, 2013.

Action #PH23 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to recess the Public Health Board at 9:50am to meet in regular session on Wednesday, July 10, 2013 at 9:05am.

The Board of Commissioners meeting continued.

Discussion was held regarding establishing a joint city/county Economic Development Authority. No action was taken at this time.

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

Resolution #24 – 06/26/13

WHEREAS Kanabec County has completed Union Negotiations with two of the three renewable contracts for 2013 and 2014, and

WHEREAS the Negotiations concluded with an additional floating holiday to bring the total to two (2) floating holidays for our union employees, and

WHEREAS the County Board recognizes the need for equality amongst all of the County's employees;

NOW THEREFORE BE IT RESOLVED to grant all County non-union employees the benefit of two (2) floating holidays for 2013.

The Chairman recessed the board meeting at 10:00am to hold a Public Hearing to discuss changes to Kanabec County Ordinance #27 – Liquor Ordinance.

10:00am – A Public Hearing was held to discuss changes to Kanabec County Ordinance #27 – Liquor Ordinance. Those that spoke included: Christine Sand.

Action #25 – It was moved by Gene Anderson, seconded by Kevin Troupe and carried unanimously to adjourn the Public Hearing at 10:06am.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the recent jail inspection/audit, nursing services, and staffing. No action was taken at this time.

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

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

Resolution #26 – 06/26/13

Diesel Fuel and Gasoline Quotes

WHEREAS the following quotes were received for gasoline and diesel fuel:

	<u>Diesel</u>	<u>Gas</u>
Beaudry Oil	\$2.9310	\$3.0080
Federated Coop	\$3.1800	\$3.0300
Eggens Direct Service	\$2.9454	\$3.0449

WHEREAS the quote of \$2.931 per gallon provided by Beaudry Oil was the lowest quote for diesel and the quote of \$3.008 per gallon provided by Beaudry Oil was the lowest quote for gasoline;

THEREFORE BE IT RESOLVED to accept the low quote of \$2.931 per gallon of diesel and accept the low quote of \$3.008 per gallon of gasoline by Beaudry Oil.

Action #27 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #27 – 06/26/13

Janitorial Bids

WHEREAS the county recently went out to bid for custodial services for the Courthouse, Public Service Building, and Jail; and

WHERRAS the following bids were received:

Bills Quality Cleaning	\$92,340.00
Service Master of St Cloud	\$91,068.00

GD – Byrant Cleaning	\$94,011.00
Minnesota Services	\$144,076.20
FBG Service Corp	\$89,711.28
ABM Janitorial Services	\$163,223.40
Vanguard Cleaning Systems	\$70,588.80

WHEREAS the quote of \$70,588.80 provided by Vanguard was the lowest and best quote received;

BE IT RESOLVED to accept the low quote of \$70,588.80 by Vanguard for custodial services for county buildings subject to background check.

Action #28 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #28 – 06/26/13

Safety Committee Representative

WHEREAS an employee resignation created a vacancy for a Courthouse employee representative on the Kanabec County Safety Committee, and

WHEREAS volunteer nominations were solicited to fill the safety committee representative vacancy, and

WHEREAS Lynette Storrar, with the Kanabec County Attorney’s Office, volunteered to serve as a safety committee representative for the remainder of the appointment;

THEREFORE BE IT RESOLVED to appoint Lynette Storrar to the Kanabec County Safety Committee for a partial term commencing immediately and expiring January 7, 2014.

10:45am - The Chairperson then called for public comment three times. None responded.

10:46am - The Chairperson closed public comment.

Discussion was held regarding replacing the county’s phone system. No action was taken at this time.

Action #29 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to adjourn at 11:30 am and to meet again in regular session on Wednesday, July 10, 2013 at 9:00am.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,

Kanabec County, Minnesota

Attest: _____
Board Clerk