

PROCEEDINGS OF THE COUNTY BOARD

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

March 13, 2013

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 13, 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 Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the agenda as amended: switch 10:00am and 10:35am appointments.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the February 27, 2013 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve a Consent Agenda including all of the following actions:

Resolution #3a – 03/13/13

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 January, 2012 claims on SCORE Funds:

Quality Disposal	\$3,116.80
Knife Lake Sanitation	\$754.40
Total	\$3,871.20

Resolution #3b – 03/13/13

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 the Isanti County Pheasants Forever Chapter 334 for a raffle event to be held at Pheasant Ridge Shooting Preserve, 1547 Imperial St, Ogilvie, MN 56358 on April 13, 2013.

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

<u>Vendor</u>	<u>Amount</u>
Bina Law Office	1,304.75
CenterPoint Energy	78.00
City of Milaca	30.55
East Central Energy	374.81
EC Riders	8,319.30
Hallstrom, Roger & Voilet	810.00
Holiday Credit Office	11,281.56
Midcontinent Communications	1,000.69
Midcontinent Communications	1,434.75
MN DNR	5,250.00
MN Mutual Life Insurance	33.40
Mora Municipal Utilities	12,003.97
Mora Municipal Utilities	1,553.50
Verizon Wireless	286.33
Wynn Law Firm	480.25
Total	<u>44,241.86</u>

Action #5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
A-1 Rescue Towing	500.00
Ace Hardware	47.19
Ace Hardware	64.10
ACS	124.24

Advanced Correctional Healthcare	11,981.95
AMC	48.21
AmeriPride	427.85
AmeriPride	40.75
Amundson, Pauline	616.91
Anderson, Karen	160.46
Andres, Christine	206.76
Arnoldi, Sandra	395.83
Auto Value	19.17
Auto Value	17.81
A'viands, LLC	4,593.11
Bernhardt, Maria	258.90
Biever, Laurie	128.83
Billings Service Inc	615.78
Braham Motor Service	3,469.51
Burski, Kathy	116.39
Byrant, Donna	2,671.87
Byrant, Donna	504.34
Cassman, Deb	74.02
Central Fleet Service	888.69
Cheney, Melody	59.33
Christianson, Craig	558.62
Coborns	22.31
Coborns Pharmacy	484.50
Colburn, Judy	88.14
Connolly, Kelly	93.93
CSW Government	29.74
Curtis, Michael	37.97
D&T Ventures	578.81
D&T Ventures	500.00
Dex Media East	66.22
Deyta, LLC	90.00
Don's Auto	175.00
Downtown Barber	29.05
Druar, Dan	446.76
Durham, Frank	5.10
East Central Exterminating	122.91
ECM Publishers	282.00
Election Systems & Software	849.89
Elfstrum, Brenda	360.47
Eustice, Todd	270.64
Fairview Health Services	169.00
Fairview Health Services	95.00

Faust, Patrick	563.97
Felland, Becky	209.06
Filibeck, Karla	123.17
Fresonke, Lew	357.50
Friday, Jenny	54.24
Frontier	65.00
Galls	416.00
Garcia, Timothy	585.00
Geisthardt, Betty	56.46
Glen's Tire	14.62
Glen's Tire	482.63
Granite City Jobbing	944.60
Hawkins, Dorothy	979.02
Health Partners	3,499.24
Hinckley-Finlayson Schools	3,500.00
Hoefert, Bob	1,641.76
Holland, Jeff	132.78
Hood, Barb	502.59
Hood, Bill	713.62
Image Office Service	76.26
Industrial Health Services	44.40
Information Systems Corp	3,846.43
Isanti Co Family Services	9,630.93
Jebsen, Michelle	59.97
Jebsen, Michelle	43.51
Jebsen, Michelle	20.00
Johnson, Carol	2.55
Johnsons Hardware	81.23
Juettner Marketing	140.00
Kanabec Co Family Services	950.00
Kanabec Co Public Health	1,424.15
Kanabec Publications	353.95
Kanabec Publications	140.54
Koch's Hardware	143.17
Landreville, Willard	784.80
Landreville, Willard	150.00
Lane, Dave	32.77
Lerrssen, Jennifer	378.28
Lindberg, Jodi	24.25
MACPZA	125.00
Magaard, Robert	767.72
Majeski, Annette	86.93
Marohn, Brenda	15.82

McIntosh, Bob	775.00
Medical Disposal Systems	161.39
MidContinent	59.18
Milaca Auto	374.24
Milaca Chiropractic Center	210.00
Mille Lacs Disposal	20.00
MN Home Care Assn	1,373.11
MN Monitoring	168.00
MN Rural Health Assn	50.00
MN Supreme Court	329.00
MN Supreme Court	329.00
Moore Medical	890.28
Mora Chevrolet Buick	409.47
MRA Trusight	750.00
NARTEC Inc	160.80
Nelson, Ansel	912.52
Nelson, Jerry	258.80
Nelson, Ronette	646.61
Neopost Great Plains	1,500.52
Nestrud, Monna	5.10
Newgard, Jean	203.93
Niedzielski, Dan	19.78
Niskanen, Noelle	22.64
North TH 65 Corridor Coalition	500.00
Northland Fire Protection	477.84
Office Depot	55.33
Office Depot	22.58
Office Depot	54.95
Office of Enterprise Technology	1,300.00
Olson, Autumn	98.31
Osterdyk, Dorothy	314.14
Payne, Liz	194.36
Pedersen, Jerry	23.73
Perlick, Lisa	1,160.00
Peterson, Sarah	113.53
Pieper, Helen	443.78
Pieper, Rollie	1,169.20
Piescher, Ron	5.10
PROtective Service, Inc	2,686.13
Quality Disposal	224.20
Quality Disposal	376.60
Raiche, Nancy	83.06
Raudabaugh, Carey	73.45

Reliance Telephone	400.00
Ringler, Jennie	89.84
RM Cotton Co	1,386.25
Rogers, Pearl	658.88
Rosburg, Diane	169.39
Ryan, Rosemarie	830.00
S&T	634.10
S&T	20.03
S&T	582.55
Sam's Club	35.00
Sedlacek, Lowell	454.11
SelectAccount	281.82
Sirchie	37.00
Skramstad, Linda	190.98
Spangberg, Donna	2.55
Stanley, Phyllis	158.00
Stellar Services	493.86
Strandberg, Richard	451.44
Struffert, Donna	52.52
Swanson, Jeremy	435.33
Tadych, Marge	835.75
Teal's Market	12.60
Telander, Sarah	219.23
Thompson, Wendy	128.40
Thompson, Wendy	424.28
Thomson Reuters-West	244.80
TigerDirect	1,864.28
TigerDirect	1,158.75
TigerDirect	539.99
Trimin Systems	1,794.69
Triple M Lawn & Snow Removal	600.00
TSA III	13,308.00
Twin City Hardware	95.20
Uniform Unlimited	103.13
US Bank	862.50
US Bank	862.50
Vogel, Darla	122.04
Watson Co	107.18
White, Ellen	11.30
Wicklund, Terrie	147.00
Zamora, Ray	1,605.42
Total	<u>118,968.33</u>

Road & Bridge Fund

Vendor	Amount
Ace Hardware	381.20
Ameripride	542.35
Arnold's Equipment	290.85
Auto Value Mora	2,187.37
Cargill	15,848.03
Dave's Lawn & Snow	4,933.00
Emergency Automotive Technologies	626.80
Forst Lab	119.85
Force America Distributing, LLC	119.13
Glens Tire	30.00
Gopher State One-Call	1.45
Granite City Jobbing	594.93
Jeff's Machine & Welding, LLC	27.43
Managed Design, LLC	1,395.00
Maney International, Inc.	80.12
Mille Lacs Co. Public Works	1,007.50
Oak Gallery	13.35
Owen's Auto Parts	675.27
Quality Disposal Systems, Inc.	142.13
Richards, Lila, The Cleaning Agent	855.00
Safety Kleen Systems, Inc.	340.81
SageQuest	505.52
St. Cloud Overhead Door Co.	260.35
Steve's Motor Mending	116.72
Verizon	27.52
Rick Westervelt	21.94
Wideth Smith Nolting & Assoc, Inc	1,663.00
Total:	<u>32,806.62</u>

Action #6 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:10am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:10am** on Wednesday, March 13, 2013 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 #PH7 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Public Health Board Agenda as amended: add CHS Advisory Committee appointment.

Action #PH8 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #PH8 – 3/13/13

Infection Control Plan Resolution

WHEREAS, according to the Hospice Conditions of Participation Kanabec County Public Health Hospice is required to implement an Infection Control Plan as a part of the QAPI Program to address improved infection control procedures for client/family/staff safety; and

WHEREAS, Kanabec County Public Health has an Infection Control Plan which include surveillance to accomplish these goals to ensure its effectiveness

THEREFORE BE IT RESOLVED the Kanabec County Board approves the Kanabec County Public Health Infection Control Plan.

Action #PH9 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve to write a letter of support to the MN State Legislature regarding House Bill #869.

Action #PH10 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #PH10 – 3/13/13

CHS Advisory Committee

BE IT RESOLVED to appoint Noel Niskannen to the CHS Advisory Committee for a three year term commencing immediately and expiring on January 5, 2016.

Action #PH11 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the Public Health Board at 9:56am to meet in regular session on Wednesday, April 10, 2013 at 9:05am.

The Board of Commissioners meeting continued.

Action #12 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve a Consent Agenda including all of the following actions:

Resolution #12a – 3/13/13

Water Plan Board

BE IT RESOLVED to appoint Carla Dunkley to the Water Plan Board for a three year term commencing immediately and expiring on January 5, 2016.

Resolution #12b – 3/13/13

Water Plan Board

BE IT RESOLVED to appoint Carla Dunkley to the Wetland Appeal Board for a three year term commencing immediately and expiring on January 5, 2016.

Resolution #12c – 3/13/13

Human Service Board Advisory Committee

BE IT RESOLVED to appoint Steve Hansberry to the Human Service Board Advisory Committee for a three year term commencing immediately and expiring on January 5, 2016.

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

Resolution #13 – 3/13/13

WHEREAS, there is a need for transitional housing for the homeless families in Kanabec County, and

WHEREAS, Open Arms Church would like to provide a refurbished facility in the city of Grasston to accommodate the need, now

THEREFORE BE IT RESOLVED the Kanabec County Board of Commissioners supports Open Arms Church in their pursuit of operating a transitional housing facility.

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

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

Resolution #14 – 3/13/13

WHEREAS Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties, and

WHEREAS the growth of our organization and the direction of our industry make it necessary to prepare for the regionalization of transportation services; and taking into account the significant revisions that Non-Emergency Medical Transportation guidelines are undergoing, and

WHEREAS Kanabec County – Timber Trails Public Transit has the staff, experience and the desire to be a leader in this process; currently providing Public Transit, Common Carrier (Access Transportation) and Veterans Transportation services, and

WHEREAS Kanabec County has a strong commitment to transit and the community; and the community supports and needs transit, and

WHEREAS current facilities are at capacity, requiring major renovation to accommodate future growth, and

WHEREAS Kanabec County has empty space in the former jail facility and a feasibility study into the possibility of converting the former jail into office space has been completed; and the Kanabec County Board of Commissioners has determined that remodeling the former jail into a Regional Dispatch Center would be in the best interest of the county and the region.

BE IT RESOVLED that the Kanabec County Board of Commissioners approve the drafting of a Scope of Work to be submitted to the Federal Transit Administration as a first step in requesting funding for a renovation project that would convert the former jail into a Regional Dispatch Center

Assessment/Tax Supervisor Karen McClellan met with the County Board to discuss matters concerning the Assessor’s Office.

Action #15 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve and sign a Stipulation for Judgment for Theresa Anderson.

Action #16 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to accept the quote received from Information Systems Corporation for the purchase ApplicationExtender software and licenses for the Assessor and Auditor/Treasurer’s Office to be paid from the land technology fund.

10:31am - The Chairperson then called for public comment three times. Those that responded included:

Bob Swetz	Commented on the passing of Bob Strom
Glen Johnstone	Would like to put a memorial plaque commemorating his daughters on ski trail.

10:40am - The Chairperson closed public comment.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the Jail.

Action #17 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve an agreement for the Provision of Inmate Health Services between Kanabec County and Advanced Correctional Healthcare, Inc.

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

Resolution #18 – 3/13/13

WHEREAS there is a vacancy in the position of a Jailer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff and the County Personnel Director to hire a Full Time Jailer/Dispatcher to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 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 County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

BE IT FURTHER RESOLVED to use the existing applicant list from February 2013.

Environmental Services Director Teresa Wickeham met with the County Board to discuss the Household Hazardous Waste Clean Up Day.

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

Resolution #19 - 03/13/13

WHEREAS the board has received a request for support of a Household Hazardous Waste Clean Up Day to be held on Saturday, May 11, 2013, and

WHEREAS the Kanabec County Board of Commissioners and Environmental Services Director support such an event;

BE IT RESOLVED that Board of Commissioners supports a Household Hazardous Waste Clean Up day using funds from the SCORE fund.

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

Action #20 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #20 - 03/13/13
Diesel Fuel

WHEREAS the following quotes were received for diesel fuel:

Beaudry Oil	\$3.1890
Eggens Direct Service	\$3.2239
Federated Coop	\$3.3116

WHEREAS the quote of \$3.189 per gallon provided by Beaudry Oil was the lowest quote;

BE IT RESOLVED to accept the low quote of \$3.189 per gallon by Beaudry Oil.

Action #21 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #21 - 03/13/13
Purchase of Culvert Inventory

WHEREAS the following quotes were received for culverts and supplies:

True North Steel.....	\$57,900.60
Contech.....	\$57,196.73

BE IT RESOLVED to accept the low quote submitted by Contech Engineered Solutions LLC and authorize payment in the amount of \$57,196.73.

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

Resolution #22 - 03/13/13
Right-Of-Way Claims

WHEREAS the County Board has been presented with a request to pay right-of-way claims for SAP 33-605-018 for the reconstruction of CSAH No. 5 from CSAH No. 19 to CSAH No. 3,

BE IT RESOLVED to pay the following right-of-way claims:

Keith & Stephanie Girard	\$2,691
Cindy Peterson, ETAL	\$4,074
Cindy Peterson, ETAL	\$968
Glen Graber	\$1,338
Jeff & Mary Anderson	\$1,252
Larry & Jeanette Offerdahl	\$4,767
Leroy & Katherine Freeman	\$1,803
Nathan & Melissa Peterson	\$5,279
Russel & Donna Lilienthal	\$830
Gary & Maria Nelson	\$833

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

Resolution #23 - 03/13/13

State Aid Advance for CSAH 5

WHEREAS, the County of Kanabec is planning to implement County State Aid Highway Project in 2013 (CSAH 5) which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of 3/8/2013 \$632,233.28

Less estimated disbursements:

Project #033-604-018 \$20,000

Project #033-605-018 \$1,900,000

Project #088-070-029 \$25,000

Total Estimated Disbursements \$1,945,000

Advance Amount (amount in excess of acct balance) \$1,312,766.72

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project of the County of Kanabec in an amount up to \$1,312,766.72 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular Construction Account of said County from future year allocations until fully repaid.

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

Resolution #24 - 03/13/13

Seasonal Employees

WHEREAS the County Highway Department budget includes funds for the hiring of seasonal employees, and

WHEREAS the County Engineer has requested approval to hire two (2) seasonal employees to perform seasonal maintenance work on county highways, and

WHEREAS the Board desires to fill these seasonal positions;

BE IT RESOLVED that the County Board authorizes the Public Works Director, and the County Personnel Director to hire two (2) full-time seasonal workers for the 2013 season, and

BE IT FURTHER RESOLVED that the rate of pay will be set at the time of hire by the Public Works Director and Personnel Director at \$10.69, \$11.33, \$12.01 or \$12.73 per hour,

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

Board took a 6 minute break.

Action #25 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve an updated P-117 – Determination of Wage and Salary Policy subject to County Attorney approval.

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

Resolution #26 – 03/13/13

BE IT RESOLVED to close the meeting at 11:45 a.m. 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 included Commissioners Kevin Troupe, Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson and County Attorney Amy Brosnahan

Action #27 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to re-open the meeting at 11:52 a.m.

Action #28 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to adjourn at 11:55 am and to meet again in regular session on Wednesday, March 27, 2013 at 9:00am.

Signed _____

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

Attest: _____

Board Clerk