

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**March 16, 2016**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 16, 2016 pursuant to adjournment with the following Board Members present: Kim Smith, Dennis McNally, Les Nielsen and Kathi Ellis. Absent: Gene Anderson.

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 amended: Delete agenda item #5 and add Accountant vacancy and solid waste plan.

Action #2 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the March 2, 2016 minutes of the Kanabec County Board of Commissioners as corrected: Correct public hearing to reflect gravel tax hearing, correct action #10 to show Vice Chairperson closing the public hearing.

Action #3 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Chamberlain Oil	3,878.40
East Central Energy	86.33
East Central Energy	173.22
EC Riders	7,858.50
Kanabec Co Auditor HRA	103.00
Midcontinent Communications	638.74
MN Dept of Finance	5,110.00
Mora Municipal Utilities	16,905.63
Network Billing Systems	213.88
Office of Enterprise Technology	1,300.00
Verizon Wireless	623.43
Verizon Wireless	<u>2,709.67</u>
Total	39,600.80

Action #4 – Dennis McNally introduced the following resolution and moved its adoption:

## **Resolution #4 – 03/16/16**

**BE IT RESOLVED** to approve the following claims on the funds indicated:

**Revenue Fund**

<b>VENDOR</b>	<b>AMOUNT</b>
Ace Hardware	99.99
Ace Hardware	108.88
Advanced Correctional Healthcare	15,709.55
Akkerman-Ingebrand Funeral Home	350.00
Alkire, Alyce	1,114.56
Allina Health	26.00
American Solutions for Business	516.45
American Solutions for Business	1,576.85
Assured Security	2,698.00
Assured Security	486.00
Auto Value	44.81
A'viands, LLC	9,718.95
Bernicks	204.00
Bob Barker	1,926.96
Brenny, Laurell	1,001.16
Century Link	99.66
Christianson, Craig	824.58
Christopherson, Pat	264.72
City of Minneapolis	204.00
Coborns	52.20
Coborns Pharmacy	17.98
Cooper, Denise	54.00
Curtis, Michael	645.58
CW Technology	273.14
D&T Ventures	225.00
Dandelion Floral	42.75
Dex Media East	51.74
Downtown Deli	107.29
East Central Exterminating	240.00
East Central Exterminating	120.00
ECM Publishing	71.25
Faust, Patrick	301.32
FBG Service Corp	6,410.24
FBG Service Corp	584.80
Fritz, William	450.00
Glen's Tire	679.00
Grainger	56.43

Granite City Jobbing	590.17
Health Partners	4,854.59
Hoefert, Bob	1,308.44
Hoglund Bus & Truck	98.87
Hohn's Auto Body	4,290.43
Homan, Roger	34.02
Hood, Barb	57.24
Innovative Office Solutions	6,793.64
Innovative Office Solutions	763.29
J.J. Keller & Assc	274.36
Johnsons Hardware	7.64
Juettner Marketing	1,536.00
Kanabec Co Hwy Dept	66.10
Kanabec Co Hwy Dept	122.03
Kanabec Co Hwy Dept	834.23
Kanabec Publications	407.99
Kanabec Publications	1,302.10
Kanabec-Pine Community Health	24,030.87
Keeps	371.23
Kennedy Jr, Kerry	631.94
Knosalla, Dave	37.80
Koch's Hardware	33.10
Lane, Dave	24.84
Lerrssen, Jennifer	614.26
Manthie, Mark	59.40
Manthie, Scott	1,240.74
Manthie, Wendy	950.68
Marco	69.81
Mehlhop, Ron	503.85
MEI Total Elevator Solutions	1,396.47
MidCo	73.48
Mille Lacs Disposal	20.00
MN Dept of Transportation	300.00
MN Sheriff's Assn	100.00
Moberg, Kate	25.92
Moore Medical	322.00
Mora Schools	54.50
Mora Unclaimed Freight	104.02
Motorola	10,628.16
Nelson, Ansel	741.52
Nelson, Jerry	37.26
Nelson, Ronette	483.90
Nelson, Wanda	616.56

Newgard, Jean	223.56
Office Depot	112.06
Office Depot	386.40
Office Depot	104.60
Office Depot	107.51
PD's Embroidery	45.00
PD's Embroidery	820.10
Quality Disposal	195.56
Quality Disposal	380.67
Quality Disposal	13.17
Ranweiler, Sabrina	310.50
Reliance Telephone	1,500.00
Ringler, Jennie	25.92
Roberts, Rodney	249.48
Rogers, Pearl	767.67
Ruttgers Bay Lake Lodge	329.43
SHI	890.00
Snake River Watershed	24,072.00
Stenstrom Collision	300.00
Sterling Solutions	450.00
Strandberg, Richard	413.75
Streichers	249.99
Strelow, David	32.40
Swank Motion Pictures	475.00
Swanson, Jeremy	402.41
Tapes Plus Advertising	165.00
Thomson-Reuters-West	283.38
Tinker & Larson	2,532.80
Touch & Go	41.34
UHL Company	1,742.50
Uniforms Unlimited	202.00
US Bank	900.00
US Bank	450.00
VanDall, Camille	1,006.75
VanGorden, Dylan	229.72
Visser, Maurice	454.68
Weepie, Diane	65.80
Wiitala, David	808.92
Zamora, Ray	600.48
Total	<hr/> 156,511.84

**Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Assured Security Inc	446.40
Auto Value	2,169.47
Bieniek Abatement Services	675.00
Central McGowan	440.00
DKN Construction	2,453.00
Federated Co-ops, Inc	133.22
Fleetmatics USA, LLC	559.00
Gopher State One-Call	2.90
Little Falls Machine, Inc	14,160.00
Marco	188.00
Mattson Electric of Mora, LLC	875.02
Mora Well Company, LLC	465.00
Northern Safety Co, Inc	33.27
Owens Auto Parts	904.23
Power Plan	807.20
Premier Outdoor Services, LLC	3,240.00
Quality Disposal Systems, Inc	159.57
Verizon	37.52
Ziegler Inc	<u>5,430.00</u>
Total:	33,178.80

The motion for the adoption of the foregoing Resolution was duly seconded by Kim Smith and upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Kim Smith, Kathi Ellis, Les Nielsen

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

Action #5 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, March 16, 2016 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Dennis McNally, and Kathi Ellis. Absent: Gene Anderson. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS6 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS7 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

## **Resolution #HS7 – 03/16/16**

**WHEREAS** there is a vacancy in the position of a Social Worker, and

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

**BE IT RESOLVED** that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire a full time Social Worker to refill the vacant position at Step A, Range 10 of the pay plan which is \$21.16 (\$19.16 per hour + a \$2.00 market adjustment) or the rate set by 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 Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #HS8 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

## **Resolution #HS8 - 03/16/16**

### IV D Cooperative Agreement Resolution

**WHEREAS**, the IV-D Agency is responsible for administering the Child Support Enforcement Program under Title IV-D of the Social Security Act; and

**WHEREAS**, the County Attorney and Kanabec County Sheriff wish to enter into this cooperative agreement to set forth their respective responsibilities in providing services necessary to the operation of the Child Support Enforcement program.

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Health and Human Services Director signing an agreement with the Minnesota Department of Human Services, Kanabec County Attorney and Kanabec County Sheriff to provide necessary services to operate the Child Support Enforcement system under Title IV-D of the Social Security Act commencing on January 1, 2016 through December 31, 2017 including revisions to the Agreement required by the State of Minnesota.

Action #HS9 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

## **Resolution #HS9 - 03/16/16**

### South Country Health Alliance (SCHA) Delegation Agreement

**WHEREAS**, South Country Health Alliance (SCHA) desires to delegate care coordination services to Kanabec County, and

**WHEREAS**, the care coordination services are intended to be provided by a team member to foster communication among SCHA members, providers, staff and other organizations, and

**WHEREAS** Kanabec County desires to provide the delegated services in accordance with SCHA policies and procedures and in compliance with applicable federal and state laws and regulations and National Committee for Quality Assurance accreditation standards, and

**THEREFORE BE IT RESOLVED** to approve a Delegation Agreement between South Country Health Alliance and Kanabec County for the time period January 1, 2016 through December 31, 2016.

Action #HS10 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the payment of 140 claims totaling \$292,387.24 on Welfare Funds.

Action #HS11 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to adjourn the Human Service Board at 9:50am and to meet in regular session on Wednesday, April 20, 2016 at 9:05am.

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The Board of Commissioners meeting reconvened.

Health & Human Service Director Wendy Thompson met with the County Board to discuss matters concerning a Regional Prevention Coordinator grant.

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

## **Resolution #12 - 03/16/16**

### Regional Prevention Coordinator Grant Acceptance Resolution

**WHEREAS**, the Kanabec County Board approved the Health and Human Services Director applying for the Regional Prevention Coordinator (RPC) grant on December 16, 2015, to reduce substance abuse and related problems within Minnesota's Region 4; and

**WHEREAS**, Kanabec County was notified they have been approved to receive said RPC grant; and

**WHEREAS**, the Health and Human Services Director is recommending accepting the RPC grant and moving forward with hiring the Regional Prevention Coordinator, whose salary and benefits would be paid by the grant.

**THEREFORE BE IT RESOLVED** to approve the Health and Human Services Director to accept grant funds from the Minnesota Department of Human Services (DHS) for the Region 4 Prevention Coordinator, to sign the contract with DHS for the RPC and to begin the hiring process with the County Coordinator/ Human Resources Director for the RPC position.

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

### **Resolution #13 – 03/16/16**

Juettner Marketing resolution

**WHEREAS** the County has allocated and encumbered funds for the purpose of reducing the use of tobacco, marijuana, and other drug use among youth in Kanabec County as part of the Drug Free Communities (DFC) Grant; and

**WHEREAS**, the Substance Abuse Coalition of Kanabec County has had an Agreement for several years with Juettner Marketing to carry out the deliverables of the Drug Free Communities grant, and

**WHEREAS**, Kanabec County, through its SACK Coalition would like to amend the Agreement dated November 1, 2015 through September 29, 2016 with Juettner Marketing. This amendment will include up to a maximum of \$10,000 for continuing to carry out the deliverables of the Drug Free Communities grant and to support the SACK coalition goals.

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Board approves amending the Memorandum of Agreement with Juettner Marketing to provide marketing services and advocacy to support the SACK coalition goals through September 29, 2016 with additional funding up to \$10,000 through the DFC grant.

Environmental Services Supervisor Teresa Wickeham and Valerie Prax met with the County Board to discuss matters concerning the 2016 county clean up day.

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

### **Resolution #14 – 03/16/16**

**WHEREAS** the board has received a request for support of a Kanabec County Clean-Up Day and Household Hazardous Waste Collection to be held on Saturday, May 21, 2016, and

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

**BE IT RESOLVED** that the county will provide up to \$5,000, to be paid using SCORE funds to help fund the County Clean-up Day.

*Action #15* – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the revised East Central Solid Waste Commission Solid Waste Management Plan.

4-H Coordinator Laura Ambrose met with the County Board to discuss matters concerning the Extension Office.

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

### **Resolution #16 – 03/16/16**

**WHEREAS** the county has employed a 4-H Summer Assistant in past years, and

**WHEREAS** the board did budget for this position in 2016, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the County Personnel Director to hire a 4-H Summer Assistant to refill the vacant position at \$9.50 per hour, and

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

*Action #17* – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the following resolution:

### **Resolution #17 – 03/16/16**

**WHEREAS** there is a vacancy in the position of an Accountant, and

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

**BE IT RESOLVED** that the County Board authorizes the Public Works Director and the County Personnel Director to hire a full time Accountant to refill the vacant position at Step A, Range 9 of the pay plan which is \$18.08 or the rate set by 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 Public Works Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

**10:28am** - The Chairperson then called for public comment. Those that responded included:

Brandon Besser	Road restriction comments
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**10:35am** - The Chairperson closed public comment.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning an informal land sale.

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

**Resolution #18 - 03/16/16**  
Parcel #22.06320.00

**WHEREAS** the County Auditor/Treasurer has been approached by a taxpayer to purchase a tax forfeited piece of land located in the City of Mora, and

**WHEREAS** Minnesota Statute 282.01 subd. 7a states “The county auditor may restrict the sale to owners of lands adjoining the land to be sold. The county auditor shall conduct the sale by sealed bid or may select another means of sale. The land shall be sold to the highest bidder but it can be sold for less than the appraised value. All owners of land adjoining the land to be sold shall be given a written notice at least 30 days prior to the sale.”

**WHEREAS** the County Board supports the sale in order have the parcel returned to the tax roll,

**BE IT RESOLVED** to authorize the County Auditor/Treasurer to notify all adjoining land owners of the intent to sell parcel #22.06320.00 to the highest bidder, and

**BE IT FURTHER RESOLVED** that the highest bid must be equal to or greater than minimum bid price of \$3,000.00 as determined by the County Board of Commissioners.

Public Works Director Chad Gramentz was called into the meeting to address road restrictions with Brandon Besser.

Action #19 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to adjourn at 10:38 a.m. and to meet again in regular session on Wednesday, April 6, 2016 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk