

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

March 26, 2014

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 26, 2014 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Kevin Troupe, Gene Anderson, and Kathi Ellis.

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: Add commissioner reports and EAC Business Subsidy policy discussion.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the March 12, 2014 minutes of the Kanabec County Board of Commissioners as presented.

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

Vendor	Amount
CenterPoint Energy	97.00
Enventis Telecom	1,056.53
MN Energy Resources Corp	14,665.58
Office of Enterprise Technology	1,300.00
Resource Training & Solutions	2,812.28
Verizon Wireless	<u>1,713.21</u>
Total	21,644.60

Action #4 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Advanced Correctional Healthcare	337.03
Aitkin Medical	611.58
Alkire, Alyce	345.20
Allina Health	120.00

AMC	7,856.00
AMC	375.00
AmericInn	189.78
Anoka County Human Services	3,540.00
Arrowhead Region Emergency Mgmt	60.00
Assurant Employee Benefits	763.62
Auto Value	23.49
A'viands, LLC	9,220.97
Bachman, Fran	208.88
Billings Service	401.27
Billings, Margaret	33.22
Bob Barker	605.04
Chisago Co Public Health	4,608.96
Christianson, Craig	501.60
Christopherson, Pat	272.17
Christopherson, Pat	236.07
City of Mpls	204.00
CLIA Laboratory	150.00
Coborns	22.95
Coborns Pharmacy	48.62
Colburn, Judy	240.80
Community Partnership	60.00
Cooks Correctional	600.10
Curtis, Michael	1,558.61
Cutting Edge Automobile Service	3,650.71
Dalco	12.43
Dalco	150.98
Druar, Dan	114.91
East Central Energy	98.78
East Central Exterminating	265.00
Family Pathways	2,440.00
Fastenal	50.68
Faust, Patrick	814.43
Federated Coops	22.50
FirstLight Health System	4,370.00
Galls	39.07
Galls	344.00
Galls	380.00
Grainger	211.77
Hass Construction	100.00
Health Dimensions Rehabilitation	1,709.10
Hoefert, Bob	1,907.46
Hohn's Auto Body	854.73

Hood, Barb	241.92
Hood, Bill	495.87
Industrial Health Services	131.20
Isanti Co Public Health	5,521.99
Kanabec Co Hwy Dept	3,374.71
Kanabec Co Hwy Dept	84.86
Kanabec Co Hwy Dept	37.62
Kanabec Co Hwy Dept	248.60
Kanabec Co Hwy Dept	89.96
Kanabec Co Public Health	1,283.02
Kanabec Publications	47.12
Keepsrs	990.17
Keepsrs	169.02
Keepsrs	1,071.99
Kennedy Jr, Kerry	51.52
Kragt, Neal	204.97
Lamar Companies	1,050.00
Landreville, Willard	1,227.01
Le St Germain Suite Hotel	281.45
Lerrssen, Jennifer	406.48
Luberda, Karen	797.49
Manthie, Mark	227.32
Marco	666.95
Marco	519.41
Martin Assoc	1,015.00
Matthew Bender	115.43
McFadden, Barb	68.21
Mclalwain, Shanna	90.00
Mehlhop, Ron	497.02
Mille Lacs Co Sheriff	52.40
Mille Lacs Disposal	100.00
MN Continuing Legal Education	87.64
MN County Attorney's Assn	68.00
MN Dept of Transportation	300.00
MN Dept of Transportation	2,804.53
MNHOSA	30.00
Moore Medical	121.92
Mora Area Chamber of Commerce	235.00
Mora Area Chamber of Commerce	250.00
Mora Chevrolet Buick	56.02
Mora Psychological Services	1,200.00
Mora Public Schools	9,900.00
Nelson, Ansel	1,017.64

Nelson, Jerry	15.00
Nelson, Ronette	476.33
Neopost USA	1,500.52
Newgard, Jean	344.06
Oak Gallery	21.07
Office Depot	75.96
Office Depot	94.05
Office Depot	154.86
Oman, Tamra	750.00
Pieper, Rollie	1,396.52
Pine Co Health & Human Services	4,000.77
Regents of the University of MN	13,472.34
Reliance Telephone	2,000.00
Rogers, Pearl	341.19
RS Eden	38.00
RS Eden	140.00
Rupp, Anderson, Squires & Waldspurger, PA	323.08
Ryan, Rosemarie	830.00
Ryan, Rosemarie	529.97
S&T	389.00
S&T	297.58
S&T	65.76
S&T	441.00
S&T	20.29
S&T	9.75
Safety Restraint Chair	110.00
SelectAccount	333.38
SHI	729.00
SHI	1,272.00
SHI	156.00
SHI	244.00
SHI	3,381.00
SHI	2,379.00
SHI	2,487.00
SHI	177.00
SHI	1,272.00
Sirchie	139.80
Stearns DHIA Central lab	57.00
Stellar Services	1,244.08
Streichers	51.98
Strom, Justin	90.00
Swanson, Jeremy	436.94

Tadych, Marge	778.72
Tamarac Medical	10.00
The Hartford	1,617.34
Thomson Reuters West	1,235.70
Thomson Reuters West	257.04
Triple M Lawn & Snow	650.00
UHL Company	2,456.80
UHL Company	614.20
Wickeham, Teresa	106.40
Wiitala, David	1,030.48
Zamora, Ray	1,439.76
Total	140,444.69

Action #5 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve a Consent Agenda including all of the following actions:

Resolution #5a – 03/26/14
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 February, 2014 claims on SCORE Funds:

Quality Disposal	\$2,915.26
Knife Lake Sanitation	\$432.00
Arthur Township	\$400.00
Total	\$3,747.26

Resolution #5b – 03/26/14
KLID 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 March 10, 2014, and

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

BE IT RESOLVED to pay the following claims:

Kanabec County	\$46.21
Central MN Aquatics	\$7,500.00
Kanabec County	\$678.00
Kanabec County	\$676.00

Action #6 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the purchase of a computer for the Extension office at a cost of \$1,128.00.

Action #7 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to recess the board meeting at 9:07 am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:07am** on Wednesday, March 26, 2014 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Kevin Troupe, Gene Anderson, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS8 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the Human Service Board agenda as presented.

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

Resolution #HS9 – 03/26/14

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 Social Worker to refill the vacant position at Step A, Range 10 of the pay plan which is \$18.33 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 Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #HS10 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to authorize out of state travel to Oregon for one Child Support Officer; travel expenses to be offset by grant funds.

Action #HS11 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve payment of 141 claims totaling \$214,974.69 on Welfare Funds.

Action #HS12 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn the Human Service Board at 9:54am.

The Board of Commissioners meeting continued.

Timber Trails Transit Director Helen Pieper met with the County Board to discuss matters concerning her office.

Action #13 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the writing of a MnDOT “Transit for our Future” Grant for a compliance manager.

Action # 14 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve a Memorandum of Understanding between Kanabec County-Timber Trails Public Transit and Chisago-Isanti County Heartland Express contingent upon approval of the County Attorney.

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

Resolution #15 – 03/26/14
Compliance Manager Job Description

WHEREAS the Transit Director has prepared a job description and job questionnaire for the position of Compliance Manger in the Timber Trails Public Transit Department, and

WHEREAS this is a necessary position to the department, and

WHEREAS the board has reviewed the job description and job questionnaire 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 and job questionnaire of the Compliance Manager and direct the Personnel Director to submit the job description and questionnaire to the pay consultant for review.

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

Resolution #16 – 03/26/14

WHEREAS there is a need for an additional Part Time Bus Driver in the Transit Department, and

WHEREAS the board desires to hire for this position;

BE IT RESOLVED that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire a Part Time Bus Driver to fill the vacant position at Step A, Range 5 of the pay plan which is \$13.69 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.

Information Systems Director Lisa Blowers met with the County Board to discuss matters concerning a county server upgrade project.

Action #17 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to authorize spending up to \$70,000 for server and exchange software updates.

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

Resolution #18 – 03/26/14

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 Social Worker is on the rotation schedule for 2014, and

WHEREAS the County Coordinator 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 Social Worker job description are sufficient to warrant further review by the salary consultant.

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

Resolution #19 – 03/26/14

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 Social Services Supervisor is on the rotation schedule for 2014, and

WHEREAS the County Coordinator 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 Social Services Supervisor job description are sufficient to warrant further review by the salary consultant.

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

Resolution #20 - 03/26/14

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 Assessor is on the rotation schedule for 2014, and

WHEREAS the County Coordinator 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 Assessor 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.

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

Action #21 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve an amended Department of Corrections Housing Contract.

Action #22 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to adjourn at 12:07 p.m. and to meet again in regular session on Wednesday, April 9, 2014 at 9:00am.

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

Attest: _____
Board Clerk