

PROCEEDINGS OF THE COUNTY BOARD

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

May 22, 2013

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 22, 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 Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the agenda as amended: delete Jail Administrator Joanne Nelson.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the May 8, 2013 minutes of the Kanabec County Board of Commissioners as presented.

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

Vendor	Amount
City of Milaca	30.55
Belkholm, Brian	100.00
Great America Leasing	1,280.57
Midcontinent Communications	2,090.95
MN Dept of Finance	5,700.50
MN Energy Resource Corp	6,215.97
MN Laborers Health & Welfare Fund	560.00
Mora Municipal Utilities	13,524.49
Office of Enterprise Technology	1,300.00
Sheriff, Kanabec Co	800.00
Verizon Wireless	1,932.69
Wynn Law Firm	612.00
Total	<u>34,147.72</u>

Action #4 – It was moved by Kevin Trope, seconded by Gene Anderson and carried unanimously to approve Consent Agenda including all of the following actions:

Resolution #4a – 05/22/13

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 April, 2013 claims on SCORE Funds:

Quality Disposal	\$2,735.28
Knife Lake Sanitation	\$995.00
Arthur Township	\$400.00
Total	\$4,130.28

Resolution #4b – 05/22/13

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 May 1, 2013, and

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

BE IT RESOLVED to pay the following claims:

Kassie Hall	\$45.00
Crow’s Nest	\$230.00
Terry Wells	\$36.71
Terry Wells	\$10.73
Terry Wells	\$20.10

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

Revenue Fund

VENDOR

AMOUNT

A'viands LLC	4,854.35
A'viands LLC	45.00
Advanced Correctional Healthcare	46.09
Aitkin County Care	90.00
Aitkin Medical	768.50
Ammerman Tree Service	60.00
Amundson, Pauline	754.82
Anderson, Jeff	10.00
Anderson, Karen	94.92
Arnoldi, Sandra	224.53
Ashworth Appliance	10.68
Assured Security	37.36
BCA	795.00
Breezy Point	73.74
Byrant, Donna	2,671.87
Byrant, Donna	504.34
CADCA	3,850.00
Coborns	24.01
CE Rogers Co	47.50
Christianson, Craig	940.22
Coborns Pharmacy	913.47
Colburn, Judy	251.43
Community Partnership	75.00
Curtis, Michael	301.77
D&T Ventures	500.00
Druar, Dan	529.18
East Central Solid Waste Comm	67.71
Election Systems & Software	7,922.77
Faust, Patrick	902.28
Federated Coops	22.50
Firstlight Health Systems	426.60
Friday, Jenny	21.47
Geisthardt, Betty	106.88
Genesis Wireless	650.00
Gerhardson, Alex	164.01
Gorham Oien Mechanical	456.25
Grainger	7.89
Granite City Jobbing	203.47
Handyman's Inc	66.43
Handyman's Inc	217.51
Hawkins, Dorothy	630.60
Health Partners	3,473.74
Henderson, Paul	275.00

Hilton Hotel, Austin	6,198.50
Hirshfields	51.87
Hoefert, Bob	2,224.21
Hoglund Bus	40.78
Hood, Barb	574.27
Hood, Bill	525.90
IBM Corp	434.90
Isanti Co Family Services	6,761.18
Ivans	66.26
J&R Marine	58.56
Johnson's Auto Transport	188.25
Johnsons Hardware	8.18
Kanabec Co Ag Society	240.00
Kanabec Co Family Services	554.46
Kanabec Co Public Health	1,286.99
Kanabec Publications	62.61
Kanabec Publications	29.07
Kastenbauer, Paul	1,364.85
Keeps	89.98
Kochs Hardware	61.43
Landreville, Willard	1,181.11
Lerrssen, Jennifer	758.12
Luberda, Karen	14.13
Magaard, Robert	706.34
MACATFO	25.00
MCCC	16,103.21
MCCC	75.00
McFadden, Barb	135.37
McFadden, Barb	52.50
Manthie, Mark	148.60
MediBadge Inc	96.45
Mid-America Research Chemical	120.49
Mille Lacs Disposal	20.00
Monroe, Cynthia	54.24
Morgan, Roy	1,525.00
Moore Medical	194.71
Moore Medical	20.58
NACCHO	62.00
Nature's Way Chiropractic	75.00
Nelson, Ansel	1,253.13
Nelson, Jerry	81.25
Nelson, Ronette	750.20
Newgard, Jean	792.23

NHPCO	500.00
Office Depot	221.16
Office Depot	73.48
Office Depot	85.06
Olson, Rhonda	44.61
Pakor Inc	982.35
Perlick, Lisa	1,160.00
Pieper, Rollie	1,318.66
Quill Corp	6.42
RS Eden	145.65
Reliance Telephone	2,900.00
Rogers, Pearl	634.90
Ruhland, Aaron	2,000.00
S&T	998.00
S&T	178.78
Sedlacek, Lowell	96.74
SelectAccount	281.82
SiteCal, Inc	200.00
SiteCal, Inc	100.00
Stellar Services	1,034.71
Swanson, Jeremy	850.27
Tadych, Marge	830.65
West Payment Center	1,177.00
West Payment Center	244.80
West Payment Center	673.30
TigerDirect	18.72
Triple M Lawn & Snow	200.00
Twin City Hardware	545.06
Wickeham, Teresa	24.42
Wiitala, David	146.79
Zamora, Ray	1,627.19
Total	<u>98,456.34</u>

Road & Bridge Fund

<u>Vendor</u>	<u>Amount</u>
Boyer Trucks	62.27
Federated Coops, Inc.	123.08
Kanabec Co Hwy Dept-Petty Cash	53.62
SafeAssure Consultants, Inc	7585.00
Verizon	37.52
Total:	<u>7,861.49</u>

Action #6 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to recess the board meeting at 9:06am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:15am** on Wednesday, May 22, 2013 pursuant to adjournment with the following Board Members present: Les Nielsen, Gene Anderson, Kim Smith, Kevin Troupe, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

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

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

Resolution #HS8 – 05/22/13

WHEREAS there is a vacancy in the position of a Community Support Tech, and

WHEREAS the Health & Human Service Director is recommending replacing this position with a Social Worker due to the increase of cases in mental health;

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 fill the 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 Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #HS9 – Kim Smith introduced the following Consent Agenda and moved its adoption:

Resolution #HS9a – 05/22/13

WHEREAS due to the changes that will be effective with the implementation of the Affordable Care Act Kanabec County will see an increase of people applying for medical assistance, and

WHEREAS the Health & Human Service Director is requesting an additional Financial Worker to help with the increased case load;

BE IT RESOLVED that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire a Full Time Financial Worker to fill the new 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 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.

Resolution #H59b – 05/22/13

WHEREAS due to the changes that will be effective with the implementation of the Affordable Care Act Kanabec County will see an increase in case management for the disabled population, and

WHEREAS the Health & Human Service Director is requesting an additional Social Worker to help with the increased case load;

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 fill the new 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 Service Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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

IN FAVOR THEREOF: Kim Smith, Kevin Troupe, Kathi Ellis, Gene Anderson
OPPOSED: Les Nielsen
ABSTAIN: Non

whereupon the resolution was declared duly passed and adopted.

Action #HS10 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve payment of 124 claims totaling \$143,428.66 on Welfare Funds.

Action #HS11 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to adjourn the Human Service Board at 10:00am to meet again on Wednesday, June 12, 2013 at 9:45am.

The Board of Commissioners meeting continued.

Action #12 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #12 – 05/22/13

WHEREAS the IS Department and Coordinator's office have completed the RFP process for IT Strategic Planning, and

WHEREAS the County Board has selected Elert and Associates to execute the evaluation and planning for Kanabec County's IS Department, and

WHEREAS the County Attorney's office has reviewed the attached contract and approved the language. Now

THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners authorizes the Board Chair to sign the contract for services with Elert and Associates.

County Attorney Amy Brosnahan and Dorothy Haugen met with the County Board to discuss matters concerning a liquor license for McBee's Bar and Grill.

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

Resolution #13 – 05/22/13

Liquor & Tobacco Licenses

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following application for liquor and tobacco license, and

WHEREAS the application was 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 application:

LIQUOR/BEER/ TOBACCO LICENSE

KANABEC COUNTY BOARD – March 27, 2013

Establishment	LIQUOR	TOBACCO
Dorothy Marie Krusmark Haugen dba McBee's	On/Off/Sun	Yes

STIPULATION

This Stipulation is made and entered into by Kanabec County, (1) Dorothy Haugen, (herein "Applicant"), (2) Orrin Haugen, and (3) McBee's Bar and Grill, Inc (1, 2, & 3 hereinafter collectively "Parties") and contains terms and conditions related to the issuance of a conditional liquor license for the operation of McBee's Bar and Grill.

WHEREAS, the Applicant is seeking a liquor license for the operation of McBee's Bar & Grill and has agreed to certain conditions being attached to that license; and

WHEREAS, Kanabec County wishes to support the economic development of the County by fostering new compliant, safe businesses;

NOW THEREFORE, the parties have had an opportunity to review this Agreement and represent that they fully understand the terms of the Agreement as set forth herein below.

Kanabec County and the Parties agree that issuance of a liquor license for the operation of McBee's Bar & Grill shall include the following conditions:

1. Parties shall remain compliant with all state laws and local ordinances, including but not limited to:
 - (a) No service of alcohol to minors;
 - (b) No service of alcohol to obviously intoxicated person;
 - (c) Nor service of alcohol after hours;
 - (d) Outside noise and disturbances shall be controlled and managed;
 - (e) Cooperate with law enforcement to enforce control of disorderly or disruptive patrons;
 - (f) All customers/patrons will be cleared from the premises by 2:00 a.m.;
 - (g) Allow law enforcement or other county officials on the premises for inspection at any time, including hours the establishment is closed if owner/manager or employees are on the premises;

and

2. Parties will not gamble on McBee's Bar and Grill premises.
3. Parties will cooperate with state agency gambling authorities.
4. Parties will pay vendors in a timely fashion.
5. Parties will hire staff in sufficient numbers to ensure compliance with all state laws and ordinances including but not limited to those in section 1 above and will train staff sufficiently to ensure compliance.

Upon a finding by the County Auditor that a violation of any of the conditions in this agreement has occurred the Penalty and Procedural provisions of Kanabec County Ordinance 27 Sections 8.00 through 9.06 apply and are incorporated herein by reference.

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

Bob Swetz	Question regarding bus driver time off policy.
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10:37am - The Chairperson closed public comment.

Jane Hennagir with Minnesota Counties Intergovernmental Trust met with the County Board to present the MCIT Annual Report. No action was taken.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the Annual Boat & Water Grant.

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

Resolution #14 – 05/22/13

BE IT RESOLVED to approve and authorize the Chairperson to sign an Annual County Boat & Water Safety Grant Agreement for the state fiscal year ending June 30, 2014.

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

Action #15 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to hold a Public Hearing to discuss a land exchange between Richard Dahlquist estate and a tax forfeit parcel in Section 16 of Grass Lake Township on the 12th day of June 2013 at 10:35 o'clock a.m. at the Kanabec County Board Room: Room 164 of the Courthouse.

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

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

Resolution #16 – 05/22/13

**Right-Of-Way Condemnation
SAP 033-605-018**

WHEREAS the Kanabec County Highway Department proposes to reconstruct and improve a portion of CSAH No. 5 located between CSAH No. 19 and CSAH No. 3, a distance of 5.5 miles; and

WHEREAS the improvement consists of reconstruction and resurfacing said roadway as herein determined necessary to provide for the safety of the traveling public, and

WHEREAS permanent highway easements over certain lands are required to provide for said construction as set forth in the plans for said project, which identify the parcels by number, description, and owners, and

WHEREAS Kanabec County has authority to acquire the right-of-way for said highway by eminent domain pursuant to Minnesota Statutes Section 162.02, Subd. 5, and

WHEREAS Kanabec County has the right to acquire the right-of-way prior to the filing of an award by the court appointed commissioners, pursuant to Minnesota Statutes Section 117.042, and

WHEREAS Kanabec County has approved appraisals of the properties to be taken, and

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners hereby authorizes the acquisition of said land by eminent domain and to take title and possession of that land prior to the filing of an award by the court appointed commissioners, pursuant to Minnesota Statutes Section 162.02, Subd. 5 and 117.042, and

BE IF FUTHER RESOLVED that the Kanabec County Attorney is requesting to file the necessary Petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the County or the Court, and

BE IT FURTHER RESOLVED that if furtherance of the implementation of the Quick Take provision of the Minnesota Statutes, the County Auditor is hereby authorized and directed to deposit with the Court Administrator the sum of money equaling the filing fee plus the approved appraisal of the properties to be taken, represented by the following table:

Parcel #	Owner	Amount
17	Lavern Huntington	\$ 7,894.00
21	U.S. Bank Home Mortgage	\$ 2,249.00
22	Roger & Michele Weber	\$ 651.00
33	Eric & Angela Musa	\$ 326.00
Total:		\$ 11,120.00
Filing Fee:		\$320.00

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

Resolution #17 – 05/22/13

Advertise for Bids - Bituminous Overlay & Curb Replacement

WHEREAS the Kanabec County Board of Commissioners wish to proceed with the following bituminous project:

<u>Road</u>	<u>Type</u>	<u>Length</u>	<u>From</u>	<u>To</u>
CSAH 14	Overlay	2.5 mi.	CR 62	TH 23

BE IT RESOLVED to authorize the Public Works Director, upon final plans, specifications, and proposal, to advertise for bids for this project.

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

Resolution #18 – 05/22/13

Elevator Repair

WHEREAS the courts elevator is in need of repair; and

WHEREAS the following quotes were received:

Schindler Elevator Corp	\$34,820.00
Minnesota Elevator Inc	\$41,231.00

and,

WHEREAS Minnesota Elevator Inc provided a quote for all work necessary;

BE IT RESOLVED to approve the quote from Minnesota Elevator \$41,231 for repair hydraulic jack on the evaluator and authorize the public works director to complete the work; and

BE IT FURTHER RESOLVED that Commissioners Kathi Ellis and Gene Anderson can approve additional costs and work as necessary.

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

Resolution #19 – 05/22/13
Advertise for Bids – Janitorial Services

WHEREAS the Kanabec County Board of Commissioners wish to receive new bids for janitorial services for the courthouse, family services, and jail buildings, and

WHEREAS a request for proposal has been prepared, and

THEREFORE BE IT RESOLVED to authorize the Public Works Director to advertise for bids for this service.

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

Resolution #20 - 05/22/13
Close to Evaluate Performance

WHEREAS the Personnel Director has presented the board with a regular annual performance evaluation for a Kanabec County Department Head;

BE IT RESOLVED to close the meeting at 11:36am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of Health & Human Service Director Wendy Thompson.

Action #21 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to reopen the meeting at 11:55am.

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

Resolution #22 - 05/22/13
Evaluation Result

WHEREAS the board has evaluated the past year's job performance of Health & Human Service Director Wendy Thompson, and

WHEREAS the board has discussed its findings with Thompson;

BE IT RESOLVED that the board finds her performance to be satisfactory.

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

Resolution #22 - 05/22/13

BE IT RESOLVED to close at the meeting at 11:56 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 include Commissioners Kevin Troupe, Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson and Assistant County Attorney Barb McFadden.

Action #24 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to reopen at 12:30pm.

Action #25 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to adjourn at 12:31 pm and to meet again in regular session on Wednesday, June 12, 2013 at 9:00am.

Signed _____

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

Attest: _____

Board Clerk