

PROCEEDINGS OF THE COUNTY BOARD

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

May 25, 2011

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 25, 2011 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe, Gene Anderson and Les Nielsen.

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 presented.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the May 11, 2011 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following paid bills:

Vendor	Amount
Cardinal Health	512.92
Centerpoint Energy	68.00
Chaffee, Steve	79.38
Great America Leasing	999.00
Great America Leasing	281.57
Guptil, Mackenzie	221.00
Health Partners	3,457.30
Kanabec Co Aud/Treas	360.00
Kanabec Co Public Health	145,631.23
Kanabec Publications	8.60
McNally, Jeanne	68.16
MN Energy Resource Corp	4,997.73
MN Energy Resource Corp	336.80
Mora Municipal Utilities	13,286.83
Morgan, Barb	98.76
Office of Enterprise Technology	600.00
Panka, Augustus	100.00
Pine Co Health & Human Services	67,656.64
TDS Metrocom	385.53

TDS Metrocom	5.35
Tesch, Andrew	100.00
Troupe, Kevin	9.69
Verizon Wireless	350.96
Wynn Law Firm	378.25
Total	<u>239,993.70</u>

Action #4 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the sale at a public auction hosted by Paul’s Auction Service for the following vehicles that are no longer used by the County Sheriff’s office:

- 2006 Ford Ranger
- 2004 Dodge Dakota
- 2007 Chevy Impala
- 1989 Ford Ambulance.

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

The Kanabec County **Human Services Board** met at **9:05am** on Wednesday, May 25, 2011 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 Human Service Board agenda.

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

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

Resolution #HS7– 05/25/11

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 Support Enforcement Aide is on the rotation schedule for 2011, and

WHEREAS the Health and Human Services Director is recommending at this time it would be appropriate for the Support Enforcement Aide job description to be reassigned to the Generic Case Aide job description, and

WHEREAS on June 24, 2009 the Board approved a Generic Case Aide job description for all other Case Aides;

THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approve the reassignment of the Support Enforcement Aide to the Generic Case Aide job description, moving the current Support Enforcement Aide from a Range 5 to a Range 6 consistent with all other Case Aides effective June 4, 2011.

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

Resolution #HS8– 05/25/11

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

WHEREAS the board desires to refill this vacant position, and

WHEREAS, the Family Services Administrative Team and Health and Human Services Director have been reviewing their organizational structure for the past year; and is recommending that it is in the best interest of the Family Services Agency to forgo hiring a Financial Worker at this time, but instead to hire a Case Aide to take over several of the duties of the Financial Worker group;

BE IT RESOLVED that the County Board authorizes the Health and Human Services Director and the County Personnel Director to hire a FT Case Aide at 40 hours per week to refill the vacant position at Step A, Range 6 of the pay plan which is \$14.30 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 #HS9 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS9– 05/25/11

WHEREAS there is a vacancy in the position of Account Clerk, and

WHEREAS the board desires to refill this vacant position, and

WHEREAS, the Health and Human Services Director is recommending that at this time the Account Clerk position be replaced with an Office Support Specialist while rearranging duties between staff being supervised by the Fiscal Supervisor;

BE IT RESOLVED that the County Board authorizes the Health and Human Services Director and the County Personnel Director to hire a full time Office Support Specialist at 40

hours per week to refill the vacant position at Step A, Range 3 of the pay plan which is \$12.01 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 #HS10 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #HS10– 05/25/11
EEO/AA Plan

WHEREAS the Minnesota Department of Human Services has offered a draft Equal Employment Opportunity/Affirmative Action Plan as a suggested policy to ensure equal employment opportunity and affirmative action in the Kanabec County Family Service Agency, and

WHEREAS it is the intent of the Kanabec County Board of Commissioners to operate an Equal Employment Opportunity workplace;

BE IT RESOLVED that the Equal Employment Opportunity and Affirmative Action Guidelines for Kanabec County Family Services 2011-2013 be approved effective immediately.

Action #HS11 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #HS11– 05/25/11
MN Choices Grant Contract Resolution

WHEREAS, the State of Minnesota, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) is empowered to enter into contracts for Technology Upgrades, and

WHEREAS, the State is in need of technology upgrades for counties to complete assessments for MN Choices, and

WHEREAS, the State is permitted to share information with Kanabec County Family Services, and

WHEREAS, Kanabec County Family Services is duly qualified and willing to perform the services set forth in the contract, namely the purchase of up to \$2,267.00 worth of equipment (laptop computers, software and/or additional hardware) to perform assessments for the MN Choices program;

THEREFORE BE IT RESOLVED that the Kanabec County Family Services Board approve the Director of Health and Human Services entering into a contract with the State of Minnesota to purchase said equipment and perform the MN Choices assessments.

Action #HS12 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #HS12– 05/25/11
Internship MOA Resolution

WHEREAS, Pine Technical College has a Financial Worker program and is need of Internship training sites, and

WHEREAS, Kanabec County Family Services has facilities for providing suitable training experience that meets the educational needs of the students enrolled in the Financial Worker program, and

WHEREAS, it is in the best interest of Kanabec County Family Services to provide a training site where Pine Technical College students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs;

THEREFORE BE IT RESOLVED to approve the Health and Human Services Director to sign an Agreement between Pine Technical College and Kanabec County Family Services for a period of five years from the date of final signatures to provide an Internship Training Site for the Financial Worker program.

Action #HS13 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve payment of 147 claims totaling \$181,168.49 on Welfare Funds.

Action #HS14 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn the Human Service Board at 10:03am to meet again in regular session on Wednesday, June 8, 2011 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

County Sheriff Steve Schulz met with the Board to discuss matters concerning the Sheriff’s office. No formal action was taken.

County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway department.

Action #15 – Kim Smith introduced the following resolution and moved its adoption:

Resolution #15 – 05/25/11
Bituminous Overlays

WHEREAS the following bids were received and opened on May 17, 2011 and

	<u>Knife River</u>	<u>Hardrives</u>	<u>Central Specialties</u>
County	\$1,496,250.05	\$1,535,661.67	\$1,803,547.42
City of Mora	\$50,072.50	\$56,785.96	\$85,788.00
Total	\$1,546,322.55	\$1,592,447.63	\$1,889,335.42

WHEREAS the lowest responsible bid was submitted by Knife River Corp in the amount of \$1,546,322.55,

BE IT RESOLVED that the Kanabec County Board of Commissioners accept the bid of \$1,546,322.55 submitted by Knife River Corp for the placement of bituminous overlays on portions of CSAH No. 10, CSAH No. 20, CSAH No. 17, and CR No. 71 in Kanabec County.

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign a contract for this project.

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

IN FAVOR THEREOF: Kim Smith, Les Nielsen, Kevin Troupe & Kathi Ellis

OPPOSED: None

ABSTAIN: Gene Anderson

whereupon the resolution was declared duly passed and adopted.

Action #16 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution #16 – 05/25/11
Bituminous Chip Seal

WHEREAS the following bids were received and opened on May 17, 2011 and

	<u>ASTECH</u>	<u>Fahrner Asphalt Sealers</u>
County	\$75,876.85	\$116,713.44
City of Mora (Alt. 1)	\$25,367.00	\$28,211.51
Total	\$101,243.85	\$144,924.95

WHEREAS the lowest responsible bids was submitted by ASTEC in the amount of \$101,243.85;

BE IT RESOLVED that the Kanabec County Board of Commissioners accept the bids of \$101,243.85 submitted by ASTECH for the placement of bituminous chip seals on CSAH No. 17 and CR 69.

BE IT FURTHER RESOLVED that the Chairperson and County Coordinator are authorized to sign a contract for this project.

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, Les Nielsen, Kevin Troupe & Kathi Ellis

OPPOSED: None

ABSTAIN: Gene Anderson

whereupon the resolution was declared duly passed and adopted.

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

Bob Swetz	Concerns on the state budget situation.
Bob Strom	Questions concerning billboard on Hwy 65.

10:40am - The Chairperson closed public comment.

Action #17 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ace Hardware	510.37
Advanced Correctional Healthcare	334.40
Aitkin Medical	868.70
Akkerman's Repair	104.43
Allina Health Systems	200.00
Allina OCC	384.00
Anderson, Tim	43.16
A'viands LLC	8,841.34
BCA	350.00
Bear Graphics	182.87

Bread & Honey Pantry	784.99
CDWG	8.25
City of Mora	747.72
City of Mora-EDA	10,000.00
City of Pine City	5,250.00
Coborns	41.81
Colburn, Judy	51.00
Consulting Radiologists	143.00
Continental Research Corp	255.17
Country Inns & Suites	171.80
Craguns	459.16
Deyta	90.00
Dons Auto & Towing	141.61
Drost Siding	2,800.00
Dunkley, Carla	45.20
EG Rud & Sons	5,000.00
Election Systems & Software	342.13
Endicott, David	100.00
ERA Laboratories	576.00
ERA Laboratories	1,461.00
Etter, Robin	26.19
Fastenal	154.48
Faust, Patrick	237.66
FirstLight	126.23
Galls	879.02
Galls	175.74
Galls	507.82
Gartner Refrigeration	73.46
Geisthardt, Betty	41.82
Glen's Tire	2.13
Grainger	169.35
Grand Event Center	3,096.40
Granite City Jobbing	316.69
Granite Electronics	4,000.00
Gravning, Trisha	729.05
Hammel, Steven	345.73
Handyman's Inc	159.54
Heim, Kate	167.42
Hirsch, Gary	100.00
Hoefert, Bob	1,492.55
Hood, Barb	259.69
Hood, Bill	845.27
Initiative Foundation	1,500.00

Ivans	60.92
Jerry Goebel Upholstery	369.28
Jerry Goebel Upholstery	45.69
July Business Services	1,605.00
Kanabec Co IS	5,700.00
Kanabec Co Public Health	1,146.22
Kanabec Co SWCD	14,453.50
Kanabec Publications	97.44
Kanabec Publications	37.20
Kanabec Publications	90.30
Kanabec Publications	334.00
Kanabec Publications	111.60
Keepers	1,118.20
Knife Lake Sanitation	350.00
Landreville, Willard	590.00
Laska, Millie	520.92
Law Enforcement Systems	410.18
Leerssen, Jennifer	578.34
Maack, Heather	35.09
Maack, Heather	29.98
Majeski, Annette	502.35
Matthew Bender	185.45
Mattson Electric	983.60
MCIT	80.00
McNally, Dennis	43.16
MN Sheriff's Assn	530.00
MN Sheriff's Assn	50.00
Mora Civic Center	350.00
Mora Community Education	3,000.00
Morrell, Joy	1,004.68
Nardini Fire Equipment	218.47
National Government Services	2,551.00
Nelson, Gary	497.61
Nelson, Jerry	74.97
Nelson, Linda	466.76
Nelson, Ronette	412.08
Newgard, Jean	173.20
Nikodym, Kevin	100.00
Norgaard, Curtis	307.73
Norton, Michael	100.00
O'Brien, Pat	48.77
Office Depot	76.57
Office Depot	121.08

Patros, Dianne	204.94
PD's Embroidery	210.75
Pieper, Rollie	1,024.59
Pine City Public Library	748.22
Pine City Public Schools	2,009.88
Pine Co Health & Human Services	5,404.21
Pine Co Health & Human Services	2,000.00
Pine Lake Communications	80.00
Princeton Health Press	8,237.90
Prority Dispatch	320.00
PSS-World Medical Inc	146.06
Quill	242.58
Qwest	150.00
Reliance Telephone	900.00
Rogers, Pearl	381.67
Rossow, Ben	100.00
RS Eden	36.30
RS Eden	33.75
Sirchie	225.85
Specialty Instrument	50.00
Spee-Dee	86.45
Spee-Dee	35.30
Stellar Services	688.24
Stevens, Joel	87.00
Streichers	11.32
Tadych, Marge	81.09
Tadych, Sy	709.32
Troupe Advertising	200.00
UltraMax	5,580.00
Uniforms Unlimited	1,211.30
Uniforms Unlimited	139.23
Uniforms Unlimited	1,109.62
Voge, Dale	49.28
West Payment Center	1,499.00
Wild Things Pizzeria	101.31
Willmar Electric Service	815.00
Willow River Public Schools	580.00
Wolbert, Marlys	26.52
Zamora, Ray	601.17
Total	<u>131,373.54</u>

Jail Administrator Joanne Nelson, County Sheriff Steve Schulz and I.S. Director Jessie Kehn met with the Board to discuss the jail software project.

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

Resolution #18 – 05/25/11
Sheriff Jail Software

WHEREAS the bids were received for the County Jail RMS, CAD, Civil, Mobile Solution and E-Charging Software RFP and opened on March 21, 2011, and

WHEREAS the Board by resolution on April 27, 2011 authorized the Information Services Director and Jail Administrator to accept the proposal from ProPhoenix and begin negotiating a project plan and contract with ProPhoenix, and

WHEREAS the financial terms have been presented to the County Board of Commissioners for approval;

BE IT HEREBY RESOLVED that the County Board of Commissioners agree to the financial terms presented in the amount of \$424,218 over a four year period to provide the Jail RMS, CAD and E-Charging software to be paid for with a combination of grant funds and budgetary dollars and that the Jail Administrator is to present a finalized contract to the Board for approval.

BE IT FURTHER RESOLVED that due to budgetary restrictions, the Mobile Solution software is not a fiscally viable option at this time.

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

Resolution #19 – 05/25/11
Temporary Vacancy

WHEREAS there is a vacancy in the position of Temporary Full Time 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 Temporary 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 fill this position using the existing applicant pool.

County Auditor/Treasurer Denise Cooper met with the Board to discuss matters concerning the Auditor/Treasurer office.

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

Resolution #20 – 05/25/11
Liquor License

WHEREAS the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

WHEREAS the applications were 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 applications:

LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2011-2012
KANABEC COUNTY BOARD - MAY 25, 2011

Establishment	LIQUOR	3.2	
		BEER	TOBACCO
Northwoods Steak House & RV Park	On/Off/Sun	-	yes
Springbrook	On/Sun	-	-

Environmental Services Director Teresa Bearce met with the Board to discuss ordinance No. 4 Subdivision Platting Ordinance.

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

Resolution #21 – 05/25/11
Ordinance No. 4 Subdivision Platting

WHEREAS the County Board of Commissioners has considered amending County Ordinance #4 Platting Subdivision, and

WHEREAS, the ordinance has been reviewed by the Kanabec County Planning Commission and brought back to the Board of Commissioners with recommended revisions;

BE IT HEREBY RESOLVED to hold a Public Hearing on Wednesday, June 15, 2011 at 7:30 pm or immediately following the County Board of Appeal & Equalization, whichever time is later; for the purpose of receiving public input on the intent of the Board to amend the existing County Ordinance No. 4 Subdivision Platting.

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

Resolution #22 – 05/25/11
Union Contract

WHEREAS the negotiating team has presented the board with a proposed 2011-2012 bargaining unit agreement between Kanabec County and Law Enforcement Labor Services Local 106, and

WHEREAS the union has indicated acceptance by signature of the Union Steward and Business Agent;

BE IT RESOLVED to approve a 2011-2012 bargaining unit agreement between Kanabec County and Law Enforcement Labor Services Local No. 106.

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

Resolution #23 – 05/25/11
County Sheriff Evaluation

WHEREAS the board did by Resolution #14-04/27/11 refer the position of “County Sheriff” to the pay plan consultant for review, and

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

BE IT RESOLVED to accept the following ranking for the “County Sheriff” position, which results in Pay Range 20:

Category	Rank	Points
Qualifications	q58	145
Decisions	d47	137
Problem Solving	p20	131
Relationships	r25	131
Effort A	ea9	5

Effort B	eb14	12
Hazards	h18	25
Environment	n21	18
TOTAL POINTS		604

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2012.

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

Action #24 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #24a – 05/25/11

BE IT RESOLVED to appoint Commissioner Les Nielsen to the East Central Regional Development committee commencing immediately and expiring January 3, 2012.

Resolution #24b – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson as an Alternate to the East Central Solid Waste Commission commencing immediately and expiring January 8, 2013.

Resolution #24c – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson to the County Housing and Redevelopment Authority commencing immediately and expiring January 3, 2012.

Resolution #24d – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson as an Alternate to the County Employee Insurance Committee commencing immediately and expiring January 3, 2012.

Resolution #24e – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson to the Lakes and Pines Board commencing immediately and expiring January 8, 2013.

Resolution #24f – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson to the Law Library Committee commencing immediately and expiring January 3, 2012.

Resolution #24g – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson to the North Highway 65 Corridor Coalition commencing immediately and expiring January 3, 2012.

Resolution #24h – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson to the Railroad Authority commencing immediately and expiring January 3, 2012.

Resolution #24i – 05/25/11

BE IT RESOLVED to appoint Commissioner Les Nielsen as an Alternate to the South Country Health Alliance commencing immediately and expiring January 3, 2012.

Resolution #24j – 05/25/11

BE IT RESOLVED to appoint Commissioner Gene Anderson to the Water Plan Committee commencing immediately and expiring January 7, 2014.

Action #25 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn at 12:01pm and meet in regular session on Wednesday, June 8, 2011 at 9:00am.

Signed _____

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

Attest: _____

Board Clerk