

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

October 19, 2016

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, October 19, 2016 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally, and Kathi Ellis. Absent: Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the agenda as amended: Delete agenda items #10 & #11. Add planning commission comments, and add MN Sure comments.

Action #2 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the October 5, 2016 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 claims:

<u>Vendor</u>	<u>Amount</u>
Anderson, Victoria	40.00
Bixby, Shari	126.00
Carlson, Wes	50.00
City of Milaca	34.88
Consolidated Communications	1,002.23
Consolidated Communications	68.26
Crystal Bay Corp	68.00
Cummings, Jerome	10.00
Dolan, Joseph	100.00
East Central Energy	160.18
Engstrom, Deana	28.00
Johnson, Kyrie	2.80
Kanabec County Court Admin	7.00
Marquart, James & Diane	126.60
Midcontinent Communications	422.09
Midcontinent Communications	202.41
Minnesota Dept Finance	5,372.50
Minnesota Dept Finance	8,796.30

Minnesota Dept Health	1,955.00
Minnesota Energy Resources	3,231.68
Mora Municipal Utilities	20,965.66
Nelson, Doug	100.00
Network Billing Systems	213.88
Office of MN IT Services	1,300.00
Pioneer Custom Homes	40.00
Schroeder, Emma	75.20
Stumne, Kim	74.00
Tessneer Law Office	1,539.50
Verizon	3,013.14
Verizon	<u>213.04</u>
Total	49,338.35

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

Revenue Fund

VENDOR	AMOUNT
A'viands LLC	10,251.02
Ace Hardware	54.84
Ace Hardware	31.98
Ace Hardware	24.58
Ace Hardware	29.99
Alkire, Alyce	1,045.86
Auto Value Mora	180.87
Auto Value	12.99
Bachman, Fran	152.56
Bauer, Laura	19.17
Bernicks	124.80
Brenny, Laurell	986.58
Bureau of Crim. Apprehension	120.00
CADCA	300.00
Coborn's	63.58
Centrasota Oral Surgeons	1,540.00
Christianson, Craig	763.56
City of Mora	40,996.80
CliftonLarsonAllen LLP	6,700.00
Curtis, Michael	931.17
D & T Ventures	225.00
Dex Media East Inc	54.50
DS Solutions Inc	752.00

ECM Publishers	320.70
E. Weinberg Supply & Equipment	510.00
East Central Exterminating	240.00
East Central Exterminating	120.00
Epiphany Communications Services	4,750.00
Epiphany Communications Services	790.10
Faust, Patrick	727.38
FBG Service Corporation	6,995.04
FirstLight Health System	3,406.80
Fresonke, Lew	120.00
Fore Chiropractic & Wellness	75.00
Fritz, William	500.00
Garcia, Timothy	705.00
Gerhardson, Alex	83.10
Glen's Tire	32.43
Glen's Tire	17.50
Glen's Tire	22.00
Government Management Group	3,675.00
Granite City Jobbing Co	407.08
Granite Electronics	8,430.30
Granite Electronics	682.00
Hackler, Emily	100.00
Hayford Ford	1,121.76
Hennepin County Medical Ctr	74.00
Hoefert, Robert	1,009.19
Horizon Towing	446.54
Hood, Barb	374.52
IAEMD	100.00
Idustrial Health Services Network Inc	89.80
Innovative Office Solutions LLC	1,410.00
Innovative Office Solutions	342.29
IT SAVVY	390.96
Jensen, Cassandra	31.09
Johnson, Tyler	90.00
Kanabec County Highway Dept	4,320.67
Kanabec County Highway Dept	610.80
Kanabec County Highway Dept	140.99
Kanabec County Highway Dept	78.48
Kanabec County Information Systems	9.99
Kanabec County Soil and Water	15,631.28
Kanabec-Pine Community Health	7,936.98
Kanabec-Pine Community Health	1,346.88
Kanabec-Pine Community Health	34,888.77

Kanabec Publications	569.83
Kanabec Publications	22.95
Kanabec Publications	945.00
Kanabec Publications	27.00
Kanabec Publications	274.80
Kanabec Soil & Water Cons	435.74
Kanabec Soil & Water Cons	1,371.46
KEEPRS	87.95
KEEPRS	125.55
Kennedy, Kerry Jr	398.70
Knife Lake Improvement District	8,258.00
Koch's Hardware	40.46
Kramersmeier, Wallace	450.00
Landreville, Willard	385.94
Lane, Dave	29.16
Lenny's Service	106.93
Lerrssen, Jennifer	368.42
Manthie, Mark	191.30
Manthie, Scott	1,170.72
Manthie, Wendy	1,091.24
Mariposa Publishing	69.47
Marohn, Brenda	8.64
Matthew Bender	245.10
Mattson, Jean	183.00
MCCC	14,353.25
MCCC	85.50
MCCC	500.00
Midcontinent Communications	697.67
Mille Lacs County Com & Vet Serv	90.00
Mille Lacs Disposal Inc	20.00
MN Dept of Labor & Industry Financial Serv Office	50.00
Minnesota Monitoring, Inc	390.00
Minnesota Monitoring, Inc	210.00
Mora Psychological Services	650.00
NARTEC Inc	176.04
Nelson, Ansel	947.95
Nelson, Jerald	129.06
Nelson, Ronette	403.62
Newgard, Jean	871.64
Northstar	314.74
O'Donovan, Barbara	1,055.70
Office Depot	35.38

Office Depot	87.94
Office Depot	198.34
Office Depot	51.69
Owens Auto Parts	24.86
Owens Auto Parts	16.37
P-D's Embroidery	11.75
P-D's Embroidery	167.80
Preferred Cleaning	600.00
Quality Disposal	367.34
Quality Disposal	184.00
Quality Disposal	22.50
RS EDEN	179.50
RS EDEN	76.00
Ramsey County	1,400.00
Ranweiler, Sabrina	146.88
Reliance Telephone, Inc	800.00
Roberts, Rodney	555.66
Rogers, Pearl	696.20
Rum River Promotions	115.38
Schumacher, Molly	100.00
Sea Change LLC	9,040.99
SHI International Corp	1,728.00
Smith, Larry	634.39
State of Minnesota	270.00
State of Minnesota BCA	460.00
Steller Services	827.73
SWIFT	86.41
Teal's Market	18.80
Thomson Reuters - West	297.55
Tinker & Larson Inc	337.00
Tinker & Larson Inc	283.50
Uniforms Unlimited	103.50
Uniforms Unlimited	319.50
VanDall, Camille	786.98
Visser, Maurice	466.02
Von Eschen, Tina	341.95
Wergin, Richard	100.00
Wickeham, Teresa	80.00
Wiitala, David	1,130.76
Zamora, Ray	598.86
Total	<u>230,068.33</u>

Road & Bridge Fund

Vendor	Amount
Knife River Corp	1,218,387.32
Minnerath Construction	234,576.56
Ameripride	475.71
Beaudry	76.41
Citi Lites	175.00
Compass Minerals	3,325.60
Glen Tire	210.00
Grainger	152.68
Granite City Jobbing	954.25
Lakes Gas Co	147.00
Kroschel Land Surveyors	1,964.85
Marco	188.00
Midway Iron	1,583.56
Minnesota Energy	56.62
Novus Glass	225.00
Owen's Auto Parts	406.10
Oxygen Service Company	188.40
Trent Terpstra	59.51
Uline	250.74
Total	1,463,403.31

Action #5 – It was moved by Kim Smith, seconded by Kathi Ellis 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 **9:06pm** on Wednesday, October 19, 2016 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally and Kathi Ellis. Absent: Les Nielsen. County Coordinator Pat Christopherson presented the Human Services agenda.

Action #HS6– It was moved by Kim Smith, seconded by Dennis McNally 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 – 10/19/16

WHEREAS there is a vacancy in the position of an Child Support Officer/Fraud Prevention Specialist, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Health and Human Service Director and the County Personnel Director to hire a full time Child Support Officer/Fraud Prevention Specialist to refill the vacant position at Step A, Range 9 of the pay plan which is \$18.08 per hour 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 Health and 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 Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS8 – 10/19/16

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

Resolution #HS9 – 10/19/16

South Country Health Alliance (SCHA)
Delegation Agreement Amendment

WHEREAS, South Country Health Alliance (SCHA) and Kanabec County have an Agreement to delegate care coordination services, and

WHEREAS, SCHA wishes to amend the Delegation Agreement to better describe how transportation services are going to be provided, and

THEREFORE BE IT RESOLVED to approve an Amendment to the Delegation Agreement between South Country Health Alliance and Kanabec County as follows: delete Paragraph 7 of Exhibit A; delete Exhibit G; and delete Exhibit G with an effective date of January 1, 2016.

Action #HS10 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS10 – 10/19/16

Master Grant Contract resolution

WHEREAS the State is empowered to enter into a contractual agreement for the provision of statutorily prescribed public health services, and

WHEREAS, the State and Kanabec County anticipate entering into agreements with respect to one or more individual grant projects and wish to streamline the agreements for said projects by incorporating by reference the provisions of this master grant contract.

THEREFORE BE IT RESOLVED that the Kanabec County Board approves the master grant contract with the Minnesota Department of Health effective January 17, 2017 through December 31, 2019.

Action #HS11 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to table payment of claims on Welfare Funds until November 16, 2016 board meeting.

Action #HS12– It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to adjourn Human Services Board at 9:17am and to meet in regular session on Wednesday, November 16, 2016 at 9:05am.

The Board of Commissioners meeting reconvened.

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

Resolution #13 - 10/19/16

Administrative Assistant Evaluation

WHEREAS the board did by Action #19b-12/16/15 refer the position of Administrative Assistant 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 “Administrative Assistant” position, which results in Pay Range 7:

Category	Rank	Points
Qualifications	q34	69
Decisions	d16	36
Problem Solving	p9	31
Relationships	r13	48
Effort A	ea5	4
Effort B	eb14	12
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		213

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

Resolution #14 - 10/19/16

WHEREAS there is a new position of an Administrative Assistant, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire an Administrative Assistant to fill the position at Step A, Range 7 of the pay plan which is \$16.09 per hour 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.

Environmental Services Supervisor Teresa Wickeham and County Sheriff Brian Smith met with the County Board to discuss matters concerning property on County Road 26 in Ann Lake Township. Information only, no action was taken.

Commissioner McNally led discussion on the Planning Commission. The Planning Commission would like the County Attorney to attend the planning commission meetings. Information only, no action was taken.

Diana Ristamaki and Michelle Presley with Central Minnesota Jobs & Training met with the County Board to give a presentation of their new program called Big Opportunities Start Small (BOSS). Information only, no action was taken.

Action #15 – Commissioner Ellis introduced the following resolution and moved its adoption:

Resolution #15 – 10/19/16

WHEREAS, the Kanabec County Board of Commissioners via resolution #18 at its 9/21/2016 meeting passed a levy authority recommendation from the Kanabec County Economic Development Authority, and

WHEREAS, All Townships, Cities and Towns via state statute are allowed to decline participation, and

WHEREAS Kroshel, Peace, and Brunswick townships have all opted out of the taxing district;

NOW, THEREFORE BE IT RESOLVED to establish a special taxing district within Kanabec County to encompass the EDA's levy authority for 2017 excluding the aforementioned townships.

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: Kathi Ellis, Kim Smith, Gene Anderson

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #16 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve distributing educational material to voters in Kanabec County via the Kanabec County Times.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning the upcoming tax forfeited land sale. By consensus minimum prices were discussed and suggested for properties.

10:35am – the Board took a 3 minute break.

10:38am - The Chairperson then called for public comment. Those that responded included:

Paul Hoppe	Commented on economic development.
Dave VanderVegt	Commented on property in Ann Lake Twp.

10:42am - The Chairperson closed public comment.

Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the A'viands Food Service agreement.

Action #17 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve a food service agreement between Kanabec County and A'viands, LLC for the years 2016 and 2017.

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

Resolution #18 – 10/19/16

WHEREAS there is a vacancy in the position of an Assistant County Attorney, and

WHEREAS the board desires to refill this vacant position, and

WHEREAS there is a current applicant list with qualified individuals;

BE IT RESOLVED that the County Board authorizes the County Attorney and the County Personnel Director to hire a full time Assistant County Attorney to refill the vacant position at Step A, Range 16 of the pay plan which is \$29.18 (\$27.18 per hour + a \$2.00 market adjustment) or the rate set by internal promotion, and

BE IT FURTHER RESOLVED to use the current applicant list for this vacancy, and

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

Action #19 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve a “Access Transportation Services Transportation Agreement” between Timber Trails Public Transit and Medica Health Plans for transportation services.

Action #20 – Commissioner Smith introduced the following resolution and moved its adoption:

Resolution #20 – 10/19/16

WHEREAS there is a vacancy in the position of an Part Time Transit Dispatcher, and

WHEREAS the board desires to refill this vacant position, and

BE IT RESOLVED that the County Board authorizes the Transit Director and the County Personnel Director to hire a part time Transit Dispatcher to refill the vacant position at Step A, Range 5 of the pay plan which is \$14.32 per hour 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.

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

IN FAVOR THEREOF: Kim Smith, Kathi Ellis, Gene Anderson

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Commissioner Ellis led the discussion on MNSure and what is happening with the program.

Future agenda items: Budget

Action #21 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to adjourn at 11:10 a.m. and to meet again in regular session on Wednesday, November 2, 2016 at 9:00am.

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

Attest: _____
Board Clerk