

PROCEEDINGS OF THE COUNTY BOARD

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

October 20, 2004

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, October 20, 2004 pursuant to adjournment with the following Board Members present: Stan Cooper, Kathi Ellis, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the agenda with the following changes:

- a. delete item #4, Rush Lake Improvement District
- b. Add Information Systems Director Jessie Ruckle
- c. Add discussion of a Forest Avenue home

Action #2 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the October 13, 2004 minutes of the Kanabec County Board of Commissioners as corrected: In Resolution #3, correct "the reconstruction of County State Aid Highway 4 from T.H. #47 east 2 miles to CSAH 12" to "the reconstruction of County State Aid Highway 4 from CSAH 12 to CSAH 16."

Action #3 - It was moved by Jerry Nelson, seconded by Dennis McNally, 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 **9:05am** on Wednesday, October 20, 2004 pursuant to public notice with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business.

Action #HS4 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the agenda of the Human Service Board with the following additions:

- #10 - Waivered Services Agreement
- #11 - Approve the abstract
- #12 - Central MN Jobs & Training

Lana Lucier, Director of the Refuge, was present to request funding for her agency.

Action #HS5 - Jerry Nelson introduced the following resolution and moved its adoption:

Resolution HS5 - 10/20/04

BE IT RESOLVED to give \$7,500 to The Refuge, and

BE IT RESOLVED that the money will be drawn from Welfare Funds.

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: Dennis McNally, Jerry Nelson, Les Nielsen, Kathi Ellis

OPPOSED: Stan Cooper

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

9:29am - Commissioner Jerry Nelson left the meeting.

Action #HS6 - It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve an Agreement to Provide Professional Services between Kanabec County Family Service Agency and Trimin Systems, Inc.

Action #HS7 - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve a Purchase of Service Contract for Waivered Services to persons with mental retardation or related condition/other diagnosis between Kanabec County Family Service Agency and Steinert Home, North Branch, MN.

Action #HS8 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve payment of 149 claims totaling \$158,662.91 on Welfare Funds.

Action #HS9 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to adjourn the Human Service Board at 9:52am to meet again in regular session on Wednesday, November 17, 2004 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

Action #10 - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to recess the board meeting at 10:05am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **10:05am** on Wednesday, October 20, 2004 pursuant to public notice with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH11 - It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve the Public Health Board Agenda with the following addition: Appointment of CHS Administrator for 2005.

Action #PH12 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the following CHS Budget:

Receipts:

Local Public Health Grant	210,003
WIC	131,395
MCH	64,200
Bioterrism Grant	52,175
Refugee Health	178
MN ENABL Grant	31,000
TANF Home Visiting Grant	35,024
CTC Outreach Contract	<u>128,475</u>
Total Receipts	652,450

Expenditures:

LPHG	
Kanabec	68,293
Pine	116,284
CHS Admin	25,426
WIC	
Kanabec	54,707
Pine	76,688
MCH	
Kanabec	24,396
Pine	39,804
Bioterrism Grant	
Kanabec	20,319
Pine	31,856
TANF Home Visiting Grant	
Kanabec	11,208
Pine	23,816
CTC Outreach Contract	
Kanabec	49,000

Pine	79,475
MN Enable Grant - Kanabec	31,000
Refugee Health - Pine County	178
Administration Expenses	
CHS Administrator	9,000
Travel & Expenses	500
County Nursing Director	3,000
Clerical	0
Board of Health	960
Travel & Expenses	620
Advisory Committee	960
Travel & Expenses	500
Medical Consultant	100
Postage/Supplies/Room	250
Advertising	125
Office Rent	1,700
Kanabec County Auditor	1,200
Audit	5,326
PERA	497
FICA	688
Total Expenditures	652,450

Action #PH13 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution #13 - 10/20/04
ORDER OF THE BOARD

WHEREAS the Director of the Kanabec/Pine Community Health Service is appointed on an annual basis, and

WHEREAS Kanabec County Public Health Service Director Wendy Thompson has faithfully performed this duty in the past and is available and willing to fill this position in 2005;

BE IT RESOLVED to appoint Public Health Service Director Wendy Thompson as Kanabec/Pine Community Health Service Director for the calendar year 2005 at a rate of pay of \$9,000 per year which is in addition to wages paid as Public Health Service Director.

Action #PH14 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to adjourn the Public Health Board at 10:45am to meet again in regular session on Wednesday, November 17, 2004 at 10:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

10:45am - Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning service of network systems.

Action #15 - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve the purchase of a 30-hour block of technical service time from Business Solutions at a cost of \$2,850.00.

Commissioners continued with reports of the activities of the Boards and Committees in which they participate.

Action #16 - Les Nielsen introduced the following resolution and moved its adoption:

Resolution 16 - 10/20/04

WHEREAS the board has been presented with claims to be drawn on Water Plan Funds, and

WHEREAS the Environmental Services Director has verified that this claim falls within the budget of the Water Plan, and

BE IT RESOLVED to approve payment of claims totaling \$2,099.00 as follows:

Kanabec Soil & Water	\$200.00
Victor Barela	\$1,899.50

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

IN FAVOR THEREOF: Jerry Nelson, Les Nielsen, Kathi Ellis, Stan Cooper

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

11:05am - The Chairperson then called for public comment. Those who responded included:

Bob Swetz	Was the jail considered during the courthouse project? Asked about solid waste flow control.
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11:20am - Commissioner Jerry Nelson returned to the meeting.

11:22am - The Chairperson closed public comment.

11:22am - The board took a 10 minute break.

Action #17 – It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 11:32am to a time immediately following the Railroad Authority.

The Kanabec County Regional Railroad Authority met at **11:35am** on Wednesday, October 20, 2004 pursuant to recess with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally.

Action #RR18 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the Railroad Authority agenda as presented.

Action #RR19 - Kathi Ellis introduced the following resolution and moved its adoption:

Resolution RR19 - 10/20/04

BE IT RESOLVED to set a Per Diem for the Rail Authority Advisory Committee members equal to the standard county per diem established by board resolution, and

BE IT RESOLVED to pay mileage for the Rail Authority Advisory Committee members equal to County Policy #P-108.

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

IN FAVOR THEREOF: Jerry Nelson, Kathi Ellis

OPPOSED: Dennis McNally, Les Nielsen, Stan Cooper

ABSTAIN: None

whereupon the resolution failed.

Action #RR20 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution RR20 - 10/20/04

WHEREAS the Rail Authority has appointed a Chair, Vice-Chair and Secretary-

Treasurer pursuant to Minnesota Statute §398A.03,Subd.7., and

WHEREAS M.S. §398A.03,Subd.7. requires the Rail Authority to determine the powers and duties of each office;

BE IT RESOLVED to set the following as the powers and duties of each office:

Chairperson

1. The chairperson shall preside at its meetings.
2. The chairperson shall sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the board, shall be binding as the signature of the board.
3. The chairperson will oversee preparation of board agendas
4. The chairperson will represent the Rail Authority as required in public events.
5. Attends conferences and seminars to keep current with laws and procedures.

Vice-Chairperson

1. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties.

Secretary-Treasurer

1. Oversees the preparation and retention of the minutes of Rail Authority.
2. Oversees the preparation of claims for the approval of the Rail Authority.
3. Researches, reviews and invest Rail Authority funds into various investments funds, etc. to best utilize the Rail Authority's resources.
4. Furnishes regular reports to the Rail Authority Board on status of the Rail Authority's assets.
5. Attends conferences and seminars to keep current with laws and procedures.

Action #RR21 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution RR21 - 10/20/04

WHEREAS the Rail Authority has appointed a Clerk pursuant to Minnesota Statute §398A.03,Subd.7., and

WHEREAS M.S. §398A.03,Subd.7. requires the Rail Authority to determine the powers and duties of each such position;

BE IT RESOLVED to set the following duties of the Clerk:

The Rail Authority Board Clerk position is responsible for performing a variety of clerical, bookkeeping, public contact and office duties.

The board further agreed by consensus that the Rail Authority Clerk is not Clerk to the Advisory Board, but may provide support from time to time as requested.

Action #RR22 - Kathi Ellis introduced the following resolution and moved its adoption:

Resolution RR22 - 10/20/04

WHEREAS the Rail Authority has received a letter from Community Partners concerning a possible use of the Mora to Quamba rail line for sanitary sewer line;

BE IT RESOLVED to direct the Chairperson to send a letter of interest in discussing a possible cooperative effort if the line were acquired.

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

IN FAVOR THEREOF: Jerry Nelson, Les Nielsen, Kathi Ellis, Stan Cooper

OPPOSED: Dennis McNally

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #RR23 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution RR23 - 10/20/04

BE IT HEREBY RESOLVED by the Kanabec County Regional Railroad Authority that from and after December 15, 2004, regular meetings of the Kanabec County Regional Railroad Authority shall be held at 11:45am in the County Courthouse in the City of Mora, Minnesota on the third Wednesday of each month, and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the Railroad Authority falls on a legal holiday pursuant to Section 645.44, Sub.d.5, Minnesota Statutes, the regular meeting of the Railroad Authority shall be held on the day following such legal holiday, and

BE IT FURTHER RESOLVED, that except for those special meetings called for emergency purposes where notice is impractical or impossible, ten days posted notice shall be given by the County Coordinator of Kanabec County prior to any special meeting of the County Board by posting a notice on the bulletin board on first floor near the Coordinator's Office of the Kanabec County Courthouse, such notice to give the date, time, and place of such special meeting.

Action #RR24 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to recess the Kanabec County Regional Railroad Authority at 12:20am to meet again in continued session on Wednesday, December 15, 2004 at 11:45am in Room 164 of the Kanabec County Courthouse (known as the Commissioner's Board Room).

Respectfully submitted:

Kathi Ellis, Secretary-Treasurer

The meeting of the Kanabec County Board of Commissioners resumed.

12:20pm - County Engineer Greg Nikodym met with the County Board to discuss staffing.

Action #25 - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 25 - 10/20/04
ORDER OF THE BOARD

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

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Engineer Greg Nikodym and the County Personnel Director to hire a Sign Worker to refill the vacant position at Step A, Range G8 of the pay plan which is \$14.45 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 refill of any subsequent vacancies that may be created by internal promotion or transfer.

12:30am - County Attorney Joe Loren and County Sheriff Steve Schulz met with the County Board to discuss matters concerning an Administrative Process Ordinance. Loren will do revisions based upon this discussion.

Action #26 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to direct the Chairperson to send a letter to the City of Mora outlining the county's plan of action with the chiller.

Action #27 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to adjourn at 1:40pm to meet in regular session on Wednesday, October 27, 2004 at 6:30pm.

Signed _____

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

Attest. _____

Kanabec County Coordinator