

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

October 23, 2013

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, October 23, 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 Kim Smith, seconded by Les Nielsen and carried unanimously to approve the agenda as amended: Add Probation Director Todd Eustice.

Action #2 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the October 9, 2013 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #3 – 10/23/13 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 September, 2013 claims on SCORE Funds:

Quality Disposal	\$4,238.40
Knife Lake Sanitation	\$461.00
Total	\$5,099.40

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

Vendor

Amount

Bina & Guptil LLC	1,033.60
Card Services	33.14
Centerpoint Energy	95.00
City of Quamba	5,824.40
Dahl, Jim & Diana	100.00
Fairview Diagnostic Lab	95.00
Five County Mental Health	969.60
Fore Chiropractic	75.00
Great America Leasing	1,280.57
Midcontinent Communications	1,438.14
Mille Lacs Disposal	20.00
MN Dept of Finance	5,232.00
MN Dept of Finance	45.00
MN Dept of Health	1,190.00
Mn Energy Resources Corp	1,833.59
Office of Enterprise Technology	1,300.00
Sheriff, Kanabec Co	450.00
Verizon Wireless	1,758.36
Wynn Law Firm	68.00
Total	<u>22,841.40</u>

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

Revenue Fund

VENDOR	AMOUNT
Advanced Correctional Healthcare	534.54
Aging Services of MN	118.00
Alkire, Alyce	412.28
Allina Health Systems	200.00
Ammerman, Holly	332.05
Assured Security	32.06
A'viands, LLC	9,529.21
BCA, State of MN	270.00
Billings Service	45.20
Billings, Margaret	331.54
Bob Barker	134.33
Byrant, Donna	2,709.00
Byrant, Donna	516.00
Christianson, Craig	766.76
Colburn, Judy	415.84

Community Partnership	1,225.00
Cook, Pamela	192.50
Curtis, Michael	586.02
D&T Ventures	578.81
Digital Ally	637.75
Docutech Consulting	347.50
Docutech Consulting	347.50
Don's Towing	133.59
Druar, Dan	305.85
East Central Regional Juvenile Center	2,330.00
Elert & Assoc	4,087.50
Ellis, Kathi	177.41
Eustice, Todd	33.90
Family Pathways	2,780.30
Faust, Patrick	827.95
Federated Coops	1,246.64
First Light Health Systems	2,755.00
GeoComm Inc	1,045.00
GHA	1,142.50
Glen's Tire	113.02
Handyman's Inc	209.44
Handyman's Inc	240.08
Health Dimensions Rehabilitation	979.88
Heikes, Olivia	35.81
Hoefert, Bob	2,249.27
Hohn's Auto Body	110.20
Hood, Barb	605.76
Hood, Bill	554.86
Horizon Towing	230.58
IAEMD	50.00
Isanti Co Family Services	863.64
Jerry Goebel Upholstery	852.69
Juettner Marketing	1,050.00
Kanabec Co Public Health	64,228.77
Kanabec Publications	116.40
Kennedy Jr, Kerry	308.32
Landreville, Willard	934.63
Lerrssen, Jennifer	759.36
Marco	712.80
Matthew Bender	332.41
Mattson Electric	920.85
Mattson, Jean	80.09
MCCC	42.64

McClellan, Karen	419.13
McGee MD, Michael	500.00
Mehlhop, Ron	293.55
Mid-American Research Chemical	122.91
MidContinent	63.10
MN Dept of Transportation	300.00
MN Sheriff's Assn	118.09
MN Sheriff's Assn	100.00
MN Unemployment	204.30
Mora Area Chamber of Commerce	440.00
Mora Bakery	10.20
Nelson, Ansel	825.08
Nelson, Ronette	264.48
Newgard, Jean	1,195.37
Northland Fire Protection	1,652.00
Nurse Family Partnership	480.00
Office Depot	109.95
Office Depot	64.73
Ogilvie Schools	75.00
Perlick, Lisa	1,920.00
Pieper, Rollie	677.42
Pine Co Health & Human Services	79,545.22
Positive Promotions	218.45
Reliance Telephone	700.00
Rogers, Pearl	648.06
RS Eden	76.00
RS Eden	435.67
S&T	12.83
S&T	36.19
S&T	18.63
S&T	14.62
S&T	42.54
Savvy	471.40
SelectAccount	281.82
Sirchie	182.20
South Dakota Dept of Social Services	93.20
Stahlkes	50.00
State of MN - BCA	375.00
Stearns DHIA Central Lab	40.00
Stellar Services	471.97
Sterling Solutions Inc	2,750.00
Struffert, Delores	69.83
Swanson, Jeremy	413.47

Tadych, Marge	696.14
The Hartford	1,588.13
Thomson Retuers-West	142.68
Thomson Retuers-West	1,235.70
Triple M Lawn & Snow	160.31
Troupe Advertising	200.00
Troupe Advertising	880.00
TUNHEIM	5,788.75
Uniforms Unlimited	266.73
Visual Gov Solutions LLC	28.00
Wickeham, Teresa	68.27
Wiitala, David	607.60
Worlein-Linderman, Rosemary	1,250.00
Zamora, Ray	681.45
Total	224,085.20

Road & Bridge Fund

Vendor	Amount
AAA Striping Service Co.	41,526.97
ARM Registration Office	1,000.00
Federated Co-ops, Inc	23,253.10
Glens Tire	404.70
Gopher State One-Call	5.80
Kanabec Publications, Inc	154.80
National Highway Institute	1,800.00
Northland Fire Protection	732.09
Oxygen Service Company	305.73
Power Plan	303.11
Quality Disposal Systems	161.74
SageQuest	505.52
3M	65.00
Verizon	37.52
Nate Westling	114.84
Zarnoth Brush Works, inc	1,045.99
Total	71,416.91

Action #6 – It was moved by Kevin Troupe, seconded by Les Nielsen and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, October 23, 2013 pursuant to adjournment with the following Board Members present: Gene Anderson,

Kevin Troupe, Kim Smith, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS7 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the Human Service Board agenda as amended: Add economic stability discussion.

Action #HS8 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #HS8 - 10/23/13

CMJTS Contract Addendum Resolution

WHEREAS, Kanabec County Family Services has contracted with Central Minnesota Jobs and Training (CMJTS) for employment and training services for cash and assistance clientele, and

WHEREAS, the parties desire to amend the Contract so as to enable both parties to continue to enjoy the mutual benefits it provides; and

WHEREAS, Kanabec County Family Services agrees to allow CMJTS inquiry access to the MAXIS system to better serve the County's clients; and

WHEREAS, the Health and Human Services Director agrees that CMJTS's access to the MAXIS system will allow them to provide more efficient services for clients.

THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approve the Addendum to the Contract between Kanabec County Family Services and Central Minnesota Jobs and Training for inquiry access to the MAXIS system commencing January 1, 2013 through December 31, 2014. The Board also approves the Health and Human Services Director signing such Addendum.

Action #HS9 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve payment of 131 claims totaling \$183,010.92 on Welfare Funds.

Action #HS10 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to adjourn the Human Service Board at 9:25am to meet again on Wednesday, November 20, 2013 at 9:05am.

Health & Human Service Director Wendy Thompson met with the County Board to discuss matters concerning job descriptions.

Action #11 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #11 – 10/23/13

Approve Job Description and Refer for Evaluation

WHEREAS County Policy P-117 calls for an evaluation of all county job classifications, and

WHEREAS the position of Principal Health Planner/Community Engagement Specialist is a newly created position, and

WHEREAS the Health & Human Service Director has submitted a job description and position questionnaire, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Principal Health Planner/Community Engagement Specialist job description be sent to the salary consultant for review.

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

Resolution #12 – 10/23/13

Approve Job Description and Refer for Evaluation

WHEREAS County Policy P-117 calls for an evaluation of all county job classifications, and

WHEREAS the position of Health & Human Services Quality Manager/Kanabec County Emergency Manager is a newly created position, and

WHEREAS the Health & Human Service Director has submitted a job description and position questionnaire, and

WHEREAS the board has examined and evaluated the information;

BE IT RESOLVED to approve the job description, and

BE IT FURTHER RESOLVED that it is the decision of the Board that the Health & Human Services Quality Manager/Kanabec County Emergency Manager job description be sent to the salary consultant for review.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss matters concerning the Natural Resources Block Grant.

Action #13 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the FY2014 & 2015 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning a State Deed Application for the City of Ogilvie.

Action #14 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve an Application for State Deed for Tax-Forfeited Land for the City of Ogilvie for property described as: Lots 7, 8, 9, Block 3 and all of Block 7 & W ½ of vacated Oric St. between Block 3, Original Town & Block 7, Whited Addn & E ½ of vacated Oric St W of Lots 7, 8 & 9, Block 3, Whited's Addn.

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

Resolution #15 – 10/23/13

WHEREAS the Ogilvie Mall property was forfeited on September 6, 2013, and

WHEREAS the Kanabec County Board of Commissioners would like the property cleaned up and sold, and

WHEREAS the City of Ogilvie is willing to purchase the property at a reduced price and correct the blighted conditions to make the land desirable in the open market;

BE IT RESOLVED that the Kanabec County Board of Commissioners Sell at a reduced price of \$1.00 provided the City of Ogilvie submit a specific plan for correcting the blighted conditions.

10:55am - The Chairperson then called for public comment three times. Those that responded included:

Brandon Strenstrom	Question on affordable housing in Kanabec County.
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11:00am - The Chairperson closed public comment.

Assessment/Tax Supervisor Karen McClellan met with the County Board to discuss matters concerning a grant.

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

Resolution #16 – 10/23/13

WHEREAS the Property Record Information System of Minnesota (PRISM) will have implementation expenses either at the county level and/or at the program vendor level;

WHEREAS the Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM;

WHEREAS the grant amount is \$300,000, to be equally divided among the approved grantees (Minnesota Laws 2013, Chapter 142, Section 14);

WHEREAS application for the grant must be made by December 20, 2013;

BE IT RESOLVED that the County Board authorizes the application for this grant;

BE IT FURTHER RESOLVED that we authorize Karen McClellan, Tax Assessment Supervisor, to act as contact person for this grant.

Probation Director Todd Eustice met with the County Board to discuss matters concerning a vacancy.

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

Resolution #17 – 10/23/13

WHEREAS there is a vacancy in the position of a Probation Agent, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the Probation Director and the County Personnel Director to hire a Probation Agent to refill the vacant position at \$17.91 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 #18 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to carried unanimously to hold a Public Hearing on November 6, 2013 and

December 18, 2013 at 10:00am on the question of establishing an Economic Development Authority for Kanabec County.

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

Resolution #19 – 10/23/13

WHEREAS Kanabec County desires to offer incentives to employees who voluntarily choose to participate in wellness programs pursuant to a pilot program that is made available through Resource Training & Solutions Wellness Alliance. The Pilot Program is intended to be temporary and will sunset on the date set forth below:

Section 1. Pilot Program. During the term of the Pilot Program, employees will be provided financial incentives to participate in and complete Wellness Programs made available through the Wellness Alliance. Participation in the Pilot Program by employees is completely voluntary.

Section 2. Eligibility. Incentives under the Pilot Program are limited to employees who are enrolled in Employer-sponsored group health plans made available through Resource Training & Solutions. The Pilot Program shall terminate with respect to any class of employees that ceases to participate in group health plan coverage made available through Resource Training & Solutions.

Section 3. Incentive. The Employer will pay incentives in the amount of \$200 in 2014 for each employee who completes a health risk assessment in October or November of 2013. The Employer will pay \$240 in 2015 for each employee who completes a health risk assessment and participates in biometric screening in 2014. No amount of incentives shall be payable as taxable cash compensation.

Section 4. Application of Incentives. Incentives earned by employees shall be applied first, to reduce the employees' share of health insurance premium under the coverage option selected by the employee. The reduction of the employees' share of health insurance premiums shall be applied in the manner determined by Employer or as otherwise agreed upon. If and to the extent any portion of the incentive remains unallocated after reduction of the employees' share of health insurance premiums, the balance shall be contributed to (1) the HSAs of employees who have established HSAs through a custodian selected by Employer or (2) the individual accounts of employees under the Employer's HRA funded through the Minnesota Service Cooperative VEBA Plan and Trust in the manner determined by Employer or as otherwise agreed upon. At the Employer's discretion, incentives may be contributed to HSAs or VEBA account of employees rather than applied to reduce health insurance premiums. Individual employees are not permitted to determine how incentives will be applied.

Section 5. Wellness Programs. During the first year of the Pilot Program, employees will be eligible for an incentive if they complete an online health risk assessment and review the results. During the second year of the Pilot Program, employees will be eligible for an incentive if they complete an online health risk assessment and review the results, and participate in biometric screening. In subsequent years, Employer will work with the Wellness Alliance to make additional Wellness Programs available and Employer may modify the incentive structure as it deems appropriate. In no event will an incentive be contingent on satisfying a standard related to a health factor, unless a reasonable alternative standard is made available to achieve the reward for persons who could not otherwise obtain the reward because of a health condition or for whom it would be medically inadvisable to attempt to satisfy the applicable standard.

Section 6. Confidential Information Individual information that employees provide on the health risk assessment or learn through biometric screening will not be shared with the Employer or the Wellness Alliance. The Employer will receive information on who completes the health risk assessment and participates in biometric screening solely for the purpose of determining who is entitled to an incentive.

Section 7. Temporary Program; Sunset Provisions. The Pilot Program may be terminated at the discretion of Employer at any time, but incentives earned before the Pilot Program is terminated will be payable as described herein. The Pilot Program will automatically terminate on December 31, 2014 unless renewed by the Employer. Employer is not required to bargain for renewal or extension of the Pilot Program.

Section 8. No Precedent. This agreement does not set any precedent for any future issue, nor does it authorize opening any collective bargaining agreement between the Parties for negotiation.

BE IT RESOLVED that the Kanabec County Board of Commissioners approves this pilot program and encourages county employees to participate.

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

Resolution #20 – 10/23/13

Approve Job Description and Refer for Reevaluation

WHEREAS County Policy P-117, III.A. calls for a reevaluation of all county job classifications, and

WHEREAS the position of IS Director is vacant and the board wishes to refill the position, and

WHEREAS the interim IS Director has submitted an updated job description and position questionnaire based upon Department Head recommendations, 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 IS Director's job description are sufficient to warrant further review by the salary consultant.

Action #21 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to adjourn at 12:22 pm and to meet again in regular session on Wednesday, November 6, 2013 at 9:00am.

Signed

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

Attest:

Board Clerk