

PROCEEDINGS OF THE COUNTY BOARD

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

September 26, 2012

UNAPPROVED MINUTES

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 26, 2012 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 Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:04am** on Wednesday, September 26, 2012 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. Also present was Social Services Supervisor Carol Anderson.

Action #HS3 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the Human Service Board agenda as presented.

Social Services Supervisor Carol Anderson presented the County Board with an update on child protection laws and restructuring.

Action #HS4 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution # HS4 – 09/26/12

Dr. Richardson Equipment Use

WHEREAS, Kanabec County Family Services has a contract with Dr. Paul Richardson for psychiatric health services; and

WHEREAS, Kanabec County Family Services also has a contract with First Light Health System for mental health services; and

WHEREAS, Kanabec County furnishes technical equipment for Dr. Richardson to provide those psychiatric services to Kanabec County residents via ITV; and

WHEREAS, Kanabec County desires to allow the use of that ITV equipment to provide psychiatric services for First Light Health System.

THEREFORE BE IT RESOLVED to approve the use of Kanabec County Family Service's ITV equipment for Dr. Paul Richardson and First Light Health System.

Action #HS5 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve a letter of support for the technology interoperability grant on behalf of Family Services that amends the Public Health letter of support by removing the original third whereas.

Action #HS6 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve payment of 149 claims totaling \$211,215.98 on Welfare Funds.

Action #HS7 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to adjourn the Human Service Board at 9:50am to meet again on Wednesday, October 24, 2012 at 9:05am.

Action #8 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to approve the September 12, 2012 minutes of the Kanabec County Board of Commissioners as presented.

Action #9 – It was moved by Gene Anderson, seconded by Kevin Troupe and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #9a – 09/26/12
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 August, 2012 claims on SCORE Funds:

Quality Disposal	\$3,031.32
Knife Lake Sanitation	\$996.00
TOTAL	\$4,027.32

Resolution #9b – 09/26/12
SCORE 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 September 17, 2012, 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	\$206.25
Captain Dan’s Crows Nest	\$217.00

Action #10 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

Vendor	Amount
Centerpoint Energy	65.00
Chamberlain Oil Co	2,831.44
D&M Oil	26,004.83
East Central Energy	80.82
Great America Leasing	311.67
Great America Leasing	999.00
Health Partners	3,263.68
Kanabec CoAuditor HRA	42,673.50
MN Dept of Finance	4,998.00
MN Energy Resources Corp	1,077.97
Office of Enterprise Technology	1,300.00
Ostrom, Donna Deputy Registrar	20.75
Resource Training & Solutions	5,191.00
Sanofi Pasteur	1,914.84
Verizon Wireless	283.17
Wynn Law Firm	233.75
Total	<hr/> 91,249.42

Action #11 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
Ahner-Nystul, Barb	17.76
Allina Health Systems	340.00
Armbrust, Danielle	38.85
A'viands LLC	5,037.73
Briggs	308.41
Byrant, Donna	2,671.87
Byrant, Donna	424.16
Carpet Plus	280.92
CCE Information Center	95.00
CDW Government	39.29
Christianson, Craig	709.32
Colburn, Judy	684.88
Downtown Deli	39.52
Druar, Dan	274.01
East Central Exterminating	256.80
ERA Laboratories	1,422.00
ERA Laboratories	948.00
Fairview Health Services	146.00
Faust, Patrick	441.81
Federated Coop	798.75
Feine, Jeff	23.00
Geisthardt, Betty	234.64
Goodin Company	187.72
Grainger	60.27
Granite Electronics	188.31
Hawkins, Dorothy	980.21
Health Dimensions Rehabilitation	2,782.21
Hoefert, Bob	1,883.36
Hood, Barb	341.89
Hood, Bill	335.59
Horizon Towing	224.44
Isanti County Public Health	8,844.86
Ivans	66.26
Juettner Marketing	300.00
Kanabec Co Hwy Dept	72.55
Kanabec Co Hwy Dept	149.34
Kanabec Soil & Water	35.00
Keeps	968.70
Keeps	124.98

Landreville, Willard	898.06
Leerssen, Jennifer	543.92
Lippincott Williams & Wilkens	351.00
MAAO	300.00
Mariposa Publishing	182.76
MatthewBender	337.74
Mattson Electric	240.30
McFadden, Barb	150.00
MCHRMA	100.00
MCRA	50.00
Medtox Diagnostics	453.78
Midwest Combustion Controls	155.30
MN County Attorney's Assn	51.43
MN Monitoring	352.00
MN Monitoring	42.00
MN State Board of Assessors	55.00
MN SWAA	50.00
Moore Medical	258.19
Mora Area Chamber of Commerce	440.00
Motorola	5,616.88
Nelson Auto Center	24,063.61
Nelson, Ansel	1,096.36
Nelson, Jerry	73.26
Nelson, Ronette	781.74
Newgard, Jean	79.37
Niedzielski, Dan	39.96
Novus Glass	50.00
Office Depot	75.32
Office Depot	16.07
Olson, Rhonda	68.07
Oslin Lumber	13.28
Perlick, Lisa	1,160.00
Perlick, Lisa	44.84
Pieper, Rollie	1,081.47
Printing Services	84.44
Raiche, Barb	421.80
Ratwik, Roszak & Maloney, PA	165.00
Ringler, Jennie	67.71
Rogers, Pearl	390.98
RS Eden	52.60
S&T	16.14
S&T	130.14
SelectAccount	274.50

Sentry Security Fasteners	276.23
Simply Good Eating Program	90.16
Sirchie	113.36
Tadych, Marge	583.90
Telin Transportation	599.23
TigerDirect	713.14
TigerDirect	367.70
Triple M Lawn	112.22
West Payment Center	769.00
Zamora, Ray	812.11
Ziegler Inc	1,112.16
Total	79,202.64

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

Action #12 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to authorize the Public Works Director to contact companies to have a security assessment done not to exceed \$2,500.

The County Board discussed the merits of reconditioning or demolishing the old jail building. Timber Trails has expressed interest in the building for bus storage. Staff will evaluate building logistics.

The position of Mechanic’s Assistant/Building & Grounds Maintenance Worker was discussed. No action was taken at this time.

10:32am - The Chairperson then called for public comment. Those that responded included:

Charlie Strickland Jr	Comments regarding City of Ogilvie plans for the Timber Trials bus building.
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10:36am - The Chairperson closed public comment.

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

Action #13 – It was moved by Les Nielsen, seconded by Kevin Troupe and carried unanimously to approve the East Central Regional Library budget for 2013.

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

Resolution #14 - 09/26/12
Administrative Sergeant Evaluation

WHEREAS the board did by Resolution #13-09/12/12 refer the position of Administrative Sergeant 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 Sergeant” position, which results in Pay Range 13:

Category	Rank	Points
Qualifications	q46	100
Decisions	d24	52
Problem Solving	p14	55
Relationships	r19	79
Effort A	ea13	8
Effort B	eb14	12
Hazards	h18	25
Environment	n21	18
TOTAL POINTS		349

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2013.

Action #15 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #15 - 09/26/12
Chief Deputy Evaluation

WHEREAS the board did by Resolution #19-07/25/12 refer the position of Chief Deputy 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 “Chief Deputy” position, which results in Pay Range 18:

Category	Rank	Points
Qualifications	q58	145
Decisions	d33	93
Problem Solving	p19	98
Relationships	r24	106
Effort A	ea13	8

Effort B	eb14	12
Hazards	h18	25
Environment	n13	13
TOTAL POINTS		500

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2013.

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

Resolution #16 - 09/26/12
Office Support Specialist Evaluation

WHEREAS the board did by Resolution #08-07/25/12 refer the position of Office Support Specialist – Front Desk 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 “Office Support Specialist – Front Desk” position, which results in Pay Range 4:

Category	Rank	Points
Qualifications	q23	52
Decisions	d8	24
Problem Solving	p6	31
Relationships	r13	48
Effort A	ea5	4
Effort B	eb6	5
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		177

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2013.

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

Resolution #17 - 09/26/12
Deputy Auditor Tax Evaluation

WHEREAS the board did by Resolution #21-07/25/12 refer the position of Deputy Auditor Tax 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 “Deputy Auditor Tax” position, which results in Pay Range 10:

Category	Rank	Points
Qualifications	Q45	91
Decisions	D23	43
Problem Solving	P14	55
Relationships	R13	48
Effort A	ea5	4
Effort B	eb12	17
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		271

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2013.

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

Resolution #18 - 09/26/12

Acting as Fiscal Agent for the Kanabec County Broadband Initiative

WHEREAS, The Kanabec County Broadband Initiative is seeking to bring high speed fiber optics systems to Kanabec County, and

WHEREAS, The Blandin Foundation provides assistance, both technical and financial, in supporting and organizing community needs, and

WHEREAS, The Blandin Foundation has requested that the KBI identify a partner who can provide the services of a fiscal agent, and

WHEREAS, Kanabec County provides this service to other entities and this function will require no cash investment on the part of Kanabec County.

NOW, THEREFORE BE IT RESOLVED, That Kanabec County can serve as the fiscal agent for the Kanabec Broadband Initiative, but this arrangement can be terminated at the discretion of the Kanabec County Board of Commissioners.

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

Resolution #19 - 09/26/12

WHEREAS County Policy #P-109 Vacation Donation Program is available to employees who wish to ask for a donation of vacation hours from other employees when their hours are depleted because of a catastrophic medical situation; and

WHEREAS due to extenuating personal circumstances an employee who has used up all available paid time off is requesting a donation of vacation time from other employees;

BE IT RESOLVED to allow this one time circumstance to qualify for the vacation donation program.

Action #20 – It was moved Gene Anderson, seconded by Kathi Ellis and carried unanimously to approve a proposal with SISU for network administration evaluation.

Action #21 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #21 - 09/26/12

BE IT RESOLVED to close at the meeting at 11:40 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.

Action #22 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to re-open the meeting at 12:11 p.m.

12:12pm - The County Board recessed to tour the old Jail facility.

Action #23 – It was moved by Kathi Ellis, seconded by Gene Anderson and carried unanimously to adjourn at 12:40 pm and to meet again in regular session on Wednesday, October 10, 2012 at 9:00am.

Signed _____

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

Attest: _____
Board Clerk