

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

September 24, 2014

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 24, 2014 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Gene Anderson, and Kathi Ellis.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the September 10, 2014 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:

Vendor	Amount
Carrie Doom Law Firm	592.00
East Central Energy	122.67
Enventis Telecom Inc	1,056.59
Health Partners	4,431.28
Kanabec Co Auditor-HRA	309.00
Midcontinent Communications	1,007.83
MN Energy Resources Corp	1,830.95
Office of Enterprise Technology	1,300.00
Verizon Wireless	<u>1,738.86</u>
Total	12,389.18

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

Revenue Fund

VENDOR	AMOUNT
A&A Septic Service	200.00
A'viands, LLC	5,355.33

Allina Health	1,694.17
Alkire, Alyce	1,092.22
AMC	100.00
Assurant Employee Benefits	736.47
Auto Value	89.70
Bachman, Fran	104.16
Billings Service	787.89
Billings, Margaret	570.98
Coborns	433.38
Care A Lot Home Daycare	1,411.00
Christianson, Craig	1,233.04
Christopherson, Pat	265.86
Coborns	36.37
Coborns	427.48
Cooper, Denise	90.52
Curtis, Michael	2,056.72
Dandelion Floral	41.65
Dex Media	50.00
Dresser Methven Funeral Home	350.00
East Central Energy	66.91
East Central Exterminating	240.00
Eustice, Todd	256.48
Faust, Patrick	1,070.32
Federated Coops	22.58
Fore Chiropractic & Wellness	150.00
Galls	45.77
George T Hall	1,091.14
Goodin Company	22.37
Goodin Company	240.10
Grainger	152.03
Handyman's Inc	562.92
Handyman's Inc	75.12
Hennepin County Medical Center	325.00
Hoefert, Bob	2,087.76
Holiday Inn	334.66
Holland, Tavia	100.00
Hood, Barb	637.97
Hood, Bill	350.03
Holznagel, Samantha	100.00
Indianhead Specialty	19.40
Kanabec Area Chamber Foundation	200.00
Kanabec Co Hwy Dept	15.00
Kanabec Co Hwy Dept	110.02

Kanabec Co Hwy Dept	222.50
Kanabec Co Public Health	54,780.56
Kanabec Co Public Health	1,274.67
Kanabec Publications	903.60
Kanabec Publications	10.58
Kanabec Publications	91.80
Keeps	1,437.75
Kennedy Jr, Kerry	480.40
Kind Hearts Day Care	1,385.66
Koch's Hardware	42.71
K&R Meats	68.54
Landreville, Willard	477.51
Landwehr Construction	577.50
League of MN Cities	1,274.94
Lerrssen, Jennifer	492.12
Luberda, Karen	41.92
Magaard, Robert	33.60
MACA	100.00
Marco	710.65
MCAA	150.00
Mattson Electric	29.24
Marco	486.00
Mariposa Publishing	195.58
McFadden, Barb	241.72
Mehlhop, Ron	277.76
Metro Sales	86.17
MidContinent	71.34
Mille Lacs Disposal	20.00
MN Elevator	1,140.00
Moore Medical	1,240.59
Moore Medical	161.31
Mora Chevrolet Buick	831.11
Nelson, Ansel	1,225.59
Nelson, Ronette	736.56
Network Billing Systems	425.38
Newgard, Jean	363.92
Nordin, Lee	100.00
North Country Bottle Shop	137.51
Office Depot	267.13
Office Depot	62.05
Office Depot	79.37
Office Depot	10.19
Office Depot	124.21

Office Depot	12.92
Office Depot	39.53
Ogilvie Public Schools	75.00
Owens Auto Parts	18.13
Peace Twp	7,112.00
Pine Co Health & Human Services	40,197.69
Ramsey County	2,800.00
Ranweiler, Sabrina	338.91
Regions Hospital	508.00
Reliance Telephone	2,000.00
Reuter, Gary	95.20
Rogers, Pearl	348.80
RS Eden	130.90
Ryan, Rosemarie	830.00
S&T	100.74
S&T	33.68
Schwaab, Inc	42.64
Sea Change, LLC	6,173.50
Sedlacek, Lowell	29.80
SelectAccount	341.82
SHAH Software	26,545.00
SHI International	2,058.00
SHI International	243.00
Short Elliott Hendrickson Inc	2,250.00
Stellar Services	723.92
Struffert, Delores	192.36
Swanson, Jeremy	35.84
The Hartford	1,665.52
Telin Transportation	75.42
Thomas Reprographics	19.86
Thomson-Reuters-West	1,235.70
Thomson-Reuters-West	269.89
Touch & Go	83.25
Triple M Lawn & Snow	100.00
UHL Company	570.50
UHL Company	1,141.00
Wickeham, Teresa	111.32
Wickeham, Teresa	43.89
Wiitala, David	1,573.20
World Medical Government Solutions	274.69
Zamora, Ray	1,107.60
Zion Lutheran Church	185.00
Total	<u>200,006.48</u>

Road & Bridge Fund

Vendor	Amount
Granite Ledge Electrical Contactors	121,794.75
Hardrives, Inc	148,753.10
J A Smith Companies	800.00
Peterson et al	251.00
Dennis & Lois Peterson	<u>102.00</u>
Total	271,700.85

Action #5 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve a Consent Agenda including all of the following actions:

Resolution #5a – 09/24/14

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, 2014 claims on SCORE Funds:

Quality Disposal	\$3,203.00
Knife Lake Sanitation	\$716.80
Arthur Township	\$400.00
Total	\$4,319.80

Resolution #5b - 09/24/14

Clean Up Day Claim

WHEREAS the board did authorize by Resolution #19a-03/12/14 the expenditure of up to \$5,000 in SCORE funds in support of the a Kanabec County Clean-Up Day to be held on Saturday, May 17, 2014, and

WHEREAS the board has received a report of the Clean Up Day and a request for support payment;

BE IT RESOLVED to authorize payment of \$2,206.77 in SCORE funds to “Kanabec

County 4-H Clean Up Day.”

Action #6 – It was moved by Kathi Ellis, seconded by Les Nielsen 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 24, 2014 pursuant to adjournment with the following Board Members present: Les Nielsen, Kim Smith, Gene Anderson, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS7 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS8 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the promotion of Kristen Struss to Social Services Supervisor at Grade 14, Step C of the pay plan which is \$24.87 per hour.

Action #HS9 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #HS9 – 09/24/14

Electronic Workflow resolution

WHEREAS, Kanabec County Family Services is in need of an electronic workflow to continue the process of becoming a paperless agency; and

WHEREAS, the Health and Human Services Director and IS Director have researched and acquired quotes for such a system; and

WHEREAS, the Health and Human Services Director is recommending the purchase of the Next Chapter system due to its efficiency and accuracy, and the excellent training and customer service of the company itself.

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Human Services approve the purchase of the Next Chapter system for \$166,616.00 with Family Services reserve funds.

Action #HS10 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the payment of 132 claims totaling \$227,442.66 on Welfare Funds.

Action #HS11 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn the Human Service Board at 9:40am to meet in regular session on Wednesday, October 22, 2014 at 9:05am.

The Board of Commissioners meeting continued.

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

Resolution #12 – 09/24/14

Approve Job Description

WHEREAS Kanabec 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 Jail Programmer is on the rotation schedule for 2014, and

WHEREAS the County Coordinator has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the Jail Programmer job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the Sheriff's Office.

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

Resolution #13 – 09/24/14

Grant Agreement

BE IT RESOLVED to approve and authorize the Chairperson to sign the State of Minnesota Federal Boating Safety supplemental equipment Grant Agreement, for the Fiscal year 2015 with grant ending December 31, 2014. CFDA #97.012.

Action #14 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve a Joint Powers Agreement with Pine, Chisago, Mille Lacs, and Isanti county to establish an East Central Drug and Violet Offender Task Force.

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

Resolution #15 – 09/24/2014
 A Resolution to set the Maximum Levy and
 Proposed (Preliminary) Budget for 2015

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed year 2015 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>a.</i> Revenue Fund	14,805,417	6,215,509
<i>b.</i> Welfare Fund	5,345,737	2,189,732
<i>c.</i> Road & Bridge Fund	6,574,521	2,331,023
<i>d.</i> Railroad Authority Fund	1,623	1,623
<i>e.</i> Debt Service – Tax Capacity based (<i>not including market value levy</i>) “Building Fund”	849,870	849,870
<i>f.</i> SUB-TOTALS (<i>total of a. through e.</i>)	27,577,168	11,587,757
<i>g.</i> - County Program Aid Y2014		1,048,543.00
<i>h.</i> Sub Total (total of f-g)		10,539,214
<i>i.</i> + Deb Service For Market Based Referendum Levy		178,740
<i>j.</i> TOTAL FINAL PAYABLE Y2014 LEVY (total h+i)		10,717,954

BE IT FURTHER RESOLVED that \$849,870 of the “Building Fund” line and all of the “Debt Service Fund” line at \$178,740 are dedicated to debt service.

BE IT THEREFORE RESOLVED the Board of Commissioners will be discussing the 2015 levy and budget at the December 3, 2014 regular meeting at 6:45pm, and

BE IT FURTHER RESOLVED that the public will be allowed to speak prior to passage of the 2015 certified levy and budget.

10:31am - The Chairperson then called for public comment three times. None responded.

10:33am - The Chairperson closed public comment.

The Board took a 2 minute break.

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

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

Resolution #16 – 09/24/14

Approval to Purchase Tandem Truck

WHEREAS the Public Works Director requests approval to purchase a tandem plow truck, and

WHEREAS a quote of \$116,042.26 by Astleford International was received for a 2014 International 7600 6x4 at the State Contract price, and

WHEREAS a quote of \$103,846.00 by Towmaster was received for snow plow, box, and accessories at the State Contract price, and

WHEREAS this purchase was budgeted for 2014 to improve the aging fleet of plow trucks;

THEREFORE BE IT RESOLVED to purchase a 2014 International 7600 6x4 from Astleford International at the State Contract price of \$116,042.26 plus tax, and

BE IT FURTHER RESOLVED to purchase snow plow, box and accessories from Towmaster at the State Contract price of \$103,846.00.

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

Resolution #17 – 09/24/14

Approval to Advertise for Custodial Bids

WHEREAS the scope of custodial services is proposed to be modified for the Highway building, and

WHEREAS the Public Works Director requests approval to advertise for bids for custodial services;

THEREFORE BE IT RESOVED to approve advertisement for bids for custodial services at the Highway building.

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

Resolution #18 – 09/24/14

Box Culvert Bids

WHEREAS the following bids were received for Box Culverts for SAP 033-604-019 and SAP 033-619-013:

Landwehr Construction	\$387,040.40
Marvin Tretter, Inc.	\$400,553.00
R.L. Larson	\$419,998.40
Aspen Construction	\$526,369.70

WHEREAS Landwehr Construction submitted the low bid of \$387,040.40;

THEREFORE BE IT RESOLVED to accept the bid of \$387,040.40 by Landwehr Construction, and

BE IT FURTHER RESOLVED to authorize the Board Chairperson and Coordinator to sign contract documents.

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

Resolution #19 - 09/25/13

Snow Removal

WHEREAS the following quotes were received for 2014/2015 snow removal:

Scott's Lawn & Landscapes \$800 per snow event

WHEREAS Scott's Lawn & Landscapes provided the lowest responsible quote, and

THEREFORE BE IT RESOLVED to accept the quote of Scott's Lawn & Landscapes as presented and authorize the Coordinator and Chairperson to sign the contract.

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

Resolution #20 - 09/25/13

Authorization for Storm Damage Repairs

WHEREAS Kanabec County Facilities received storm damage on September 3, 2014,
and

WHEREAS the Insurance claims process has been initiated for damages related to the
storm, and

WHEREAS the Kanabec County Board of Commissioners wishes to complete repairs in
a timely manner to prevent further damage to facilities;

THEREFORE BE IT RESOLVED to authorize the Public Works Director to solicit
and accept quotes and bids as necessary for repairs, and

BE IT FURTHER RESOLVED to proceed with repairs covered by insurance claims.

Transit Director Helen Pieper met with the County Board to discuss matters concerning
the Transit Office.

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

Resolution #21 - 09/25/13

Language Assistance Plan

WHEREAS Kanabec County has contracted with the State of Minnesota to provide
public transportation service in Kanabec and Mille Lacs Counties, and

WHEREAS Kanabec County – Timber Trails Public Transit is a subrecipient of FTA
funds, and

WHEREAS compliance with Title VI non-discrimination laws in regard to providing
appropriate access to services and activities is a condition of FTA funding, and

WHEREAS the Language Assistance Plan was drafted by the transit department
according to MN/DOT requirements and defines how the transit department will accommodate
persons with Limited English Proficiency and has included the Kanabec County LEP Plan as
Exhibit 1, and

WHEREAS individuals who do not speak English well and who have a limited ability to
read, write, speak or understand English are entitled to language assistance under Title VI of the
Civil Rights Act of 1964;

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the adoption of the Language Assistance Plan for Kanabec County-Timber Trails Public Transit.

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

Resolution #22 - 09/25/13

Facility Maintenance Plan-Milaca

WHEREAS Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties, and

WHEREAS Kanabec County – Timber Trails Public Transit is a subrecipient of FTA funds, and

WHEREAS compliance with Asset Management Guidelines is a condition of FTA funding, and

WHEREAS the Facility Maintenance Plan - Milaca was drafted by the transit department according to MN/DOT requirements and defines how the transit department will maintain its transit assets;

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the adoption of the Facility Maintenance Plan-Milaca for Kanabec County-Timber Trails Public Transit.

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

Resolution #23 - 09/25/13

Facility Maintenance Plan-Ogilvie

WHEREAS Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties, and

WHEREAS Kanabec County – Timber Trails Public Transit is a subrecipient of FTA funds, and

WHEREAS compliance with Asset Management Guidelines is a condition of FTA funding, and

WHEREAS the Facility Maintenance Plan - Ogilvie was drafted by the transit department according to MN/DOT requirements and defines how the transit department will maintain its transit assets;

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the adoption of the Facility Maintenance Plan-Ogilvie for Kanabec County-Timber Trails Public Transit.

Action #24 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #24 - 09/25/13

WHEREAS Kanabec County has contracted with the State of Minnesota to provide public transportation service in Kanabec and Mille Lacs Counties, and

WHEREAS the growth of our organization and the direction of our industry make it necessary to prepare for the regionalization of transportation services; and taking into account the significant revisions that Non-emergency Medical Transportation services, and

WHEREAS Kanabec County – Timber Trails Public Transit has the staff, experience and the desire to be a leader in this process; currently providing Public Transit, Common Carrier (Access Transportation) and Veterans Transportation services, and

WHEREAS Kanabec County has a strong commitment to transit and the community; and the community supports and need transit, and

WHEREAS current facilities are at capacity, requiring major renovation to accommodate future growth;

BE IT RESOLVED that the Kanabec County Board of Commissioners approve the initiation of research into the preparation of an RFP for the purposes of hiring an Architect to do a “design-build” plan for the proposed Regional Dispatch Center Facility.

Action #25 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to adjourn at 11:42am and to meet again in regular session on Wednesday, October 8, 2014 at 9:00am.

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

Attest: _____

Board Clerk