

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**September 25, 2013**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 25, 2013 pursuant to adjournment with the following Board Members present: Kim Smith, Gene Anderson, and Kathi Ellis. Absent: Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the September 11, 2013 minutes of the Kanabec County Board of Commissioners as corrected: Correct Action 12 to reflect Gene Anderson abstaining from voting.

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

## **Resolution #3 – 09/25/13**

### 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 August, 2013 claims on SCORE Funds:

Quality Disposal	\$3,461.20
Knife Lake Sanitation	\$668.00
Arthur Twp	\$400.00
Total	\$4,529.20

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

<u>Vendor</u>	<u>Amount</u>
Centerpoint Energy	95.00
Corporation Service Co	310.99
D&M Exvating	11,425.00
Great America Leasing	1,280.57
Health Partners	3,714.75
Mn Energy Resources Corp	1,316.38
Office of Enterprise Technology	1,300.00
Verizon Wireless	<u>1,773.29</u>
Total	21,215.98

Action #5 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, September 25, 2013 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, and Kathi Ellis. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS6 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the Human Service Board agenda as amended: Add staffing and DHS Conversion plan.

Action #HS7 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #HS7 – 09/25/13**

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

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire a Financial Worker to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 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 Health & 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 Gene Anderson, seconded by Kim Smith and carried unanimously to approve the following resolution:

### **Resolution #HS8 – 09/25/13**

**WHEREAS** there is a vacancy in the position of an Office Support Specialist, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the Health & Human Service Director and the County Personnel Director to hire an Office Support Specialist to refill the vacant position at Step A, Range 4 of the pay plan which is \$12.73 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 Health & 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 Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #HS9 – 09/25/13**

#### Civil Rights Plan Resolution

**WHEREAS** the Minnesota Department of Human Services requires all human service agencies to have an approved Civil Rights Plan; and

**WHEREAS** it is the intent of the Kanabec County Board of Commissioners to comply with federal civil rights laws as a recipient of federal financial assistance from the Department of Health and Human Services and Agriculture and to inform agency staff of their legal obligations and applicants and clients for services of their rights; and

**WHEREAS** it is the policy of Kanabec County Family Services to treat all applicants, clients and members of the public equally and without regard to race, color, national origin, creed, sex, religion, age, disability, sexual orientation, political belief, or status relative to public assistance while applying for or receiving human services.

**THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board has reviewed and is now approving the Civil Rights Plan for Kanabec County Family Services.

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

**Resolution #HS10 – 09/25/13**  
**EEO/AA Plan**

**WHEREAS** the Minnesota Department of Human Services has offered a draft Equal Employment Opportunity/Affirmative Action Plan as a suggested policy to ensure equal employment opportunity and affirmative action in the Kanabec County Family Service Agency, and

**WHEREAS** it is the intent of the Kanabec County Board of Commissioners to operate an Equal Employment Opportunity workplace;

**BE IT RESOLVED** that the Equal Employment Opportunity and Affirmative Action Guidelines for Kanabec County Family Services have been reviewed by the Kanabec County Human Services Board and are now approved for 2013-2015.

9:12am – Commissioner Troupe arrived.

Action #HS11 – It was moved Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #HS11 – 09/25/13**  
Adoption and Foster Care Recruitment Grant Resolution

**WHEREAS** the Minnesota Department of Human Services has awarded Kanabec County Family Services an Adoption and Foster Care Recruitment grant in the amount of \$2,784.00 to purchase LexisNexis licenses to assist in the search for recruitment of relative adoptive and/or relative foster parents for children in foster care; and

**WHEREAS** Kanabec County Family Services is willing to use the funding to purchase the necessary LexisNexis licenses for use in the search for recruitment of relative adoptive and/or relative foster parents for children in foster care.

**BE IT RESOLVED** that the Kanabec County Human Services Board approves the acceptance of the Adoption and Foster Care Recruitment Grant for the period July 1, 2013 through June 30, 2015 in the amount of \$2,784.00.

Action #HS12 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #HS12 – 09/25/13**

## MFIP Biennial Service Agreement Plan Resolution

**WHEREAS**, the Minnesota Family Investment Program (MFIP), Minn. Stat. §256J.626, subd. 4, requires counties to have an approved service agreement to receive consolidated funds, and

**WHEREAS**, the primary purpose of the service agreement is to assess statewide efforts toward the goal of “economic stability for low income families” under MFIP, and

**WHEREAS**, Kanabec County Family Services has completed a Plan for submission to the Minnesota Department of Human Services;

**THEREFORE BE IT RESOLVED** to approve the Minnesota Family Investment Program 2014-2015 Biennial Service Agreement.

*Action #13* – It was moved by Kevin Troupe, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #HS13 – 09/25/13**

#### **Agreement for MFIP/DWP Services w/CMJTS 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**, Central Minnesota Jobs and Training has submitted annual budgets for 2014, and

**WHEREAS**, the Kanabec County Health and Human Services Director is recommending to approve contracting with Central Minnesota Jobs and Training for employment and training services and approving the budgets they have submitted,; and

**WHEREAS** Kanabec County Family Service Agency is pleased with the work participation rates;

**THEREFORE BE IT RESOLVED** that the Kanabec County Human Services Board approve contracting with Central Minnesota Jobs and Training for employment and training services and approves the 2014 budgets submitted.

*Action #HS14* – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve payment of 147 claims totaling \$343,936.24 on Welfare Funds.

*Action #HS15* – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to adjourn the Human Service Board at 9:44am to meet again on Wednesday, October 23, 2013 at 9:05am.

The Board of Commissioners meeting continued.

Action #16 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to recess the board meeting at 9:45am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **9:45am** on Wednesday, September 25, 2013 pursuant to public notice with the following Board Members present: Kathi Ellis, Kim Smith, Gene Anderson and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH17 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH17a – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

### **Resolution #PH17a – 09/25/13**

#### Community Health Information Collaborative Resolution

**WHEREAS**, Kanabec County Public Health has been participating in a Health Information Exchange Project (HIE), and

**WHEREAS**, one of the technical solutions recommended by the project manager is HIE-BRIDGE *Direct* messaging (secure email), and

**WHEREAS**, the Health Information Exchange (HIE) grant will pay for the first year's subscription to the service for Kanabec County Public Health, in order to meet the 2015 Electronic Health Record (EHR) statute, and

**WHEREAS**, this will allow secure communication with other local partners such as FirstLight Health System and St. Clare Living Community of Mora (The Villa);

**THEREFORE BE IT RESOLVED** to approve Kanabec County, dba Kanabec County Public Health, entering into a licensing agreement with the Community Health Information Collaborative (CHIC) for a period of one year in the amount of \$2,955.00 per year for 24 mailboxes in Public Health after the first year, which is paid for through the Health Information Exchange (HIE) grant; and

**BE IT FUTHER RESOLVED** to approve the Health and Human Services Director to sign the agreement with the Community Health Information Collaborative (CHIC).

Action #PH18 – It was moved by Kevin Troupe, seconded by Gene Anderson and carried

unanimously to approve the following resolution:

**Resolution #PH18 - 09/25/13**  
**Community Health Information Collaborative Resolution**

**WHEREAS**, Kanabec County Public Health has the opportunity to participate in the Minnesota Uninsured and Underinsured Adult Vaccine Program to protect individuals against vaccine preventable diseases; and

**WHEREAS**, Kanabec County Public Health is willing and able to perform the duties stated in the Minnesota Uninsured and Underinsured Adult Vaccine Program Agreement; and

**WHEREAS**, the Kanabec County Health and Human Services Director is recommending the agency's participation in the Uninsured Underinsured Adult Vaccine Program.

**THEREFORE BE IT RESOLVED** to approve entering into an agreement with the Minnesota Department of Health to provide vaccines for uninsured and underinsured adults and for the Health and Human Services Director to sign such agreement for 2014.

Action #PH19 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the Public Health Board at 9:55am to meet in regular session on Wednesday, October 9, 2013 at 9:05am.

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The Board of Commissioners meeting continued.

Action #20 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the following claims on the funds indicated:

**Revenue Fund**

<b>VENDOR</b>	<b>AMOUNT</b>
Ahner-Nystul, Barb	158.76
Aitkin Medical	927.16
Alkire, Alyce	433.75
Allina Health	60.00
Ammerman, Dylan	100.00
Ammerman, Holly	511.33
Amundson, Pauline	131.30
Anderson, Sydney	35.00
Andres, Austin	100.00
Anoka County Juvenile Center	2,418.00
Assured Security	164.84
Audio Communications	29.39

A'viands LLC	4,735.89
Bachman Printing	421.72
Bachman Printing	296.85
Bachman, Fran	156.51
Billings, Margaret	331.88
BLI Lighting	99.79
Bond Trust Services Corp	12,412.50
Bostrom, Dr Randall	62.83
Brothers Fire Protection	500.00
Chaffee, Steve	83.31
Christianson, Craig	451.83
Colburn, Judy	558.62
Cragun's Resort	284.45
Curtis, Michael	648.45
Davis Mechanical Systems	458.00
Druar, Dan	304.32
DVS Renewal	73.75
East Central Exterminating	256.80
East Central Regional Juvenile Center	4,427.00
Election Systems & Software	114.31
Elert & Assoc	9,337.50
ERA Laboratories	98.00
Family Pathways	4,661.00
Faust, Patrick	414.54
FirstLight Health System	2,185.00
Fred Pryor Seminars	128.00
Gartner Refrigeration	1,946.67
General Office Products	186.39
Glen's Tire	135.46
Glen's Tire	537.18
Grace Lutheran Church	750.00
Grainger	28.34
Grand View Lodge	504.00
Hampton Inn Mpls	133.26
Handyman's Inc	41.55
Handyman's Inc	117.93
Handyman's Inc	38.73
Health Dimensions Rehabilitation	1,561.75
Hoefert, Bob	2,048.20
Hoglund Bus	145,067.50
Holiday Credit Office	654.59
Holiday Credit Office	6,195.77

Holiday Credit Office	417.77
Holiday Credit Office	20.11
Holiday Credit Office	126.00
Holiday Credit Office	155.43
Holiday Credit Office	3,126.49
Hood, Barb	216.23
Hood, Bill	348.31
Industrial Health Services	330.60
Ivans	66.26
Jacobson, Diane	9.75
Johnsons Hardware	192.38
Johnsons Hardware	42.64
Jones, Willis	75.15
Kaiser, Patt	123.39
Kanabec County Auditor	1,015.80
Kanabec County Hwy Dept	3,643.18
Kanabec County Hwy Dept	92.77
Kanabec County Hwy Dept	73.68
Kanabec County Hwy Dept	402.00
Kanabec County Hwy Dept	105.40
Kanabec County Hwy Dept	66.08
Kanabec County Public Health	1,442.69
Kanabec County SWCD	5,000.00
Kanabec County SWCD	3,050.00
Kanabec Publications	10.58
Kanabec Publications	28.12
Keeps	66.44
Kennedy Jr, Kerry	53.68
Krueger, Louisa	70.74
Landreville, Willard	1,137.72
Lerrssen, Jennifer	662.66
LifeLine Training LTD	129.00
Maag, Abigail	35.00
Marco	712.80
Marco	501.24
McClellan, Karen	520.17
McGee MD, Michael	500.00
MCIT	137.00
MediBadge, Inc	59.95
Mehlhop, Ron	499.66
Milaca Chiropratic	70.00
Mille Lacs Disposal	20.00
MN Elvator	441.00

MN Elevator	876.00
MN Monitoring	224.00
MN Monitoring	186.00
MN Sheriff's Assn	1,908.00
Nelson, Ansel	1,003.52
Nelson, Ronette	563.19
Newgard, Jean	367.93
Noble Medical Inc	214.39
Noodle Soup	164.50
Novus	206.88
Office Depot	73.28
Office Depot	80.12
Olson, Rhonda	50.17
Pautsch, Kim	56.86
PD's Embroidery	20.00
Perlick, Lisa	1,920.00
Pieper, Helen	259.81
Pieper, Rollie	648.92
Quality Disposal	10.98
Regents of the University of MN	200.00
Reliance Telephone	1,440.00
Rogers, Pearl	35.03
RS Eden	78.30
Ryan, Ellen	120.00
S&T Office Products	183.41
S&T Office Products	2,765.93
Sedlacek, Lowell	16.03
SelectAccount	303.78
Sheriff, Kanabec Co	1,088.00
Sheriff, Pine Co	56.65
Sjodin, Chad	13.00
Southern Computer Warehouse	457.60
St Louis County	200.00
Stearns DHIA Central Lab	40.00
Stellar Services	803.04
Strelow, David	14.13
Struffert, Delores	25.82
Swanson, Jeremy	638.39
Synergy Graphics	559.38
Tadych, Marge	481.84
Tamarac Medical	10.00
The Hartford	1,567.24
Thomson Reuters-West	1,177.00

Thomson Reuters-West	257.04
Triple M Lawn	53.44
TUNHEIM	4,963.21
Turner, Virginia	17.52
Werner, Julie	142.60
Wickeham, Teresa	77.70
Wiitala, David	752.24
Wint, Mary	98.37
Wolters Kluwer Health	383.00
Woods, Danna	127.91
Zamora, Ray	1,706.47
Total	264,006.19

### **Road & Bridge Fund**

<b>Vendor</b>	<b>Amount</b>
Braham Motor Service, Inc.	986.58
Commissioner of Transportation	500.00
Grainger	90.29
Kirk Krist	87.24
Kanabec Publications	269.92
Mille Lacs Co. Public Works	55.00
Mora Chevrolet Buick	9.37
Office Depot	264.59
3M	162.50
University of MN-Jim Gilles	70.00
University of MN-Snowplow Training	450.00
Ziegler Inc	432.03
Total	3,377.52

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

### **Resolution #21 - 09/25/13**

**WHEREAS** Kanabec County is a partner in the JP agreement supporting ECRL, and

**WHEREAS** the county has been presented a budget for 2014 approved by the JP board of ECRL, and

**WHEREAS** Kanabec County wishes to continue to support library services for our community;

**BE IT RESOLVED** that the Kanabec County Board does approve the proposed budget for ECRL for 2014 which includes \$2,945,940 in operating funds and \$82,700 in capital funds.

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

## **Resolution #22 - 09/25/13**

**WHEREAS**, the Kanabec County Highway Department proposes to reconstruct and improve a portion of County State Aide Highway No. 5, located between CSAH No. 19 and CSAH No. 3, a distance of 5.5 miles, and

**WHEREAS**, the improvement consists of reconstruction and resurfacing of said roadway as herein determined necessary to provide for the safety of the traveling public, and

**WHEREAS**, permanent highway easements over certain lands are required to provide for said construction as set forth in the plans for said project, which identify the parcels by number, description and owners, and

**WHEREAS**, Kanabec County has authority to acquire the right-of-way for said Highway by eminent domain pursuant to Minnesota Statutes Section 162.02, Subd 5, and

**WHEREAS**, Kanabec County has the right to acquire the right of way prior to the filing of an award by the court appointed commissioners, pursuant to Minnesota Statutes Section 117.042, and

**WHEREAS**, Kanabec County has approved appraisals of the properties to be taken;

**NOW THEREFORE BE IT RESOLVED**, that the Kanabec County Board of Commissioners hereby authorizes the acquisition of said land by eminent domain and to take title and possession of that land prior to the filing of an award by the court appointed commissioners, pursuant to Minnesota Statutes Sections 162.02, Subd. 5, and 117.042, and

**BE IT FURTHER RESOLVED**, that the Kanabec County Attorney is requesting to file the necessary Petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the County or the Court; and

**BE IT FUTHER RESOLVED**, that in furtherance of the implementation of the Quick Take provision of the Minnesota Statutes, the County Auditor is hereby authorized and directed to deposit with the Court Administrator the sum of money equaling he approved appraisal of the properties to be taken, represented by the following table:

<u>PARCEL NO:</u>	<u>OWNERS:</u>	<u>AWARD:</u>
27	Herman Schroeder c/o Sonia Williams	\$582.00
33	Eric & Angela Musa	\$326.00

The Board took a 5 minute break.

Rose Dunn with the Housing & Redevelopment Authority of Mora met with the County Board to give a report of the Mora HRA.

**10:33am** - The Chairperson then called for public comment three times. Those that responded included:

Clayton Berg	Comments regarding the Sheriff's Office and Attorney's Office.
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**10:35am** - The Chairperson closed public comment.

Township representatives were present to discuss forming a county wide Economic Development Authority

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the status of the North Central Drug Task Force. No action was taken at this time.

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

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

**Resolution #23 - 09/25/13**  
**MnDOT Agency Agreement for Federal Funding**

**WHEREAS** on August 28, 2013 the Kanabec County Board agreed to act as fiscal agent for a county-wide township signing project, and

**WHEREAS** an agency agreement between MnDOT and Kanabec County has been presented before the Kanabec County Board, and

**THEREFORE BE IT RESOLVED** that pursuant to Minnesota Stat. Sec. 161.36 the Commissioner of Transportation be appointed as Agent of Kanabec County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects, and

**BE IT FURTHER RESOLVED** the Chairperson and the Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 04559," a copy of which said agreement was before the County Board and which

is made a part hereof by reference.

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

**Resolution #24 - 09/25/13**  
**Snow Removal**

**WHEREAS** the following quotes were received for 2013/2014 snow removal:

	\$/Snow Event
Scott's Lawn & Landscapes	\$800

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

**Resolution #25 - 09/25/13**  
**Janitorial Services**

**WHEREAS** janitorial services bids for the courthouse, jail and public service buildings were received on June 24, 2013, and

**WHEREAS** the contract with the low bidder has been terminated, and

**WHEREAS** FBG Service Corporation is the next lowest, responsible bidder with a bid of \$89,711.28 annually, and

**THEREFORE BE IT RESOLVED** to accept the bid of FBG Service Corporation of \$89,711.28 to provide janitorial services for the courthouse, jail and public services buildings.

Action #26 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to adjourn at 11:30 am and to meet again in regular session on Wednesday, October 9, 2013 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,

Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk