

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of County Coordinator

September 7, 2016

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, September 7, 2016 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Dennis McNally, Les Nielsen and Kathi Ellis.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Dennis McNally, seconded by Kathi Ellis and carried unanimously to approve the agenda as amended: Add Kathy Burski appointment and chiller replacement quotes.

County Sheriff Brian Smith met with the County Board to discuss matters concerning a Life Savers Grant Program.

Action #2 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the County Sheriff to enter into a grant agreement with the Minnesota Department of Public Safety for the 2017 Life Savers Grant Program.

Action #3 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the August 17, 2016 minutes of the Kanabec County Board of Commissioners meeting as corrected: include which departments were discussed during the budget discussions, correct Resolution #16 to reflect the county purchasing a van not a bus, and add Besser road request on future agenda items.

Action #4 – It was moved by Kathi Ellis, seconded by Dennis McNally and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Centerpoint Energy	45.00
Century Link	109.67
CW Technology	559.60
East Central Energy	247.00
East Central Energy	201.05
East Central Energy	76.02
Enyart, David	150.00
Holiday Credit Office	7,867.55
Kanabec County Auditor Hra	103.00
Minnesota Energy Resources Corp	80.18

Mora Municipal Utilities	23,230.31
Office of Enterprise Technolgy	1,300.00
Reiling, Rodney	100.00
Resource Training & Solutions	1,804.70
Spire Credit Union	3,545.13
Sun Life Financial	3,212.29
The Hartford	1,691.60
Totalfunds by Hasler	6,055.08
Verizon Wireless	<u>539.86</u>
Total	50,918.04

Action #5 – 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'viands	14,083.80
Ace Hardware	254.38
Ace Hardware	12.98
Ace Hardware	43.80
Alkire, Alyce	1,958.20
Assured Security	39.70
Auto Value Milaca	10.99
Auto Value Mora	357.84
Auto Value Mora	121.99
Avenet	800.00
Bachman, Fran	319.17
Baldwin, Gilbert	625.32
Bauer, Laura	54.00
Brenny, Laurell	1,375.38
BWSR Academy	123.00
Christianson, Craig	1,589.76
Clifton, Larson, Allen	22,000.00
CPS Technology Solutions	3,000.00
Curtis, Michael	1,100.88
Dex Media East Inc	54.50
DKN Construction	721.00
Dresser Methven Funeral Homes	350.00
ECM Publishers	71.25
Eustice, Todd W	203.50
Faust, Patrick	2,118.96
Feine, Jeffrey	131.41

FirstLight Health System	2,583.84
G & N Enterprises	1,316.30
Granite City Jobbing Company	81.92
Granite Electronics	53.40
Handyman's Inc	51.36
Handyman's Inc	356.28
Hoefert, Robert	1,410.58
Hood, Barb	454.52
Horizon Towing	422.16
IAEMD	50.00
Indianhead Specialty Co	22.90
Indianhead Specialty Co	51.45
Innovative Office Solutions	18.08
Innovative Office Solutions	1,410.00
Intoximeters, Inc	105.00
Kanabec County Highway Dept	3,335.87
Kanabec County Highway Dept	23.48
Kanabec County Highway Dept	132.64
Kanabec-Pine Community Health	26,850.51
Kanabec-Pine Community Health	1,346.88
Kanabec Publications	1,135.20
Kanabec Publications	546.00
Kanabec Publications	14.00
Kanabec Publications	38.26
Kanabec Publications	366.53
KEEPRS	194.91
Kennedy, Kerry Jr	1,228.04
Lane, Dave	36.72
Landreville, Willard	1,063.77
Lee's Pro Shop	39.00
Lerrssen, Jennifer	701.71
Lewis Lake Property Owners Assn	6,758.00
Manthie, Mark	64.26
Manthie, Scott	1,398.06
Manthie, Wendy	920.44
Marohn, Brenda	7.56
Matthew Bender	679.46
Metro Sales	443.79
MCCC	650.00
Mille Lacs SWCD	2,971.14
MCIT	100.00
Minnesota Monitoring Inc	364.00
Moore Medical	755.40

Mid-American Research Chemical	223.36
Mora Unclaimed Freight	35.17
Motorola	57,954.24
MRA Trusight	2,693.61
Nelson, Ansel	1,203.53
Nelson, Jerald	418.18
Nelson, Ronette	1,057.53
Nelson, Wanda	74.12
Newgard, Jean	167.40
Nielsen, Dana	191.01
Novus, Gary Fix & Son	50.00
Oak Gallery	25.02
O'Donovan, Barbara	340.26
Office Depot	403.45
Office Depot	51.70
Office Depot	230.48
Oslin Lumber	72.62
Owens Auto Parts	80.37
Payne, Elisabeth A	54.54
Peterson, Kevin	283.50
Pieper, Helen	362.88
Preferred Cleaning	600.00
Printeez & Promotion	260.00
Priority Dispatch Corp	4,480.00
Quality Disposal	380.65
Quality Disposal	179.56
Quality Disposal	22.50
Ratwik, Rosaak & Maloney	272.00
Reid, Greg	67.50
Reliance Telephone Inc	800.00
Roberts, Rodney	584.28
Rogers, Pearl	1,126.20
RS Eden	114.00
SelectAccount	360.81
SHAH Software Inc	25,850.00
Smith, Larry	902.17
Snyder, Denise	123.97
Steller Services	959.40
St. Cloud Area Association of Realtors	265.00
Strelow, David	61.56
Sunshine Printing	66.26
Swanson, Jeremy	474.12
TASER International	1,327.74

Thomson - Reuters - West	283.38
Trimin	150.00
Twin City Hardware	3,259.54
VanDall, Camille	2,150.40
Veolia Environmental Services	3,702.70
Verizon Wireless	280.12
Visser, Maurice	983.37
Wickeham, Teresa	46.66
Wiitala, David	957.42
Zamora, Ray	1,213.18
Total	<u>230,352.69</u>

Road & Bridge Fund

Vendor	Amount
Ace Hardware	490.01
Arrowwood	317.88
Auto Value	1,266.64
Berndt, Steve	65.98
Blum Sand and Gravel	100.50
Braun Intertec	2,557.75
Brock White	640.06
Central McGowan	219.49
Citi Lites	105.00
Contech Engineered Solutions LLC	1,010.00
Federated Co-op	416.25
Frontier Precision	25.00
Glens Tire	2,296.00
Grainger	327.71
Granite City Jobbing Co.	96.81
Helmin Construction	282,813.39
Kanabec County Highway Petty Cash	36.02
Kanabec Publications, Inc	45.90
Kris Engineering, Inc.	1,149.00
Maney International, Inc.	398.87
MN Department of Transportation	4,310.94
Mora Municipal Utilities	1,082.97
Northern Salt Incorporated	10,329.00
Northern States Supply	26.02
Nuss Truck	357.85
Office Depot	177.74
Olson Power & Equipment	977.50

Oslin Lumber	235.53
Owens Auto Parts	619.24
Oxygen Service Company	29.66
Pomp's Tire	2,694.56
Power Plan	1,647.74
Preferred Cleaning	1,150.00
Quality Disposal System	167.57
3M	65.00
Tihlarik, Amy	350.00
Towmaster Inc	336.87
Widseth Smith Nolting	435.00
Ziegler Cat	5,250.00
Total	<u>324,621.45</u>

Action #6 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve a Consent Agenda including all of the following actions:

Resolution #6a – 09/07/16

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 claims on SCORE Funds:

Quality Disposal	\$2,662.10
East Central Sanitation	\$1,347.09
Arthur Township	\$400.00
Total	\$1,747.09

Resolution #6b – 09/07/16

KLID 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 August 20, 2016, and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

BE IT RESOLVED to pay the following claims: Central Minnesota Aquatics, Inc. \$15,500.

Action #7 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve a Consent Agenda including all of the following actions:

Resolution #7a – 09/07/16

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for Knife Lake Sportsmen's Club for a raffle event to be held at Captain Dan's Crow's Nest Resort 2743 Hwy 65 Mora, MN 55051 on November 5, 2016.

Resolution #7b – 09/07/16

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Exempt Permit for Knife Lake Sportsmen's Club for a raffle event to be held at Northwoods Steak House 2732 Hwy 65 Mora, MN 55051 on February 4, 2017.

The board discussed the 2017 budget. The County Board will hold a work session on Tuesday, September 13, 2016 at 12:00pm (Noon) to discuss the budget further.

Ray Ludowese with Recovering Hope met with the County Board to discuss matters concerning file storage. Pat Christopherson will draft a letter to the State of Minnesota stating the county board is working with Recovering Hope for file storage.

7:38pm - The Chairperson then called for public comment. Those that responded included:

Eric Johnson	Questioned if illegal beach on Knife Lake was taken care of
Greg Yankowiak	Airport crosswind comments
Jerald McCabe	Stated concerned parents of Kanabec County are working on starting a charter school. Commented on the combined wellness program with hospital and school.

7:59pm - The Chairperson closed public comment.

8:00pm – A Public Hearing was held to discuss the appointment of County Recorder and County Auditor/Treasurer positions. Those that spoke included: Doris Moore and Bonnie Lokavich

Action #8 – Chairperson Anderson closed the Public Hearing at 8:04pm.

Ray Ludowese with Knife Lake Improvement District met with the County Board to discuss matters concerning funding. Information only, no action was taken.

Veteran Service Officer Lowell Sedlacek met with the County Board to discuss matters concerning his office.

Action #9 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution #9 – 09/07/16

WHEREAS the County Veterans Service Office Operational Enhancement Grant Program was approved by the County Board on August 3, 2016, and

WHEREAS grant money must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, and

BE IT RESOLVED to approve the purchase of a desk from ErgoExperts at a cost of \$2,615.06 for the Veteran Service Office.

The motion for the adoption of the foregoing Resolution was duly seconded by Kim

Smith and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kathi Ellis, Kim Smith, Les Nielsen, Gene Anderson
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Action #10 – Kim Smith introduced the following resolution and moved its adoption:

Resolution #10 – 09/07/16

BE IT RESOLVED to approve the Purchase of Service Agreement and the Transportation Agreement with Mille Lacs County Community and Veteran’s Services for transportation services for a period of May 1, 2016 through December 31, 2017.

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: Kathi Ellis, Kim Smith, Les Nielsen, Gene Anderson
OPPOSED: Dennis McNally
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #11 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve a Provider Participation Agreement with South Country Health Alliance for non-emergency medical transportation services.

Action #12 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a Memorandum of Agreement with Elim Care and Rehab Center to provide service to Elim residents.

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

Resolution #13 – 09/07/16

WHEREAS there is a need for two additional Part Time Bus Drivers due to expanded routes, and

WHEREAS the board desires to fill these positions;

BE IT RESOLVED that the County Board authorizes the Transit Director and the County Personnel Director to hire two Part Time Bus Drivers to fill the positions at Step A, Range 5 of the pay plan which is \$14.32 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 Transit Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Health & Human Services Quality/Emergency Manager Kathy Burski met with the County Board to discuss matters concerning the Health Promotion Coordinator position.

Action #14 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution #14 – 9/07/16

Health Promotion Coordinator Offer Request Resolution

WHEREAS the Kanabec-Pine Community Health Administrator has interviewed and chosen a candidate for the open Health Promotion Coordinator position, and

WHEREAS, an offer was made to an individual for said Health Promotion Coordinator position, and

WHEREAS, the individual has made a request to be considered for a higher rate of pay than the original offer and the Community Health Administrator is requesting the Board approve up to a Step B;

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners approves offering Patti Miller the Health Promotion Coordinator position at a Grade 10 and up to a Step B of the pay plan which is \$19.87 per hour, with the next step advancement not to be available until twelve (12) months from the date of hire.

Motion failed for lack of second.

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

Resolution #15 – 9/07/16

WHEREAS, the Kanabec County Board of Commissioners (the “County Board”) has the authority to organize various departments and divisions to promote efficiency in operations and to enhance service to the public, pursuant to laws of Minnesota; and,

WHEREAS, the County Board, in accordance with Minnesota Statutes Section 273.061, subd. 1, intends to appoint the county assessor conditioned upon confirmation by the State Commissioner of Revenue; and,

WHEREAS, the terms of county assessors, in accordance with Minnesota Statutes Section 273.061, subd. 2, shall be four years with the current term ending on December 31, 2016; and,

WHEREAS, the current Kanabec County Assessor is vacating her position August 8, 2016, with 4 months remaining on her term; and,

WHEREAS, Tina Diedrich-Von Eschen has served in the capacity of Senior Appraiser with Stearns County and holds her senior accreditation from the Minnesota State Board of Assessors, and has experience working in a variety of positions in the assessment field:

NOW, THEREFORE, BE IT RESOLVED that Tina Diedrich-Von Eschen is hereby appointed to serve as the Kanabec County Assessor effective August 8, 2016, for the remainder of the four-year term ending on December 31, 2016.

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

Resolution #16 – 9/07/16

WHEREAS Kanabec County is a partner in the joint powers agreement supporting East Central Regional Library (ECRL), and

WHEREAS the county has been presented a budget for 2017 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 2017 which includes \$144,026 in operating funds.

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

Resolution #17 – 9/07/16

WHEREAS there is a vacancy in the position of an Assistant County Attorney, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Attorney and the County Personnel Director to hire a full time Assistant County Attorney to refill the vacant position at Step A, Range 16 of the pay plan which is \$29.18 (\$27.18 per hour + a \$2.00 market adjustment) or the rate set by 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 County Attorney and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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

Resolution #18 – 9/07/16

WHEREAS the chiller for the courthouse mechanical system is in need of replacement, and

WHEREAS the following quotes were received for replacement:

RJ Mechanical	\$99,900.00
Great Northern plains	\$110,943.00
Johnson Controls	\$156,510.00

WHEREAS the low quote of \$99,900.00 was received by RJ Mechanical;

THEREFORE BE IT RESOLVED to accept the quote of \$99,900.00 by RJ Mechanical, and

BE IT FURTHER RESOLVED to fund the chiller replacement with the future capital improvement fund.

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

Action #19 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess at 12:15pm and to meet in continued session on Tuesday September 13, 2016 at 12:00pm (Noon) in the Board Room (Room #164) of the Kanabec County Courthouse.

The Kanabec County Board of Commissioners met at 12:00pm on Tuesday, September 13, 2016 in the Board Room of the Courthouse pursuant to recess with the following Board Members present: Gene Anderson, Kathi Ellis, Kim Smith, and Dennis McNally. Absent: Les Nielsen. Also present was County Coordinator Patrick Christopherson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #20 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the agenda as presented.

12:10pm – Commissioner Nielsen arrived.

The Board discussed the 2017 Budget. The board reviewed budgets for all county departments.

Action #21 – It was moved by Les Nielsen, seconded by Dennis McNally and carried unanimously to adjourn at 2:16 p.m. and to meet again in regular session on Wednesday, September 21, 2016 at 9:00am.

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

Attest: _____
Board Clerk