

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

October 24, 2018

The Kanabec County Board of Commissioners met at 9:00 am on Wednesday, October 24, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kathi Ellis, Dennis McNally, Kim Smith, and Les Nielsen. Absent: None. Others Present: Board Clerk Patrick Christopherson, County Attorney Barbara McFadden, and Recording Secretary Kelsey Johnson.

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 with the following additions: Shoreland Ordinance #5 discussion. Lisa Holcomb, 2019 County Recorder discussion.

Action #2 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to approve the October 10, 2018 minutes as presented.

Action #3 – It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to approve the following paid claims:

Vendor	Amount
East Central Energy	181.00
East Central Energy	902.47
Elwood Design	20,950.00
EZ Excavating	12,491.90
Gries, Amanda	50.00
Hill, David	11.00
Kanabec Co Auditor/Treasurer	5,299.53
Lodbell, Linda	21.00
Midcontinent Communications	237.22
Midcontinent Communications	786.85
MN Energy Resources Corp	5,110.25
Stinehart-Swanson, Abby Rose	9.00
The Hartford	1,962.87
13 Claims Totaling:	<u>48,013.09</u>

Action #4 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to recess the board meeting to a time immediately following the Family Services Board.

The Kanabec County Family Services Board met at 9:05am on Wednesday, October 24, 2018 pursuant to adjournment with the following Board Members present: Gene Anderson, Kim Smith, Les Nielsen, Dennis McNally, and Kathi Ellis. Family Services Director, Chuck Hurd presented the Family Services Agenda.

Action #FS5– It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the Family Services Agenda.

Registered Nurse, Mary Heins met with the County Board to give a presentation on Mental Health Services. Information only, no action was taken.

Action #FS6– It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #FS6 – 10/24/18

Approve Job Description and Refer for Evaluation

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

WHEREAS the Family Service Director has submitted an updated job description and physical analysis for the position of Lead Child Support Officer, 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 Lead Child Support Officer job description be sent to the salary consultant for review.

Action #FS7 – It was moved by Gene Anderson, seconded by Les Nielsen and carried unanimously to approve the following resolution:

Resolution #FS7 – 10/24/18

Approve Job Description and Refer for Evaluation

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

WHEREAS the Family Service Director has submitted an updated job description and physical analysis for the position of Child Support and Financial Supervisor, 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 Child Support and Financial Supervisor job description be sent to the salary consultant for review.

Action #FS8 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a consent agenda including all of the following actions:

Resolution #FS8a 10/24/18

Psychological Services Contract – Susan Blom

WHEREAS, the Family Services Agency does contract for psychological services pursuant to MS §245.461 through 245.486 and 245.487 through 245.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children’s Mental Health Act, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2019;

THEREFORE BE IT RESOLVED to approve an agreement for psychological services for the year 2019, not to exceed \$24,862.50 with Susan Blom for the time period January 1, 2019 through December 31, 2019.

Resolution #FS8b 10/24/18

Psychological Services Contract – Linda Walinski

WHEREAS, the Family Services Agency does contract for psychological services pursuant to MS §245.461 through 245.486 and 245.487 through 245.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children’s Mental Health Act, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2019;

THEREFORE BE IT RESOLVED to approve an agreement for psychological services for the year 2019, not to exceed \$26,928 with Linda Walinski for the time period January 1, 2019 through December 31, 2019.

Resolution #FS8c 10/24/18

Psychological Services Contract – Rob Lininger

WHEREAS, the Family Services Agency does contract for psychological evaluations and counseling services pursuant to MS §245.461 through 245.486 and 245.487 through 245.488 through the Minnesota Comprehensive Adult Mental Health Act and the MN Comprehensive Children’s Mental Health Act, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2019;

THEREFORE BE IT RESOLVED to approve an agreement for psychological evaluations and counseling services for the year 2019, not to exceed \$8494.20 with Rob Lininger for the time period January 1, 2019 through December 31, 2019.

Resolution #FS8d 10/24/18

Psychiatric Services Contract – Dr. Paul Richardson

WHEREAS, the Family Services Agency does contract for psychiatric services, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for the year 2019;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the year 2019 with Dr. Paul Richardson for 4 hours per week at \$225 per hour for the time period January 1, 2019 through December 31, 2019.

Resolution #FS8e 10/24/18

Psychological Services Contract –Karissa Ignaszewski

WHEREAS, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2019 and ending December 31, 2019, and

WHEREAS, this position is fully funded by the Regional Adult Mental Health Initiative Funds;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the period beginning January 1, 2019 and ending December 31, 2019 with Karissa Ignaszewski.

Resolution #FS8f 10/24/18

Mille Lacs County Psychiatric Services Resolution

WHEREAS, Minn. Stat. §§245.461 through 245.486 and Minn. Stat. §§245.487 through 245.488 establishes the Minnesota Comprehensive Adult Mental Health Act and the Minnesota Comprehensive Children’s Mental Health Act, respectively; and

WHEREAS, Mille Lacs County Community and Veterans Services wishes to secure the provision of Psychiatric Services from Kanabec County Family Services, and

WHEREAS, Kanabec County Family Services is suitably qualified and desires to provide Psychiatric services for Mille Lacs County.

NOW, THEREFORE BE IT RESOLVED that the Kanabec County Human Services Board approves Kanabec County Family Services entering into an agreement for Psychiatric Services to commence January 1, 2019 through December 31, 2019 with Mille Lacs County.

Resolution #FS8g 10/24/18
Psychiatric Services Contract – resolution

WHEREAS, the Family Services Agency does contract for psychiatric evaluations and counseling services for the Region 7E Mental Health Project, and

WHEREAS, such a contract has been presented to the Kanabec County Board of Commissioners for a period beginning January 1, 2019 and ending December 31, 2019, and

WHEREAS, this position is fully funded by the Regional Adult Mental Health Initiative Funds;

THEREFORE BE IT RESOLVED to approve an agreement for psychiatric services for the period beginning January 1, 2019 and ending December 31, 2019 with Jenny Bliss.

Action #FS9 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the payment of 56 claims totaling \$108,912.87 on Welfare Funds.

Action #FS10– It was moved by Kim Smith, seconded by Dennis McNally and carried unanimously to adjourn Family Services Board at 9:30am and to meet again on Wednesday, November 28, 2018 at 9:05am.

The Board of Commissioners Reconvened.

Chief Deputy Recorder, Lisa Holcomb met with the County Board to discuss matters concerning her department.

Action #11 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to approve the following resolution:

Resolution #11 – 01/10/18

WHEREAS there is a vacancy in the position of a Deputy Recorder, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Recorder and the County Personnel Director to hire a Full Time Deputy Recorder to fill the position at Step A, Range 5 of the pay plan which is \$15.20 per hour 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.

Action #12 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to resolve that the new County Recorder will be sworn in on January 2, 2019 and begin at a Grade 16, Step C on the established 2019 wage scale.

Action #13 – It was moved by Dennis McNally, seconded by Les Nielsen and carried unanimously to approve payment of the following claims on the funds indicated:

Revenue Fund

Vendor	Amount
Anderson, Jeff	25.69
Agnew, Marge	125.00
Anne M Carlson Law Office, PLLC	68.00
Anne M Carlson Law Office, PLLC	127.50
Anne M Carlson Law Office, PLLC	59.50
Anne M Carlson Law Office, PLLC	93.50
Anne M Carlson Law Office, PLLC	153.00
Bachman, Fran	57.77
Billings Service Inc	125.00
Coborn's Card Services	326.83
Coborn's Card Services	107.07
Centerpoint Energy	108.00
City of Wahkon	50.00
Clifton Larson Allen LLP	5,000.00
Clifton Larson Allen LLP	1,500.00
Community Education - Princeton Schools	150.00
Consolidated Communications	707.34
Consolidated Communications	65.39
Consolidated Communications	164.36
Consolidated Communications	70.44
Curtis, Michael	1,223.29
D&T Ventures	225.00
East Central Exterminating	120.00
eRecording Partners Network, LLC	1.65

Etter, Robin	88.78
Farm Market Café, LLC	172.99
Faust, Patrick	42.51
FBG Service Corporation	6,410.24
FBG Service Corporation	584.80
Firstlight Health System	2,188.92
Fish Lake Improvement Association	7,332.24
Further	709.80
Granite City Jobbing Inc	612.40
Granite City Jobbing Inc	945.04
Handyman's Inc	456.78
Hippen, Nick	100.00
Hippen, Nick	100.00
Hippie, Samuel	100.00
Hoefert, Robert	1,115.01
Hubbell	75.00
Industrial Health Services Network Inc	44.90
Innovative Office Solutions LLC	47.22
Innovative Office Solutions LLC	132.66
Intoximeters, Inc	180.00
ITSAVVY LLC	662.65
JCF Properties LLC	2,100.00
Johnson, Eric	69.96
Johnsons Hardware	43.31
Kanabec County Community Health	1,914.24
Kanabec Publications	165.00
Kanabec Publications	250.50
Kanabec Publications	206.50
Knife Lake Improvement District	6,900.00
Koch, Jessica	45.51
RELX Inc DBA LexisNexis	187.41
Manthie, Scott	867.10
MCCC; Mi33	148.52
McFadden, Barbara	49.05
Minnesota UI	5,516.58
MN Dept. of Labor & Industry Financial Services Office	50.00
MN Bureau of Criminal Apprehension	475.00
MRA	175.00
Nelson, Ronnette	19.62
Northland Trust Services Inc	328,207.50
Northstar	173.56
O'Reilly Auto Parts	228.76
Office Depot	86.19

Office Depot	92.10
Office Depot	23.99
Office Depot	184.83
Office Depot	19.19
Office Depot	293.71
OnSolve LLC	502.19
P-D's Embroidery	12.83
P-D's Embroidery	45.00
Printeez & Promotion	180.00
Rasmusson, Emma	100.00
Rasmusson, Emma	100.00
Ratwik, Roszak & Maloney, PA	262.50
Regents of the University of MN	115.00
RS Eden	86.18
SIRCHIE	185.24
State of Minnesota BCA	120.00
Stellar Services	261.00
Stones Throw Golf Course	150.64
Summit Companies	798.00
Summit Companies	600.00
Summit Food Service Management	10,580.76
Thomson-Reuters-West	238.70
Thomson-Reuters-West	677.76
Totalfunds	3,000.00
Visser, Maurice	778.55
Zamora, ray	601.68
93 Claims Totaling:	<u><u>400,645.43</u></u>

Road & Bridge Fund

Vendor	Amount
Blum Sand and Gravel	336.72
Cargill	17,440.29
Central McGowan	128.81
Citi Lites	40.00
Contech Engineered Solutions	87,107.80
Diamond Mowers	549.75
Federated Co-ops	129.97
Gopher State	93.15
Little Falls Machine	5,459.70
Maney International	11,093.53
Mille Lacs County	2,625.93
Minerath Construction	79,114.75

Minnesota Energy	71.93
Northern Safety	132.49
Northern States Supply	59.67
Office Depot	276.10
Oslin Lumber	194.00
Petty Cash	57.86
Pomp's Tire Service	5,603.34
Reedsburg Hardware	4,461.99
Retriever	590.00
Stegeman, Jesse	280.66
S.W. Asphalt	12,180.00
Tiger Corporation	13,729.60
Wiarcom	618.45
Zep	714.12

26 Claims Totaling: 243,090.61

Action #14 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #14 - 10/24/18

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the following positions are on the rotation schedule for 2018:

Department	Position
Assessor	Appraiser Trainee
Assessor	County Assessor
Attorney	County Attorney
Coordinator	County Coordinator
Coordinator	HR Specialist
Coordinator	Administrative Assistant
Economic Development Authority	EDA Director
Family Services	Fiscal Officer
Family Services	Fiscal Supervisor
Family Services	Case Aide
Family Services	Child Support Officer/Fraud Prevention Specialist
Family Services	Eligibility Worker
Family Services	Social Services Supervisor
Family Services	Social Worker
Family Services	Child Support Supervisor

Information Systems	Computer Technician
Information Systems	IS Director
Public Health	Certified Public Health Nurse
Public Health	Registered Nurse
Public Health	Nursing Supervisor
Public Health	Health Promotion Coordinator
Public Health	Community Health Planner
Public Health	Fiscal Officer
Public Works - Building Maintenance	Maintenance Technician
Public Works - Building Maintenance	Building Maintenance Supervisor
Public Works - Building Maintenance	Maintenance Tech I
Public Works - Environmental Services	Environmental Services Supervisor
Public Works - Highway	Mechanic
Public Works - Highway	Sign Person
Public Works - Highway	Secretary
Recorder	Deputy Recorder
Sheriff	Investigator
Sheriff	Sergeant Jailer
Transit	Bus Driver
Transit	Dispatcher
Transit	Transit Clerk
Transit	Transit Director
Transit	Operations Supervisor
VA/EM	VA/EM Director

and,

WHEREAS the HR Specialist has submitted updated job descriptions and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job descriptions and recommends the above job titles remain at the same pay grade;

BE IT RESOLVED that it is the decision of the county board to accept the job descriptions and approve the wage consultant’s recommendations for the above job titles.

Action #15 – Gene Anderson introduced the following resolution and moved its adoption:

Resolution #15 - 10/24/18

Appraiser Trainee

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Appraiser Trainee position is on the rotation schedule for 2018, and

WHEREAS the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase three levels;

	Old Rating Grade 6			New Rating Grade 9	
Category	Rank	Points		Rank	Points
Qualifications	q22	48		q32	57
Decisions	d8	24		d16	36
Problem Solving	p9	31		P10	41
Relationships	r13	48		r13	48
Effort A	ea6	5		ea7	8
Effort B	eb10	8		eb11	12
Hazards	h18	25		h18	20
Environment	n13	13		n14	22
TOTAL POINTS		202			249

BE IT RESOLVED that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

BE IT FUTHER RESOLVED to accept the ranking for the “Appraiser Trainee” position, which results in Pay Range 9, and

BE IT FURTHER RESOLVED that this change is effective January 1, 2019.

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: Anderson, Ellis, Smith, Nielsen

OPPOSED: McNally

ABSTAIN:

whereupon the resolution was declared duly passed and adopted.

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

Resolution #16 - 11/22/17

Eligibility Worker

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Eligibility Worker position is on the rotation schedule for 2018, and

WHEREAS the HR Specialist has submitted updated job description and physical analysis to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

Category	Old Rating Grade 7			New Rating Grade 8	
	Rank	Points		Rank	Points
Qualifications	q41	62		q44	83
Decisions	d23	43		d23	43
Problem Solving	p10	41		p10	41
Relationships	r13	48		r13	48
Effort A	ea5	4		ea5	4
Effort B	eb11	12		eb11	12
Hazards	h2	5		h2	5
Environment	n6	9		n6	9
TOTAL POINTS		224			245

BE IT RESOLVED that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

BE IT FUTHER RESOLVED to accept the ranking for the “Eligibility Worker” position, which results in Pay Range 8, and

BE IT FURTHER RESOLVED that this change is effective January 1, 2019.

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

Resolution #17 - 10/24/18

Social Service Supervisor

WHEREAS Kanabec County Policy P-106, Section IV.A. calls for a reevaluation of all county job classifications on a three year rotation, and

WHEREAS the Social Service Supervisor position is on the rotation schedule for 2018, and

WHEREAS the HR Specialist has submitted updated job description and physical

analysis' to the wage consultant at MRA for evaluation, and

WHEREAS the wage consultant has examined and evaluated the job description and recommends the grade for the above job title increase one level;

	Old Rating Grade 15			New Rating Grade 16	
Category	Rank	Points		Rank	Points
Qualifications	q72	118		q74	143
Decisions	d32	77		d32	77
Problem Solving	p15	74		p15	74
Relationships	r23	85		r23	85
Effort A	ea5	4		ea5	4
Effort B	eb11	12		eb11	12
Hazards	h11	23		h11	23
Environment	n13	13		n13	13
TOTAL POINTS		406			431

BE IT RESOLVED that it is the decision of the county board to accept the changes to the job descriptions and approve the wage consultants recommendations, and

BE IT FUTHER RESOLVED to accept the ranking for the “Social Service Supervisor” position, which results in Pay Range 16, and

BE IT FURTHER RESOLVED that this change is effective January 1, 2019.

The County Board held a discussion regarding a request for proposals for the possible sale of county owned properties. Information only, no action was taken,

The County Board held a discussion regarding Early Retirement Proposals.

Action #18 –Gene Anderson motioned to approve an Early Retirement Incentive Program. The motion failed for lack of a second.

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

Resolution #19 – 10/24/18

Disposal of Unit #2 2008 Ford (VIN# 1FD4E45S08DB51442)

WHEREAS, Kanabec County – Timber Trails Public Transit operates a transit system; and

WHEREAS, Kanabec County – Timber Trails Public Transit no longer needs Unit #2 in the fleet due to the arrival of new buses; and

WHEREAS, MN/DOT_has approved the disposal Unit #2.

NOW, THEREFORE, BE IT RESOLVED that Kanabec County Board of Commissioners hereby authorizes the disposal and sale of Unit #2 at Public Auction.

The County Board held a discussion regarding Shoreland Ordinance #5.

10:38am – The Chairperson called for public comment. Those that spoke included:

Maurie Clipperton	Shoreland Ordiance #5
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Action #20 – It was moved by Dennis McNally, seconded by Kim Smith and carried unanimously to approve rescinding the Public Hearing regarding Shoreland Ordinance #5 previously scheduled for December 5, 2018.

Action #21 – It was moved by Kim Smith, seconded by Gene Anderson and carried unanimously to approve posting a Public Notice for a Public Hearing to be held on December 18, 2018 to discuss the intent to amend Shoreland Ordinance #5.

10:44am – The Chairperson closed public comment.

The County Board held a discussion regarding the process of hiring a new County Coordinator. Information only, no action was taken.

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

BE IT RESOLVED to close at the meeting at 10:55am 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 Dennis McNally Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator & Personnel Director, Patrick Christopherson and County Attorney, Barbara McFadden.

Action #23 – It was moved by Gene Anderson, seconded by Kim Smith and carried unanimously to re-open the meeting at 11:00am.

Future Agenda – Discuss a Request for Proposal for the possible sale of county owned properties. Discuss implementing a procedure for changing from County Employee to elected official.

Action #24 – It was moved by Les Nielsen, seconded by Gene Anderson and carried unanimously to adjourn the meeting at 11:01am and to meet again in regular session on Wednesday, November 14, 2018 at 9:00am.

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

Attest: _____ Board Clerk