

# PROCEEDINGS OF THE COUNTY BOARD

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

**April 20, 2005**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 20, 2005 pursuant to adjournment with the following Board Members present: Stan Cooper, Kathi Ellis, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the meeting agenda as presented.

Action #2 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to recess the board meeting at 9:03am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:04am** on Wednesday, April 20, 2005 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business.

Action #HS3 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the agenda of the Human Service Board with the addition of computers.

Action #HS4 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

## *Resolution HS4 - 04/20/05* **ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Community Support Technician,  
and

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

**BE IT RESOLVED** that the County Board authorizes Family Service Agency Director Phil Peterson and the County Personnel Director to hire a Community Support

Technician to refill the vacant position at Step A, Range 7 of the pay plan which is \$13.63 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 Family Service Agency Director Phil Peterson and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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Action #HS5 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

***Resolution HS5 - 04/20/05***  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Child Support Officer, and

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

**BE IT RESOLVED** that the County Board authorizes Family Service Agency Director Phil Peterson and the County Personnel Director to hire a Child Support Officer to refill the vacant position at Step A, Range 8 of the pay plan which is \$14.45 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 Family Service Agency Director Phil Peterson and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

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Action #HS6 - It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to authorize the Family Service Agency Director to furnish a vacant office cubicle in Family Services at a cost not to exceed \$3,000 with funding split between:

South Country Health Alliance Funds	= \$1,500
Integrated Service Grant	= \$1,500

Action #HS7 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of 169 claims totaling \$263,088.18 on Welfare Funds.

Action #HS8 - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to adjourn the Human Service Board at 9:38am to meet again in regular session on Wednesday, May 18, 2005 at 9:05am.

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The Kanabec County Board of Commissioners reconvened at 9:39am.

Action #9 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the April 13, 2005 minutes of the Kanabec County Board of Commissioners as corrected: in Action #14, first line of the first WHEREAS, correct 'covert' to 'convert.'

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

**9:49am** - Larry Nelson with Onanogozie RC & D met with the County Board to present a report and ask for project approval.

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Action #10 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

### *Resolution 10 - 04/20/05*

**WHEREAS** the Onanogozie RC & D has presented a project titled "Mora Safe Schools-Healthy Students Initiative" to the Kanabec County Board of Commissioners for screening and approval, and

**WHEREAS** the board did find that this project would address areas of need in Kanabec County;

**BE IT RESOLVED** to approve the "Mora Safe Schools-Healthy Students Initiative" and authorize the Chairperson to sign a Project Proposal Application.

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Action #11 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 10:12am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **10:12am** on Wednesday, April 20, 2005 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH12 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the Public Health Board Agenda with the following additions: CHS appointment and Meth Watch Grant.

Action #PH13 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution PH13 - 04/20/05***

**BE IT RESOLVED** to reduce Public Health Nurse Dawn Johnson from 32 hours per week to 24 hours per week effective April 30, 2005.

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Action #PH14 - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

***Resolution #PH14 - 04/20/05***

**BE IT RESOLVED** to appoint Patt Kaiser to the Community Health Services Advisory Committee for a three-year term commencing immediately and expiring January 7, 2008.

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Action #PH15 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to authorize the Public Health Service Director to make application for a Meth Watch Grant.

Action #PH16 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to adjourn the Public Health Board at 10:45am to meet again in regular session on Wednesday, May 18, 2005 at 10:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

Commissioner resumed reports of the activities of the Boards and Committees in which they participate.

Action #17 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution #17 - 04/20/05***

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a renewal notice for the county Health Insurance, and

**WHEREAS** the Personnel Director has recommended approval of the renewal;

**BE IT RESOLVED** to accept the recommendation of the Kanabec County Personnel Director and renew the Health Insurance Contract at the following rates:

PLAN	Current Rates		Proposed Rates	
	Single	Family	Single	Family
\$100 Deductible	\$434.97	\$965.53	\$488.91	\$1,085.26
\$500 Deductible	\$372.12	\$825.68	\$418.26	\$928.06
\$1,000 Deductible	\$329.53	\$731.04	\$370.39	\$821.69
HRA	\$324.92	\$720.81	\$365.21	\$810.19

**11:05am** - The Chairperson then called for public comment. Those who responded included:

Jim Evanson	Commented on proposed meth ordinance.
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**11:17am** - The Chairperson closed public comment.

Action #18 - It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the following Job Description:

### Extension 4-H Program Assistant

Exemption Status: Non-Exempt  
 Department: Extension

Date: April 20, 2005

#### Job Specifications

Minimum Education	High School Graduate or Equivalent
Minimum Job Related Experience	None
Other Requirements	Valid Driver's License
Supervision Given To	None
Supervision Received From	Extension Secretary

#### Knowledge, Skills & Abilities Desired

- Knowledge of office procedures.
- ▶ Skilled in working with young people and adults
- ▶ Skilled in the use of office equipment, including computers and calculator.
- ▶ Some skills in oral and written communication
- Considerable ability to perform detailed work with a high degree of accuracy.
- Ability to establish and maintain effective working relationships with county officials, employees, and the general public.
- Ability to perform manual labor tasks involving some dexterity.
- Ability to work productively as part of a team and express enthusiasm for 4-H projects.

## Job Summary

This position is intended to provide hands-on experience for the Extension 4-H Program Assistant and at the same time provide County 4-H Program Coordinators with extra needed help during the busy summer season

### Some Examples of Essential Duties

In all duties, this position works according to good safety practices as posted, instructed, discussed, and written in policy. Uses all safety devices provided for their protection and the protection of others. Reports any unsafe condition or act to their supervisor or the safety officer immediately.

1. Assisting with coordinating county and/or State Fair programs, activities and events
2. Managing the required registration systems for 4-H State Fair participation and planning registration meetings with 4-H members.
3. Assisting regional extension educators and 4-H program coordinators with local county programming and providing timely communication to Extension staff regarding progress made and accomplishments as well as recommendations for changes next year.
4. Assisting with 4-H membership recruitment and encouraging parental participation and support.
5. Working with community education programs
6. Assisting with media relations
7. Follow the program guidelines of the University of Minnesota Extension Service, the Minnesota 4-H program and the Kanabec County 4-H program.
8. Serves as a respectful, positive role model for youth and adults.
9. Performs other duties as required.

### Physical Demand Analysis Summary

PHYSICAL DEMANDS IN THIS JOB WILL VARY AS THE PERSON'S DUTIES CHANGE. FOLLOWING IS AN ESTIMATED AVERAGE.

In a typical 5 hour work day, this person sits 1 hours, stands 2 hours and walks 2 hours. Some special physical demands include:

1. Up to 30% of the time requires carrying up to 24 pounds.
  2. Up to 100% of the time requires seeing with near acuity and seeing a full field of vision.
  4. Up to 70% of the time requires good verbal communication and hearing normal conversation.
  5. Up to 50% of the time requires seeing with far acuity.
  6. Up to 30% of the time requires good written communication, seeing with depth perception and being able to distinguish colors.
  7. Up to 10% of the time requires hearing high pitched or low pitched sounds.
  8. Up to 50% of the time requires reaching above shoulder level and pushing/pulling.
  9. Up to 10% of the time requires bending/stooping and crouching.
  10. Up to 70% of the time requires use of the hands at waist, chest and shoulder height.
  11. Up to 30% of the time requires use of the hands at ear, top of the head, and over the head heights.
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Action #19 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to close the meeting at 11:33am pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 3(b) to discuss matters related to on-going litigation, specifically Intrepid Development et al vs Kanabec County et al. Present during the discussion were all five county commissioners plus County Attorney Joe Loren, Auditor/Treasurer Denise Cooper, County Coordinator Alan B. Peterson and--by telephone--Attorney Amy Mace.

Action #20 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to reopen the meeting at 11:50am.

Action #21 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to authorize the Auditor/Treasurer to issues checks for the purchase of property at 330 Forest Avenue, Mora, MN 55051, the total of which not to exceed the purchase price of \$92,295.00.

**12:04pm** - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

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

***Resolution #22 - 04/20/05***

**WHEREAS** bids for grading, base & bituminous for SAP 33-604-16, the reconstruction of County State Aid Highway 4 from CSAH 12 to CSAH 16, were received as follows:

Tri-City Paving	\$1,349,160.11
Bauerly Bros	\$1,367,111.82
Midwest Contracting	\$1,390,417.59

**BE IT RESOLVED** to approve the recommendation of the County Engineer and accept the bid of \$1,349,160.11 from Tri-City Paving.

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Action #23 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution #23 - 04/20/05***

**BE IT RESOLVED** that the Kanabec County Board of Commissioners enter into MN DOT Agreement No. 87885 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State of Minnesota to the County of Kanabec for the use of County State Aid Highway No. 3, County State Aid Highway No. 8, County State Aid Highway No. 10, and County State Aid Highway No. 26 as a

detour route during the culvert replacements, frost heave treatments and pavement rehabilitation and resurfacing construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 47 from west junction of Trunk Highway No. 23 in the City of Ogilvie to the north junction of Trunk Highway No. 27 in the City of Isle under State Project No. 3304-25 (TH 47=047).

**IT IS FURTHER RESOLVED** that the Board Chairperson and the County Engineer are authorized to execute the Agreement and any amendments to the Agreement.

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**12:20am** - Assistant County Attorney Amy Brosnahan met with the County Board to discuss a second draft of a proposed meth ordinance. Following discussion, Brosnahan took the ordinance back for further revision.

**12:50pm** - The board discussed the county jail. Present were County Sheriff Steve Schulz and Chief Deputy Sheriff Robert Jensen.

**1:52pm** - The board took an 8 minute break.

Action #23 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to have staff prepare a recommended short list of architects to interview.

Action #24 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution #24 - 04/20/05***  
**ORDER OF THE BOARD**

**WHEREAS** the board did budget for a temporary 4-H Assistant for 2005, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the County Personnel Director in cooperation with the University of Minnesota Extension Service to hire a temporary 4-H Assistant to fill the position, and

**BE IT FURTHER RESOLVED** to waive County Policy P-114, II, G and set the wage at \$8.00 per hour, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted.

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Action #25 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to recess at 2:45pm to meet in continued session on Friday, April 22, 2005 at 4:30pm.

The Kanabec County Board of Commissioners met at 4:30pm on Friday, April 22, 2005 pursuant to recess with the following Board Members present: Stan Cooper, Kathi Ellis, Jerry Nelson, Les Nielsen, and Dennis McNally. Also present was County Attorney Joe Loren.

The board discussed matters related to the County Attorney's Office.

Action #26 - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to recess at 4:50pm to meet in continued session on Wednesday, April 27, 2005 at 6:00pm.

The Kanabec County Board of Commissioners met at 6:00pm on Wednesday, April 27, 2005 pursuant to recess with the following Board Members present: Stan Cooper, Kathi Ellis, Jerry Nelson and Les Nielsen. Also present was County Attorney Joe Loren.

Action #27 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

### ***Resolution #27 - 04/20/05***

**BE IT RESOLVED** to close the meeting at 6:02pm pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 3(b) to discuss matters related to on-going litigation, specifically Intrepid Development et al vs Kanabec County et al. Present during the closed meeting were the four county commissioners plus County Attorney Joe Loren, Auditor/Treasurer Denise Cooper, County Coordinator Alan B. Peterson and--by telephone--Attorney Amy Mace.

Action #28 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to reopen the meeting at 6:39pm.

Action #29 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to adjourn at 6:39pm to meet in regular session on Wednesday, April 27, 2005 at 6:40pm.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_

Kanabec County Coordinator