

# PROCEEDINGS OF THE COUNTY BOARD

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

**August 20, 2008**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 20, 2008 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson, Les Nielsen and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the August 13, 2008 minutes of the Kanabec County Board of Commissioners as corrected:

- a. Correct the meeting start time from 6:30pm to 9:00am

Action #3 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to recess the board meeting at 9:15am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:15am** on Wednesday, August 20, 2008 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Jerry Nelson, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda. Items discussed included the budget, staffing, finances, and other agency business.

Action #HS4 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the agenda of the Human Service Board as presented.

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

## **Resolution #HS5 – 08/20/08**

Child Support Officer

### **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 Health & Human Service Director Wendy Thompson and the County Personnel Director to hire a full-time Child Support Officer at 40 hours per week to refill the vacant position at Step A, Range 8 of the pay plan which is \$15.61 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.

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Action #HS6 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the purchase a sorter/stapler unit for a copier/printer at a cost of \$886.00.

Action #HS7 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve 149 claims totaling \$155,457.70 on Welfare Funds.

Action #HS8 - It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to adjourn the Human Service Board at 9:51am to meet again in regular session on Wednesday, September 17, 2008 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

**9:51am** - Health & Human Service Director Wendy Thompson met with the board to discuss transportation. No action was taken at this time.

**10:02am** – Paul Larson, Karen Longerbone and Kelly Osterdyk met with the board to discuss a 2009 budget request.

**10:23am** – Debra Hanson with Northstar Access met with the board. Also present were Information Systems Director Jessie Kehn and County Sheriff Steve Schulz. Hanson presented the board with a \$2,000.00 donation to the Sheriff's Office. The board expressed its appreciation to Hanson and Northstar Access.

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

**10:35am** - The Chairperson then called for public comment three times. None responded.

**10:38am** - The Chairperson closed public comment.

Commissioners continued giving reports of the activities of the Boards and Committees in which they participate.

**10:50am** – County Assessor Dan Weber met with the board to discuss the “Green Acres” program.

Action #9 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

## **Resolution #9 – 08/20/08**

Green Acres

**WHEREAS** the Minnesota Legislature passed changes to the “Green Acres” program, and

**WHEREAS** these changes create administrative problems that are not solvable by practical measures, and

**WHEREAS** we are allowed to request an extension on implementing the green acre changes;

**BE IT RESOLVED** to authorize the County Assessor to submit a letter to the Commissioner of Revenue to take advantage of that extension.

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**11:15am** – Information Systems Director Jessie Kehn met with the board to discuss matters concerning her office.

Action #10 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

## **Resolution #10-08/20/08**

Closed Meeting

**WHEREAS** the Personnel Director has presented the board with a regular annual performance evaluation for a Kanabec County Department Head;

**BE IT RESOLVED** to close the meeting at 11:16am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of Information Systems Director Jessie Kehn.

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Action #11 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

## **Resolution #11-08/13/08**

Performance Evaluation Result

**WHEREAS** the board has evaluated the past year’s job performance of Information Systems Director Jessie Kehn, and

**WHEREAS** the board has discussed its findings with Kehn;

**BE IT RESOLVED** that the board finds her performance to be satisfactory, and

**BE IT FURTHER RESOLVED** to approve step movement from G16E to G16F effective August 23, 2008.

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

## **Resolution 12 – 08/20/08**

### Investigator

**WHEREAS** the Kanabec County Board of Commissioners did accept the pay consultant's review of the Investigator position, and

**WHEREAS** the Sheriff did appeal the outcome of the evaluation, and

**WHEREAS** the board has considered the evidence presented in the appeal;

**BE IT RESOLVED** that the board finds that there is sufficient evidence to warrant re-examination and directs the Personnel Director to resubmit the Investigator job description to the pay consultant with the following change:

- a. Delete "20% oversight"
  - b. Replace the deletion with "20% Incident Command Supervision"
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**12:25pm** – The board took a 20 minute break.

The board discussed the proposed 2009 budget in depth.

*Action #13* – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to recess at 2:20pm to meet in continued session on Tuesday, August 26, 2008 at 8:00am.

The Kanabec County Board of Commissioners met at 8:00am on Tuesday, August 26, 2008 pursuant to recess with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson, Les Nielsen and Kevin Troupe.

*Action #14* – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve payment of a claim of \$10,434.40 to the state Commissioner of Transportation as the county share of a new bus.

**8:07am** – Information Systems Director Jessie Kehn met with the County Board to discuss her proposed 2009 budget. The budget was discussed in detail. No action was taken at this time.

**8:30am** – Chief Deputy Sheriff Robert Jensen met with the County Board to discuss the Sheriff's proposed 2009 budget. The budget was discussed in detail. No action was taken at this time.

**9:20am** – County Engineer Greg Nikodym met with the County Board to discuss his proposed 2009 budget. The budget was discussed in detail. No action was taken at this time.

**10:00am** – Health & Human Service Director Wendy Thompson met with the County Board to discuss her proposed 2009 budgets. The Public Health budget was discussed in detail and the Family Service Agency budget was discussed briefly. No action was taken at this time.

Action #15 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to adjourn at 12:55pm to meet in regular session on Wednesday, August 27, 2008 at 6:30pm.

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

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

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

Alan B. Peterson, Kanabec County Coordinator