

PROCEEDINGS OF THE COUNTY BOARD

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

December 1, 2010

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, December 1, 2010 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, and Kevin Troupe. Absent: Roger Crawford.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the agenda as amended. Add Maintenance Department, Tire Ordinance and Union Negotiations.

Action #2 - It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, December 1, 2010 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Kevin Troupe. Absent: Roger Crawford. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH3 - It was moved by Kim Smith, seconded by Kathi Ellis, and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH4 - It was moved by Kim Smith, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution # PH4 12/1/10 **We Honor Veterans Partner Commitment**

WHEREAS, the We Honor Veterans is a program of the National Hospice and Palliative Care Organization and the Veterans Administration, designed to empower hospice professionals to meet the unique needs of dying Veterans and their loved ones, and

WHEREAS, Kanabec County Public Health and Hospice services area Veterans, and chooses to receive training from the We Honor Veterans program in order to ensure that veterans and their families have access to appropriate, high quality hospice and palliative care services;

THEREFORE BE IT RESOLVED that Kanabec County Public Health and Hospice enter into a partner agreement with the National Hospice and Palliative Care Organization to build professional and organizational capacity to provide quality care for Veterans.

Action #PH5 – It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to adjourn the Public Health Board at 9:30am.

Action #6 – It was moved by Kim Smith, seconded by Kathi Ellis, and carried unanimously to approve the minutes of the November 23, 2010 Kanabec County Board of Commissioners meeting as presented.

Action #7 – It was moved by Kathi Ellis, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #7 – 12/01/10
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 October, 2010 claims on SCORE Funds:

Quality Disposal	\$2,538.80
Arthur Township	\$400.00
TOTAL	\$4,800.00

Action #8 – It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve the following paid claims:

Althoff and Nordquist	5,100.00
Amundson, Pauline	60.50
Ann Lake Twp	23,344.72
Arthur Twp	56,246.13
Assurant Employee Benefits	1,600.75
Bina Law Office	1,402.50
Bostrom MD, Randall	62.50
Braham Public Schools	44,835.05

Brunswick Twp	43,916.68
Carda Excavating	6,000.00
Centerpoint Energy	55.00
City of Braham	1,942.71
City of Grasston	4,838.11
City of Milaca	38.23
City of Mora	384,812.57
City of Ogilvie	24,365.12
City of Quamba	7,974.00
Comfort Twp	37,513.78
Comm of Finance-Treas Div	348.47
D&M Excavating	10,875.00
East Cent Reg Dev Commission	7,349.05
East Central School District	14,541.99
Ford Twp	29,701.55
Gene Carda Excavating	175.00
GMCU	2,103.76
Gobel, Andy	100.00
Grass Lake Twp	36,021.71
Great America Leasing	999.00
Hanson, Peter	100.00
Haybrook Twp	18,283.15
Health Partners	3,451.78
Hillman Twp	22,219.39
Hinckley-Finlayson Schools	12,207.45
Isle Public Schools	10,774.46
Jones, Lisa	1,177.25
Kaiser, Patt	63.00
Kanabec Co Aud/Treas	300.00
Kanabec Co Auditor	70.00
Kanabec Co Auditor	60.00
Kanabec Co Public Health	47,046.42
Kanabec County	145,238.00
Kanabec County	145,239.27
Kanabec Publications	21.50
Kanabec Twp	20,726.70
Knife Lake Twp	51,693.92
Kroschel Twp	11,284.82
Krueger, Louisa	69.50
McNally, Jeanne	68.00
Milaca Public Schools	2,172.79
MN Commissioner of Revenue	6.72
MN Dept of Finance	5,627.50

MN Energy Resources Corp	3,425.07
MN Mutual Life Ins	361.05
Montbriand, Ed	78.00
Mora Municipal Utilities	15,719.05
Mora Psychological Services	1,500.00
Mora Psychological Services	2,362.50
Mora Public Schools	354,567.70
Morgan, Barb	98.00
Northstar Access	907.42
Office of Enterprise Technology	600.00
Ogilvie Public Schools	182,385.57
Peace Twp	39,181.09
Pine Co Health & Human Services	21,604.18
Pomroy Twp	23,172.87
Resource Training & Solutions	85,394.50
Schoumaker, Jennifer	175.00
Southfork Twp	19,787.26
State of MN	20.00
TDS Metrocom	366.65
Tessneer Law Office	144.50
Troupe, Kevin	9.50
US Cable	781.93
Verizon Wireless	965.03
Verizon Wireless	347.68
Werner, Julie	80.00
Whited Twp	19,740.50
Woods, Danna	60.00
TOTAL	<u>2,018,060.55</u>

Action #9 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

AAA Membership	59.95
Ace Hardware	34.38
Ace Hardware	14.96
Allina Hospitals & Clinics	1,431.63
Anoka Co Juvenile Center	632.00
Area III Technical Service Area	22,905.00
Association of Training Officers	425.00
A'viands, LLC	12,981.50

Bear Graphics	719.06
Briggs Corp	58.07
Budget Lighting	95.25
Burke Engineering	173.24
Continental Research Corp	230.85
Creative Forms & Concepts	163.72
Dalco	46.28
Davis Mechanical Systems	1,596.00
Deatons Mailing Systems	237.21
Don's Auto & Towing	146.42
East Central Exterminating	256.80
East Central Regional Juvenile Center	7,175.00
East Central Water Testing	40.00
East Central Water Testing	40.00
ERA Laboratories	1,557.25
ERA Laboratories	1,176.00
ERA Laboratories	456.75
Eustice, Todd	299.50
Excel Binding	9,197.40
Galls	88.68
Goodin Co	76.86
Grainger	94.16
Grainger	76.05
Habeck, Ross	6,545.75
Handyman's Inc	176.90
Help/Systems - IL, LCC	293.98
Herwig, Kevin	44,392.50
Horizon Towing	234.04
Jim's Locksmithing	128.95
Kanabec Co IS	380.00
Kanabec Co IS	380.00
Kanabec Hospital	1,561.35
Kanabec Publications	149.63
Kanabec Publications	62.35
Kanabec SWCD	4,480.00
Kraft, Ted	3,438.00
MACO	265.00
MACO	295.00
Marco	4,500.20
Marco	172.69
Mattson Electric	170.00
McFadden-Kraemer, Barb	750.00
MN County Attorney's Assc	59.99

MN Dept of Labor & Industry	20.00
MN Monitoring	690.00
National Academies of Emergency Dispatch	130.00
Northern Door & Hardware	22.50
Office Depot	221.01
Office Depot	41.38
Office Depot	20.93
Office Depot	7.18
Office Depot	15.47
Office Depot	90.38
Office Depot	98.50
Olson, Rhonda	193.64
Onanegozie RC&D	1,780.00
Ostrom, Donna, Deputy Registrar	11.25
Pancake, Duke	39.99
PD's Embroidery	65.00
Prairie Restorations	7,567.12
Priority Dispatch	365.00
Reliance Telephone	1,600.00
RS Eden	67.50
RS Eden	45.00
Schindler Elevator	1,136.91
Scott's Lawn Care	791.23
Spee-Dee	45.90
Spee-Dee	79.52
Springsted Inc	6,413.00
Stahlke's	85.00
Stearns Co HR	110.00
Stellar Services	376.22
Streichers	194.96
Tiger Direct	1,900.00
UHL Co	1,096.00
Uniform Unlimited	47.15
West Payment Center	1,016.00
TOTAL	<u>157,305.04</u>

Road & Bridge Fund

Allina Occ Med	27.50
Boyer Trucks	153.68
Earl F Anderson, Inc	38.20
Erickson Engineering Co., LLC	3,337.50

Federated Co-ops, Inc	95.55
First Lab	113.00
Jeff's Machine & Welding, LLC	86.89
Kanabec County Information Systems	764.08
Mike's Lawn Service, Inc.	1,443.95
North American Salt Co.	6,884.76
Northern Safety & Industrial	135.22
Office Depot	78.61
Pomp's Tire Service, Inc	1,130.48
Richards, Lila, The Cleaning Agent	733.16
Wheeler Lumber, LLC	16,760.84
Zep Sales and Service	296.83
Total:	32,080.25

Action #10– It was moved by Kathi Ellis, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #10 – 12/01/10

WHEREAS, Minnesota Statute 375.055 requires that the County Commissioners' compensation be set by resolution in the year preceding the action;

BE IT HEREBY RESOLVED to set the annual wage for the year 2011 for Kanabec County Commissioners set at \$20,261.00.

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

Resolution #11 – 12/01/10 Non-Union & Elected Official Wage Schedule

BE IT RESOLVED to approve the following wage scale for non-union employees and elected officials effective January 1, 2011:

Grade	A	B	C	D	E	F	G	Grade
1	\$10.69	\$11.09	\$11.48	\$11.90	\$12.29	\$12.69	\$13.09	1
2	\$11.33	\$11.75	\$12.18	\$12.60	\$13.03	\$13.46	\$13.88	2
3	\$12.01	\$12.46	\$12.91	\$13.36	\$13.81	\$14.26	\$14.71	3
4	\$12.73	\$13.21	\$13.68	\$14.16	\$14.64	\$15.11	\$15.59	4
5	\$13.49	\$14.00	\$14.50	\$15.01	\$15.51	\$16.03	\$16.53	5
6	\$14.30	\$14.84	\$15.37	\$15.91	\$16.45	\$16.98	\$17.52	6

7	\$15.16	\$15.74	\$16.30	\$16.86	\$17.44	\$18.00	\$18.58	7
8	\$16.08	\$16.67	\$17.27	\$17.88	\$18.48	\$19.08	\$19.69	8
9	\$17.04	\$17.67	\$18.32	\$18.95	\$19.59	\$20.23	\$20.87	9
10	\$18.06	\$18.73	\$19.41	\$20.09	\$20.76	\$21.44	\$22.12	10
11	\$19.14	\$19.86	\$20.57	\$21.29	\$22.02	\$22.73	\$23.45	11
12	\$20.29	\$21.05	\$21.81	\$22.57	\$23.33	\$24.10	\$24.86	12
13	\$21.51	\$22.31	\$23.12	\$23.93	\$24.73	\$25.54	\$26.35	13
14	\$22.79	\$23.65	\$24.51	\$25.36	\$26.22	\$27.07	\$27.92	14
15	\$24.17	\$25.07	\$25.98	\$26.88	\$27.80	\$28.70	\$29.60	15
16	\$25.61	\$26.57	\$27.54	\$28.50	\$29.46	\$30.41	\$31.38	16
17	\$27.15	\$28.17	\$29.19	\$30.20	\$31.22	\$32.25	\$33.26	17
18	\$28.78	\$29.86	\$30.94	\$32.02	\$33.10	\$34.18	\$35.25	18
19	\$30.51	\$31.65	\$32.80	\$33.94	\$35.09	\$36.23	\$37.38	19
20	\$32.34	\$33.55	\$34.76	\$35.98	\$37.19	\$38.40	\$39.62	20
21	\$34.28	\$35.57	\$36.85	\$38.14	\$39.42	\$40.70	\$41.99	21
22	\$36.33	\$37.69	\$39.06	\$40.42	\$41.78	\$43.14	\$44.52	22

County Coordinator Dan Weber met with the Board to discuss the Maintenance Department.

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

Resolution #12 – 12/01/10 Maintenance Department

WHEREAS there is a vacancy in the position of Maintenance Supervisor, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to hire a Full Time Maintenance Supervisor to refill the vacant position at Step A, Range 13 of the pay plan which is \$21.51 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.

BE IT FURTHER RESOLVED to authorize the Maintenance Supervisor and the County Personnel Director to refill any subsequent vacancies that may occur within the Office due to internal promotion.

County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway Department.

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

Resolution #13 – 12/01/10
Fund Advance

WHEREAS the County of Kanabec completed project SP 33-601-08 in 2010, and

WHEREAS today, \$695,000 in anticipated Federal Funds have not been received to pay for this project, and

WHEREAS it is unknown when the Federal Funds will be available to Kanabec County

WHEREAS an advance from the County State Aid Regular Construction Fund in the amount of \$695,000 would allow Kanabec County to meet its financial obligation,

BE IT RESOLVED that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project, SP 33-601-08.

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

Resolution #14 – 12/01/10
Highway Personnel Policy

Personnel Policy
Kanabec County Highway Department
Non-Union Employees
Effective January 1, 2011

This policy revokes all previous policies.

The following Articles are specific to County Highway Department Non-Union Supervisory Employees and vary from other County Policies.

ARTICLE I - HOLIDAYS

1.1 All regular employees shall be granted leave of absence with regular pay on all legal holidays. These are:

New Year's Day

Fourth of July

Thanksgiving Day

Martin Luther King Day	Labor Day	Friday after Thanksgiving
President's Day	Veteran's Day	Christmas Day
Memorial Day	2 Holidays of Employee's Choice	

The two holidays of Employee's Choice (aka, Floating Holidays):

- A. Must be taken in two (2) eight (8) hour segments
- B. New employees starting after June 30th of each year receive only one Floating Holiday. New employees starting after October 1st of each year do not receive a Floating Holiday for that year
- 1.2 A paid holiday occurring on Sunday shall be observed on the following Monday, and a holiday occurring on Saturday shall be observed on the preceding Friday.
- 1.3 In order to qualify for the holiday pay by this Article, a regular or probationary employee must be in paid status their last scheduled work day immediately before and the first scheduled work day immediately following the holiday, unless their failure to do so is for a reason acceptable to the Employer.
- 1.4 The Holidays granted under Section 1.1 are subject to change. The legal holidays where leave will be granted with pay shall be consistent with those holidays included in the International Union of Operating Engineers, Local No. 49 contract.
- 1.5 Any of the above mentioned paid Holidays that occur during a regularly assigned ten (10) hour day, four (4) day work -week schedule shall be paid at ten (10) hours.

ARTICLE II - SICK LEAVE

- 2.1 When the maximum amount permissible has been accumulated under County Policy P14, Leave of Absence, effective April 1, 1998, additional sick leave earned will be treated as follows:
- 2.11 Four (4) hours per month will be credited to banked sick leave which may be used only when an employee's accumulated sick leave has been exhausted.
- 2.12 Four (4) hours per month will be credited to earned vacations.

ARTICLE III - WAGES

- 3.1 Kanabec County Highway Department non-union employees will be paid in accordance with County Policy P-117, Effective January 1, 2004.
- 3.2 In addition to the wage specified in 3.1 above, one (1) Supervisory employee will be compensated an additional amount of \$100.00 per week for weekend on-call pay. This is limited to one (1) individual as determined by the County Engineer.

ARTICLE IV – COUNTY VEHICLES

4.1 In addition to the County Engineer, a vehicle may be provided for the Maintenance Supervisor and Assistant Engineer. This vehicle, although not for personal use, can be used to drive to and from the employee’s residence and the work site.

Action #15 - It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution #15 – 12/01/10
Child Support Officer

WHEREAS the board did by Resolution #11-8/18/10 refer the position of Child Support Officer to the pay plan consultant for review, and

WHEREAS the board accepted the recommendation of the Pay Consultant and left the current ranking unchanged by Resolution #19–10/20/10, and

WHEREAS the employees in this classification filed an appeal in accordance with County Policy, and

WHEREAS the County Personnel Director did review the appeal and recommends reconsideration, and

WHEREAS the Kanabec County Board of Commissioners finds that there is merit to the request to reconsider;

BE IT RESOLVED to direct the Personnel Director to resubmit the Child Support Officer classification to the pay consultant with special attention paid to effort, relationships and problem solving.

10:30am - The Chairperson then called for public comment. Those that responded included:

Dennis McNally	Concerns regarding outsourcing and the tire ordinance
Bob Swetz	Concerns over lakeshore values and taxes continuing to rise

10:55am – The Chairperson closed public comment.

Jail Administrator Joanne Nelson met with the Board to discuss staffing issues in the County jail.

Action #16 - It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

Resolution #16 – 12/01/10

Jailer/Dispatcher

WHEREAS there is a temporary vacancy in the position of Full Time Jailer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff and the County Personnel Director to hire a Full Time Jailer/Dispatcher 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.

BE IT FURTHER RESOLVED to authorize County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the Office due to internal promotion.

Action #17 - It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to approve the following resolution:

Resolution #17 – 12/01/10

Jail Sergeant

WHEREAS there is a temporary vacancy in the position of Jail Sergeant, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff and the County Personnel Director to hire a Full Time Jail Sergeant to refill the vacant position at Step A, Range 10 of the pay plan which is \$18.06 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.

BE IT FURTHER RESOLVED to authorize County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the Office due to internal promotion.

Potential changes to the Tire Ordinance were discussed and no formal action was taken.

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

Resolution #18 – 12/01/10
Closed Meeting

BE IT RESOLVED to close at the meeting at 11:30am 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 Kevin Troupe, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator Dan Weber and Assistant County Attorney Barb McFadden.

Action #19 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to reopen the meeting at 11:40am.

Action #20 – It was moved by Kevin Troupe, seconded by Kathi Ellis, and carried unanimously to adjourn at 11:44am to meet in regular session on Wednesday, December 8, 2010 at 9:00am.

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

Attest: _____
Board Clerk