

PROCEEDINGS OF THE COUNTY BOARD

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

December 10, 2008

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, December 10, 2008 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Jerry Nelson, and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Jerry Nelson, 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 December 3, 2008 minutes of the Kanabec County Board of Commissioners as presented.

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

Action #3 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 9:09am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:09am** on Wednesday, December 10, 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 #HS5 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS6 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #HS6 – 12/10/08 Red Cross Memorandum of Understanding

WHEREAS a disaster, whether natural or man made, produces a range and level or immediate suffering and basic human needs that cannot be promptly or adequately

addressed by the affected people, and impedes them from initiating and proceeding with their recovery efforts, and

WHEREAS the Red Cross has both the power and the duty to act in disaster, and

WHEREAS the Health & Human Service Director has proposed for approval a Memorandum of Understanding for the purpose of establishing a working relationship between the County Human Service Agencies of Central Minnesota Healthcaresystems Preparedness Program (CMHPP) and the American Red Cross Central Minnesota Chapter (Red Cross) to address mental health services;

BE IT RESOLVED to approve a “MEMORADUM OF UNDERSTANDING” between County Human Service Agencies of the Central Minnesota Health Region Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright and the American Red Cross Central Minnesota Chapter to prepare for and coordinate disaster behavioral health services in the event of a Major Disaster, and

BE IT FURTHER RESOLVED to authorize the Health & Human Service Director to sign the agreement on behalf of the Kanabec County Board of Commissioners.

Action #HS7 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #HS7 – 12/10/08
Performance Improvement Plan

WHEREAS Counties did not have a Work Participation Rate of 50% or improve by 5% from the previous year must submit a Performance Improvement Plan to qualify for additional performance funds, and

WHEREAS this behooves Kanabec County to submit a Performance Improvement Plan, and

WHEREAS the proposed plan submitted Health & Human Service Director appears satisfactory in all respects;

BE IT RESOLVED to submit a Performance Improvement Plan as presented to the Department of Human Services.

Action #HS8 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to recess the Human Service Board at 9:45am to meet again in continued session on Wednesday, December 17, 2008 at 6:50pm.

The meeting of the Kanabec County Board of Commissioners resumed.

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

Resolution #9 - 12/10/08
Holiday Policy

WHEREAS the county holiday policy is in need of updates to reflect actual use, and

WHEREAS the county holiday policy does not fit the needs of the new Transit Department;

BE IT RESOLVED to approve the following, revised holiday policy:

Policy: P-112
Approved: December 10, 2008
Effective: January 1, 2009
Supersedes (eff): March 24, 1999

PAID HOLIDAY POLICY

I. POLICY STATEMENT

There is a need for a statement of policy governing holidays for certain county employees.

II. POLICY GUIDELINES

A. The following is a list of holiday which shall be observed by Kanabec County by all eligible employees except those in the Transit Department:

New Years Day	January 1
Martin Luther King Day	3rd Monday in January
Washington & Lincoln Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
One (1) Floating Holiday of Employees Choice	

B. The following is a list of holiday which shall be observed by Kanabec County by all eligible Transit Department employees:

New Years Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Five (5) Floating Holidays of Employees Choice	

C. In any year when Christmas Eve falls on a non-work day, the Christmas Eve Holiday becomes a Floating Holiday which must be used within that calendar year.

D. Employees shall be entitled to compensated time off for designated holidays, provided the employee is on compensated payroll status the last assigned work day preceding the holiday and the first assigned work day following the holiday.

1. When any one of the above named holidays falls on a Saturday, the preceding day shall be a holiday and when any one of the above falls on a Sunday, the following day shall be a holiday.

2. Part-time employees:

a. Non-exempt (hourly) employees shall be entitled to pro-rated holiday pay based on an average hours per day worked in the two previous pay periods. The hours shall be pro-rated to, and not to exceed, the regular full-time day in the office the employee is based.

b. Salaried, exempt employees shall receive their regularly scheduled pay in a pay period wherein a holiday occurs with no deductions or additions in consideration of the holiday.

3. The floating holiday of employees choice shall be approved by each department head, so that all employees of a department are not gone from that department on the same day.

E. This statement of policy is hereby adopted for full-time employees of Kanabec County except employees covered by union contracts.

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

Resolution #10 – 12/10/08
Volunteer Transportation Agreement

WHEREAS Timber Trails Public Transit, Inc desires to provide access to local transportation to persons who have no alternative mode of transit or limited access; to persons needing access to medical appointments, respite care, and to other health or waiver related appointments, and to maintain a local commitment to transportation for the residents of Kanabec and Mille Lacs County,

WHEREAS Timber Trails is an organization approved by the Minnesota Department of Transportation to receive Transportation Funds, and is coordinating volunteer driver transportation, and

WHEREAS, the Kanabec County agrees to act as Fiscal Agent to provide the administrative, programmatic, and financial services for purposes of the requirements of the Volunteer Driver Program, and

WHEREAS Kanabec County represents that it is duly qualified and willing to perform as Fiscal Agent;

BE IT RESOLVED to enter into a Fiscal Agency Agreement between Kanabec County and Timber Trails Public Transit, Inc. to act as Fiscal Agent to provide the administrative, programmatic, and financial services for purposes of the requirements of the Volunteer Driver Program.

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

Resolution #11 – 12/10/08
Veterans Transportation Agreement

WHEREAS, Timber Trails Public Transit, Inc wishes to provide access to local transportation to veterans who have no alternative mode of transit or limited access; to veterans needing access to veteran medical appointments, and to maintain a local commitment to transportation for the residents of Kanabec and Mille Lacs County, and

WHEREAS Timber Trails is an organization approved by the Minnesota Department of Transportation to receive Transportation Funds, and is presently providing public transportation to persons, and is able to coordinate the Veteran Transportation Program, and

WHEREAS, the Kanabec County agrees to act as Fiscal Agent to provide the administrative, programmatic, and financial services for purposes of the requirements of the Veteran Transportation Program, and

WHEREAS Kanabec County represents that it is duly qualified and willing to perform as Fiscal Agent;

BE IT RESOLVED to enter into a Fiscal Agency Agreement between Kanabec County and Timber Trails Public Transit, Inc. to act as Fiscal Agent to provide the administrative, programmatic, and financial services for purposes of the requirements of the Veteran Transportation Program.

10:13am - Hospital Administrator Randy Ulseth met with the County Board to discuss matters concerning appointments.

Action #12 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #12a - 12/03/08

Hospital Board Appointment

WHEREAS the term of Hospital Board member Dr. Larry Brettigan expires on January 4, 2009, and

WHEREAS the Hospital Board did pass a motion on November 19, 2008 recommending his reappointment, and

WHEREAS Brettigan is serving his second full term and is eligible for reappointment;

BE IT RESOLVED to reappoint Dr. Larry Brettigan to a three-year term commencing immediately January 5, 2009 and expiring January 2, 2012.

Resolution #12b - 12/03/08

Hospital Board Appointment

WHEREAS the term of Hospital Board member Mike Fetzek expires on January 4, 2009, and

WHEREAS the Hospital Board did pass a motion on November 19, 2008 recommending his reappointment, and

WHEREAS Fetzek is serving his second full term and is eligible for reappointment;

BE IT RESOLVED to reappoint Mike Fetzek to a three-year term commencing immediately January 5, 2009 and expiring January 2, 2012.

Resolution #12c - 12/03/08

Hospital Board Appointments

WHEREAS Craig Schultz and Dr. Schwinghamer were appointed to three-year terms on the Hospital Board by Resolution #12-12/06/08, and

WHEREAS these three year terms were described as commencing January 2, 2007 and expiring January 4, 2009, and

WHEREAS this is an obvious clerical error not in keeping with the intent of the board;

BE IT RESOLVED to amend and correct Resolution #12-12/06/08 by changing the expiration date of the current terms of Craig Schultz and Dr. Schwinghamer from January 4, 2009 to January 4, 2010.

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

Bob Strom	County should have a wage freeze
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10:34am - The Chairperson closed public comment.

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

Resolution #13 - 12/10/08

County Recorder Wage & Budget

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage and budget for year 2009 for the County Recorder, and

WHEREAS the County Board has reviewed the Job Description of the Recorder, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Recorder;

BE IT RESOLVED to set the Y2009 annual wage of County Recorder Rhonda Olson at \$57,134, which will be accomplished in the following manner with pay distribution based on 40 hours per week at:

January 1, 2009 = \$27.07 per hour

September 1, 2009 = \$27.92 per hour

BE IT FURTHER RESOLVED that Y2009 Recorder's Budget is:

Expenditures	\$238,341
Revenue	\$202,000
Net Budget	\$36,341

Action #14 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #14 - 12/10/08
Auditor/Treasurer Wage & Budget

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage and budget for year 2009 for the County Auditor/Treasurer, and

WHEREAS the County Board has reviewed the Job Description of the Auditor/Treasurer, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Auditor/Treasurer;

BE IT RESOLVED to set the Y2009 annual wage of County Auditor/Treasurer Denise Cooper at \$68,558.00, which will be accomplished in the following manner with pay distribution based on 40 hours per week at:

January 1, 2009 = \$32.25 per hour

June 10, 2009 = \$33.26 per hour

BE IT FURTHER RESOLVED that the Y2008 Auditor/Treasurer's Budgets (office + elections + mainframe) is:

Expenditures	\$533,663
Revenue	\$27,500
Net Budget	\$506,163

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

Resolution #15 - 12/10/08
County Attorney Wage & Budget

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage and budget for year 2009 for the County Attorney, and

WHEREAS the County Board has reviewed the Job Description of the Attorney, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Attorney;

BE IT RESOLVED to set the Y2009 annual wage of County Attorney Amy Brosnahan at \$83,812 which will be accomplished in the following manner with pay distribution based on 40 hours per week at: January 1, 2009 = \$38.14 + \$2.00 = \$40.14 per hour

BE IT FURTHER RESOLVED that the Y2009 Attorney's Budgets is:

Expenditures	\$542,200
Revenue	\$102,687
Net Budget	\$439,513

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

Resolution #16 - 12/10/08
County Sheriff Wage & Budget

WHEREAS the Kanabec County Board of Commissioners has considered the matter of the wage and budget for year 2009 for the County Sheriff, and

WHEREAS the County Board has reviewed the Job Description of the Sheriff, and

WHEREAS the board has reviewed the experience, qualifications and performance of the County Sheriff;

BE IT RESOLVED to set the Y2009 annual wage of County Sheriff at \$78,049, which will be accomplished in the following manner with pay distribution based on 40 hours per week at:

January 1, 2009 = \$37.38 per hour

BE IT FURTHER RESOLVED that the Y2008 Sheriff's Budgets is:

Expenditures	\$3,709,774
Revenue	\$494,129
Net Budget	\$3,215,645

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

10:50am – Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the dispatch recording system.

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

Resolution #17 – 12/10/08
Maintenance Contract

WHEREAS a recording system is a statutory requirement for all public safety answering points, and

WHEREAS such systems require maintenance to function as required;

BE IT RESOLVED to approve a service contract with Mactek at a cost of \$2,200.00 for maintenance on the Sheriff's answering point recording system, and

BE IT RESOLVED that this will be paid from E911 Funds.

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

11:10am – County Auditor/Treasurer Denise Cooper met with the County Board to discuss timber permits.

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

Resolution #18 – 12/10/08
Firewood Permit - Johnstone

WHEREAS David Johnstone has requested a permit to remove downed timber on tax forfeited property, and

WHEREAS the request has been reviewed by a DNR Forester, and

WHEREAS the DNR Forester has set forth conditions that appear consistent with good land management;

BE IT RESOLVED to approve firewood permit #33-161 for David Johnstone to remove dead and downed trees at N½ of SW¼ of NE¼ of Section 34, Haybrook Township, and

BE IT FURTHER RESOLVED that all conditions of set forth by the DNR Forester be met.

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

Resolution #19 – 12/10/08

Firewood Permit - Roeschlein

WHEREAS Mike Roeschlein has requested a permit to remove downed timber on tax forfeited property, and

WHEREAS the request has been reviewed by a DNR Forester, and

WHEREAS the DNR Forester has set forth conditions that appear consistent with good land management;

BE IT RESOLVED to approve firewood permit #33-162 for Mike Roeschlein to remove dead and downed trees at S½ of SW¼ of NE¼ of Section 34, Haybrook Township, and

BE IT FURTHER RESOLVED that all conditions of set forth by the DNR Forester be met.

11:17am – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #20 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #10 – 12/10/08

Install Culvert in County Ditch No. 10

WHEREAS Rodney Oslin has requested permission to install a 6 foot by 24 foot CMP for access across County Ditch #10 in Section 17, T41N, R22W, and

WHEREAS the County Ditch Inspector has reviewed this request and determined that there would be no change in drainage to the ditch system, and

WHEREAS Rodney Oslin will install the culvert at his expense;

BE IT RESOLVED that Rodney Oslin is authorized to install a 6' x 24' CMP for access across County Ditch #10 in Section 17, T41N, R22W with the following conditions:

- * the installation will be at no expense to Kanabec County
- * all disturbed areas will be mulched and seeded to prevent erosion
- * riprap shall be placed at the ends of the culvert
- * in at any time it is determined that the culvert is impacting the county ditch; the culvert will be removed at the property owner's expense

Action #21 - It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to adjourn at 12:11pm to meet in regular session on Wednesday, December 17, 2008 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator