

PROCEEDINGS OF THE COUNTY BOARD

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

December 13, 2006

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, December 13, 2006 pursuant to adjournment with the following Board Members present: Dennis McNally, Les Nielsen, Jerry Nelson, Kathi Ellis and Stan Cooper.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the agenda with the addition of wages.

9:02am - Chisago County Administrator John Moosey met with the County Board to discuss the results of a recent Food Drive Challenge issued by the employees of Chisago County to the employees of Kanabec County. Food collected in the drive was distributed to food shelves in the two counties. Moosey acknowledged the superiority of the Kanabec County employees food gathering abilities and presented the board with a sheet cake in accordance with a prior agreement.

Action #2 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to recess the board meeting at 9:07am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:07am** on Wednesday, December 13, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Jerry Nelson, Stan Cooper and Dennis McNally. Wendy Thompson, Acting 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 Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS4 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to authorize the Acting Family Service Agency Director to purchase equipment and services necessary to provide two computers monitors for each worker in the Income Maintenance Unit.

Action #HS5 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to authorize the Acting Family Service Agency Director to apply to the Department

of Human Services for an \$11,727.00 grant for MFIP clients to access loans for vehicles, vehicle maintenance and vehicle insurance.

Action #HS6 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution HS6a – 12/13/06

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

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for psychological services for the year 2007, not to exceed \$41,600.00 with Stephanie Hanisch for the time period January 1, 2007 to December 31, 2007.

Resolution HS6b – 12/13/06

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

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for psychological services for the year 2007, not to exceed \$66,560.00 with Beth Good for the time period January 1, 2007 to June 30, 2007.

Resolution HS6c – 12/13/06

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

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for psychological services for the year 2007, not to exceed \$33,150.00 with Susan D. Blom for the time period January 1, 2007 to December 31, 2007.

Resolution HS6d – 12/13/06

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

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for psychological services for the year 2007, not to exceed \$26,928.00 with Linda M. Walinski for the time period January 1, 2007 to December 31, 2007.

Resolution HS6e – 12/13/06

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

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for psychological services for the year 2007, not to exceed \$15,444.00 with Rob Linninger for the time period January 1, 2007 to December 31, 2007.

Resolution HS6f – 12/13/06

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

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for psychological services for the year 2007, not to exceed \$33,619.20 with Marcy Stoeckel for the time period January 1, 2007 to December 31, 2007.

Resolution HS6g – 12/13/06

WHEREAS the Family Services Agency does contract for after hour crisis line services, and

WHEREAS such a contract has been presented to the Kanabec County Board of Commissioners for 2007;

BE IT RESOLVED to approve an agreement for after hour crisis line services for the year 2007, not to exceed \$3,045.00 with Cambridge Medical Unit.

Action #HS7 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve payment of 145 claims totaling \$197,134.18 on Welfare Funds.

Action #HS8 - Jerry Nelson introduced the following resolution and moved its adoption:

Resolution HS8 – 12/13/06

WHEREAS the board did, by Resolution #27-05/17/06, appoint Public Health Service Director Wendy Thompson as Acting Family Service Agency Director in addition to her other duties, and

WHEREAS Resolution #27-05/17/06 directed Thompson to evaluate the operation of the Family Services Department and present a recommendation for the ongoing administration of the Family Services Department to the Kanabec County Board of Commissioners by December 15, 2006, and

WHEREAS Thompson's report presented to the board included this recommendation:

Extend the temporary appointment to June 30th, 2007 to continue the work that has been started and to further assess the Administration and Operations of the Family Services Department.

BE IT RESOLVED to extend Wendy Thompson's appointment as Acting Family Service Agency Director through June 30, 2007, and

BE IT FURTHER RESOLVED to continue a temporary wage adjustment of \$15.00 per hour to Thompson through June 30, 2007, the \$15.00 being added to all other forms of compensation provided to Thompson for the additional duties of Acting Family Service Agency Director, and

BE IT FURTHER RESOLVED to direct Thompson to prepare and submit a

final report and recommendation for the ongoing administration of the Family Services Department to the Kanabec County Board of Commissioners by March 31, 2007, said report to include all financial outcomes of the recommendation.

The motion for the adoption of the foregoing Resolution was duly seconded by Kathi Ellis and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Jerry Nelson, Les Nielsen, Kathi Ellis
OPPOSED: Dennis McNally, Stan Cooper
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #HS9 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to recess the Human Service Board at 11:17am to meet again on Wednesday, December 20, 2006 at 8:15pm.

The meeting of the Kanabec County Board of Commissioners resumed.

The Public Health Board did not convene for lack of an agenda.

11:17am - The Chairperson then called for public comment three times. None responded.

11:18am - The Chairperson closed public comment.

11:19am - Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

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

Resolution 10 – 12/13/06

ORDER OF THE BOARD

WHEREAS the board did by Resolution #6-09/27/06 refer the position of Account Clerk, Auditor/Treasurer to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Account Clerk, Auditor/Treasurer” position, which results in Pay Range 6:

Category	Rank	Points
Qualifications	q32	57
Decisions	d16	36
Problem Solving	p9	31
Relationships	r13	48
Effort A	ea5	4
Effort B	eb11	12
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		201

Action #11 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 11 – 12/13/06
ORDER OF THE BOARD

WHEREAS there is an impending vacancy in the position of Deputy Treasurer A due to retirement, and

WHEREAS the board has embarked upon a reorganization of the Auditor/Treasurer’s Office, and

WHEREAS the Auditor/Treasurer has recommended elimination of the Deputy Treasurer A position in favor of the position created in the revised organization structure;

BE IT RESOLVED that the County Board hereby eliminates the position of Deputy Treasurer A upon retirement of the incumbent employee.

Action #12 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 12 – 12/13/06
ORDER OF THE BOARD

WHEREAS there is a position vacancy in the Auditor/Treasurer’s office due to elimination of the position of Deputy Treasurer A by Resolution #11-12/13/06, and

WHEREAS Auditor/Treasurer Denise Cooper and the county board desire to refill this vacancy with an Account Clerk position;

BE IT RESOLVED that the County Board authorizes Auditor/Treasurer Denise Cooper and the County Personnel Director to hire a full-time, 40 hour per week Account Clerk to refill the vacant position at Step A, Range 6 of the pay plan which is \$13.28 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.

Action #13 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 13 – 12/13/06
ORDER OF THE BOARD

WHEREAS the board did by Resolution #6-09/27/06 refer the position of Account Deputy Auditor-Finance to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Deputy Auditor-Finance” position, which results in Pay Range 8:

Category	Rank	Points
Qualifications	q35	76
Decisions	d16	36
Problem Solving	p10	41
Relationships	r13	48
Effort A	ea5	4
Effort B	eb12	17
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		235

Action #14 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 14 – 12/13/06
ORDER OF THE BOARD

WHEREAS there is an impending vacancy in the position of Deputy Auditor B due to retirement, and

WHEREAS the board has embarked upon a reorganization of the Auditor/Treasurer's Office, and

WHEREAS the Auditor/Treasurer has recommended elimination of the Deputy Auditor B position in favor of the position created in the revised organization structure;

BE IT RESOLVED that the County Board hereby eliminates the position of Deputy Auditor B upon retirement of the incumbent employee.

Action #15 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 15 – 12/13/06
ORDER OF THE BOARD

WHEREAS there is a position vacancy in the Auditor/Treasurer's office due to elimination of the position of Deputy Auditor B by Resolution #14-12/13/06, and

WHEREAS Auditor/Treasurer Denise Cooper and the county board desire to refill this vacancy with a Deputy Auditor-Finance position;

BE IT RESOLVED that the County Board authorizes Auditor/Treasurer Denise Cooper and the County Personnel Director to hire a full-time Deputy Auditor-Finance at 40 hours per week to refill the vacant position at Step A, Range 8 of the pay plan which is \$14.93 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 the County Personnel Director and Department Head to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #16 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 16 – 12/13/06
ORDER OF THE BOARD

WHEREAS the board did by Resolution #6-09/27/06 refer the position of Account Deputy Auditor-Tax (previously known as Deputy Auditor B) to the pay plan consultant for re-evaluation, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Deputy Auditor-Tax” position effective January 1, 2007, which results in Pay Range 8:

Category	Rank	Points
Qualifications	q35	76
Decisions	d16	36
Problem Solving	p10	41
Relationships	r13	48
Effort A	ea5	4
Effort B	eb12	17
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		235

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

Resolution 17 – 12/13/06
ORDER OF THE BOARD

WHEREAS the board did by Resolution #6-09/27/06 refer the position of Operations Supervisor to the pay plan consultant for evaluation, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Operations Supervisor” position effective January 1, 2007, which results in Pay Range 11:

Category	Rank	Points
Qualifications	q45	91
Decisions	d24	52
Problem Solving	p14	55
Relationships	r18	64
Effort A	ea5	4
Effort B	eb15	17
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		296

Action #18 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 18 – 12/13/06
ORDER OF THE BOARD

WHEREAS the board has embarked upon a reorganization of the Auditor/Treasurer’s Office, and

WHEREAS the Auditor/Treasurer has recommended the creation of an Operations Supervisor position, and

WHEREAS the Personnel Director has analyzed this position and determined it to be an exempt from the provisions of the Fair Labor Standards Act as a bona fide administrative position;

BE IT RESOLVED to establish the position of “Operations Supervisor” as an exempt, supervisory position, and

BE IT FURTHER RESOLVED that the County Board authorizes Auditor/Treasurer Denise Cooper and the County Personnel Director to hire an Operations Supervisor position at Step A, Range 11 of the pay plan which is \$17.77 per hour or the rate set by rule for internal promotion.

Action #19 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution 19 – 12/13/06
ORDER OF THE BOARD

WHEREAS the board has embarked upon a reorganization of the Auditor/Treasurer’s Office, and

WHEREAS the Auditor/Treasurer has recommended elimination of the Property Tax Specialist position in favor of the redistribution of work created in the revised organization structure;

BE IT RESOLVED that the County Board hereby eliminates the position of Property Tax Specialist position effective January 2, 2007.

Action #20 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 20 – 12/13/06

BE IT RESOLVED to issue a fuel wood permit to remove five cord of dead and downed timber to Mike Roeschlein under the following conditions:

1. Remove only dead or downed trees within the permit area. Do not cut any live trees.
2. The permit area is the SW¼ of the NE¼ of Section 34, Twp. 42, Range 24 (Haybrook).
3. No rutting of the site is permitted.

BE IT RESOLVED that this permit expires March 31, 2007.

11:45am - Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her office.

Action #21 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 21 – 12/13/06

WHEREAS, the Minnesota Legislature, by S.F. No. 69, 2nd Engrossment - 2005 1st Special Session, and S.F. No 4162 Article 10 Sec. 5 appropriated funds for the Natural Resource Block Grants (NRBG), to assist with the implementation of comprehensive local water plans, the wetland conservation act, Shoreland, and county subsurface sewage treatment systems (formerly ISTS), and

WHEREAS, Minnesota Statutes 103B.101 subd.9 (1), and 103B.3369, subd. 5, authorize the Board of Water and Soil Resources (BWSR) to award grants, and

WHEREAS, BWSR has determined Kanabec County to be eligible and has selected the county to participate in the NRBG;

BE IT RESOLVED that Kanabec County agrees to appropriate the required local grant match and authorizes the Chairperson to sign a “Minnesota Board of Water and Soil Resources 2007 Natural Resources Block Grant Agreement” for the time period July 1, 2006 through June 30, 2008.

12:00Noon - The board took a ten minute break.

12:10pm - Scott Fettig and Bruce Omtvedt with Klein McCarthy Architects met with the County Board to discuss jail design and cost. Also present were consultant Al Brinkman, County Sheriff Steve Schulz, Chief Deputy Sheriff Robert Jensen, Jail Administrator Joanne

Nelson and Maintenance Supervisor Bill Martin. A lengthy presentation and discussion followed.

Action #22 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to proceed with operational and bonding cost analysis of plan 6A with shelled basement.

1:25pm - County Sheriff Steve Schulz met with the County Board to discuss the reevaluation of the Sheriff's job description.

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

Resolution 23 – 12/13/06

WHEREAS County Policy P-117, III.A. calls for a reevaluation of all county job classifications on a five year rotation, and

WHEREAS the position of County Sheriff is on the rotation schedule for 2006, and

WHEREAS the County Sheriff has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED to accept the job description as presented with the change of the experience requirement to ten years, and

BE IT FURTHER RESOLVED that it is the decision of the board that the change in the job is not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Action #24 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the December 6, 2006 minutes of the Kanabec County Board of Commissioners as corrected:

- a. In Action #15, show Jerry Nelson as making the second on the resolution.
- b. In Action #18, in the **BE IT RESOLVED**, add the word 'for' after 'Application.'

Action #25 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the December 7, 2006 minutes of the Kanabec County Board of Commissioners Truth-in-Taxation Hearing as corrected: add a note that the Chairperson led the assembly in the Pledge of Allegiance.

Action #26 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 26 – 12/13/06

WHEREAS the Counties of Brown, Dodge, Freeborn, Goodhue, Kanabec, Sibley, Steele, Wabasha and Waseca entered into a Joint Powers Agreement in 1998, by which they agreed to form a separate joint powers entity, which has assumed the name of "South Country Health Alliance" ("SCHA"), for the purpose of providing certain health programs and services to citizens of the Member Counties, and

WHEREAS the Joint Powers Board has proposed changes to the original agreement for the following purposes:

- (a) restating the original Joint Powers Agreement entered into by the Initial Member Counties in 1998, which established a board of directors to administer this Joint Powers entity;
- (b) planning, organizing, contracting for, funding, governing and administering this multi-county County-Based Purchasing program for Medical Assistance, General Assistance Medical Care services, and such other programs which the Board deems advisable to provide for the health and well-being of the citizens of the Member Counties;
- (c) providing for the prudent management of the revenues and resources of this organization; and
- (d) utilizing any excess of revenues over expenses which are not needed for Capital Surplus for the health and well-being of the citizens of SCHA's Member Counties, or distributing such excess to the human service agencies of the respective Member Counties for the health of their citizens.

BE IT RESOLVED that the Kanabec County Board of Commissioners hereby approves and includes herein by reference a document titled "South Country Health Alliance, Amended Joint Powers Agreement and authorizes and directs the Chairperson to sign the Joint Powers Agreement.

2:38pm - Commissioner Nelson left.

The board discussed the proposed 2007 budget.

Action #27 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to adjourn at 3:17pm to meet in regular session on Wednesday, December 20, 2006 at 6:30pm.

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

Attest: _____
Alan B. Peterson, Kanabec County Coordinator