

# PROCEEDINGS OF THE COUNTY BOARD

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

**February 18, 2004**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 18, 2004 pursuant to adjournment with the following Board Members present: Stan Cooper, Jerry Nelson, Kathi Ellis, 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 Jerry Nelson, and carried unanimously to approve the agenda and optional agenda.

Action #2 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the February 11, 2004 minutes of the Kanabec County Board of Commissioners as corrected: add resolution 13b (Sheriff's Secretary).

Action #3 - It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, February 18, 2004 pursuant to public notice 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 #4 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the Human Service Board agenda as presented.

Action #5 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of 124 claims totaling \$156,729.21 on the Welfare Fund.

Action #6 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to adjourn the Human Service Board at 9:35am to meet again in regular session on Wednesday, March 17, 2004 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

**9:45am** - Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning a computer purchase.

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Action #7 - Jerry Nelson introduced the following resolution and moved its adoption:

### *Resolution 7 - 02/18/04*

**BE IT RESOLVED** to authorize Information Systems Director Jessie Ruckle to purchase ten in stock computers as follows: Hewlett Packard Model D220 with 2.66Ghz P4 Processor and 512MB of RAM and a 3 year warrantee at a cost of \$690.00 each plus tax, and

**BE IT FURTHER RESOLVED** that these computers will be paid from Capital Equipment Note Fund proceeds, and

**BE IT FURTHER RESOLVED** that computers will be released from stock as approved by Information Systems Director Jessie Ruckle, and

**BE IT FURTHER RESOLVED** that those departments who have funds budgeted for this purpose will pay the Capital Equipment Note Fund for each PC used.

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

**IN FAVOR THEREOF:** Jerry Nelson, Les Nielsen, Kathi Ellis, Stan Cooper

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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Action #8 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to recess the board meeting at 10:05am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **10:05am** on Wednesday, February 18, 2004 pursuant to public notice 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 #9 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the Public Health Board Agenda as amended.

Action #10 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to enter into a contract with the Minnesota Department of Health wherein Kanabec County will receive \$10,000 from the MDH to coordinate a regional asthma coalition.

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

***Resolution 11 - 02/18/04***  
**ORDER OF THE BOARD**

**WHEREAS** Public Health Service Director Wendy Thompson has requested the board establish and fill a 24 hour per week RN position, and

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

**BE IT RESOLVED** that the County Board authorizes Public Health Service Director Wendy Thompson and the County Personnel Director to hire an RN at Step GA, Range 11 of the pay plan which is \$17.21 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that authorization to fill and continue this position is contingent upon grant funds with no local tax dollars involved; approval for this position will expire concurrent with loss of grant funding, and

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

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Action #12 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution 12 - 02/18/04***  
**ORDER OF THE BOARD**

**WHEREAS** Public Health Service Director Wendy Thompson has requested a reduction in hours of an LPN position to better fit the position's current work load;

**BE IT RESOLVED** to change the status of LPN Deb Cassman from 32-40 hours per week to 24-40 hours per week.

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Action #13 - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to adjourn the Public Health Board at 10:42am to meet again in regular session on Wednesday, March 17, 2004 at 10:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

### ***Resolution 14 - 02/18/04***

**WHEREAS** the Jail Committee was originally established as an *ad hoc* committee to investigate certain matters in behalf of the County Board, and

**WHEREAS** the Jail Committee has now met for 2½ years and their work appears likely to continue;

**BE IT RESOLVED** that the citizen volunteers on the Jail Committee are eligible for the standard county per diem effective February 18, 2004.

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**11:10am** - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department and Insurance Committee.

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

### ***Resolution 15 - 02/18/04***

**WHEREAS** the county board has been presented with a request to pay Right-of-Way claims on SAP 33-604-15, the reconstruction of County State Aid Highway 4 from T.H. #47 east 2 miles to CSAH 12:

**BE IT RESOLVED** to pay the following Right-of-Way claims:

William & Donna Jones	\$1,326.30
Salvatore & Lucyanne Lepore	\$2,336.70

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Action #16 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to authorize the County Engineer to accept bids for sale of surplus property: 1984 Chevrolet one ton with dump box, Unit #17.

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

### ***Resolution 17 - 02/18/04***

**WHEREAS** the Kanabec County Insurance Committee has worked for the last 1½ years on the county's insurance programs, and

**WHEREAS** the efforts of the committee resulted in the implementation of a Cafeteria Plan on July 1, 2003, and

**WHEREAS** the Insurance Committee has recommended the next step of action is to make an HRA Plan available effective July 1, 2004, and

**WHEREAS** the Committee's recommendation appears to be in the best interests of the employees and the taxpayers of Kanabec County;

**BE IT RESOLVED** to accept the recommendation of the Insurance Committee and authorize them to proceed with a plan based upon:

- Continue the \$100 Deductible Base Plan
- Continue the \$500 Deductible Optional Plan
- Continue the \$1,000 Deductible Optional Plan
- Add a \$1,200 Deductible Optional HRA Plan

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11:45am - The Chairperson then called for public comment. Those who responded included:

Bob Swetz	Had questions about the Hospital Board Per Diem and Allina Alliance
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11:58am - The Chairperson closed public comment.

**11:59am** - Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her office.

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Action #18 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution 18 - 02/18/04***  
**ORDER OF THE BOARD**

**WHEREAS** the board did layoff the Environmental Services Technician on December 13, 2003 with an anticipated recall of mid-March, and

**WHEREAS** the Environmental Services Director and Personnel Director have recommended a phased in recall in mid-march;

**BE IT RESOLVED** to accept the recommendations of the Environmental Services Director and Personnel Director and issue a Notice of Recall to Carla Dunkley to return to work as Environmental Services Technician on March 22, 2004 as follows:

- For the week beginning Monday, March 22<sup>nd</sup>, three work days of 7 hours each
  - For the week beginning Monday, March 29<sup>nd</sup>, three work days of 7 hours each
  - For the week beginning Monday, April 5<sup>th</sup>, four work days of 7 hours each
  - For the week beginning Monday, April 12<sup>th</sup>, four work days of 7 hours each
  - 35 hours per week for each subsequent work-week
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**12:13pm** - County Assessor Sue Kondratowicz met with the County Board to discuss matters concerning her office.

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Action #19 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

### ***Resolution 19 - 02/18/04***

**WHEREAS** required by Minnesota Statute 274.14, a majority of the county commissioners along with the county auditor shall annually form a board for the equalization of the assessment of the property of the county, and

**WHEREAS** as required by Minnesota Statute 273.12, a board may meet any time after the second Friday in June as long as 10 consecutive working days remain in the month and must adjourn within 10 days of the date they convene.

**BE IT RESOLVED** that the 2003 County Board of Appeal and Equalization is scheduled to convene on Wednesday, June 16, 2004 at 2:00 p.m. and adjourn by Wednesday, June 25, 2004.

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12:20pm - The board took a short break.

12:25pm - The board resumed business.

**12:25pm** - Sara Treiber and Bob Voss, East Central Regional Development Commission staff, met with the County Board to discuss matters concerning ECRDCs activities and to request a resolution in support of the strategies for economic development outlined in the Comprehensive Economic Development Strategies Plan of the District and designation of the ECRDC as an approved District of the Economic Development Administration.

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

### ***Resolution 20 - 02/18/04***

**WHEREAS** the East Central Regional Development Commission (ECRDC) and the five counties included in Region 7E are designated by the Federal Economic Development Administration (EDA) as an approved economic development district of the EDA, and

**WHEREAS** the ECRDC is responsible for developing and maintaining an economic development plan, the CEDS, for the District which is approved by the EDA and keeps the District an approved District of the EDA, and

**WHEREAS** as a designed District of the EDA, the ECRDC is responsible for planning for the economic expansion of the area and providing technical assistance to local units of government, business and industry to assist in business expansion which results in maintaining current jobs and in the creation of new jobs, and

**WHEREAS** the Kanabec County Board of Commissioners supports the economic development expansion in the county;

**NOW THEREFORE BE IT RESOLVED** that the Kanabec County Board of Commissioners supports the strategies for economic development outlined in the Comprehensive Economic Development Strategies Plan of the District and continued designation of the ECRDC as an approved District of the Economic Development Administration.

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**12:49pm** - Kristan Dye and Larry Thygesen with the Kanabec Area Chamber of Commerce met with the County Board to discuss matters concerning economic development and to request a \$1,000 donation towards their efforts. The board took the matter under advisement.

Action #21 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to close the meeting at 1:25pm to discuss preliminary allegations of misconduct against an employee.

Action #22 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to reopen the meeting at 1:58pm.

Action #23 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to adjourn at 2:00pm to meet in regular session on Wednesday, February 25, 2004 at 6:30pm.

Signed \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

Attest: \_\_\_\_\_  
Kanabec County Coordinator