

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 12, 2006**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 12, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Dennis McNally, Stan Cooper, Jerry Nelson, and Les Nielsen.

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 and optional agenda as presented.

Action #2 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the June 28, 2006 minutes of the Kanabec County Board of Commissioners as corrected:

- a. Show Commissioner Cooper as present at the meeting.
- b. At the 6:34pm appointment, correct \$300.00 to \$300,000. Add the sentence "Voss agreed to follow up on this with the Kanabec County Engineer."
- c. Action #14, delete the first "and carried unanimously to" and replace it with ", seconded by."

**9:05am** - Environmental Services Director Teresa Bearce met with the County Board to present her proposed 2007 budget. The board took the matter under advisement.

**9:27am** - County Surveyor Ernie Rud met with the County Board to discuss surveying activity and the 2007 budget. The board took the matter under advisement.

The Kanabec County **Public Health Board** met at **10:00am** on Wednesday, July 12, 2006 pursuant to recess with the following Board Members present: Kathi Ellis, Les Nielsen, Stan Cooper, Dennis McNally and Jerry Nelson. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH3 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH4 - It was moved by Kathi Ellis, and carried unanimously to Jerry Nelson, and carried unanimously to approve an agreement between Kanabec County Public Health Service and the State of Minnesota Department of Health for provision of smoke alarm education training.

Action #PH5 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

### *Resolution PH5a - 07/12/06*

**WHEREAS**, Kanabec County has allocated and encumbered funds for the purpose of providing a comprehensive alcohol, tobacco, and other drug prevention program to serve Kanabec County residents including youth, and

**WHEREAS**, the Mora School District has agreed to provide the following:

- a. The CSAP model program, Project Northland, for 6th - 7th grades
- b. The CSAP model program, Class Action, for 9th - 12th grades
- c. The CSAP model program, Reconnecting Youth, for 9th - 12th grades
- d. The CSAP model program, CASASTART, for 8-13 year olds
- e. The CSAP model program, LifeSkills Training, for 3rd - 5th grades

**WHEREAS**, the school district agrees to provide, at the request of the Kanabec County, the Model Program Curriculums with fidelity and report data to Public Health every other week to document progress and outcomes and incorporate findings in order to refine and improve program effectiveness;

**BE IT RESOLVED** to enter into an agreement between the Kanabec County Public Health Service and Mora Public Schools for the period of July 1, 2006 through June 30, 2007 titled "Memorandum of Agreement to Provide for the Kanabec County Alcohol, Tobacco, and other Drug Prevention Program", and

**BE IT FURTHER RESOLVED** that this approval is contingent upon approval by the Kanabec County Attorney.

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### *Resolution PH5b - 07/12/06*

**WHEREAS**, Kanabec County has allocated and encumbered funds for the purpose of providing a comprehensive alcohol, tobacco, and other drug prevention program to serve Kanabec County residents including youth, and

**WHEREAS**, the Ogilvie Public Schools have agreed to provide the following:

- a. The CSAP model program, Project Northland, for 6th - 7th grades
- b. The CSAP model program, Class Action, for 9th - 12th grades
- c. The CSAP model program, Reconnecting Youth, for 9th - 12th grades
- d. The CSAP model program, CASASTART, for 8-13 year olds
- e. The CSAP model program, LifeSkills Training, for 3rd - 5th grades

**WHEREAS**, the school district agrees to provide, at the request of the Kanabec County, the Model Program Curriculums with fidelity and report data to Public Health every other week to document progress and outcomes and incorporate findings in order to refine and improve program effectiveness;

**BE IT RESOLVED** to enter into an agreement between the Kanabec County Public Health Service and Ogilvie Public Schools for the period of July 1, 2006 through June 30, 2007 titled "Memorandum of Agreement to Provide for the Kanabec County Alcohol, Tobacco, and other Drug Prevention Program", and

**BE IT FURTHER RESOLVED** that this approval is contingent upon approval by the Kanabec County Attorney.

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*Action #PH6* - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to adjourn the Public Health Board at 10:50am to meet again in regular session on Wednesday, July 19, 2006 at 10:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

*Action #7* - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

***Resolution 7 - 07/12/06***

**WHEREAS** the board has been presented with a claim to be drawn on Water Plan Funds, and

**WHEREAS** the Environmental Services Director has verified that this claim falls within the budget of the Water Plan and is an action item of the Water Plan Committee;

**BE IT RESOLVED** to approve payment of claims totaling \$120.00 as follows:

ERA Laboratories	\$60.00
ERA Laboratories	\$60.00

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*Action #8* - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

***Resolution 8 - 07/12/06***

**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 May, 2006 claims on SCORE Funds:

Quality Disposal	\$3,220.72
Chris Bowerman	25.00
John Burk	25.00
Mark Kendall	75.00
Vaughn Beseman	25.00
Craig Johnson	75.00
Cindy Holley	25.00
Wanda Bushnell	25.00
Hans Christensen	25.00
TOTAL =	\$3,520.72

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*Action #9* - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution 9 - 07/12/06***  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Computer Technician, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes Information Systems Director Jessie Ruckle and the County Personnel Director to hire a Computer Technician 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.

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

Anderson Legal

2,157.50

Aquila	1,610.61
Assurant Employee Benefits	1,083.03
Brown Law Office	280.50
Carda, Eugene	100.00
Cardinal Distribution	275.40
Carol's Sewing Den	650.00
City of Brook Park	100.00
Delmar Law	3.00
East Central Electric	38.57
Five County Mental Health	1,082.50
Ford Twp	1,045.10
GMCU	58.58
Haybrook Twp	1,051.90
Hillman Twp	1,207.70
Holiday Credit Office	6,687.98
Hopkins Medical Products	297.60
Isle Public Schools	2,103.80
Kadlec, Melvin	100.00
Kanabec Co	446.00
Kanabec Co	449.00
Kanabec Co Auditor	11,160.00
Kanabec Co Auditor	300.00
Kanabec Co Auditor	60.00
Kanabec Co Auditor	300.00
Kanabec Co Emergency Mgmt	720.86
Kanabec Co Nursing Service	48,268.02
Kanabec Co Nursing Service	20,497.51
Kanabec Publications	8.69
Lindberg & McKinnis	40.00
MN Dept of Finance	7,639.50
MN Mutual Life Ins	459.00
Mora Fire Dept	120.00
Mora Municipal Utilities	7,910.33
Mora Public Schools	4,505.60
Ogilvie Fire Dept	120.00
Pine Co Health & Human Services	64,311.01
Pine Co Health & Human Services	53,520.76
Rural Cellular Corp	1,242.96
Rural Cellular Corp	943.47
S&T	559.77
Sanftner, Ben	100.00
TDS Metrocom	512.03
Treasurer, Kanabec Co	72,237.82

Trustworthy Music	300.00
	<u>316,666.10</u>

Action #11 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve payment of the following claims on the funds indicated:

### Revenue Fund

Ace Hardware	161.05
Ace Hardware	4.24
Ace Hardware	17.03
Ace Hardware	29.11
ACHSA	60.00
Aitkin Medical Center	1,035.31
Akkerman-Ingebrand Funeral Home	425.00
Alcanter, Lori	261.67
Allina Medical Clinic	252.54
Allina Medical Clinic	112.00
Allina Medical Clinic	103.00
AMC	5,320.00
AMEM	125.00
AmericInn	131.40
AmeriPride	61.46
AmeriPride	325.19
Anderson, Jeff	100.00
Anderson, Karen	198.47
Andres, Christine	208.26
Armstrong, Becci	23.59
Arrowwood Resort	175.49
Auto Value	434.63
Barlow, Walt	53.73
Bernhardt, Maria	133.50
Biever, Laurie	149.08
Bob Barker	240.97
Braham Motor Service	93.90
Briggs	462.99
Budget Lighting	104.83
Budget Lighting	30.20
Cassman, Deb	270.56
CDW	189.57
CDW	743.74
CDW	189.57
Coborns	636.52
Coborns	10.96

Coborns Long Term Care Pharmacy	452.64
Coborns Pharmacy	48.70
Coborns Pharmacy	610.08
Consolidated Telephone	11.16
CPS	151.97
Dallman, Bonnie	75.55
Dandelion Floral	63.06
Deatons Mailing Systems	81.79
Dept of Public Safety	270.00
Drug Detection Devices	553.04
East Central Exterminating	90.53
East Central Exterminating	95.85
EBSC	597.00
EC Woodland Owners Council	15.00
ECM Publishers	84.00
ECM Publishers	504.00
Ecowater Systems	119.26
Elfstrum, Brenda	292.38
Elsevier	48.94
Emergency Medical Products	411.57
Employer's Assoc	270.00
Employer's Assoc	850.00
Erbstoesser, Arnie	563.84
Florida Micro	2,013.63
Florida Micro	100.19
Florida Micro	824.15
Fresonke, Lew	225.00
Garcia, Timothy	202.50
Glen's Tire	26.45
Glen's Tire	949.03
Graber, Jessica	64.46
Grand View Lodge	420.00
Granite Electronics	94.34
Grant, Donald	527.90
Gustafson, Bev	53.40
Handyman's Inc	295.55
Hannu, Joann	217.17
Harff, Shirley	139.74
Hopkins Medical	55.90
Horizon Towing	106.50
Howard, Carey	263.44
It Takes Two	51.75
Ivans	17.51

Johnson, Jeanette	173.55
Johnsons Hardware	70.41
Kanabec Co Hwy Dept	4,381.63
Kanabec Co Hwy Dept	138.09
Kanabec Co Hwy Dept	211.24
Kanabec Co Hwy Dept	416.70
Kanabec Co Hwy Dept	98.41
Kanabec Co Hwy Dept	51.63
Kanabec Co Nursing Service	5,271.04
Kanabec County	47.87
Kanabec County	142.17
Kanabec County	95.74
Kanabec County	47.87
Kanabec County	47.87
Kanabec Hospital	30.32
Kanabec Hospital	198.00
Kanabec Hospital	4,224.30
Kanabec Publications	846.17
Kanabec Publications	104.80
Kanabec Publications	111.83
Kanabec Publications	33.00
Kanabec Publications	73.65
Kanabec Publications	50.39
Kanabec Publications	124.50
Kanabec Publications	729.75
Keefe Supply Co	475.20
Kleven, Bud	4.45
Knefelkamp, David	300.00
Laska, Millie	1,454.82
Lorman Education Services	279.00
M&K Yard Care	186.83
MAAO	100.00
MAAP	10.00
MACAI	150.00
Magaard, Deb	201.59
Marco	97.01
Marco	105.32
Martin, Bill	10.01
MB McGee	400.00
McClellan, Karen	90.89
McCormack & Skillicorn	176.00
Meyer Laboratory	82.35
Mille Lacs Co Jail	12,900.00

MN CLE	395.00
MN Dept of Health	144.00
MN Sheriff's Assoc	100.00
Mohn, Carol	234.97
Moore Medical	204.52
Mora Schools	8,444.00
Morrell, Joy	646.76
Morris, Jenny	86.93
NIMCO	72.19
Northland Chemical	52.17
Northland Chemical	92.11
NSI Communications	166.65
Oak Gallery	19.32
Office Depot	29.70
Office Depot	358.36
Office Depot	64.85
Office Depot	78.81
Office Depot	19.92
Office Depot	15.20
Office Depot	48.37
Office Depot	74.87
Office Depot	76.24
Office Depot	55.15
Office of Enterprise Technology	600.00
Ogilvie Schools	7,706.67
Olmstead, William	74.58
Olson, Rhonda	104.76
O'Reilly, Molly	331.53
Osterdyk, Sue	77.88
Owens Auto Body	71.21
Pacific Bancnote Co	185.00
Pamida	8.50
PD's Embroidery	45.00
Peterson, Ronald	76.04
Peterson, Walter	328.60
PSS-Mpls	676.91
Quality Disposal	433.76
Raiche, Nancy	207.82
Ramsey Co	1,200.00
Reconnecting Youth	5,596.40
Reed, Terrie	322.64
Regions Hospital	74.00
Reliable Office Supplies	163.38

Reliance Telephone	400.00
Richard, Lila	255.60
Ringler, Jennie	325.30
Riverside Manufacturing	49.85
RS Eden	56.70
RS Eden	12.60
Ruckle, Jessie	23.85
Rundle, Jennifer	40.00
Rutgers	488.85
S&T	268.42
S&T	1,000.29
Sandberg, Bev	310.17
Sandstone Distributing	26.94
Schewe, Bob	560.05
Schroeder, Janelle	218.94
Scofield, Becca	85.00
Sheriff, Isanti Co	45.00
Sheriffs Youth Program	1,549.30
SIRCHIE	59.25
Sjodin, Roberta	191.80
Skramstad, Linda	284.37
Snake River Watershed	24,072.00
Stericycle	31.85
Strandlund Refrigeration	90.00
Strandlund Refrigeration	125.00
Sundsvold, Kathy	57.85
Tamarac Medical	10.00
Thompson Sewer Service	250.00
Thompson, Wendy	408.96
University of MN	31.57
University of MN	3,969.00
University of MN	37.81
US Bank	133,931.65
US Bank	95,897.50
US Bank	125,761.25
Vogel, Darla	5.34
Voight, Jackie	159.76
Voight, Jackie	15.00
Waschenbecker, Diana	72.98
Watson Co	532.06
Watson Co	913.65
West Payment Center	242.90
West Payment Center	1,917.03

Zamora, Raymond	624.50
Total	485,702.64

### Road & Bridge Fund

Ace Hardware	144.32
Ameripride	565.07
Auto Value Mora	864.40
Boyer Ford Trucks	534.26
Catco	418.37
Central Applicators, Inc.	1,939.16
Central McGowan, Inc.	70.98
Commissioner of Transportation	3,043.51
Concrete Grade Inc.	5,288.70
Gladen Construction, Inc.	24,584.13
Glen's Tire	234.42
Greater Minnesota CU	192.60
Kanabec County Highway Dept - Petty Cash	128.15
Kanabec Soil & Water Conservation District	26.00
M-R Sign Co., Inc.	465.47
Minnesota Counties Insurance Trust	54.00
Office Depot	120.99
Owens Auto Parts	360.22
Oxygen Service Co., Inc.	124.37
Pine Lake Communications & Electronics	479.25
Pomp's Tire Service, Inc.	369.56
Power Plan	4,790.97
Quality Disposal Systems, Inc.	123.90
Reed Business Information	663.56
Richards, Lila, The Cleaning Agent	809.40
S & T Office Products	9.55
Swanston Equipment Companies	15,442.50
Timmer Implement, Inc.	26.65
Vista Safety Program	180.67
Zep Manufacturing Company	197.12
Total:	62,252.25

**11:05am** - The Chairperson then called for public comment. Those who responded included:

Bob Swetz	State plans for mass dispensing of medicine don't make sense.
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**11:10am** - The Chairperson closed public comment.

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

Policy: P-117  
 Addendum B  
 Approved: July 12, 2006  
 Effective: July 12, 2006  
 Supersedes: new

## ADDENDUM A

Policy P-117

### Kanabec County Department Evaluation

Department Head _____ 6 month review _____ Annual Review _____
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Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

Reviewer's Name: \_\_\_\_\_

(1)Developing    (2)Meets Expectations    (3)Performs Well    (4)Exceeds Expectations

Item	Rating	
a		Sets readily attainable goals.
b		Provide leadership for and manage functions of the department.
c		Establish and maintain effective community relationships and partnerships.
d		Develop and direct a work plan that effectively address issues, trends, and needs.
e		Facilitates service delivery improvements and development that address priority needs in the county.
f		Establish and maintain effective organizational governance and policy development by maintaining effective Board relations.
g		Understands and follows operations, program, procedures and the working environment of the position; willing to learn . . .
h		Maintain and improve organization operations by directing, supervising, monitoring and evaluating the work activities of the staff.
i		Manage the fiscal and human resources of the agency so that objectives are accomplished within the timeframe and resources defined in the budget and work plan.
j		Represent the county within the community.

OVERALL RATING: \_\_\_\_\_

1. What specific recommendations do you have for goals/priorities of the Director during the upcoming year?

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2. Describe what you see as significant accomplishments of the Director during this past year?

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3. In what areas do you feel the Director's performance could improve in the next period or gain knowledge in?

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4. Describe two strengths the Director has that were most helpful in this last year and why?

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5. Please provide any comments regarding the Director's performance.

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Action resulting from performance review:

Passed review: \_\_\_\_\_

Wage increase effective: \_\_\_\_\_  
(Date)

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO: Department Head  
FROM: Kanabec County Board of Commissioners  
DATE:

The board will soon be conducting an evaluation of your performance over the last 12 months.

We will meet with you on Wednesday, \_\_\_\_\_ at \_:00\_m at a regular board meeting to discuss the evaluation. The meeting may be closed for this discussion, though you have the right to request that it be kept open.

For your part of this process, we'd like you to answer these two questions:

1. What are your accomplishments over the last 12 months?
2. What are your goals over the next 12 months?

Please have your response back to the County Coordinator's Office by \_\_\_\_\_, 20\_\_.

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11:25am - The board took a 10 minute break.

**11:35am** - Chief Deputy Sheriff Robert Jensen met with the County Board to discuss matters concerning grants and purchases.

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

### *Resolution 13 - 07/12/06*

**WHEREAS** quotes for computers for the Sheriff's Office were received as follows:

CDW-G	= \$704.00 + tax
Florida Micro	= \$824.15 + tax

**BE IT RESOLVED** to approve the recommendation of the Information Systems Director and accept the low quote of \$704.00 + tax from CDW-G and authorize the purchase of one computer for the Sheriff's Office.

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

### *Resolution 14 - 07/12/06*

**WHEREAS** the County Sheriff has received approval from the Minnesota Department of Natural Resources for his application for \$13,617.00 in grant funds for a boat, motor and trailer for the purpose of water patrol, and

**WHEREAS** this grant fits a need of Kanabec County;

**BE IT RESOLVED** to approve and accept Contract A90570 between the State of Minnesota and the Kanabec County Sheriff titled "State of Minnesota Federal Boating Safety Supplement Grant Agreement" for a grant of up to \$13,617.00 in grant funds for a boat, motor and trailer for the purpose of water patrol.

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

### *Resolution 15 - 07/12/06*

**WHEREAS** the County Sheriff has received the following quotes from J & R Marine for 2006 model boat, motor and trailers:

Description	Price (without tax)
Princecraft Holiday Dlx SC with Mercury 60hp, 4 stroke motor and custom trailer	\$11,657.00
Princecraft Pro 165 SC with Mercury 60hp, 4 stroke motor and custom trailer	\$12,194.00
Princecraft Pro 165 SC with Mercury 75hp Optimax motor and custom trailer	\$12,786.00
Princecraft Pro 164SS with Mercury 90hp Optimax motor and custom trailer	\$15,639.00
Princecraft Pro 179LX SC with Mercury 115hp Optimax motor and custom trailer	\$16,154.00

**BE IT RESOLVED** to authorize the purchase of a Princecraft Pro 165 SC with Mercury 75hp Optimax motor and custom trailer at a price of \$12,786.00 + tax.

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Action #16 - Stan Cooper introduced the following resolution and moved its adoption:

***Resolution 16 – 07/12/06***

**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 CADD Technician is on the rotation schedule for 2006, and

**WHEREAS** the County Engineer 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 and minor corrections rather than changes of substance;

**BE IT RESOLVED** that it is the decision of the board to approve the updated job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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

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

**OPPOSED:** Stan Cooper, Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

**12:05pm** - Dianne Weepie with the County Assessor's Office met with the County Board to discuss abatements.

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

***Resolution 17 – 07/12/06***

**WHEREAS** the County Assessor has found clerical errors made on the data for certain properties in Kanabec County, and

**WHEREAS** the County Assessor and County Auditor have indicated their approval of the correction of the errors as indicated by their signatures below,

**BE IT RESOLVED** that the County Board accept the recommendations of the County Assessor and the County Auditor and exercise the County Board's authority under Minnesota Statute 375.192, Subd. 2 to approve the correction of the clerical errors as follows:

<b>Name</b>	<b>Parcel Number</b>	<b>Reason for Abatement/Addition</b>	<b>Original Taxes</b>	<b>New Taxes</b>	<b>Amount of Change</b>
Jerry & Constance Nelson	10.01050.00	Pole shed double assessed	\$2,202.00	\$2,170.00	<b>\$32.00</b>
Jerry & Constance Nelson	10.01035.00	Change because of 10.01050.00	\$282.00	\$236.00	<b>\$46.00</b>
Eileen Wannarka	22.07120.00	Clerical Error Homestead	\$1,808.00	\$1,566.00	<b>\$242.00</b>
<b>Total Changes</b>			<b>\$4,292.00</b>	<b>\$3,972.00</b>	<b>\$320.00</b>

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

***Resolution 18 – 07/12/06***

**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 Heavy Equipment Operator I is on the rotation schedule for 2006, and

**WHEREAS** the County Engineer 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 and minor corrections rather than changes of substance;

**BE IT RESOLVED** that it is the decision of the board to approve the updated job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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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 – 07/12/06***

**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 Highway Department Accountant is on the rotation schedule for 2006, and

**WHEREAS** the County Engineer 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 and minor corrections rather than changes of substance;

**BE IT RESOLVED** that it is the decision of the board to approve the updated job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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

***Resolution 20 – 07/12/06***

**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 Highway Department Maintenance Supervisor is on the rotation schedule for 2006, and

**WHEREAS** the County Engineer 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 and minor corrections rather than changes of substance;

**BE IT RESOLVED** that it is the decision of the board to approve the updated job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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Action #21 - Dennis McNally introduced the following resolution and moved its adoption:

***Resolution 21 – 07/12/06***

**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 Lead Child Support Officer is on the rotation schedule for 2006, and

**WHEREAS** the Acting Family Service Agency Director has submitted an updated job description and position questionnaire, and

**WHEREAS** the board has examined and evaluated the updated information;

**BE IT RESOLVED** to deny approval the updated job description and leave the existing job description intact.

The motion fails for lack of a second.

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Action #22 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

***Resolution 22 – 07/12/06***

**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 Clerk Typist II in Public Health is on the rotation schedule for 2006, and

**WHEREAS** the Public Health Service Director 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 and minor corrections rather than changes of substance;

**BE IT RESOLVED** that it is the decision of the board to approve the updated job description as corrected, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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*Action #23* - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution 23 – 07/12/06***

**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 Account Clerk in Public Health is on the rotation schedule for 2006, and

**WHEREAS** the Public Health Service Director has submitted an updated job description and position questionnaire, and

**WHEREAS** the board has examined and evaluated the updated information;

**BE IT RESOLVED** that it is the decision of the board to approve the updated job description.

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*Action #24* - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution 24 – 07/12/06***

**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 Account Clerk in Public Health is on the rotation schedule for 2006, and

**WHEREAS** the Public Health Service Director has submitted an updated job description and position questionnaire, and

**WHEREAS** the board has examined and evaluated the updated information;

**BE IT RESOLVED** that it is the decision of the board that the changes in the job are sufficient to warrant further review by the salary consultant.

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*Action #25* - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

***Resolution 25 – 07/12/06***

**WHEREAS** the board did by Resolution 21-06/21/06 refer the position of Probation Secretary 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 “Probation Secretary” position, which results in Pay Range 5:

<b>Category</b>	<b>Rank</b>	<b>Points</b>
<i>Qualifications</i>	q33	63
Decisions	d8	24
Problem Solving	p5	23
Relationships	r13	48
Effort A	ea5	4
Effort B	eb10	8
Hazards	h6	10
Environment	n5	8
<b>TOTAL POINTS</b>		<b>188</b>

and,

**BE IT FURTHER RESOLVED** that this change is effective January 1, 2007.

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*Action #26* - Jerry Nelson introduced the following resolution and moved its adoption:

***Resolution 26 – 07/12/06***

**WHEREAS** the board did authorize the release of a Request for Proposal for

various sized vehicles by board Resolution #19-06/21/06, and

**WHEREAS** proposals were received as follows:

Gunderson Motors, 2006 Chevrolet Cobalt = \$12,280 + tax & license  
Tinker Larson, 2006 Chrysler PT Cruiser = \$15,899 + tax & license  
Gunderson Motors, 2006 Chevrolet Impala = \$15,676 + tax & license

**WHEREAS** the County Coordinator recommends the Chevrolet Impala and funds are adequate for the purpose, and

**WHEREAS** a full size car would be a more effective replacement for the van that is being retired;

**BE IT RESOLVED** to accept the quote of \$15,676 + tax & license for the Chevrolet Impala and authorize its purchase from vehicle pool funds.

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.

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*Action #27* - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to adjourn at 2:11pm to meet in regular session on Wednesday, July 19, 2006 at 9:00am.

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

*Attest:* \_\_\_\_\_  
Alan B. Peterson, Kanabec County Coordinator