

PROCEEDINGS OF THE COUNTY BOARD

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

July 15, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 15, 2009 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Roger Crawford and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the agenda with the addition of claim approvals.

Action #2 – It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the July 8, 2009 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:04am** on Wednesday, July 15, 2009 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford, and Kevin Troupe. Items discussed included claims and other agency business.

Action #HS4 - It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the Human Service Board agenda as amended: add a scanner purchase approval.

Action #HS5 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution HS5 - 07/15/09

Scanner

WHEREAS the Human Service Board did, by Resolution #**HS6-06/17/09** approve the purchase of two scanning licenses, and

WHEREAS the additional licenses are only effective if another scanner is added,
and

WHEREAS the Information Systems Director recommends using a Canon DR 2050C scanner;

BE IT RESOLVED to authorize the purchase of a Canon DR 2050C scanner at a cost of \$517.20.

Action #HS6 - It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve payment of 146 claims totaling \$180,160.97 on Welfare Funds.

Action #HS7 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to adjourn the Human Service Board at 9:07am to meet again on Wednesday, August 19, 2009 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

9:08am - Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

9:30am – Chief Deputy Sheriff Robert Jensen met with the board to discuss matters concerning the Sheriff's Office.

Action #8 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #8 - 07/15/09
In Car Video

WHEREAS the Sheriff wishes to add in car video units to the two remaining patrol cars with out such systems, and

WHEREAS such units are an important law enforcement tool, and

WHEREAS this is a budgeted expense and part of the Sheriff's Capital Budget Plan;

BE IT RESOLVED to authorize the purchase of two MDE2 Digital Interceptor in-car video systems at a cost of \$2,700.00 each.

Action #8 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following claims:

- | | |
|----------------------------------|-------------|
| 1. Thane Hawkins Polar Chevrolet | \$58,255.20 |
| 2. Hoglund Bus & Truck | \$61,165.00 |

3. Rene Lopez	\$ 180.00
4. Lori Winters	\$ 651.15

9:36am – University of Minnesota Educator Renee Kostic met with the County Board to discuss 4-H administration options. No action was taken at this time.

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

Resolution #9 - 07/15/09

Liquor Fines Policy

WHEREAS County Ordinance Number 27 includes a section for penalties for violations of the ordinance, and

WHEREAS these penalties include fines, and

WHEREAS the ordinance does not specify how fines collected are used, and

WHEREAS the board wishes to dedicate a portion of the fines collected to costs associated with enforcing the ordinance;

BE IT RESOLVED to approve the following “Liquor Ordinance Fines” Policy:

Policy: A-115
Approved: July 15, 2009
Effective: July 15, 2009
Supersedes (eff): n/a (NEW)

LIQUOR ORDINANCE FINES

I. POLICY STATEMENT

Kanabec County Ordinance #27 (Liquor) includes a section for penalties. These penalties include fines. The purpose of this policy is to specify into what county accounts the fine money received shall be allocated.

II. POLICY GUIDELINES

All fine money received pursuant to the financial penalties described in Kanabec County Ordinance #27, Liquor, will be distributed as follows:

1. Fines received will first be credited to an account dedicated to the external costs of defense of appeals to the penalties of Ordinance #27.
This dedicated account shall not accrue beyond a total of \$5,000.00.
2. If the dedicated account described in #1 above reaches \$5,000.00, any

additional fines collected will be credited to the Revenue Fund in the Unallocated budget.

10:02am – History Center Board Member Dawn Plestad met with the County Board to present a request for a \$5,000 donation in the 2010 budget. The board took the budget request under advisement.

Action #10 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #10 - 07/15/09

Phased Retirement

WHEREAS Legislation passed in 2009 allows PERA Coordinated and Basic members age 62 and over the option to begin receiving a PERA pension without formally resigning if the county board approves, and

WHEREAS the Department Heads Committee has recommended approval of a Phased Retirement Option Policy, and

WHEREAS a Phased Retirement Option would be an optional tool for staffing;

BE IT RESOLVED to approve the following policy:

Policy #P-111
Approved: July 15, 2009
Effective: July 15, 2009
Supersedes (Eff) : new

Phased Retirement Option Policy

I. POLICY STATEMENT

Legislation passed in 2009 allows Coordinated and Basic members age 62 and over the option to begin receiving a PERA pension without formally resigning: a Phased Retirement Option (PRO). The Kanabec County Board of Commissioners supports and permits the offer of this benefit to qualifying Kanabec County employees.

II. REQUIREMENTS

The Kanabec County Board of Commissioners has sole discretion on offering the phased retirement option to an employee.

- A. The initial offer must not exceed one year, but it can be renewed for periods of up to a year for a total of five years. Kanabec County is under no obligation to renew a Phased Retirement agreement.
- B. To qualify, a member must:
1. Participate in PERA's Coordinated Fund at the time of employment termination;
 2. Have worked at least 1,044 hours per year for Kanabec County for the past five years; and
 3. Are at least age 62 at the time they terminate PERA-covered employment.
 4. The employee must terminate employment no later than June 30, 2011 (current retirees are ineligible).
- C. Work hours must be reduced by at least 25% from the individual's pre-retirement work schedule.
- D. Work hours cannot exceed 1,044 hours per year.
- E. The re-hired employee does not pay PERA employee contributions nor does the County pay any employer contributions. The re-hired employee does not accrue additional PERA service credit during PRO and the re-employment earnings have no impact on the employee's "high five" years of PERA service.
- F. Employees interested in a PRO should first talk to their supervisors. In turn, supervisors should consider allowing an eligible employee to return to employment as a participant of this Program.

As each employee expresses interest in the Phased Retirement Option, supervisors and managers must determine whether rehiring the individual (to the same – or to a different – position) makes good business sense. The Department Head will present the County Board with a request prepared in conjunction with the Personnel Director that includes:

1. A staffing analysis showing how the department will accommodate the reduced hours, and
2. A financial analysis.

The County Board will determine whether or not to approve a PRO on a case-by-case basis.

Action #11 – Kevin Troupe introduced the following resolution and moved its adoption:

Resolution #11 – 07/15/09

Approve Maintenance Supervisor Job Description

WHEREAS Kanabec 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 Maintenance Supervisor is on the rotation schedule for 2009, and

WHEREAS the County Coordinator 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 that it is the decision of the board to accept and approve the proposed changes in the Maintenance Supervisor 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 Kim Smith and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kevin Troupe, Les Nielsen, Kathi Ellis, Kim Smith

OPPOSED: Roger Crawford

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

10:21am – The board took at 9 minute break.

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

Debra Gorian	Discussed Whited Township Zoning issues
Bob Johnson	Discussed Whited Township Zoning issues

10:55am - The Chairperson closed public comment.

Action #12 - It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to recess the board meeting at 10:56am to a time immediately following the Kanabec County Regional Rail Authority.

The Kanabec County Regional Rail Authority met at **10:56am** on Wednesday, July 15, 2009 pursuant to Public Notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford, and Kevin Troupe.

See the minutes of the Rail Authority for further information.

Action #13 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to adjourn at 11:15am to meet again in regular session on Wednesday, July 22, 2009 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator