

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 18, 2007**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 18, 2007 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson, Kevin Troupe and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the agenda with the following additions:

- a. Jail items
- b. Smoking

Action #2 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the minutes of the July 11, 2007 County Board meeting as presented.

Action #3 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, July 18, 2007 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 #HS4 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the agenda of the Human Service Board with the addition of an Association of Minnesota Counties update.

The board was provided a foster care licensing update by Social Worker Katie Heacock.

Action #HS5 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the purchase of two filing cabinets from S & T Office Supply at a cost of \$1,326.45 + tax.

Action #HS6 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of 148 claims totaling \$187,057.61 on Welfare Funds.

Action #HS7 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to adjourn the Human Service Board at 9:55am to meet again on Wednesday, August 15, 2007 at 9:05am.

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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.

**10:00am** – Patricia Thompson gave the board a presentation on the Kanabec History Center and a 2008 budget presentation. Following discussion, the board took the budget under advisement.

**10:20am** – County Surveyor EG Rud gave the board a presentation on the benefits and processes of GIS. Following discussion, the board took the budget under advisement.

**10:50am** – Tony Miller with the State Department of Natural Resources met with the board to discuss a proposed exchange of state and county managed lands.

**11:10am** - The Chairperson then called for public comment. Those who responded included:

Dave Halvorson	The board should turn down the request of East Central Solid Waste to bring in waste from Aitkin County.
Bob Swetz	Spoke in support of History Center and county funding.

**11:25am** – The Chairperson closed public comment and the board resumed discussion of a proposed exchange of state and county managed lands. No action was taken at this time.

**11:35am** – Operations Supervisor Karen McClellan met with the board to discuss matters concerning MCCC and the Auditor/Treasurer’s Office.

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

## **Resolution #8 – 07/18/07** **MCCC Joint Powers**

**WHEREAS**, Minnesota Statutes, Section 471.59, authorizes two or more units of government jointly or cooperatively to exercise any power common to the contracting parties or any other similar power and by agreement to provide for a joint board representing the parties to the agreement;

**WHEREAS**, the Minnesota Counties Computer Cooperative (MCCC) and its participating members have established by agreement an organization through which the parties may jointly and cooperatively provide for the establishment, operation, and maintenance of data processing facilities and management information systems for the use and benefit of the parties, and

**WHEREAS** Kanabec County has been a member of the MCCC for many years and this has been a successful partnership, and

**WHEREAS** the MCCC Board has proposed changes to the joint powers agreement to clarify and update the document;

**BE IT RESOLVED** to accept and approve an amended Minnesota Counties Computer Cooperative Joint Powers Agreement document titled “Amended and Restated Joint Powers Agreement,” and

**BE IT FURTHER RESOLVED** to authorize and direct the Chairperson to sign the joint powers agreement.

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

**Resolution #9 – 07/18/07**  
**MCCC – COUNTY ATTORNEY USER GROUP**

**WHEREAS**, A request by a county attorney’s office is in the process of establishing a “County Attorney User Group@ under the Minnesota Counties Computer Cooperative (MCCC)”;

**WHEREAS**, a County Attorney User Group would allow for more input on software development and enhancements;

**WHEREAS** Kanabec County is an existing MCCC member;

**NOW THEREFORE, BE IT RESOLVED**, that the Kanabec County Board of Commissioners does hereby approve of the participation in the County Attorney User Group of MCCC effective January 1, 2008, and designates the following individuals as the official representatives of Kanabec County to said County Attorney User Group.

Delegate: Karen McClellan

Alternate: Tammy Friel

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

## **Resolution #10 – 07/18/07 MCCC Appointments**

**WHEREAS** the Minnesota Counties Computer Cooperative has requested the Kanabec County Board of Commissioners re-affirm its appointments to MCCC;

**BE IT RESOLVED** to appoint the following as representatives of the Kanabec County Board of Commissioners to the Minnesota Counties Computer Cooperative:

MCCC Board of Directors

Delegate = Karen McClellan

Alternate = Denise Cooper

User Groups

a. Delegate to all = Karen McClellan

b. Tax User Group Alternate = Dan Weber

c. Corrections User Group Alternate = Debbie Schultz

d. Finance & General Government User Group Alternate = Denise Cooper

e. County Attorney's User Group Alternate = Tammy Friel

f. Information Services Support Group Alternate = Jessie Ruckle

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Action #11 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

## **Resolution #11 – 07/18/07**

**WHEREAS** Auditor/Treasurer Cooper has presented the board with a plan for direct deposit of employee payroll, and

**WHEREAS** this is a benefit of interest to many county employees, and

**WHEREAS** direct deposit has the potential to reduce the printing costs and reconciliation time of producing payroll checks;

**BE IT RESOLVED** to authorize Auditor/Treasurer Denise Cooper to proceed with direct deposit of employee payroll on September 1, 2007.

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**11:45am** – County Assessor Dan Weber met with the county board.

Action #12a – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

### **Resolution #12a – 07/18/07**

**WHEREAS** the County Assessor has found clerical errors made on the data for a property 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>
Carolyn Wicklund	22.05225.00	Homestead pulled incorrectly	\$1,686.00	\$1,438.00	-\$240.00

Action #12b - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

### **Resolution #12b – 07/18/07**

**WHEREAS** the Personnel Director has presented the board with a regular annual performance evaluation for a Kanabec County Department Head;

**BE IT RESOLVED** to close the meeting at 11:50am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of County Assessor Dan Weber.

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Action #13 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to reopen the meeting at 12:05pm.

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

### **Resolution #14 – 07/18/07**

**WHEREAS** the board has evaluated the past year’s job performance of County Assessor Dan Weber, and

**WHEREAS** the board has discussed its findings with Weber;

**BE IT RESOLVED** that the board finds his performance to be satisfactory.

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**12:08pm** – County Recorder Rhonda Olson met with the County Board to present her 2008 proposed budget. Following discussion, the board took the budget under advisement.

**12:14pm** – Chief Deputy Sheriff Robert Jensen met with the board to request a purchase approval.

Action #15 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the purchase of a Alco-Sensor IV intoximeter off the state purchasing contract at a cost of \$624.09.

**12:18pm** – County Engineer Greg Nikodym met with the board to discuss matters concerning the Highway Department.

Action #16 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #16 – 07/18/07**  
**Resolution for Agency Agreement**

**BE IT RESOLVED** that pursuant to Minnesota Stat. Sec 161.36, the Commissioner of Transportation be appointed as agent of the County of Kanabec to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED** that the chairperson and the County Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 91534, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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

**Resolution #17 – 07/18/07**

**WHEREAS** Knife River Corporation was awarded a contract for bituminous work on CR No. 70, CSAH No. 3, and miscellaneous locations in Kanabec County, and

**WHEREAS** Knife River Corporation has provided the necessary bonds, insurance documents, and signed contracts,

**NOW THEREFORE BE IT RESOLVED** to authorize the Kanabec County Board of Commissioners chairperson and County Coordinator to sign the contract on behalf of the Kanabec County.

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**12:27pm** – The board took a 5 minute break.

**12:32pm** – East Central Solid Waste Commission Director Gene Kramer met with the board to discuss landfill operations and Aitkin County Waste. No action was taken at the time.

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

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

### **Resolution #18 – 07/18/07**

**BE IT RESOLVED** to appoint Kathi Ellis to a county GIS Committee, and

**BE IT FURTHER RESOLVED** to appoint Kevin Troupe as alternate to a county GIS Committee.

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

### **Resolution #19 – 07/18/07** **Resolution to Approve 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 Office Support Specialist (Child Support) is on the rotation schedule for 2007, and

**WHEREAS** the Health & Human 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 rather than

changes;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the 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 Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #20 – 07/18/07**  
**Resolution to Approve 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 Office Support Specialist is on the rotation schedule for 2007, and

**WHEREAS** the Health & Human 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 rather than changes;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the 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* – It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

**Resolution #21 – 07/18/07**

**WHEREAS** the board did approve a new roof for the existing jail, and

**WHEREAS** a contract was awarded for the work, and

**WHEREAS** the work has been completed to the satisfaction of the Building Maintenance Supervisor except for warrantee paperwork;

**BE IT RESOLVED** to approve payment of a claim of \$21,975.00 on the Building Fund to Anderson Systems as half payment on the project.

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Action #22 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #22 – 07/18/07**

**WHEREAS** the board did authorize the County Coordinator to make offers for properties in the block south of the courthouse, and

**WHEREAS** there appears to be a willing seller for one such property, and

**WHEREAS** the offer appears consistent with the intent of the board's guidelines for such purchases;

**BE IT RESOLVED** to authorize the County Coordinator to offer Michael Strelow \$110,250.00 for his property at 113 Elm Street South, Mora, MN 55051, and

**BE IT FURTHER RESOLVED** to authorize payment of a claim of \$5,000.00 to Michael Strelow as advance payment upon acceptance of this offer.

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Action #23 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to adjourn at 2:34pm to meet in regular session on Wednesday, July 25, 2007 at 6:30pm.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_

Alan B. Peterson, Kanabec County Coordinator