

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 19, 2006**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 19, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Dennis McNally, Stan Cooper and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the agenda as presented.

Action #2 - It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the July 12, 2006 minutes of the Kanabec County Board of Commissioners as presented.

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

Action #3 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to recess the board meeting at 9:10am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:10am** on Wednesday, July 19, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, 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 #HS4 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the agenda of the Human Service Board with the addition of staffing.

Action #HS5 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution HS5-07/19/06***  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Financial Worker, and

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

**BE IT RESOLVED** that the County Board authorizes the Acting Family Service Agency Director and the County Personnel Director to hire a Financial Worker 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 posting of the position is waived and the hiring may be done from the current Financial Worker applicant list, and

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

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*Action #HS6* - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to approve payment of 144 claims totaling \$198,959.05 on Welfare Funds.

*Action #HS7* - Kathi Ellis moved to approve a **Consent Agenda** including all of the following actions:

*Resolution HS7a – 07/19/06*

**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 2006;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2006, not to exceed \$49,608.00 with Stephanie Hanisch for the time period January 1, 2006 to December 31, 2006.

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*Resolution HS7b – 07/19/06*

**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 2006;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2006, not to exceed \$133,120.00 with Beth Good for the time period January 1, 2006 to December 31, 2006.

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*Resolution HS7c – 07/19/06*

**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 2006;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2006, not to exceed \$33,700.00 with Susan D. Blom for the time period January 1, 2006 to December 31, 2006.

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*Resolution HS7d – 07/19/06*

**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 2006;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2006, not to exceed \$26,400.00 with Linda M. Walinski for the time period January 1, 2006 to December 31, 2006.

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*Resolution HS7e – 07/19/06*

**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 2006;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2006, not to exceed \$15,444.00 with Rob Linninger for the time period January 1, 2006 to December 31, 2006.

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## *Resolution HS7f – 07/19/06*

**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 2006;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2006, not to exceed \$32,960.00 with Marcy Stoeckel for the time period January 1, 2006 to December 31, 2006.

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

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

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

**ABSENT:** Jerry Nelson

whereupon the resolution was declared duly passed and adopted.

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*Action #HS8* - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to adjourn the Human Service Board at 10:37am to meet again on Wednesday, August 16, 2006 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

**10:37am** - University of Minnesota Educator Renee Kostic met with the County Board to introduce Extension Staff. Present were the new University of Minnesota 4-H Coordinator Gabria Anderson and the county's summer intern Danielle Langevin.

*Action #9* - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to recess the board meeting at 10:40am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **10:40am** on Wednesday, July 19, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Dennis McNally and Stan Cooper. Wendy Thompson, Public Health Director, presented the contracts for approval. Also present was County Attorney Joe Loren.

Action #PH10 - Stan Cooper introduced the following resolution and moved its adoption:

***Resolution PH10 – 07/19/06***

**WHEREAS**, the Kanabec County Public Health has allocated and encumbered funds for the purpose of assessing and enhancing the capacity of the local public health department to respond to bioterrorism, infectious diseases, and other threats to public health, and

**WHEREAS**, the County has allocated and encumbered additional funds, for the purpose of planning and implementing pandemic flu activities, and

**WHEREAS**, the County desires to provide epidemiology services as part of the Disease, Prevention and Control Program to prepare for the possible threat of pandemic flu;

**BE IT RESOLVED** to approve an agreement titled “Memorandum of Agreement to Provide Epidemiology Services” between Kanabec County Public Health and Pauline Amundson for Epidemiology Services for the time period July 19, 2006 through August 30, 2006 at a cost not to exceed \$4,000.00.

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:** Les Nielsen, Kathi Ellis, Stan Cooper

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

**ABSENT:** Jerry Nelson

whereupon the resolution was declared duly passed and adopted.

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Action #PH11 - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to recess the Public Health Board at 10:56am to meet again in regular session on Wednesday, August 9, 2006 at 10:00am.

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The meeting of the Kanabec County Board of Commissioners resumed.

**10:56am** - County Coordinator Alan B. Peterson and Maintenance Supervisor Bill Martin met with the County Board to discuss staffing matters.

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

## *Resolution 12 – 07/19/06*

**WHEREAS** the board did by Resolution 16-06/21/06 refer the position of Assistant Maintenance Supervisor 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 “Assistant Maintenance Supervisor” position which results in Pay Range 9:

| <b>Category</b>       | <b>Rank</b> | <b>Points</b> |
|-----------------------|-------------|---------------|
| <i>Qualifications</i> | q44         | 83            |
| Decisions             | d16         | 36            |
| Problem Solving       | p10         | 41            |
| Relationships         | r13         | 48            |
| Effort A              | ea13        | 8             |
| Effort B              | eb10        | 8             |
| Hazards               | h17         | 13            |
| Environment           | n10         | 18            |
| <b>TOTAL POINTS</b>   |             | <b>255</b>    |

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

## *Resolution 13 – 07/19/06*

### **ORDER OF THE BOARD**

**WHEREAS** there will be a vacancy in the position of Lead Maintenance Worker as of September 5, 2006, and

**WHEREAS** the position of Assistant Maintenance Supervisor has been evaluated and proposed as a replacement for the Lead Maintenance Worker, and

**WHEREAS** the board desires to refill this vacant position and replace it with an Assistant Maintenance Supervisor;

**BE IT RESOLVED** that the County Board authorizes the County Coordinator/Personnel Director to hire an Assistant Maintenance Supervisor to refill the vacant position at Step A, Range 9 of the pay plan which is \$15.82 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.

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**11:17am** - The Chairperson then called for public comment. Those who responded included:

|           |                                  |
|-----------|----------------------------------|
| Bob Swetz | Asked about maintenance of jail. |
|-----------|----------------------------------|

**11:21am** - The Chairperson closed public comment.

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

### *Resolution 14 – 07/19/06*

**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, 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 accept the recommendation of the Acting Family Service Agency Director and 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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Commissioners continued with reports of the activities of the Boards and Committees in which they participate.

**11:40am** - County Assessor Dan Weber met with the County Board to present his 2007 budget proposal. Following discussion, the board took the budget under advisement.

**11:55am** - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department. Also present were Bob Strom and Cale Partridge. Alleged damage to Mahogany Street was discussed. The matter was deferred for further information. Nikodym also presented his 2007 budget proposal. Following discussion, the board took the budget under advisement.

**12:43pm** - County Recorder Rhonda Olson met with the County Board to present her 2007 budget proposal. Following discussion, the board took the budget under advisement.

**12:54pm** - Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning monitor purchases.

Action #15 - Kathi Ellis introduced the following resolution and moved its adoption:

### ***Resolution 15 – 07/19/06***

**WHEREAS** the county supports the Mora Police Department for network services and computer equipment, and

**WHEREAS** the contract provides for hardware replacement.

**BE IT RESOLVED** to authorize Information Systems Director Jessie Ruckle to purchase monitors at a cost not to exceed \$1000.00 including shipping, plus tax.

Motion failed for lack of a second.

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**1:08pm** - County Sheriff Steve Schulz met with the County Board to present his 2007 budget proposal. Also present were Jail Administrator Joanne Nelson and Chief Deputy Sheriff Robert Jensen. Following discussion, the board took the budget under advisement.

Paavo Pyykkonen met with the County Board and the County Sheriff to present a donation of \$1,000.00 from the Eddy Family Foundation to the Sheriff's Office for public safety purposes. The Board and Sheriff expressed their appreciation for the donation.

**1:45pm** - Auditor/Treasurer Denise Cooper met with the County Board to discuss a liquor and tobacco license application.

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

### ***Resolution #16-07/19/06***

**WHEREAS** the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

**WHEREAS** the applications were complete, included all necessary documentation, appear in accordance with County Policies and the prospective facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the following license applications:

| <b>ESTABLISHMENT</b> | <b>LIQUOR</b> | <b>BEER</b> | <b>TOBACCO</b> |
|----------------------|---------------|-------------|----------------|
| The Station 65       | On-Off        | --          | Yes            |

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

### *Resolution 17 – 07/19/06*

**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 II 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.

**1:55pm** - Architect Bruce Omtvedt with Klein McCarthy met with the County Board to discuss a jail plan schematic. Also present was Electrical Engineer Lenox Browne, County Sheriff Steve Schulz, Jail Administrator Joanne Nelson, Chief Deputy Sheriff Robert Jensen and Maintenance Supervisor Bill Martin. The matter was discussed at length.

Action #18 - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to adjourn at 4:21pm to meet in regular session on Wednesday, July 26, 2006 at 6:30pm.

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

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