

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 21, 2010**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 21, 2010 pursuant to adjournment with the following Board Members present: Kathi Ellis, Kevin Troupe, Les Nielsen, and Roger Crawford. Absent: Kim Smith.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the agenda as amended. Add: 9:40am appointment – Bldg Maintenance Supervisor Bill Martin and 10:00am appointment – Jail Administrator Joanne Nelson.

Action #2 – It was moved by Roger Crawford, seconded by Kathi Ellis and carried unanimously to approve the July 14, 2010 minutes of Kanabec County Board of Commissioners as corrected: Change action #11 to show Kevin Troupe abstaining.

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

Action #3 – It was moved by Kevin Troupe, seconded by Kathi Ellis, 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 21, 2010 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Roger Crawford, and Kevin Troupe. Absent: Kim Smith.

Action #HS4 - It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS5 – It was moved by Kevin Troupe, seconded by Roger Crawford and carried unanimously to approve payment of 149 claims totaling \$236,165.18 from the Welfare Fund.

Action #HS6 – It was moved by Kathi Ellis, seconded by Roger Crawford and carried unanimously to adjourn the Human Service Board at 9:13am to meet again on Wednesday, August 18, 2010 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

The Commissioners continued to give updates on the committees they participate.

County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #7 – It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #7 - 07/21/10**  
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 County Engineer is on the rotation schedule for 2010, 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 County Engineer 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.

Action #8 – It was moved by Kevin Troupe, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

**Resolution #8 - 07/21/10**  
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 Assistant Engineer is on the rotation schedule for 2010, 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 Assistant Engineer 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.

Action #9 – It was moved by Kathi Ellis, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

**Resolution #9 - 07/21/10**  
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 Intermediate Engineering Technician is on the rotation schedule for 2010, 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 Intermediate Engineering Technician 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.

Action #10 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

**Resolution #10 – 07/21/10**  
**Energy Grant-Furnace Replacement**

**WHEREAS** the Kanabec County Highway Department has received an Energy Efficiency Conservation Block Grant in the amount of \$13,100.00, and

**WHEREAS** the grant is to replace 3 furnaces in the highway department building, and

**WHEREAS** the County Board of Commissioners wishes to proceed with the replacement of these furnaces;

**BE IT RESOLVED** that the Board of Commissioners accepts the quote of \$13,224.88 submitted by Central Heating and Air Conditioning, Inc.

The commissioners continued to give updates on the committees they participate.

County Sheriff Steve Schulz met with the County Board to discuss matters concerning the Sheriff's office.

Action #11 – It was moved by Kathi Ellis, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

**Resolution #11 - 07/21/10**  
Approve Job Description

**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 Jail/911 Administrator is on the rotation schedule for 2010, 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 do constitute changes in the actual duties of the job;

**BE IT RESOLVED** to approve the revised job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the board that the changes in the Jail/911 Administrator job are sufficient to warrant further review by the salary consultant.

Maintenance Supervisor Bill Martin met with the County Board to discuss possible uses for the old jail. No formal action was taken at this time.

Jail Administrator Joanne Nelson met with the County Board to discuss a vacant position.

Action #12 – It was moved by Kevin Troupe, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

**Resolution #12 - 07/21/10**  
Vacant Position

**WHEREAS** there is a vacancy in the position of Temporary PT Jailer/Dispatcher, and

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

**BE IT RESOLVED** that the County Board authorizes County Sheriff Steve Schulz and the County Personnel Director to hire a Temporary Part-Time Jailer/Dispatch at varying hours per week to fill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 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, and

**BE IT FURTHER RESOLVED** to authorize County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

County Coordinator Dan Weber met with the Board to discuss the possibility of hiring a consultant to review Kanabec County's organizational and operational structures. No formal action was taken at this time.

Action #13 – It was moved by Kathie Ellis, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #12 - 07/21/10**  
Committee Appointment

**BE IT RESOLVED** to appoint Julie Crawford to the Extension Committee for a three year term commencing immediately and expiring January 2, 2013.

**10:30am** - The Chairperson then called for public comment three times. Those who responded include:

Bob Strom	Concerns over dust control due to Hwy 65 construction.
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**10:38am** - The Chairperson closed public comment

Action #14 – It was moved by Kathi Ellis, seconded by Kevin Troupe and carried unanimously to adjourn at 10:45a.m. and to meet in regular session on Wednesday, July 28, 2010 at 9:00a.m.

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

*Attest:* \_\_\_\_\_  
Board Clerk