

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 21, 2004**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 21, 2004 pursuant to adjournment with the following Board Members present: Stan Cooper, Jerry Nelson, Kathi Ellis, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the agenda and optional agenda with the addition of the following:

- a. Job descriptions
- b. Attorney's claim

Action #2 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the July 14, 2004 minutes of the Kanabec County Board of Commissioners as corrected:

- a. Action #6, correct the amount from \$952 to \$1,155
- b. Action #10, change the word 'claims' to 'claim.'
- c. Action #15, delete the word 'low.'
- d. Action #17, in the first "BE IT FURTHER RESOLVED" change the word 'requesting' to 'requested.'
- e. In the nomination process described between Actions #RR27 & #RR28, add the words "Kathi Ellis."
- f. Action #33, round the following sales figures:
  - Sale 3, round \$5,287.60 to \$5,288.00
  - Sale 5, round \$12,222.20 to \$12,222.00
  - Sale 7, round \$71,379.60 to \$71,380.00

Action #3 – It was moved by Jerry Nelson, seconded by Stan Cooper, 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, 2004 pursuant to public notice with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Also present was Fiscal Supervisor Terry Price. Items discussed included the budget, staffing, finances and other agency business.

Action #HS4 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the agenda of the Human Service Board with the following additions:

- a. Industries, Inc.
- b. FAX Machine

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

***Resolution #HS5 - 07/21/04***  
**ORDER OF THE BOARD**

**WHEREAS** the board has evaluated the past year's job performance of Family Service Agency Director Phil Peterson;

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

**BE IT FURTHER RESOLVED** to authorize the request to advance in pay from G19F at \$32.57 per hour to G19G at \$33.60 per hour effective at the beginning of the pay period including July 1, 2004.

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Action #HS6 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of 154 claims on Welfare Funds totaling \$264,056.84.

Action #HS7 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to recess the Human Service Board at 9:55am to meet again in regular session on Wednesday, July 28, 2004 at 8:40pm.

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The meeting of the Kanabec County Board of Commissioners resumed.

Action #8 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to recess the board meeting at 10:02am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **10:03am** on Wednesday, July 21, 2004 pursuant to public notice with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH9 - It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve the Public Health Board Agenda with the addition of the following:

- a. Two updates

Action #PH10 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

*Resolution #PH10a - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for In-House Respite Care for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Kanabec Hospital.

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*Resolution #PH10b - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for In-House Respite Care for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Villa Health Care Center.

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*Resolution #PH10c - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Assisted Living for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Villa Health Care Center.

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*Resolution #PH10d - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for patient care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Alliance Health Care.

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*Resolution #PH10e - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for patient care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Brighter Day Residence, Inc.

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*Resolution #PH10f - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for patient care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Care Free Home Services.

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*Resolution #PH10g - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for patient care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and North Country Home Care.

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*Resolution #PH10h - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for patient care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Prairie River Home Care.

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*Resolution #PH10i - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for patient care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Sunrise Health Services.

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*Resolution #PH10j - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Gloria Austin.

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*Resolution #PH10 - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Beverly Gustafson.

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*Resolution #PH10l - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Callymarie Hanson.

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*Resolution #PH10m - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Happy Haven.

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*Resolution #PH10n - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Linda Nord.

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*Resolution #PH10o - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Debra Oslin-Hellwig.

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*Resolution #PH10p - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Richard Saby.

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*Resolution #PH10q - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Schoumaker Adult Foster Care.

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*Resolution #PH10r - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Arnela Spiczka.

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*Resolution #PH10s - 07/21/04*

**WHEREAS** the Public Health Director has recommended for approval a Waivered Service Contract;

**BE IT RESOLVED** to approve a Contract for Foster Care services for waived service for the time period July 1, 2004 through June 30, 2005 between Kanabec County Public Health and Jerry Stenstrom.

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Action #PH11 - It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

*Resolution #PH11 - 07/21/04*

ORDER OF THE BOARD

**BE IT RESOLVED** to reduce the hours of Public Health Nurse Louisa Krueger from 32 hours per week to 24 hours per week effective August 7, 2004.

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Action #PH12 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

*Resolution #PH12 - 07/21/04*

ORDER OF THE BOARD

**WHEREAS** the board has evaluated the past year's job performance of Public Health Director Wendy Thompson;

**BE IT RESOLVED** that the board finds her performance to be satisfactory, and

**BE IT FURTHER RESOLVED** to authorize the request to advance in pay from -10K+ at \$32.34 per hour to 10K+ at \$32.50 per hour effective at the beginning of the pay period including July 1, 2004.

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Action #PH15 – It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to adjourn the Public Health Board at 10:56am to meet again in regular session on Wednesday, August 18, 2004 at 10:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

The board took a 7-minute break at 10:57am and returned at 11:05am.

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

Bob Strom	Asked if the board knew where the gravel for the CSAH 24 project came from
Patty Thompson	Concerned about gravel being hauled by her home for CSAH 24
Bob Swetz	Where would host fee proceeds go if collected

11:30am - The Chairperson closed public comment.

Action #16 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution #16 - 07/21/04***

**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 \$152.15 as follows:

- |  |          |
|--|----------|
| 1. East Central Water Testing, Well-Baby Testing | \$ 35.00 |
| 2. Kanabec County SWCD, Groundhouse River Watch  | \$117.05 |
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Action #17 - Jerry Nelson introduced the following resolution and moved its adoption:

### ***Resolution 17 – 07/21/04***

**BE IT RESOLVED** to authorize Information Systems Director Jessie Ruckle to provide limited computer access to Pine County employees on a temporary basis provided an acceptance of liability is signed by Pine County.

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen 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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**11:40am** - Court Administrator Rosemary Nelson met with the County Board to discuss matters concerning her office. No action was taken at this time.

**12:04pm** - Curt Hanson, Vice President of Donor Services for the Initiative Foundation, met with the County Board to present their Y2005 Budget Request. The board took the matter under advisement.

**12:20pm** - Probation Director Todd Eustice met with the County Board to discuss staffing issues.

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

### ***Resolution 18 – 07/21/04***

#### **ORDER OF THE BOARD**

**WHEREAS** there is a need for an additional Probation Agent, and

**WHEREAS** the Probation Director has identified \$20,000 grant funding for this proposed position;

**BE IT RESOLVED** that the County Board authorizes Probation Director Todd Eustice and the County Personnel Director to hire a Probation Agent to refill the vacant position at \$14.79 to \$15.83 per hour, and

**BE IT FURTHER RESOLVED** that authorization to fill and continue this position is contingent upon grant funds with approval for this position will expire concurrent with loss of grant funding.

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Action #19 - It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve payment of a claim of \$1,250.00 to Harry Hoberman, PhD.

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

**12:28pm** - Citizens from the Ann Lake area including Rich Anderson and Rick Schuh met with the County Board to discuss matters concerning the use of buoys on Ann Lake. The board requested that County Attorney Joe Loren review a proposed "Surface Use Ordinance for Ann Lake."

**1:28pm** - County Sheriff Steve Schulz, Chief Deputy Sheriff Robert Jensen and Jail Administrator Joanne Nelson met with the County Board to present the Sheriff's Y2005 budget proposal. The board took the matter under advisement.

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Action #20 - Dennis McNally introduced the following resolution and moved its adoption:

***Resolution 20 – 07/21/04***

**WHEREAS** Interim Personnel Director Kim Pautsch presented the board with options for a Personnel Director Job Description:

**BE IT RESOLVED** to approve the following Job Description and send it to the pay consultant for evaluation:

**Kanabec County Position Description**

**Personnel Director**

**Department:** Personnel

**Date:** 07-02-04

**Board Approval:** 07-21-04

<b>Job Specifications</b>	
<u>Factor</u>	<u>Level</u>
Minimum Education . . . . .	Bachelors Degree in Human Resources or closely related field
Minimum Job Related Experience . . . . .	4 years
Supervision Given . . . . .	None

Supervision Received . . . . . County Board of Commissioners

**Knowledge, Skills, and Abilities**

- ✓ Considerable knowledge of modern policies and practices of public personnel administration: thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training and labor relations; working knowledge of risk management and safety practices.
- ✓ Skill in planning, directing and administering personnel programs and systems.
- ✓ Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, labor unions and the general public; ability to efficiently and effectively administer a human resource system.
- ✓ Ability to establish and maintain effective working relationships with other County officials, co-workers, civic and community groups, staffs and officials of public and private organizations, media personnel and the general public.
- ✓ Skill in viewing issues in context of “the big picture” and skill in understanding implications organization-wide issues and proposals.

**Job Summary**

To develop and coordinate a personnel system for the County as to conform with standard public employment practices which adhere to equal opportunity guidelines, affirmative action goals, and the Personnel Act, M.S. §375.59 through M.S. §375.71.

**Some Examples of Essential Duties**

1. Functions as County HR Administrator, by developing and interpreting HR policies, as adopted by the County Board.
2. Develops and administers classification and compensation plans, maintains compliance with Local Government Pay Equity Act, and approves all changes in employee status for payroll purposes prior to action.
3. Develops and maintains an employee evaluation system.
4. Assures compliance with County HR Policy, Harassment Policy, Affirmative Action Plan, labor agreements, equal opportunity, AWAIR, OSHA, COBRA, POLRA statutes, and the Americans with Disabilities Act.
5. Coordinates with the Minnesota County’s Insurance Trust service provider in their risk management and safety programs.
6. Monitors group health/life insurance programs.
7. Assumes responsibility for Data Practices Act.
8. Conducts job analysis, develops and maintains job descriptions for all jobs.
9. Interviews and screens candidates for referral to supervisors or managers responsible for final selection.
10. Checks references of job applicants.
11. Orients new employees to the County, its HR policies and other relevant materials.
12. Performs investigations and approves all disciplinary action except discharge, which requires board approval.

13. Assures that all HR policy manuals are accurate and up to date.
14. Assures that all employee records and the employee database on all employees are maintained and are accurate.
15. Reviews and follows up on all Unemployment and Workers' Compensation cases as needed.
16. Maintains harmony among workers and resolve grievances.
17. Conducts wage survey with labor market to determine competitive wage rate.
18. Prepares and administers budget of human resources operations.
19. Prepares reports and recommendations procedures to reduce absenteeism and turnover.
20. Represents organization at personnel related hearings and investigations.
21. Administers and maintains employee database.
22. Directs the administration of the County's Cafeteria Benefit Plan.
23. Answers employee benefit related questions and does any necessary research and follow-up to resolve benefit administration issues.
24. Prepares and distributes open enrollment and benefit communications.
25. Recommends implementation of improved methods of Human Resources management to the County Board.
26. Works according to good safety practices. Uses all safety devices. Reports any unsafe condition or act to their supervisor or County Safety Officer. NOTE: No individual shall pose a direct threat to the health and safety of other individuals in the workplace
27. Performs related work as directed.

### **Physical Demand Analysis Summary**

In performance of essential components of the job, in a typical 8 hour work day, this employee will sit 5 hrs, stand 1½ hr and walk 1½ hr.

1. Occasional need to carry and lift up to 24 pounds.
2. Continual need for verbal and written communication, for hearing normal conversation, seeing with near acuity and distinguishing colors.
3. Occasional need for hearing high pitched or low pitched sounds, seeing with far acuity, full field of vision, and depth perception.
4. Occasional need for bending/stooping, reach above shoulder level, crouch, kneel, and/or push/pull.
5. Occasional exposure for driving automotive equipment.
6. Continuously works with hands at waist and chest height. Occasional use of hands at knee, mid thigh, and shoulder level.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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

**IN FAVOR THEREOF:** Dennis McNally, Les Nielsen, Kathi Ellis

**OPPOSED:** Jerry Nelson, Stan Cooper

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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*Action #21* - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to adjourn at 3:14pm to meet in regular session on Wednesday, July 28, 2004 at 6:30pm.

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

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

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

Kanabec County Coordinator