

PROCEEDINGS OF THE COUNTY BOARD

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

June 20, 2007

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 20, 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 as presented.

Action #2 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the June 13, 2007 minutes of the Kanabec County Board of Commissioners as corrected:

- a. Action #3b, in the first WHEREAS, change 'six' to 'four.'
- b. Action #PH-12, add "effective August 1, 2007."
- c. Action #29, Item 8, change 'entry' to 'entity.'
- d. Action #32, in the BE IT RESOLVED, delete the word 'vacant.'

Action #3 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to recess the board meeting at 9:08am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:09am** on Wednesday, June 20, 2007 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Jerry Nelson, and Kevin Troupe. Wendy Thompson, Acting Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances, and other agency business.

Action #HS5 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS6 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution HS6a – 06/20/07

WHEREAS the Family Service Agency has identified persons who are in need of home and community based services in accordance with Minnesota Statutes §256B.501 and Minnesota Rules parts 9525.1800 to 9525.1920 and wishes to purchase such services, and

WHEREAS the Family Service Agency Director recommends the Volunteers of America as a service provider, and

BE IT RESOLVED to approve a Purchase of Service Contract for Waivered Services for the time period July 1, 2007 through June 30, 2008 with Volunteers of America of Minnesota.

Resolution HS6b – 06/20/07

WHEREAS the Family Service Agency has identified persons who are in need of home and community based services in accordance with Minnesota Statutes §256B.501 and Minnesota Rules parts 9525.1800 to 9525.1920 and wishes to purchase such services, and

WHEREAS the Family Service Agency Director recommends the East Central Assisted Living as a service provider, and

BE IT RESOLVED to approve a Purchase of Service Contract for Waivered Services for the time period July 1, 2007 through June 30, 2008 with East Central Assisted Living Inc., 1998 - 153rd Ave, Mora, MN.

Resolution HS6c – 06/20/07

WHEREAS the Family Service Agency has identified persons who are in need of home and community based services in accordance with Minnesota Statutes §256B.501 and Minnesota Rules parts 9525.1800 to 9525.1920 and wishes to purchase such services, and

WHEREAS the Family Service Agency Director recommends the Brighter Day as a service provider, and

BE IT RESOLVED to approve a Purchase of Service Contract for Waivered Services for the time period July 1, 2007 through June 30, 2008 with Brighter Day Residence Inc.

Resolution HS6d – 06/20/07

WHEREAS the Family Service Agency has identified persons who are in need of home and community based services in accordance with Minnesota Statutes §256B.501, and

WHEREAS the Family Service Agency Director recommends the Steinert Home as a service provider; and

BE IT RESOLVED to approve a Purchase of Services Contract for Waivered Services for the time period July 1, 2007 through June 30, 2008 between Kanabec County Family Services and Steinert Home.

Resolution HS6e – 06/20/07

WHEREAS the Family Service Agency has identified persons who are in need of home and community based services in accordance with Minnesota Statutes §256B.501, and

WHEREAS the Family Service Agency Director recommends the Industries Inc. as a service provider, and

BE IT RESOLVED to approve a Purchase of Service Contract for Waivered Services for the time period July 1, 2007 through June 30, 2008 with Industries Inc.

Action #HS7 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve payment of 170 claims totaling \$242,042.51 on Welfare Funds.

Action #HS8 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to adjourn the Human Service Board at 10:04am to meet again on Wednesday, July 18, 2007 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

10:04am – Auditor/Treasurer Denise Cooper met with the county board to discuss matters concerning her office.

Action #9 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #9 – 06/20/07

WHEREAS the Kanabec County Board of Commissioners did ask the Auditor/Treasurer issue a call for bids for a special timber sale in Haybrook Township by Resolution #17-05/16/07, and

WHEREAS the Auditor/Treasurer presented one sealed bid to the board which were opened and read aloud by the clerk as follows:

North Shore Forest Products \$16,000

BE IT RESOLVED to accept the bid of \$16,000 from North Shore Forest Products for timber on tax forfeited land in Section 34 of Haybrook Township as described in the Timber Appraisal Report prepared by DNR Forester Tony Miller.

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

Resolution #10 – 06/20/07

License Renewals

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 facility owners are in good standing with the County;

BE IT RESOLVED to approve the following license applications:

Establishment	LIQUOR	BEER	TOBACCO
Bowe's Landing	On/Off/Sun	Off	yes
Grand Event Center	On/Sun		
McBees	On/Off/Sun	Off	yes
Woodland Jacks	On/Off	On/Off	yes

Action #11 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to accept the following dedicated fund report:

FUND	12/31/06
911 EMERGENCY	216,303
COMMUNITY HEALTH SERVICES	48,595
CWP SEPTIC LOANS	26,766
FORFEITURE FUNDS - ATTORNEY	8,613
FORFEITURE FUNDS - SHERIFF	45,312

FUTURE CAPITAL EQUIPMENT *	17,648
FUTURE CAPITAL IMPROVEMENTS **	23,312
GRAVEL TAX PIT RESTORATION	29,050
LAND OFFICE TECH EQUIPMENT	77,338
LAW LIBRARY	(18,180)
PROBATION CORRECTIONAL FEES	21,696
PUBLIC HEALTH COPIER	8,084
RECORDER'S EQUIPMENT	77,126
RETIREE ACCRUED SICK PAY	5,834
RURAL ADDRESSING	491
SCORE	76,896
SHERIFF EQUIP GRANT	9,999
SHERIFFS RESERVE UNIT	7,539
SHORELAND GRANT	4,660
SNAKE RIVER MNGT	82,633
SOLID WASTE	8,815
SOLID WASTE SURCHARGES	1,866,177
VEHICLE POOL	12,758
WATER PLAN GRANT	34,332
WETLAND GRANT	28,599
TOTAL	2,720,396

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

10:35am – Environmental Services Director Teresa Bearce met with the board for her annual performance review.

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

Resolution #12 – 06/20/07

WHEREAS the board has evaluated the past year's job performance of Environmental Services Director Teresa Bearce, and

WHEREAS the board has discussed its findings with Bearce;

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

10:56am – Probation Director Todd Eustice met with the board to request approval for a grant.

Action #13 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #13 – 06/20/07

WHEREAS Kanabec County Court Services (Probation) is eligible for Caseload Reduction Grant Funding, and

WHEREAS the board has been presented with a renewal of the Caseload Reduction Grant Funding as follows:

State Fiscal Year 2008 (7/1/07 – 6/30/08) = \$38,848
State Fiscal Year 2009 (7/1/08 – 6/30/09) = \$38,848

BE IT RESOLVED to approve a grant agreement between Kanabec County Court Services and the State of Minnesota for Caseload/Workload programming pursuant to Minnesota Statute §244.22 for the time period July 1, 2007 through June 30, 2009, and

BE IT FURTHER RESOLVED to authorize and direct the Chairperson and Board Clerk to sign the grant agreement in behalf of the county.

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

Stan Anderson	a. County should use gravel tax to subsidize calcium chloride for residents. b. Doesn't like gravel tax or the property tax on his gravel pit.
Bob Swetz	a. Asked about purchase price of property for jail. b. Is the county applying for veteran's grants.
Bob Herder	Would like the county board to make the decision on how the Knife Lake Improvement District does its taxes.

11:35am - The Chairperson closed public comment.

11:35am – County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway Department.

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

Resolution #14 – 06/20/07 Partial Payment

WHEREAS Gladden Construction Co. has completed a portion of Project SP 33-620-08 on CSAH No. 20 between CSAH No. 3 and CSAH No. 5 and

WHEREAS the completed work has been completed according to plans and specifications;

NOW THEREFORE BE IT RESOLVED to authorize a partial payment in the amount of \$258,676.64 to Gladen Construction Co.

11:45am – The board took a 5 minute break.

11:50am – Public Health Director/Acting Family Service Agency Director Wendy Thompson met with the board to discuss staffing issues.

Action #15 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #15 – 06/20/07

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Public Health Account Clerk,
and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Public Health Director Wendy Thompson and the County Personnel Director to hire a full-time Account Clerk at 40 hours per week to refill the vacant position at Step A, Range 6 of the pay plan which is \$13.55 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.

Action #16 – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #16 – 06/20/07

WHEREAS the board has evaluated the past year's job performance of Public Health Service Director/Acting Family Service Agency Director Wendy Thompson, and

WHEREAS the board has discussed its findings with Thompson;

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

Action #17 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #17 – 06/20/07

ORDER OF THE BOARD

WHEREAS the board did by Action #12 (5/23/07) refer the new position of “Programs Supervisor” to the pay plan consultant for evaluation, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Programs Supervisor,” which results in Pay Range 13:

Category	Rank	Points
Qualifications	q56	120
Decisions	d24	52
Problem Solving	p14	55
Relationships	r19	79
Effort A	ea5	4
Effort B	eb7	8
Hazards	h17	13
Environment	n5	8
TOTAL POINTS		339

Action #18 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #18 – 06/20/07

ORDER OF THE BOARD

WHEREAS the board did by Action #12 (5/23/07) refer the new position of “Administrative Assistant” to the pay plan consultant for evaluation, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Administrative Assistant,” which results in Pay Range 7:

Category	Rank	Points
Qualifications	q44	83
Decisions	d16	36
Problem Solving	p9	31

Relationships	r13	48
Effort A	ea5	4
Effort B	eb10	8
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		223

Action #19 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #19 – 06/20/07

ORDER OF THE BOARD

WHEREAS the board did by Action #12 (5/23/07) refer the new position of “Care Coordination Supervisor” to the pay plan consultant for evaluation, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Care Coordination Supervisor,” which results in Pay Range 15:

Category	Rank	Points
Qualifications	q66	144
Decisions	d31	63
Problem Solving	p15	74
Relationships	r23	85
Effort A	ea5	4
Effort B	eb11	12
Hazards	h17	13
Environment	n5	8
TOTAL POINTS		403

Action #20 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #20 – 06/20/07

ORDER OF THE BOARD

WHEREAS the board did, by Resolution #27-05/17/06, appoint Public Health Service Director Wendy Thompson as Acting Family Service Agency Director in addition to her other duties, and

WHEREAS Resolution #HS8-12/13/06 extended the temporary appointment through June 30, 2007 (pay period ending July 6, 2007) and directed Thompson to prepare and submit a

final report and recommendation for the ongoing administration of the Family Services Department to the Kanabec County Board of Commissioners by March 31, 2007, said report to include all financial outcomes of the recommendation, and

WHEREAS Thompson prepared and presented a final report of March 21, 2007 with the following recommendations for the ongoing administration of the Family Services Department:

1. Appoint Wendy Thompson as the Health and Human Service Director.
2. Promote two staff supervisor positions.
3. Add 1 FTE Administrative Assistant for Public Health and Family Services, and
4. Implement a Family Services Advisory Committee

and,

WHEREAS the board did approve a valuation of the Health and Human Services Director position at Pay Range 21 by Resolution #22-05/16/07;

BE IT RESOLVED that the Family Service Agency and Public Health Agency would remain separate departments in separate funds, and

BE IT FURTHER RESOLVED to appoint Wendy Thompson as the Health & Human Service Director effective July 7, 2007, and

BE IT FURTHER RESOLVED to compensate Thompson at Ray Range 21, Grade G: \$39.77 per hour.

Action #21 – Jerry Nelson moved to approve a **Consent Agenda** including all of the following actions:

Resolution 21a-06/20/07 ORDER OF THE BOARD

WHEREAS the board has created the position of Programs Supervisor as part of the reorganization of Health & Human Services, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes Health & Human Services Director Thompson and the County Personnel Director to hire a Full-Time Program Supervisor at 40 hours per week to fill the position at Step A, Range 13 of the pay plan which is \$20.37 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.

**Resolution 21b-06/20/07
ORDER OF THE BOARD**

WHEREAS the board has created the position of Administrative Assistant as part of the reorganization of Health & Human Services, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes Health & Human Services Director Thompson and the County Personnel Director to hire a Full-Time Administrative Assistant at 40 hours per week to fill the position at Step A, Range 7 of the pay plan which is \$14.36 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 that the Health & Human Service Director is authorized to contract with an agency for temporary staff support help until this position is filled.

**Resolution 21c-06/20/07
ORDER OF THE BOARD**

WHEREAS the board has created the position of Care Coordination Supervisor as part of the reorganization of Health & Human Services, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes Health & Human Services Director Thompson and the County Personnel Director to hire a Full-Time Care Coordination Supervisor at 40 hours per week to fill the position at Step A, Range 15 of the pay plan which is \$22.89 per hour + a \$2.00 market adjustment, 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.

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, Jerry Nelson, Kathi Ellis, Kim Smith

OPPOSED: Les Nielsen

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

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

Resolution 22-06/20/07

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 County Recorder is on the rotation schedule for 2007, and

WHEREAS the County Recorder 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.

Action #23 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution 23-06/20/07

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 Chief Deputy Recorder is on the rotation schedule for 2007, and

WHEREAS the County Recorder 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.

Action #24 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 24-06/20/07

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 County Coordinator is on the rotation schedule for 2007, 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 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 #25 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to adjourn at 2:21pm to meet in regular session on Wednesday, June 27, 2007 at 6:30pm.

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

Attest: _____
Alan B. Peterson, Kanabec County Coordinator