

PROCEEDINGS OF THE COUNTY BOARD

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

June 21, 2006

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 21, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Dennis McNally, Jerry Nelson, and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kathi Ellis, seconded by Kathi Ellis, and carried unanimously to approve the agenda and optional agenda as presented.

Action #2 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the June 14, 2006 minutes of the Kanabec County Board of Commissioners as corrected:

- a. In the third WHEREAS, add the word 'and' after 'plan.'
- b. Resolution #22, in the fourth WHEREAS, delete the phrase "a state of."

Action #3 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, June 21, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Dennis McNally, and Jerry Nelson. 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 Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the agenda of the Human Service Board as presented.

Carol Livingston joined the meeting and provided an update on the activities and budget of The Refuge.

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

Resolution #HS5-06/21/06

WHEREAS the board did by Action HS9 (5/17/06) refer the position of Support Enforcement Aide 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 “Support Enforcement Aide” position, which results in Pay Range 5 effective June 24, 2006:

Category	Rank	Points
Qualifications	Q23	52
Decisions	d15	29
Problem Solving	p9	31
Relationships	r13	48
Effort A	ea5	4
Effort B	eb10	8
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		185

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

Resolution #HS6a - 06/21/06

WHEREAS the Family Service Agency Director has recommended for approval a Purchase of Service Contract for Waivered Services;

BE IT RESOLVED to approve a Contract for In-House Family Support and Respite Care for waived service for the time period July 1, 2006 through June 30, 2007 between the Kanabec County Family Service Board and Volunteers of America, Mora, MN 55051.

Resolution #HS6b - 06/21/06

WHEREAS the Family Service Agency Director has recommended for approval a Purchase of Service Contract for Waivered Services;

BE IT RESOLVED to approve a Contract for In-House Family Support and Respite Care for waived service for the time period July 1, 2006 through June 30, 2007 between the Kanabec County Family Service and East Central Assisted Living, Mora, MN 55051.

Resolution #HS6c - 06/21/06

WHEREAS the Family Service Agency Director has recommended for approval a contract for semi-independent living services;

BE IT RESOLVED to approve a Host County Contract for semi-independent living services for the time period July 1, 2006 through June 30, 2007 between the Kanabec County Family Service and Brighter Day Residence, Inc., Mora, MN 55051.

Resolution #HS6d - 06/21/06

WHEREAS the Family Service Agency Director has recommended for approval a Purchase of Service Contract for Waivered Services;

BE IT RESOLVED to approve a Contract for In-House Family Support and Respite Care for waived service for the time period July 1, 2006 through June 30, 2007 between the Kanabec County Family Service and Brighter Day Residence, Inc, Mora, MN 55051.

Resolution #HS6e - 06/21/06

WHEREAS the Family Service Agency Director has recommended for approval a Purchase of Service Contract for Vocational Services;

BE IT RESOLVED to approve a Contract for the time period July 1, 2006 through June 30, 2007 between the Kanabec County Family Service and Industries, Inc, Mora, MN 55051 for Vocational Services including day training, habitation and job assistance.

Resolution #HS6f - 06/21/06

WHEREAS the Family Service Agency Director has recommended for approval a Purchase of Service Contract for Waivered Services;

BE IT RESOLVED to approve a Contract for In-House Family

Support and Respite Care for waived service for the time period July 1, 2006 through June 30, 2007 between the Kanabec County Family Service and Steinert Home, North Branch, MN.

Action #HS7 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve payment of 160 claims totaling \$209,193.07 on Welfare Funds.

Action #HS8 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to adjourn the Human Service Board at 10:24am to meet again on Wednesday, July 19, 2006 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #9 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to recess the board meeting at 10:25am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **10:25am** on Wednesday, June 21, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Dennis McNally and Jerry Nelson. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business. Also present was County Attorney Joe Loren.

Action #PH10 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the Public Health Board Agenda.

Action #PH11 - Kathi Ellis introduced the following resolution and moved its adoption:

Resolution 11 – 06/21/06

ORDER OF THE BOARD

WHEREAS the Public Health Service Director has asked to increase the weekly hours of a Health Educator from 32 to 40 in order to transfer bioterrorism preparedness activities to this position;

BE IT RESOLVED to increase Health Educator Kathy Burski from part-time at 32 hours per week to full-time at 40 hours per week.

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

IN FAVOR THEREOF: Jerry Nelson, Les Nielsen, Kathi Ellis

OPPOSED: Dennis McNally

ABSTAIN: None
ABSENT: Stan Cooper

whereupon the resolution was declared duly passed and adopted.

Action #PH12 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve payment of a claim totaling \$1,865.48 to Reconnecting Youth Program for training.

Action #PH13 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to authorize the Public Health Service Director to spend up to \$6,000.00 in grant funds for the purchase of one laptop computer, one desk top PC and one projector.

Action #PH14 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to authorize the Public Health Service Director to apply for contracts for the Senior Health Promotion Clinic and the Senior Minibus program.

Action #PH15 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to recess the Public Health Board at 11:04am to meet again in regular session on Wednesday, July 12, 2006 at 10:00am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

Arlys Goodman	Concerns about a Day Care in the Shorelands
Bob Swetz	Asked about Public Hearing to transfer municipal state aid funds.

11:20am - The Chairperson closed public comment and the board took a five minute break.

11:25am - Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

11:32am - County Coordinator Alan B. Peterson and Maintenance Supervisor Bill Martin met with the County Board to discuss staffing issues.

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

Resolution #16-06/21/06

WHEREAS the board has been presented with a request to review a new job description titled “Assistant Maintenance Supervisor,” and

WHEREAS this position would replace the existing “Lead Maintenance Worker,” and

BE IT RESOLVED to direct the County Coordinator to submit the position questionnaire and job description of Assistant Maintenance Engineer as revised by the board to the salary consultant for review.

Action #17 - It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to postpone consideration of Resolution #16-06/21/06 until a time immediately following a discussion of County Ordinance #4.

12:02pm - County Assessor Dan Weber met with the County Board to discuss matters concerning abatements.

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

Resolution #18-06/21/06

WHEREAS the County Assessor has found clerical errors made on the data for certain properties 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:

Name	Parcel Number	Reason for Abatement/Addition	Amount of Change
James & Sandra Munkberg	04 00900 00	Clerical error receiving 2 homesteads	\$294.00
Curtis Jerde	09 01540 00	Clerical - MP# On wrong parcel	(\$192.00)
Curtis Jerde	09 01535 00	Clerical - MP# On wrong parcel	\$192.00
Total Changes			\$294.00

12:04pm - Howard Kadlec met with the County Board to discuss his problems with getting a land split done. Mr. Kadlec was given two options and the board agreed to look at the ordinance further.

12:50pm - Environmental Services Director Teresa Bearce and County Attorney Joe Loren met with the County Board to discuss matters concerning Ordinance #4. No action was taken at this time.

Resolution #16-06/21/06 was restored for discussion pursuant to Action #17; Resolution #16-06/21/06 is restated in its entirety here:

Resolution #16-06/21/06

WHEREAS the board has been presented with a request to review a new job description titled "Assistant Maintenance Supervisor," and

WHEREAS this position would replace the existing "Lead Maintenance Worker," and

BE IT RESOLVED to direct the County Coordinator to submit the position questionnaire and job description of Assistant Maintenance Engineer as revised by the board to the salary consultant for review.

Upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Dennis McNally, Jerry Nelson, Les Nielsen

OPPOSED: Kathi Ellis

ABSTAIN: None

ABSENT: Stan Cooper

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

Resolution #19-06/21/06

WHEREAS the County Coordinator will be requesting approval to dispose of a van from the vehicle pool, and

WHEREAS the County Coordinator requests approval to solicit proposals for a replacement vehicle, and

WHEREAS the vehicle pool fund balance is adequate for the purpose;

BE IT RESOLVED to authorize the release of a proposal specification for a replacement vehicle.

Action #20 - It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution #20-06/21/06

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 Work Site Supervisor (Probation) is on the rotation schedule for 2006, and

WHEREAS the Probation 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 that the change in the job is not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Action #21 - Kathi Ellis introduced the following resolution and moved its adoption:

Resolution 21 – 06/21/06

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 Secretary (Probation) is on the rotation schedule for 2006, and

WHEREAS the Probation 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 do constitute changes in the actual duties of the job;

BE IT RESOLVED that it is the decision of the board that the changes in the job are sufficient to warrant further review by the salary consultant.

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

IN FAVOR THEREOF: Jerry Nelson, Les Nielsen, Kathi Ellis

OPPOSED: Dennis McNally

ABSTAIN: None

ABSENT: Stan Cooper

whereupon the resolution was declared duly passed and adopted.

Action #22 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to adjourn at 2:25pm to meet in regular session on Wednesday, June 28, 2006 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator