

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

June 21, 2000

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 21, 2000 pursuant to adjournment with the following Board Members present: Dennis Schulz, Stan Cooper, Dennis McNally and Dave Ulstrom.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and carried unanimously to approve the agenda as presented.

9:05am - The Board convened as the Human Services Board. Phil Peterson, Family Service Agency Director, presented the Human Services Board agenda. Items discussed included finances, staffing, equipment needs, conferences, and other agency business.

It was moved by Dave Ulstrom, and seconded by Dennis Schulz, and **carried** unanimously to approve furniture and equipment purchases totaling \$3,186.00.

It was moved by Dave Ulstrom, and seconded by Dennis McNally, and **carried** unanimously to send the Case Aide II position to the Job Evaluation Committee.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to approve the following resolution:

Resolution 1-6/21/00

WHEREAS there will be a temporary lack of computer assistance in the absence of the PC Systems Manager, and

WHEREAS the wish to adopt interim measures to ameliorate the impact of this absence;

BE IT RESOLVED to assign Financial Worker Jessie Isham temporary computer assistance duties in the Public Service Building, and

BE IT FURTHER RESOLVED that all requests for computer assistance will be directed to Family Service Agency Director Phil Peterson, and

BE IT FURTHER RESOLVED that Isham is authorized to work overtime as needed for this work, and

BE IT FURTHER RESOLVED that any costs incurred by the Family Service Agency as a result of Isham's computer work will be reimbursed by the Revenue Fund.

It was moved by Dave Ulstrom, and seconded by Dennis McNally, and **carried** unanimously to authorize Connie Thomas to attend a Fall Supervisor's Conference.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to authorize four Financial Workers to attend 2 day conferences.

Commissioner Roeschlein arrived at 9:26am and assumed the chair.

It was moved by Dennis McNally, and seconded by Dennis Schulz, and **carried** unanimously to authorize the Veteran's Service Officer to attend a Veteran Service Officer Conference in Olivia, MN.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to approve the following resolution:

Resolution 2-6/21/00

WHEREAS Kanabec County Family Services has a contract with Brighter Day Residence, Inc. to provide Semi-Independent Living Skills Services, and

WHEREAS the term of the Contract is from January 1, 2000 through December 31, 2000, and

WHEREAS the 2000 Minnesota Legislature appropriated a 6% cost of living adjustment (COLA) for Semi-Independent Living Skills Services vendors effective July 1, 2000;

BE IT RESOLVED that the parties agree to amend the contract effective July 1, 2000 to include the cost and delivery of purchased services as follows:

Intensive SILS Services	\$24.04 per unit of service
Community Based SISLS Services	\$28.92 per unit of service

Dennis Schulz introduced the following resolution and its adoption:

Resolution 3-6/21/00

BE IT RESOLVED for the Family Service Agency to enter into a Time Study Collaboration Agreement.

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

IN FAVOR THEREOF: Dennis McNally, Dennis Schulz, Dave Ulstrom,
Tom Roeschlein

OPPOSED: Stan Cooper

ABSTAIN: None

Motion **Carried.**

It was moved by Dave Ulstrom, and seconded by Dennis Schulz, and **carried** unanimously to authorize Social Worker Cheryl Johnson to attend multi-day training in July, August, September, October and November.

It was moved by Dennis Schulz, and seconded by approve the June 14, 2000 Minutes of the Kanabec County Board of Commissioners as presented.

10:05am - The Board convened as the Public Health Board. Wendy Thompson, Public Health Service Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing, public health events, and other agency business.

It was moved by Dave Ulstrom, and seconded by Dennis Schulz, and **carried** unanimously to approve an Order of the Board temporarily increasing Public Health Nurse Jacqueline Voight's hours from 32 to 40 per week.

It was moved by Dave Ulstrom, and seconded by Dennis Schulz, and **carried** unanimously to approve Alternative Care Contracts with Becklund Home Health Care, Alliance Health Care and Sunrise Health Service.

It was moved by Dennis Schulz, and seconded by Dennis McNally, and **carried** unanimously to authorize the Health Service Director to apply for a \$5,000 radon grant with a \$2,500 local match.

10:40am - Julie Hagstrom with Erickson-Ellison met with the County Board to discuss matters concerning the courthouse renovation/expansion project.

10:47am - Sheriff Ernie Blaisdell met with the County Board to discuss matters concerning the Sheriff's Department.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to authorize the Sheriff to apply for an Underage Compliance Check Program

Grant.

Dennis Schulz introduced the following resolution and its adoption:

Resolution 4-6/21/00
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of full-time Jailer-Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes the County Sheriff and the County Personnel Director to hire a full-time Jailer-Dispatcher to refill the vacant position, and

BE IT FURTHER RESOLVED to authorize the refill of subsequent vacancies which may arise out of 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 Dave Ulstrom and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Stan Cooper,
Tom Roeschlein

OPPOSED: Dennis McNally

ABSTAIN: None

Motion **Carried**.

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

11:05am - East Central Solid Waste Director Al Bonini met with the County Board to discuss matters concerning the proposed Solid Waste Management Fee Ordinance.

Stan Cooper introduced the following resolution and its adoption:

Resolution 5-6/21/00

ORDER OF THE BOARD

WHEREAS Kanabec County has a strong interest in rehabilitating the East Central Solid Waste facility, and

WHEREAS one of the member counties to the East Central Solid Waste Commission has rejected the Solid Waste Management Fee Ordinance, and

WHEREAS enacting a now unenforceable ordinance is not in the best interests of Kanabec County;

BE IT RESOLVED to table the proposed Solid Waste Management Fee Ordinance, and

BE IT FURTHER RESOLVED to indicate Kanabec County's continued interest in working toward the success of the East Central Solid Waste Commission.

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

IN FAVOR THEREOF: Dennis Schulz, Dave Ulstrom, Stan Cooper,
Tom Roeschlein

OPPOSED: Dennis McNally

ABSTAIN: None

Motion **Carried**.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to approve the following resolution:

Resolution 6-6/21/00

BE IT RESOLVED establish a new county department called "Information Systems," and

BE IT FURTHER RESOLVED that the Information Systems Department will be responsible for computer and telephone systems.

It was moved by Dennis Schulz, and seconded by Stan Cooper, and **carried** unanimously to send the Information Systems Director position to the Job Evaluation Committee.

It was moved by Dennis McNally, and seconded by Dave Ulstrom, and **carried** unanimously to authorize the placement of radio ads concerning the courthouse move.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to approve the following county policy:

Policy: A-103
Approved: June 21, 2000
Effective: June 21, 2000
Supersedes (Eff): n/a - new

KANABEC COUNTY BUILDING POLICY

I. POLICY STATEMENT

WHEREAS the Kanabec County Board of Commissioners wishes to preserve the health and safety of its employees and the public, and

WHEREAS the Kanabec County Board of Commissioners wishes to maintain county buildings in the best interests of the public;

BE IT RESOLVED to enact this policy.

II. POLICY GUIDELINES

A. All appliances (such as coffee machines) shall meet OSHA standards of commercial quality.

B. Work areas shall be kept free from clutter. Objects shall not be left in traffic areas.

C. No equipment or practices shall be allowed in County Buildings which do not meet County Safety Policies or OSHA requirements. Department Heads and supervisors have an affirmative responsibility to see that such standards are met.

D. Pictures and documents will be hung from walls after consultation with the department head. Maintenance department personnel will hang the item. All required postings will be posted once in the public foyer. No adhesive or thumb tacks will be used on walls.

E. Break Rooms

The County Board has designed the following rooms as Break Rooms:

- Room 103, Public Service Building
- Room 123, Highway Dept Building
- Room R214, Administration/Courthouse Building
- Room R121, Administration/Courthouse Building

1. Everyone using a break room will wash their own dishes and clean up their own mess.
2. Wipe tables and sink after use.
3. All food and beverages left in the refrigerator will be thrown out Friday evening.
4. Do not take equipment out of the break or meeting rooms.
5. If any liquid or food is spilled on the carpeting, clean it immediately.
6. Food preparation and preparation equipment (refrigerator, microwave, etc.) will be allowed only in designated break rooms.

F. Meeting Rooms

1. Schedule meeting rooms with:
 - Public Service Building - Extension
 - Highway Dept Building - Highway Department secretary
 - Administration/Courthouse Building - Coordinator's office
2. Meeting room scheduling will be done on a first come basis. Kanabec County reserves the right to limit meeting room use to any internal or external group.
3. Each user sets up the room for their own meeting.
4. Leave rooms in good order when the meeting has ended.
5. If a meeting or event is held in a County Building outside of normal business hours and there is no county employee to supervise the meeting or event, a Building Use Agreement form must be signed by the person responsible for the meeting or event. The Building Use Agreement form is available at the Extension and County Coordinator's Offices.
6. Schedule satellite use in the Public Service Building with the Extension office. Each Public Service Building Department will have a key to the cabinet.

G. Employees will not bring animals into the county buildings except for disability assistance animals.

III. DESIGNATED SMOKING AREAS

Smoking is not permitted in any county building. Employees are permitted to smoke on county grounds in the following locations:

- Administration/Courthouse Building - smoking will only be allowed by the Southeast entrance.
- Highway Department - smoking will only be allowed by rear exits.
- Public Service Building - smoking will only be allowed by the four “back doors”: exits 108-2 (Maintenance), 144-1 (Extension), 187-1 (FSA) and 135-1 (Health).
- Sheriff’s Office - smoking will only be allowed by the main east door.

IV. PARKING

The following areas are designated as employee parking:

- Administration/Courthouse Building - Employees will use the south parking lot (the old railroad right-of-way). Probation and County Attorney employees may use the west parking lot.
- Highway Department - Employees will park inside the fence along the west fence line.

It was moved by Dennis McNally, and seconded by Dave Ulstrom, and **carried** unanimously to authorize the repair of the underground fiber optic conduit at a cost of \$1,160.00.

It was moved by Dave Ulstrom, and seconded by Dennis McNally, and **carried** unanimously to authorize the hire of temporary help through a service for the day of the move back to the courthouse.

~~It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to authorize paid overtime if necessary for employees for the courthouse move.~~

Dave Ulstrom introduced the following resolution and its adoption:

BE IT RESOLVED to authorize the routing of a pathway over the Law Enforcement Center for cabling at a cost of \$848.

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: Dennis Schulz, Dave Ulstrom, Tom Roeschlein,
Stan Cooper

OPPOSED: Dennis McNally

ABSTAIN: None

Motion **carried**.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to authorize the purchase of miscellaneous equipment totaling \$117.24.

It was moved by Dennis Schulz, and seconded by Stan Cooper, and **carried** unanimously to recess the meeting at 12:55pm and reconvene immediately following the Board of Equalization.

The Kanabec County Board of Commissioners met at 2:10am on Wednesday, June 21, 2000 pursuant to recess with the following Board Members present: Dennis Schulz, Tom Roeschlein, Stan Cooper, Dennis McNally and Dave Ulstrom.

The board discussed interim steps for computer service. It was decided by consensus that Jessie Isham would have administrative access to the system.

It was moved by Dennis Schulz, and seconded by Dennis McNally, and **carried** unanimously to recess at 1:10pm to meet in regular session on Wednesday, June 28, 2000 at 6:00pm in the Office of the County Coordinator.

The Kanabec County Board of Commissioners met at 6:00pm on Wednesday, June 28, 2000 pursuant to recess with the following Board Members present: Dennis Schulz, Stan Cooper, Dennis McNally, Tom Roeschlein and Dave Ulstrom.

The board interviewed a candidate for the Zoning Administrator position.

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to adjourn at 6:58pm to meet in regular session on Wednesday, June 28, 2000 at 7:00pm.

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

Attest: _____
Kanabec County Coordinator