

# PROCEEDINGS OF THE COUNTY BOARD

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

**March 15, 2006**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 15, 2006 pursuant to adjournment with the following Board Members present: Stan Cooper, 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 Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the March 8, 2006 minutes of the Kanabec County Board of Commissioners as presented.

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

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The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, March 15, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Stan Cooper, Jerry Nelson, and Dennis McNally. Phil Peterson, 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 Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the agenda of the Human Service Board with the following additions:

- 12. Car
- 13. Allina agreement

Action #HS5 – It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

## ***Resolution HS5 – 03/15/06*** ORDER OF THE BOARD

**WHEREAS** a Family Based Service Provider position in the Family Service Agency has been classed as part-time, variable, and

**WHEREAS** the actual hours worked for the last three years have been at or near full time;

**BE IT RESOLVED** to change Family Based Service Provider Pfiffner from part-time, variable to full-time at 40 hours per week effective March 18, 2006.

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Action #HS6 – It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve payment of 138 claims totaling \$148,742.32 on Welfare Funds.

Action #HS7 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve an agreement between Allina Health Systems of Cambridge and the Kanabec County Family Service Agency for crisis phone services.

Action #HS8 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to adjourn the Human Service Board at 10:04am to meet again on Wednesday, April 19, 2006 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

**10:05am** – County Assessor Dan Weber met with the County Board to discuss matters concerning his office.

Action #9 – It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

### *Resolution 9 – 03/15/06*

**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:

<b>Name</b>	<b>Parcel Number</b>	<b>Reason for Abatement/Addition</b>	<b>Amount of Change</b>
Nicholas Acthison	09.90475.00	Double taxed as PP and Real Estate	<b>(\$122.00)</b>
Tomas C. Blanchette	03.00320.00	Clerical error, homestead pulled	<b>(\$302.00)</b>
Donald & Rose Ryan	23.00985.00	Classification exempt to Comm	<b>\$698.00</b>
Donald & Rose Ryan	23.00990.00	Classification exempt to Comm	<b>\$178.00</b>

Donald & Rose Ryan	23.00995.00	Classification exempt to Comm	<b>\$178.00</b>
Donald & Rose Ryan	23.01000.00	Classification exempt to Comm	<b>\$178.00</b>

Action #10 – Kathi Ellis introduced the following resolution and moved its adoption:

***Resolution 10 – 03/15/06***

**WHEREAS** County Policy #A-103, Section II, Item 6 permits employee refrigerators if granted a variance from the Kanabec County Board of Commissioners, and

**WHEREAS** the employees of the County Assessor Department have requested a variance to have a refrigerator in Suite 271, and

**BE IT RESOLVED** to authorize the use of a small, portable refrigerator in Suite 271.

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:** Jerry Nelson, Les Nielsen, Kathi Ellis, Stan Cooper

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

Action #11 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to recess the board meeting at 10:10am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **10:11am** on Wednesday, March 15, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Stan Cooper, Jerry Nelson, 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 #PH12 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the Public Health Board Agenda with the addition of “SCHA Grant.”

Action #PH13 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to authorize Public Health Service Director Wendy Thompson and Family Service Agency Director Phil Peterson to apply for a South Country Health Alliance Grant of up to \$60,000 for enhanced mental health services.

Action #PH14 – It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution #PH14 – 03/15/06***  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Public Health Nurse, and

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

**BE IT RESOLVED** that the County Board authorizes Public Health Service Director Wendy Thompson and the County Personnel Director to hire a full-time Public Health Nurse to refill the vacant position at Step A, Range G11 of the pay plan which is \$17.77 per hour + \$2.00/hr 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.

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Action #PH15 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to authorize the Public Health Service Director to purchase furniture for Public Health offices at a total of \$1,903.01.

Action #PH16 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve, and authorize Public Health Service Director Wendy Thompson to sign, a Subaward agreement between Kanabec County Public Health and St. Cloud Hospital for Bioterrorism Preparedness grants and aids.

Action #PH17 – It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to adjourn the Public Health Board at 10:49am to meet again in regular session on Wednesday, April 19, 2006 at 10:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

**10:50am** – Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning staffing.

Action #18 – Kathi Ellis introduced the following resolution and moved its adoption:

***Resolution 18 – 03/15/06***

**WHEREAS** the Personnel Director and Information Systems Director have

reported on the difficulties of recruiting qualified Computer Technicians, and

**WHEREAS** they have requested authority to offer up to Step C to one job candidate in recognition of his experience;

**BE IT RESOLVED** to authorize the Personnel Director to offer up to Step C on the pay plan to one qualified Computer Technician applicant.

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:** Dennis McNally, Jerry Nelson, Kathi Ellis, Stan Cooper

**OPPOSED:** Les Nielsen

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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**11:11am** - The Chairperson then called for public comment. None responded.

**11:13am** - The Chairperson closed public comment and the board took a 10 minute break.

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

**11:25pm** – Bruce Underdahl and Ellen Longfellow with the Minnesota Counties Insurance Trust met with the County Board to present an annual report of the Trust.

Following the MCIT presentation, commissioners continued with reports of the activities of the Boards and Committees in which they participate.

**12:03pm** – Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning a gravel tax report and a proposed Tax Increment Financing project.

**12:43pm** – County Engineer Greg Nikodym met with the County Board to discuss matters concerning road designations.

Action #19 – It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

### ***Resolution 19 – 03/15/06***

**WHEREAS**, CSAH No. 11 is a major north-south County State Aid Highway in east central Kanabec County, and

**WHEREAS**, CSAH No. 11 connects TH No. 23 and CSAH No. 3 and had a 2002 AADT OF 750 vehicles per day, and

**WHEREAS**, CSAH No. 11 provides a major route for commercial vehicles, rural commuters, school buses, mail carriers and farm service vehicles.

**NOW THEREFORE BE IT RESOLVED**, that the Kanabec County Board of Commissioners request that this road segment be changed from a minor collector to a major collector, and

**BE IT FURTHER RESOLVED**, that the County Engineer be directed to submit the necessary documentation to request this change.

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Action #20 – It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution 20 – 03/15/06***

**WHEREAS**, CSAH No. 2 is a major east-west County State Aid Highway in south central Kanabec County, and

**WHEREAS**, CSAH No. 2 connects CSAH No. 12 and TH No. 65 and had a 2002 AADT of 1350 vehicles per day, and

**WHEREAS**, CSAH No. 2 provides a major route for commercial vehicles, rural commuters, school buses, mail carriers and farm service vehicles.

**NOW THEREFORE BE IT RESOLVED**, that the Kanabec County Board of Commissioners request that this road segment be changed from a minor collector to a major collector, and

**BE IT FURTHER RESOLVED**, that the County Engineer be directed to submit the necessary documentation to request this change.

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**12:49pm** – Bruce Omtvedt with architects Klein McCarthy met with the County Board to discuss matters concerning jail design and options. Also present was Engineer Dan Katzenberger with EDI. The board discussed matters at length.

**2:45pm** – Commissioner Jerry Nelson left the meeting.

No action was taken on jail design issues at this time.

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

## *Resolution 21 – 03/15/06*

**WHEREAS** County Policy #A-103, Section II, Item 6 permits employee refrigerators if granted a variance from the Kanabec County Board of Commissioners, and

**WHEREAS** the employees of the County Coordinator & Information Systems Departments have requested a variance to have a refrigerator in Suite 181, and

**WHEREAS** there is no break room on first floor available to these employees, and

**WHEREAS** the nature of the work in this office is such that employees are often in the office alone and unable to leave for breaks, and

**WHEREAS** there is space available for a compact refrigerator that will not affect the work of the office;

**BE IT RESOLVED** to authorize the use of a small, portable refrigerator in Suite 181.

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:** Les Nielsen, Kathi Ellis, Stan Cooper

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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Action #22 – It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

## *Resolution 22 – 03/15/06*

### **ORDER OF THE BOARD**

**WHEREAS** the county has employed a 4-H Summer Assistant in past years, and

**WHEREAS** the board did budget for this position in 2006, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the County Personnel

Director to hire a 4-H Summer Assistant to fill the position at \$8.00 per hour, or \$8.35 per hour if the person has prior experience as a Kanabec County 4-H Summer Assistant, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted.

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*Action #23* – It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to adjourn at 3:36pm to meet in regular session on Wednesday, March 22, 2006 at 6:30pm.

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

*Attest:* \_\_\_\_\_  
Alan B. Peterson, Kanabec County Coordinator