

PROCEEDINGS OF THE COUNTY BOARD

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

May 16, 2007

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 16, 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 Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the agenda and optional agenda as presented.

Action #2 - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the May 9, 2007 minutes of the Kanabec County Board of Commissioners as corrected:

- a. In Resolution 3b, in the first WHEREAS, change “to pay a claim on” to “to pay six claims on.”
- b. Action #4, remove the duplicate motion.

Action #3 – Jerry Nelson introduced the following resolution and moved its adoption:

Resolution 3 – 05/16/07

WHEREAS the board directed by Resolution #14-05/12/04 that the public comment section of the board minutes be published, and

WHEREAS the minutes are an official record of the actions of the county board of commissioners and statute requires us to publish the actions of the board;

BE IT RESOLVED to rescind Resolution #14-05/12/04.

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: Kathi Ellis, Jerry Nelson
OPPOSED: Les Nielsen, Kim Smith, Kevin Troupe
ABSTAIN: None

whereupon the resolution failed.

Action #4 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to recess the board meeting at 9:19am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:19am** on Wednesday, May 16, 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 Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS6 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution HS6 – 05/16/07
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Financial Worker, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Acting Family Service Agency Director and the County Personnel Director to hire a Financial Worker 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 #HS7 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve 145 claims totaling \$152,948.95 on the Welfare Fund.

Action #HS8 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to adjourn the Human Service Board at 10:03am to meet again on Wednesday, June 20, 2007 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

10:03am – Paul Larson, Chairperson of the Kanabec Soil & Water Conservation District Board met with the board to provide an update on the activities of the District. Also present was Soil & Water Director Kelly Osterdyk.

10:32am – County Assessor Dan Weber met with the County Board to discuss matters concerning his office.

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

Resolution 9 – 05/16/07

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	Original Taxes	New Taxes	Amount of Change
Stanley L & B Gruenenwald	03.02510.00	Clerical Error	\$1,802.00	\$1,404.00	\$398.00
Total Changes			\$1,802.00	\$1,404.00	\$398.00

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

Resolution 10 – 05/16/07

WHEREAS the board approved Policy A-105 restricting sales of land to the State Department of Resources, and

WHEREAS circumstances not foreseen by the policy have been presented to the County Board;

BE IT RESOLVED to approve a revised Policy A-105 as follows:

Policy: A-105
Approved: May 16, 2007
Effective: May 16, 2007
Supersedes (Eff): 2/14/01

DNR LAND PURCHASES

I. POLICY STATEMENT

WHEREAS, in accordance with Minnesota Statutes 97A.145, Subd 2, the Commissioner of the Department of Natural Resources (DNR) may request the Kanabec County Board of Commissioners to authorize the DNR to acquire land in Kanabec County for water, forestry, wildlife, and natural plant community conservation purposes, and

WHEREAS the DNR has used its authority to place an ever increasing share of county land in a protected status prohibiting its use for any private purpose; these actions by the DNR have the effect of weakening the county tax base and raising taxes for all county residents, and

WHEREAS, other than property purchased under 97A.145, Subd 2 the DNR exercises its authority for property acquisition without input from the citizens of Kanabec County or its elected officials, and

WHEREAS requests pursuant to 97A.145, Subd 2 are the county's only realistic means to temporarily slow the DNR's inexorable takeover of Kanabec County;

BE IT RESOLVED that it is the policy of the Kanabec County Board of Commissioners that requests pursuant to 97A.145, Subd 2 are denied except in the case where it can be shown that the sale would generate state or Federal aids in excess of the property taxes that would have otherwise been paid and the Township has indicated support of the sale.

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

Mike Fetzek	Asked about traffic control at Highway 23 & Mahogany Street during Hwy 65 detour.
Doug Walinski	Thanked the board for listening to their DNR land sale comments.
Dave Pauly	DNR will work with county on public land use.
Bob Swetz	Wanted explanation of board agenda item.

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

11:30am – The board discussed Assessor's Office vehicles with County Assessor Dan Weber. No action was taken at this time.

11:36am – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #11 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution 11 – 05/16/07

WHEREAS the following quotes were received for striping:

	White \$/gal	Yellow \$/gal
AAA Striping Service	9.80 / gal	9.80 / gal
Bergman Companies	11.95 / gal	11.95 / gal
Traffic Marking Service	9.94 / gal	10.04 / gal

WHEREAS the quote of \$ 9.80 for white and \$9.80 for yellow provided by AAA Striping Service Co. was the lowest responsible quote,

BE IT RESOLVED, to accept the quote provided by AAA Striping Service Co. for road striping services.

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

Resolution 12 – 05/16/07

WHEREAS Kanabec County owns land along Knife Lake that provides access to a public dock, and

WHEREAS vehicles routinely park on this parcel to access the dock, and

WHEREAS, there is currently no defined parking area,

THEREFORE BE IT RESOLVED that the County Engineer is directed to construct a suitable parking area.

Action #13 – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 13 – 05/16/07

WHEREAS the County Engineer has obtained funds in the 2007 budget for a disk type mover, and

WHEREAS the lowest quote for a Kuhn 600 HD Disc Mower was \$6,794.70 with trade provided by Fluegge's Ag.

THEREFORE BE IT RESOLVED to accept the quote provided by Fluegge's Ag for \$6,794.70 and authorize the County Engineer to purchase one unit.

Action #14 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 14 – 05/16/07

Speed Zone Study
County Road No. 131

WHEREAS Mille Lacs County Road No. 131 is located along the Mille Lacs – Kanabec border, and

WHEREAS a speed zone study has not been completed on this road section for several years, and

WHEREAS there has been considerable development along this road segment with a significant increase in traffic since the last study was completed, and

WHEREAS the Kanabec County Board of Commissioners and the general public, share a common concern for the safety of those people using this road segment, and

WHEREAS Kanabec County residents live along the east side of this road segment.

NOW THEREFORE BE IT RESOLVED that the Minnesota Department of Transportation be requested to conduct a study for the purpose of determining the proper safe speed limit for CR No 131 from TH No. 27 to CR No. 81.

Action #15 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution 15 – 05/16/07

Flexible Benefits Plan

WHEREAS, the County adopted a Flexible Benefits Plan known as Kanabec County Flexible Benefits Plan, effective July 1, 2004; and

WHEREAS, the County's advisors have recommended to the Commissioners that the County consider a Short Plan Year for the Flexible Benefits Plan for the benefit of its employees effective July 1, 2007 through December 31, 2007; and

WHEREAS, the Commissioners have reviewed the recommendations of the County's advisors; and

WHEREAS, after due consideration and discussion it has been deemed advisable and in the best interest of the County to approve the incorporation of a Short Plan Year effective July 1, 2007 through December 31, 2007 for the Flexible Benefits Plan;

THEREFORE BE IT RESOLVED, that the Administration shall be and hereby is authorized and directed to execute, on behalf of the County, the Kanabec County Flexible Benefits Plan, to accept the Short Plan Year for the payment of eligible expenses that the Employees have, effective July 1, 2007 through December 31, 2007.

BE IT FURTHER RESOLVED, that copies of said documents shall be attached hereto and made a part of these Resolutions.

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

Resolution 16 – 05/16/07

HRA Plan

WHEREAS, the County adopted a Health Reimbursement Arrangement known as Kanabec County Health Reimbursement Arrangement, effective July 1, 2004 and amended effective January 1, 2006; and

WHEREAS, the County's advisors have recommended to the Commissioners that the County consider a Short Plan Year for the Health Reimbursement Arrangement for the benefit of its employees effective July 1, 2007 through December 31, 2007; and

WHEREAS, the Commissioners have reviewed the recommendations of the County's advisors; and

WHEREAS, after due consideration and discussion it has been deemed advisable and in the best interest of the County to approve the incorporation of a Short Plan Year effective July 1, 2007 through December 31, 2007 for the Health Reimbursement Arrangement;

THEREFORE BE IT RESOLVED, that the Administration shall be and hereby is authorized and directed to execute, on behalf of the County, the Kanabec County Health

Reimbursement Plan, to accept the Short Plan Year for the payment of eligible expenses that the Employees have, effective July 1, 2007 through December 31, 2007.

BE IT FURTHER RESOLVED, that copies of said documents shall be attached hereto and made a part of these Resolutions.

11:52am – Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

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

Resolution 17 – 05/16/07

TIMBER SALE

WHEREAS Auditor/Treasurer Denise Cooper presented the board with a request for sale of timber on tax forfeited property;

BE IT RESOLVED to request that Auditor/Treasurer Cooper seek bids for timber on approximately 27 acres in Section 34 of Haybrook Township as described in the Timber Appraisal Report prepared by Tony Miller and William Salo, and

BE IT FURTHER RESOLVED that bidders will be restricted to those providing proof of access to the sale area.

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

Resolution 18 – 05/16/07

RESOLUTION AUTHORIZING SPONSORSHIP OF SNOWMOBILE TRAILS MANAGED BY E.C. RIDERS

WHEREAS the Kanabec County Board of Commissioners has been presented with a request to act as a legal sponsor for an application for funding to the State DNR for trail maintenance;

BE IT RESOLVED that Kanabec County act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for maintenance of snowmobile/ski trails managed by E.C. Riders, and

BE IT FURTHER RESOLVED that upon approval of its application by the state, Kanabec County may enter into an agreement with the State of Minnesota for the referenced project and that it will comply with all applicable laws and regulations as stated in the agreement, and

BE IT FURTHER RESOLVED that the Kanabec County Auditor/Treasurer is hereby authorized to serve as the fiscal agent for the above referenced project.

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

12:10pm – Information Systems Director Jessie Ruckle met with the County Board to discuss staffing.

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

Resolution 19 – 05/16/07
ORDER OF THE BOARD

WHEREAS the current base wage scale has contributed to the difficulty of attracting and retaining qualified Information Systems staff, and

WHEREAS on February 14, 2007 the Kanabec County Board of Commissioners did, by Resolution #30-2/14/07, order the submittal of the Information Systems Department positions to the pay consultant for a market value consultation, and

WHEREAS the report from the pay consultant placed the entry level wage range for job market positions as follows in comparison to Kanabec County wages:

Job Title	Range	Kanabec County Minimum	Labor Market Minimum	Kanabec County compared to market
Technician	8	\$15.22	\$18.65	- \$3.43
Network Specialist	10	\$17.10	\$20.95	- \$3.85
Director	16	\$24.26	\$29.72	- \$5.46

WHEREAS in a similar situation, the board ameliorated the impact of the difference by adding a \$2.00 per hour market adjustment to the positions of Public Health Nurse and Nursing Supervisor effective November 26, 2005 by Resolution #PH15-11/16/06 and by adding a \$2.00 per hour market adjustment to the County Attorney positions by on February 14, 2007 by Resolution #9-02/14/07, and

WHEREAS a \$2.00 market adjustment is provided in the 2007 Information Systems Department budget by virtue of a position vacancy for several months due to inability to recruit qualified applicants;

BE IT RESOLVED to authorize a \$2.00 per hour market adjustment to the positions of Computer Technician, Network Specialist and Information Systems Director effective May 26, 2007 and that this market adjustment will be reviewed on an annual basis.

12:23pm – Veteran Service Officer/Emergency Management Director Lowell Sedlacek met with the County Board to discuss matters concerning disaster assistance.

Action #20 – It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to authorize Lowell Sedlacek to provide aid in the boundary waters disaster called the “Ham Lake Fire.”

12:33pm – Public Health Service Director Wendy Thompson met with the County Board to discuss staffing.

Action #21 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 21 – 05/16/07

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Clerk Typist II, 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 Clerk Typist II at 40 hours per week to refill the vacant position at Step A, Range 4 of the pay plan which is \$12.06 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 #22 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 22 – 05/16/07

ORDER OF THE BOARD

WHEREAS the board did by Action #15 (3/28/07) refer the new position of “Director of Public Health & Family Services” 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 “Director of Public Health & Family Services,” which results in Pay Range 21:

REVISED RANKING		
Category	Rank	Points
Qualifications	q78	209
Decisions	d40	113
Problem Solving	p20	131
Relationships	r25	131
Effort A	ea1	3
Effort B	eb15	17
Hazards	h17	13
Environment	n5	8
	TOTAL POINTS	625

Action #23 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to adjourn at 1:55pm to meet in regular session on Wednesday, May 23, 2007 at 6:30pm.

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

Attest: _____
Alan B. Peterson, Kanabec County Coordinator