

PROCEEDINGS OF THE COUNTY BOARD

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

May 17, 2006

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 17, 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 Jerry Nelson, and carried unanimously to approve the agenda with the following additions:

- a. 12:10pm – County Sheriff Steve Schulz
- b. 1:30pm – County Engineer Greg Nikodym
- c. Moved the 12:20pm appointment to Agenda Item #8

Action #2 - 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.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, May 17, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Stan Cooper, Dennis McNally, and Jerry Nelson. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Also present during the meeting were Agency Supervisors Carol Anderson, Chuck Hurd, Connie Thomas, Terry Price and Lead Worker Rose Linder. Items discussed included the budget, staffing, finances, and other agency business.

Action #HS3 - It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS4 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution HS4 – 05/17/06 **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 the Family Service Agency Director and the County Personnel Director to hire a Financial Worker to refill

the vacant position at Step A, Range 6 of the pay plan which is \$13.28 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.

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 McNally, Les Nielsen, Kathi Ellis, Stan Cooper

OPPOSED: Jerry Nelson

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution HS4 – 05/17/06
ORDER OF THE BOARD

WHEREAS the board did, by Resolution HS9-04/19/06 appoint a temporary Office Support Specialist for a period of up to eight weeks, and

WHEREAS the position this person temporarily fills is expected to be vacant beyond the eight weeks;

BE IT RESOLVED to amend Resolution HS9-04/19/06 to extend the temporary Office Support Specialist through July 1, 2006.

Action #HS6 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve a Joint Powers Agreement between the State of Minnesota and Kanabec County for the handling of MinnesotaCare applications.

Action #HS7 – It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve a telecommuting/extended workplace agreement with Financial Worker Ami Helmbrecht.

Action #HS8 – It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve payment of a claim totaling \$18,822.20 to HDC for psychiatric services.

Action #HS9 – Kathi Ellis introduced the following resolution and moved its adoption:

Resolution HS9 – 05/17/06

WHEREAS new Social Worker Paula Weber brings a wealth of experience to the job, and

WHEREAS Weber has agreed to a substantial cut in pay and benefits to work for Kanabec County, and

WHEREAS Weber has asked the Kanabec County Board of Commissioners to grant her a beginning vacation accrual equivalent to her earning rate in her present job;

BE IT RESOLVED to direct the Personnel Director to draft and negotiate a Memorandum of Agreement with the union which would allow Weber to start at a 14.5 hour per month vacation accrual rate.

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: Kathi Ellis

OPPOSED: Dennis McNally, Jerry Nelson, Les Nielsen, Stan Cooper

ABSTAIN: None

whereupon the resolution failed.

By consensus, the board resumed discussion of a job evaluation request which was deferred from the April 19, 2006 Human Service Board meeting.

Action #HS9 – It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to refer the position of Support Enforcement Aide to the Employer’s Association for reevaluation.

Action #HS10 – It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve payment on Welfare Funds of \$143,182.02 in claims from 147 vendors.

Action #HS11 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to adjourn the Human Service Board at 10:10am to meet again on Wednesday, June 21, 2006 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #12 - It was moved by Jerry Nelson, seconded by Stan Cooper, 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 **10:10am** on Wednesday, May 17, 2006 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Dennis McNally, Stan Cooper and Jerry Nelson. Wendy Thompson, Public Health

Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH13 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the Public Health Board Agenda with the addition of mumps.

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

Resolution PH14 – 05/17/06
ORDER OF THE BOARD

WHEREAS the Kanabec County Alcohol Drug & Other Drug Prevention Grant plan uses a Health Educator as part of its service delivery, and

WHEREAS one of the grant requirements is that the Health Educator have an annual salary of no less than \$40,000 per year (19.23/hr), and

WHEREAS the Public Health Service does have a Health Educator well qualified for this work;

BE IT RESOLVED to increase the hours of Health Educator Lori Swanson from 36 hours per week to 40 hours per week effective June 24, 2006, and

BE IT FURTHER RESOLVED to increase Swanson’s hourly pay rate from \$18.66 per hour to \$19.23 per hour until she qualifies for step movement from G10D to G10E, and

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

BE IT FURTHER RESOLVED that authorization to fill and continue this position is contingent upon grant funds with no local tax dollars involved; approval for this position will expire concurrent with loss of grant funding.

10:29am – Commissioner Cooper left the meeting.

Action #PH15 – It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

Resolution PH15 – 05/17/06
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Health Educator due to the transfer of Lori Swanson to the Kanabec County Alcohol Drug & Other Drug Prevention Grant position, 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 32 hour per week Health Educator to refill the vacant position at Step A, Range 10 of the pay plan which is \$16.77 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 #PH16 – It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution PH16 – 05/17/06
ORDER OF THE BOARD

WHEREAS the Public Health Director has requested the addition of a Clerk/Typist for work under the Alcohol, Tobacco and Other Drugs Prevention Grant, and

WHEREAS the board desires to fill this new position;

BE IT RESOLVED that the County Board authorizes Public Health Service Director Wendy Thompson and the County Personnel Director to hire a 24-hour per week Clerk/Typist to fill the new position at Step A, Range G4 of the pay plan which is \$11.82 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 #PH17 – It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution PH17 – 05/17/06

WHEREAS Public Health Service Director Wendy Thompson proposed to the Central Region-Hospital HRSA Health to create a lead agency to coordinate and facilitate a Patient Care Coordination Work group, and

WHEREAS the proposal requires two days per week of work, and

WHEREAS Social Worker Molly O'Reilly has indicated a willingness to perform these duties, and

WHEREAS Public Health Service Director Wendy Thompson would provide O'Reilly the time to do this by shifting two days of emergency management related to herself;

BE IT RESOLVED to authorize Social Worker Molly O'Reilly to perform two days per week of work in the coordination and facilitation of the Patient Care Coordination Work group.

Action #PH18 – It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #PH18a - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for In-House Respite Care for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Kanabec Hospital.

Resolution #PH18b - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for In-House Respite Care for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Villa Health Care Center.

Resolution #PH18c - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Assisted Living for

waivered service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Villages of Mora.

Resolution #PH18d - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waivered service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Alliance Health Care.

Resolution #PH18e - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waivered service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Brighter Day Residence, Inc.

Resolution #PH18f - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waivered service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Care Free Home Services.

Resolution #PH18g - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waivered service for the time period July 1, 2006 through June

30, 2007 between Kanabec County Public Health and North Country Home Care.

Resolution #PH18h - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Prairie River Home Care.

Resolution #PH18i - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Sunrise Health Services.

Resolution #PH18j - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for patient care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Volunteers of America.

Resolution #PH18k - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Gloria Austin.

Resolution #PH18l - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Callymarie Hanson.

Resolution #PH18m - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Happy Haven for Foster Care Services.

Resolution #PH18n - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Debra Oslin-Hellwig.

Resolution #PH18o - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Richard Saby.

Resolution #PH18p - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Schoumaker Adult Foster Care.

Resolution #PH18q - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Arnelda Spiczka.

Resolution #PH18r - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Jerry Stenstrom.

Resolution #PH18s - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waived service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Don and Resa Turner.

Resolution #PH18t - 05/17/06

WHEREAS the Public Health Director has recommended for approval a Waivered Service Contract;

BE IT RESOLVED to approve a Contract for Foster Care services for waivered service for the time period July 1, 2006 through June 30, 2007 between Kanabec County Public Health and Alliance Health Care.

Action #PH19 – It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve a Caregiver Consultation Contract between East Central Regional Development Commission and Kanabec County Public Health.

Action #PH20 - It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to adjourn the Public Health Board at 11:13am to meet again in regular session on Wednesday, June 21, 2006 at 10:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

11:13am – The board took a 7-minute break.

11:20am - The Chairperson then called for public comment. Those who responded included:

Bob Strom	Thinks county should allocate money to fix Mahogany Street
Bob Swetz	Asked about Public Hearing to transfer municipal state aid funds.

11:36am - The Chairperson closed public comment.

11:36am – Laura Howell, Executive Director of the Mora HRA and Paul Larson met with the County Board to discuss matters concerning support for a grant application.

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

Resolution 21 – 05/17/06

WHEREAS the Kanabec County Board of Commissioners have been asked to comment on the application of the Housing & Redevelopment Authority of Mora for a grant to assist in the construction of a senior housing building, and

WHEREAS the Housing & Redevelopment Authority of Mora has a long history of service to seniors in our area including the successful operation of three separate senior housing buildings, and

WHEREAS our area has a shortage of senior housing as evidenced by the long waiting lists to get into existing housing, and

WHEREAS demographic projections indicate that our county's population will both increase in size and increase in age that will exacerbate the existing problem;

BE IT RESOLVED that the Kanabec County Board of Commissioners supports the application of the Housing & Redevelopment Authority of Mora to the Department of Housing and Urban Development for a grant to assist in the creation of an additional senior housing building.

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.

11:50am – Galen Brelie met with the County Board to discuss matters concerning gambling approval.

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

Resolution 22 – 05/17/06

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the Application for Permit for Ducks Unlimited for a raffle to be held at Springbrook Golf Course, 2275 – 200th Avenue, Mora, MN 55051.

11:56am – Environmental Services Director Teresa Bearce met with the County Board to discuss a water plan claim.

Action #23 – It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 23 – 05/17/06

WHEREAS the board has been presented with a claim to be drawn on Water Plan Funds, and

WHEREAS the Environmental Services Director has verified that this claim falls within the budget of the Water Plan and is an action item of the Water Plan Committee, and

WHEREAS the project claim was for a project approved by board action on May 24, 2000, and

BE IT RESOLVED to approve payment a claim of \$500.00 to Kanabec Soil & Water Conservation for technical assistance on a feedlot for John Lawrence, 1276 – 190th Ave, Ogilvie, MN 56358.

12:02pm – Commissioner Cooper returned to the meeting.

12:10pm – County Sheriff Steve Schulz met with the County Board to discuss a staffing matter.

Action #24 – It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

Resolution 24 – 05/17/06

WHEREAS a full-time Deputy Sheriff will soon be on an extended medical leave, and

WHEREAS the leave may be 11 months or more, and

WHEREAS the County Sheriff desires to fill this temporarily vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff Steve Schulz and the County Personnel Director to hire a Limited Term Deputy Sheriff to refill the vacant position at \$17.78 per hour, and

BE IT FURTHER RESOLVED that the term of the position shall expire upon return of the employee on medical leave.

Action #25 – It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the May 10, 2006 minutes of the Kanabec County Board of Commissioners as presented.

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

Action #26 – Stan Cooper introduced the following resolution and moved its adoption:

Resolution 26 – 05/17/06

WHEREAS a vacancy will exist on June 2, 2006 in the position of Family Service Agency Director, and

WHEREAS the board does wish to take this opportunity to investigate the administrative options of the Family Service Agency, and

WHEREAS it is important to take the time to do a thorough investigation and to maintain leadership in the Family Service Agency during this time;

BE IT RESOLVED to appoint Family Service Agency Fiscal Supervisor Terry Price as Acting Family Service Agency Director effective May 27, 2006, and

BE IT FURTHER RESOLVED that Price's temporary wage will be Step A on Pay Range G19 which equals \$28.33 per hour with Price returning to her present range and step schedule upon rescission of this temporary appointment, and

BE IT FURTHER RESOLVED that the board waives Price's vacation accrual cap during the temporary appointment and for 12 months beyond the end of the temporary appointment to limit the loss of benefits.

Motion failed for lack of a second.

Action #27 – Jerry Nelson introduced the following resolution and moved its adoption:

Resolution 27 – 05/17/06

WHEREAS the Kanabec County Family Service Agency Director has heretofore submitted his resignation due to retirement creating a vacancy in said position, and

WHEREAS the board views said vacancy as an opportunity to evaluate the operation of the Family Services Agency, and

WHEREAS Wendy Thompson, Public Health Director, proposes to assist the board in said endeavor and possesses the knowledge, skills and abilities to evaluate the organization and present a recommendation to the board;

NOW THEREFORE, BE IT RESOLVED that:

1. Wendy Thompson be and hereby is appointed as Acting Family Service Agency Director effective June 3, 2006 in addition to her position as the Director of Public Health.
2. A temporary wage adjustment of \$15.00 per hour will be added to Thompson's present wage effective June 3, 2006 as compensation for said additional duties and will end simultaneously with the end of the temporary appointment.
3. Thompson will evaluate the operation of the Family Services Department and present a recommendation for the ongoing administration of the Family Services Department to the Kanabec County Board of Commissioners by December 15, 2006.
4. Resolution # 28 - 04/19/06 is hereby rescinded.
5. The Chair and Vice-Chair of the County Board will meet with Family Service Agency staff to explain the board's intent.

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

IN FAVOR THEREOF: Dennis McNally, Jerry Nelson, Kathi Ellis

OPPOSED: Stan Cooper, Les Nielsen

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

1:36pm – County Engineer Greg Nikodym met with the County Board to discuss matters concerning road maintenance. No action was taken at this time.

Action #28 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 28 - 05/17/06

WHEREAS quotes for custodial services for the Public Service Building were received as follows:

Proposal From	Charge per month
Gary's Cleaning (Gary Bryant)	\$1,333.25
Industries, Inc	\$2,129.00
Norby's Cleaning	\$2,350.00
Wendy's Cleaning Service	\$3,850.00

BE IT RESOLVED to accept the low proposal of \$1,333.25 per month from Gary's Cleaning.

Action #29 – It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution 29 – 05/17/06

WHEREAS the Kanabec County Board of Commissioners has been presented with a rental renewal with Central Minnesota Jobs & Training for space in the second floor of the highway department, and

WHEREAS the rent will continue unchanged at \$9,000.00 per year plus shared costs;

BE IT RESOLVED to approve a rental agreement with Central Minnesota Jobs & Training for the Mora Workforce Center for the time period January 1, 2006 through December 31, 2006.

Action #30 – It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve payment of a claim of \$12,621.67 to Wells Fargo for the East Central Solid Waste Commission June 2006 bond payment.

Action #31 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to adjourn at 2:05pm to meet in regular session on Wednesday, May 24, 2006 at 6:30pm.

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

Attest: _____
 Alan B. Peterson, Kanabec County Coordinator