

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

May 21, 2003

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, May 21, 2003 pursuant to adjournment with the following Commissioners present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the meeting agenda and optional agenda as presented.

**9:05am** - The Board convened as the **Human Services Board**. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business. Also present was Child Support Officer Rose Linder and Social Service Supervisor Chuck Hurd.

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

## *Resolution 1 - 05/21/03*

**WHEREAS** Kanabec County desires to lease the time of employees from the HRC Mental Health Center to provide outpatient psychiatric services;

**BE IT RESOLVED** to authorize entering into an agreement with the HRC Mental Health Center, 1401 East First Street, Duluth, MN 55805 for outpatient psychiatric services, and

**BE IT RESOLVED** that this authorization is contingent upon approval of the agreement document by the County Attorney.

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It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve payment of 141 claims totaling \$143,760.98 on Welfare Funds.

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

**10:05am** – The Board convened as the **Public Health Board**. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing, equipment needs, and other agency business.

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

***Resolution 2 - 05/21/03***

**BE IT RESOLVED** to authorize a Public Health Agency Participation Agreement Amendment between Medica Health Plans and Kanabec County Public Health which details claims processing, and

**BE IT FURTHER RESOLVED** to authorize Public Health Service Director Wendy Thompson to sign the agreement.

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It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

***Resolution 3 - 05/21/03***

**WHEREAS** the Health Service Director has informed the board of a possible grant to assist in drug prevention efforts;

**BE IT RESOLVED** to authorize Public Health Service Director Wendy Thompson to prepare and submit a grant application to the Department of Health and Human Services, Center for Substance Abuse Prevention, for a cooperative agreement to Conduct Targeted Capacity Expansion of Methamphetamine and Inhalent Prevention Interventions and/or Infrastructure Development.

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 4 - 05/21/03***

**WHEREAS** the Health Service Director has informed the board of a possible grant to assist in cancer prevention efforts;

**BE IT RESOLVED** to authorize Public Health Service Director Wendy Thompson to prepare and submit a grant application to the American Cancer Society for funding for the purpose of delivering cancer control programs.

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Commissioners resumed giving reports of the activities of the Boards and Committees in which they participate.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the May 14, 2003 minutes of the Kanabec County Board of Commissioners as revised: add detail to Resolution 17 showing wage calculation.

**10:45am** - The board considered the matter of the Leonard, Street & Deinard claim. Hospital Administrator Randy Ulseth joined the discussion.

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Kathi Ellis introduced the following resolution and moved its adoption:

### *Resolution 5 - 05/21/03*

**WHEREAS** the Kanabec County Board of Commissioners had authorized an expenditure of up to \$50,000 in Hospital Funds for the services of an attorney to assist in matters related to governance, and

**WHEREAS** \$17,643.31 has been paid to the firm of Leonard, Street & Deinard to date pursuant to that authorization, and

**WHEREAS** the difference between the \$50,000 authorized and the \$17,643.31 expended is \$32,356.69;

**BE IT RESOLVED** to offer to the firm of Leonard, Street & Deinard a final settlement of all fees and expenses the amount of \$32,356.69, which would be in addition to the \$17,643.31 already paid.

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen.

Jerry Nelson introduced the following resolution and moved its adoption:

### *Resolution 6 - 05/21/03*

**BE IT RESOLVED** to table Resolution 5 - 5/21/03 to a time later in the meeting when more detailed information is available to the board on claims for services by certain dates.

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, Jerry Nelson,  
Stan Cooper

**OPPOSED:** Kathi Ellis, Les Nielsen

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

**11:08am** - Information Systems Director Jessie Isham met with the County Board to discuss matters concerning the computer network.

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

### *Resolution 7 - 05/21/03*

**WHEREAS** the board did authorize Information Systems Director Jessie Isham on March 19, 2003 to upgrade Server NT02 to a Pentium 4 and add a tape backup at a cost of \$1,100.00 to meet certain needs of the Sheriff's Department, HIPAA requirements and back-up purposes, and

**WHEREAS** initial stages of the project show that Server NT02 to be inadequate for the purpose, and

**WHEREAS** the county continues to experience capacity problems with Server NT01, the main county server, and

**WHEREAS** it appears a more cost effective approach over the next two or three years would be to replace Server NT01 with a more functional unit and move Server NT01 to the function originally intended for Server NT02, and

**WHEREAS** the cost proposals for a new server would be:

- |         |                   |
|---------|-------------------|
| a. Dell | \$12,217.74 + tax |
| b. HP   | \$14,211.00 + tax |

**WHEREAS** Information Systems Director Jessie Isham recommends accepting the quote from Dell at \$12,217.74 + tax totaling \$13,012.00, and

**WHEREAS** the budget has anticipated this need by placing \$5,000 in dedicated technical funds in 2002, \$4,000 in dedicated technical funds in the 2003 Interim budget, and \$8,224 in the Unallocated 2003 Interim budget for HIPAA compliance;

**BE IT RESOLVED** to accept the recommendation of the Information Systems Director and authorize the purchase of a new server from Dell at a cost of \$13,012.00 from Capital Equipment Note Funds, and

**BE IT FURTHER RESOLVED** that the source funding will be:

- \$4,000 in dedicated technical funds in the 2003 Interim budget
- \$4,000 in dedicated technical funds from the dedicated fund balance

\$5,012 from the Unallocated 2003 Interim budget for HIPAA compliance

**BE IT FURTHER RESOLVED** that contracted labor for this project would be from the Contracted Labor line item in the Information Systems budget.

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve contracted labor for the project described in Resolution 7 - 05/21/03 would be from the Contracted Labor line item in the Information Systems budget, up to \$7,000.00.

**11:40am** - Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning E911 System Maintenance.

It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve a Professional Service contract with Geo-Comm for maintenance of the E911 System at a rate of \$358.00 per month.

**11:47am** - The Chairperson then called for public comment. Those who responded included:

Bob Strom	- Leonard, Street and Deinard was aware of the \$50,000 limit at a public hearing. - Dust control is important and must be continued. - There is a need for regulation of ATVs
Bob Swetz	- Leonard, Street and Deinard claim: pay nothing after June, 2002. - ATVs are tearing things up.

The board was presented with more detailed information regarding claims for services by certain dates in the Leonard, Street and Deinard matter. In accordance with Resolution 6 - 5/21/03, the question of Resolution 5 - 5/21/03 was placed back on the floor for discussion, which is restated here:

**WHEREAS** the Kanabec County Board of Commissioners had authorized an expenditure of up to \$50,000 in Hospital Funds for the services of an attorney to assist in matters related to governance, and

**WHEREAS** \$17,643.31 has been paid to the firm of Leonard, Street & Deinard to date pursuant to that authorization, and

**WHEREAS** the difference between the \$50,000 authorized and the \$17,643.31 expended is \$32,356.69;

**BE IT RESOLVED** to offer to the firm of Leonard, Street & Deinard a final settlement of all fees and expenses the amount of \$32,356.69, which would be in addition to the \$17,643.31 already paid.

Upon a vote being taken thereon, the following voted:

**IN FAVOR THEREOF:** Les Nielsen, Kathi Ellis

**OPPOSED:** Dennis McNally, Jerry Nelson, Stan Cooper

**ABSTAIN:** None

whereupon the resolution failed.

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

### *Resolution 8 - 05/21/03*

**WHEREAS** the Kanabec County Board of Commissioners had authorized an expenditure of Hospital Funds for the services of an attorney to assist in matters related to hospital governance, and

**WHEREAS** \$17,643.31 has been paid to the firm of Leonard, Street & Deinard to date pursuant to that authorization, and

**WHEREAS** there is a question of how much service was accrued to the benefit of Kanabec County, and

**WHEREAS** the Kanabec County Board of Commissioners wish to make an offer intended to put the issue to rest and avoid further discord;

**BE IT RESOLVED** to offer to the firm of Leonard, Street & Deinard a final settlement of all fees and expenses the amount of \$30,802.41, which would be in addition to the \$17,643.31 already paid.

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12:10pm to 12:30pm - The board took a short break for lunch.

**12:30pm** - Ethan R. Elvehjem with Sherman Buildings met with the County Board to request approval of a plat.

It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

### *Resolution 9 - 05/21/03*

**WHEREAS** the board has been presented with a request to approve a Plat in Comfort Township, and

**WHEREAS** the Plat titled "Highland Golf Estates 2", and

**WHEREAS** the Plat has been reviewed, approved, and bears the signatures of the

presenter, a Registered Land Surveyor, the Chairperson of Comfort Township, County Attorney Joe Loren and Auditor/Treasurer Denise Cooper, and

**WHEREAS** the Kanabec County Planning Commission has recommended this Plat for approval and the board construes their approval as a variation recommendation for lot widths;

**BE IT RESOLVED** to approve the Plat described as Lots 1, 2, 3, 4, 5, 6, Block 3 and Lot 1, Outlot B, all in Highland Golf Estates, Comfort Township, Kanabec County, Minnesota and platted as "Highland Golf Estates 2"

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**1:00pm** - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to authorize the County Engineer to advertise for seal coat bids for 2003.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to authorize the County Engineer to advertise for bituminous bids for SAP 33-626-06, the reconstruction of CSAH 26 from TH 47 to the Mille Lacs County Line, and for a maintenance overlay on the North end of CSAH 11.

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

### *Resolution 10 - 05/21/03*

**BE IT RESOLVED** to appoint County Engineer Greg Nikodym to the Planning Advisory Commission for a three-year term commencing immediately and expiring January 2, 2006.

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Kathi Ellis introduced the following resolution and moved its adoption:

### *Resolution 11 – 05/21/03*

**WHEREAS** the board was presented with alternative evaluations for the position of Assistant County Engineer by consultant George Gmach, and

**WHEREAS** the evaluations produced two results, one with a Pay Range of 14 and one with a Pay Range of 16, and

**WHEREAS** the board had previously accepted the evaluation producing Pay Range 14, but it appears now that evaluation producing Pay Range 16 is more consistent with county practice;

**BE IT RESOLVED** to accept the following evaluation which results in Pay Range 16:

Qualifications	= Q66
Decisions	= D32
Problem Solving	= P19
Relationships	= R19
Effort A	= EA5
Effort B	= EB14
Hazards	= H18
Environment	= N9

The motion for the adoption of the foregoing Resolution was duly seconded by Les Nielsen 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.

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

### ***Resolution 12 - 05/21/03***

#### **ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Environmental Services clerk,  
and

**WHEREAS** the Auditor/Treasurer faces a significant staffing shortage with the advent of GASB 34 accounting requirements, and

**WHEREAS** the board desires to refill this vacant position and simultaneously assist the Auditor/Treasurer;

**BE IT RESOLVED** that the County Board authorizes the Environmental Services Director, Auditor/Treasurer Denise Cooper and the County Personnel Director to hire a Environmental Services/Auditor Clerical Worker to refill the vacant position at Step A, Range 4 of the Nystuen pay plan (to become Gmach Range 3 in the future) or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the starting pay rate will be set in accordance with Kanabec County Board of Commissioners Resolution **8** - 11/13/02 which means:

- Nystuen Step 4A = \$9.01/hr
- 1½% Conversion spread applied to Nystuen Step A = \$9.01 - \$9.14/hr
- Gmach Step 3A = \$10.54
- By rule, add 5.3% Conversion spread when below Gmach Step A
- Therefore, set starting wage at: \$9.01 x 1.053 = **\$9.49/hr.**

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

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It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve three separate Septic training sessions for the Environmental Services Director totaling \$580.00 plus transportation and lodging.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve payment of a claim of \$79.00 to Career Track for an Environmental Services Department training course.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve payment of a claim of \$125.00 to Kevin & Stacy Thoeny as refund of building permit.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to adjourn at 2:50pm to meet in regular session on Wednesday, May 28, 2003 at 6:30pm.

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

*Attest:* \_\_\_\_\_  
Kanabec County Coordinator