

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

November 15, 2000

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 15, 2000 pursuant to adjournment with the following Board Members present: Dennis Schulz, Stan Cooper, Tom Roeschlein, Dennis McNally and Dave Ulstrom.

It was moved by Dennis Schulz, and seconded by Dennis McNally, and carried unanimously to approve the agenda as amended.

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

It was moved by Dave Ulstrom, and seconded by Dennis McNally, and **carried** unanimously to set the wage for temporary Financial Worker Ovsak at \$13.94 effective December 30, 2000.

It was moved by Stan Cooper, and seconded by Dennis McNally, and **carried** unanimously to approve the following resolution:

Resolution 1 - 11/15/00 ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Office Support Specialist, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Family Service Agency Director Phil Peterson and the County Personnel Director to hire an Office Support Specialist to refill the vacant position at Step A, Range 4 of the pay plan which is \$8.27 per hour, and

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

It was moved by Dennis Schulz, and seconded by Dennis McNally, and **carried** unanimously to approve the November 9, 2000 Minutes of the Kanabec County Board of

Commissioners as corrected: show McNally as opposed to resolution 6a.

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

Resolution 2 - 11/15/00

WHEREAS County Surveyor Del Rude has asked the board not to reappoint him to County Surveyor at the end of his term in January of 2001;

BE IT RESOLVED that the Kanabec County Board of Commissioners will reluctantly accept Surveyor Rude's request and advertise for proposals to fill the position of County Surveyor.

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 Dennis Schulz, and seconded by Stan Cooper, and **carried** unanimously to approve a TANF PHN Home Visiting Program proposal.

It was moved by Dave Ulstrom, and seconded by Dennis Schulz, and **carried** unanimously to approve a revised "Vacation Donation" Policy:

Policy #P-109
Approved: 7/9/97
Effective: 7-9-97
Supersedes (Eff) : new

VACATION DONATION PROGRAM POLICY

I. POLICY STATEMENT

Kanabec County employees who accrue vacation time may elect to donate a portion of that time to another Kanabec County employee. The vacation donation program will only be used in catastrophic medical situations and only on approval of the County Personnel Director.

II. POLICY GUIDELINES

- A. County employees with earned vacation may voluntarily donate up to (12) hours of their accrued vacation time per occurrence to another County employee.
- B. The donation of up to twelve (12) hours cannot exceed half (1/2) of the employee's accrued vacation time balance at the time of donation, nor leave a balance of less than five days.
- C. Once time is donated, it will be banked for a specific employee and cannot be retrieved.

Donated time can only be used when all other sources of paid leave for the recipient have been exhausted (i.e., vacation, sick leave, floating holiday) and only for the approved medical situation.

- D. Requests for donated vacation time are subject to approval by the County Personnel Director.
- E. Donated time shall only be converted into sick leave.
- F. No solicitation of hours directly from any employee will be allowed. In an effort to reduce pressure employees might feel if they choose not to participate, donations shall remain confidential.

III. PROCEDURE

- A. Employees, or supervisors of employees, will contact the Personnel Office with requests for donated hours.
- B. If the request meets the criteria of this policy, the Personnel Office will provide memorandums for department heads to advise them of a request for donated hours.
- C. A vacation donation authorization form will be available from the Personnel Office and must be signed and returned to that office before a donation can be effective,
- D. Donated hours will be converted at the donating employee's rate of pay to a dollar amount and converted at the receiving employee's rate of pay back to sick leave hours.

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

11:00am - County Assessor Sue Kondratowicz met with the County Board to discuss an abatement request.

It was moved by Dave Ulstrom to approve the following resolution:

Resolution 3 - 11/15/00

WHEREAS the County Assessor has presented an abatement request for property in Kanabec County, and

WHEREAS the County Assessor and County Auditor have indicated their approval of the requests as required by Minnesota Statute 375.192, Subd.2 by signature on the application form, and

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 abatement requests for the following property:

Parcel No.	Name	Type	Value Change	Tax Capacity Change	Tax Payable Change
M10.90640.10	Albert Gastaldi	MH Value	(\$25,300)	(\$253)	(\$284)

Motion **failed** for lack of a second.

Stan Cooper introduced the following resolution and its adoption:

Resolution 4 - 11/15/00

WHEREAS the County Assessor has presented an abatement request for property in Kanabec County, and

WHEREAS the County Assessor and County Auditor have indicated their approval of the requests as required by Minnesota Statute 375.192, Subd.2 by signature on the application form, and

WHEREAS approval of this request would be inconsistent with the treatment of similarly situated requests;

BE IT RESOLVED that the County Board **denies** the abatement request for the following property:

Parcel No.	Name	Type	Value Change	Tax Capacity Change	Tax Payable Change
M10.90640.10	Albert Gastaldi	MH Value	(\$25,300)	(\$253)	(\$284)

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

IN FAVOR THEREOF: Dennis McNally, Dennis Schulz, Tom Roeschlein,
Stan Cooper

OPPOSED: Dave Ulstrom

ABSTAIN:

Motion **carries**

whereupon the resolution was declared duly passed and adopted.

It was moved by Dennis McNally, and seconded by Stan Cooper, and **carried**

unanimously to split the \$40,000 proceeds from the sale of the Fireside Building as follows:

Building Maintenance	\$ 2,500
Revenue Fund Balance	\$ 8,750
Building Fund Balance	\$28,750

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

Resolution 5 - 11/15/00

ORDER OF THE BOARD

WHEREAS Veteran Service Officer/Emergency Management Director Ken Olson has submitted his resignation from Kanabec County, and

WHEREAS this resignation would create a vacancy in the position of Veteran Service Officer/Emergency Management, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED to accept the Ken Olson's resignation, and

BE IT RESOLVED that the County Board authorizes Family Service Agency Phil Peterson and the County Personnel Director to hire a Veteran Service Officer/Emergency Management Director to refill the vacant position at Step A, Range 7 of the pay plan which is \$12.42 per hour, and

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

It was moved by Dennis Schulz, and seconded by Dave Ulstrom, and **carried** unanimously to approve the County Attorney attending an MCAA conference and paying a claim of \$210.00 for registration.

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

Resolution 6 - 11/15/00

BE IT RESOLVED to appoint Commissioner Stan Cooper to serve as the County Board's Representative on the Snake River Watershed Board for a three year term to commence immediately and expiring January 7, 2003.

It was moved by Dennis Schulz, and seconded by Dennis McNally and **carried** unanimously to adjourn at 12:42pm to meet in regular session on Wednesday, November 22, 2000 at 7:00pm.

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

Attest: _____
Kanabec County Coordinator