

# PROCEEDINGS OF THE COUNTY BOARD

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

**November 19, 2008**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 19, 2008 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Jerry Nelson, and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the agenda with the following changes: add item #6b, Transit Director.

Action #2 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the November 12, 2008 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

## **Resolution #3a – 11/19/08**

### Appraisal Claim

**WHEREAS** Kanabec County did apply for a grant to assist in the purchase of the rail bed from Mora to the Pine County Line, and

**WHEREAS** the grant was approved, but later conditioned upon an appraisal meeting Federal requirements, and

**WHEREAS** this appraisal is now complete;

**BE IT RESOLVED** to approve payment of a claim of \$4,500.00 to Dahlen, Dwyer & Foley drawn on the Rail Authority budget.

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## **Resolution #3b – 11/19/08**

### Contracted Labor

**WHEREAS** the Information Systems Department does use contracted labor from time to time for specialized work, and

**WHEREAS** the current contract is depleted, and

**WHEREAS** the Information Systems Department is budgeted to replenish this contract;

**BE IT RESOLVED** to authorize the Information Systems Director to purchase \$6,000.00 of contracted labor from Marco.

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## **Resolution #3c – 11/19/08**

### Training

**WHEREAS** the Information Systems Director has requested approval to attend a one day training seminar at a cost of \$495 + travel expenses, and

**WHEREAS** this is a budgeted expense;

**BE IT RESOLVED** to authorize the Information Systems Director attend a one day training GIS seminar in Edina at a cost of \$495 + travel expenses.

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*Action #4* - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to recess the board meeting at 9:06am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:06am** on Wednesday, November 19, 2008 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Jerry Nelson, Kim Smith, and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda. Items discussed included the budget, staffing, finances, and other agency business.

*Action #HS5* - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the agenda of the Human Service Board as presented.

*Action #HS6* - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the purchase of 5 drawer lateral file with counterweight and rail sets at a cost of \$1,086.00 plus tax.

*Action #HS7* - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve a Memorandum of Understanding: 2009 Regional Transportation Program (MFIP Innovation Project Funds) in the amount of \$7,527.00 to Communities Investing in Families to help fund vehicles to working families in need of transportation to work.

*Action #HS8* - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

## **Resolution HS8a – 11/19/08**

Psychological Service Contract: Beth Good

**WHEREAS** the Family Services Agency does contract for psychological services pursuant to M.S. §245.461 through 245.486 and M.S. §245.487 through 245.488, the Minnesota Comprehensive Adult Mental Health Act and Minnesota Comprehensive Children's Mental Health Act, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2009, not to exceed \$133,120.00 with Beth Good for the time period January 1, 2009 to December 31, 2009.

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## **Resolution HS8b – 11/19/08**

Psychological Service Contract: Dr. Susan Blom

**WHEREAS** the Family Services Agency does contract for psychological services pursuant to M.S. §245.461 through 245.486 and M.S. §245.487 through 245.488, the Minnesota Comprehensive Adult Mental Health Act and Minnesota Comprehensive Children's Mental Health Act, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2009, not to exceed \$33,150.00 with Dr. Susan D. Blom for the time period January 1, 2009 to December 31, 2009.

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## **Resolution HS8c – 11/19/08**

Psychological Service Contract: Linda Walinski

**WHEREAS** the Family Services Agency does contract for psychological services pursuant to M.S. §245.461 through 245.486 and M.S. §245.487 through 245.488, the Minnesota Comprehensive Adult Mental Health Act and Minnesota Comprehensive Children's Mental Health Act, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2009, not to exceed \$26,928.00 with Linda M. Walinski for the time period January 1, 2009 to December 31, 2009.

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## **Resolution HS8d – 11/19/08**

Psychological Service Contract: Rob Linninger

**WHEREAS** the Family Services Agency does contract for psychological services pursuant to M.S. §245.461 through 245.486 and M.S. §245.487 through 245.488, the Minnesota Comprehensive Adult Mental Health Act and Minnesota Comprehensive Children's Mental Health Act, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2009, not to exceed \$7,722.00 with Rob Linninger for the time period January 1, 2009 to December 31, 2009.

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## **Resolution HS8e – 11/19/08**

Psychological Service Contract: Marcy Stoeckel

**WHEREAS** the Family Services Agency does contract for psychological services pursuant to M.S. §245.461 through 245.486 and M.S. §245.487 through 245.488, the Minnesota Comprehensive Adult Mental Health Act and Minnesota Comprehensive Children's Mental Health Act, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009;

**BE IT RESOLVED** to approve an agreement for psychological services for the year 2009, not to exceed \$33,619.20 with Marcy Stoeckel for the time period January 1, 2009 to December 31, 2009.

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## **Resolution HS8f – 11/19/08**

Psychiatric Service Contract: Gloria Cantor

**WHEREAS** the Family Services Agency does contract for psychiatric evaluations and medication management for Region 7E Project, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009, and

**WHEREAS** this position is fully funded by Regional Adult Mental Health Initiative Funds;

**BE IT RESOLVED** to approve an agreement for psychiatric evaluations and medication management for the year 2009 with Gloria Cantor for the time period January 1, 2009 to December 31, 2009.

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### **Resolution HS8g – 11/19/08**

Psychiatric Service Contract: Judith Dean

**WHEREAS** the Family Services Agency does contract for psychiatric evaluations for Region 7E Project, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009, and

**WHEREAS** this position is fully funded by Regional Adult Mental Health Initiative Funds;

**BE IT RESOLVED** to approve an agreement for psychiatric evaluations for the year 2009 with Judith Dean for the time period January 1, 2009 to December 31, 2009.

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### **Resolution HS8h – 11/19/08**

Psychiatric Service Contract: Suzanne Lee

**WHEREAS** the Family Services Agency does contract for psychiatric evaluations and counseling services for Region 7E Project, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009, and

**WHEREAS** this position is fully funded by Regional Adult Mental Health Initiative Funds;

**BE IT RESOLVED** to approve an agreement for psychiatric evaluations and counseling services for the year 2009 with Suzanne Lee for the time period January 1, 2009 to December 31, 2009.

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### **Resolution HS8i – 11/19/08**

Psychiatric Service Contract: Judith Nelson

**WHEREAS** the Family Services Agency does contract for psychiatric evaluations for Region 7E Project, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009, and

**WHEREAS** this position is fully funded by Regional Adult Mental Health Initiative Funds;

**BE IT RESOLVED** to approve an agreement for psychiatric evaluations for the year 2009 with Judith Nelson for the time period January 1, 2009 to December 31, 2009.

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*Action #HS9* – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

### **Resolution HS9 – 11/19/08**

Psychiatric Service Contract: Paul Richardson

**WHEREAS** the Family Services Agency does contract for psychiatric services, and

**WHEREAS** such a contract has been presented to the Kanabec County Board of Commissioners for 2009, and

**BE IT RESOLVED** to approve an agreement for psychiatric services for the year 2009 with Dr. Paul Richardson for 4 hours per week at \$200.00 per hour for the time period January 1, 2009 to December 31, 2009.

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*Action #HS10* – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

### **Resolution HS10 – 11/19/08**

SCHA Payment

**WHEREAS** South Country Health Alliance has presented a capital investment claim of \$323,290, and

**WHEREAS** this is the second half of a claim previously approved by the board;

**BE IT RESOLVED** to authorize payment of a claim of \$323,290.00 to South Country Health Alliance, and

**BE IT FURTHER RESOLVED** that payment shall be made from a dedicated fund within the Welfare Fund held for this purpose.

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Action #HS11 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve payment of 185 claims on the Welfare Fund totaling \$320,273.84.

Action #HS12 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to adjourn the Human Service Board at 9:55am to meet again in regular session on Wednesday, December 10, 2008 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

Action #13 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #13 – 11/19/08**  
Approve Driver I Job Description

**WHEREAS** Kanabec County Policy P-117, II.A. calls for a reevaluation of a job classification if it changes substantively, and

**WHEREAS** the position of Bus Driver I was reviewed for such changes, and

**WHEREAS** the County Coordinator has submitted an updated job description and position questionnaire, and

**WHEREAS** the board has examined and evaluated the updated information, and

**WHEREAS** the board finds that the updates are largely clarifications rather than changes;

**BE IT RESOLVED** that it is the decision of the board to accept and approve the proposed changes in the Bus Driver I job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

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

**Resolution #14 – 11/19/08**  
Approve Transit Director Job Description and Refer for Reevaluation

**WHEREAS** the board did refer the position of Transit Director position to the salary consultant for review, and

**WHEREAS** the response clearly indicated that the job description did not convey the job as intended, and

**WHEREAS** the County Coordinator has submitted an updated job description and position questionnaire to better describe the intentions of the board, and

**WHEREAS** the board has examined and evaluated the updated information, and

**WHEREAS** the board finds that the updates do more accurately describe the job

**BE IT RESOLVED** to approve the revised job description, and

**BE IT FURTHER RESOLVED** that it is the decision of the board to ask the salary consultant to review the job.

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10:16am – Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

Action #15 - It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

### **Resolution #15 – 11/19/08**

#### **Credit Card**

**WHEREAS** the county uses a general purpose credit card when other payment methods are impractical, and

**WHEREAS** the current credit card system is inadequate for the needs of the Information Systems Department;

**BE IT RESOLVED** to authorize the Auditor/Treasurer to obtain an additional credit card with a \$10,000 limit to be used solely by the Information Systems Department, and

**BE IT FURTHER RESOLVED** that the credit card will be kept in a secure location by the Auditor/Treasurer and checked out to an individual user when needed.

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

## **Resolution #16 – 11/19/08**

Per Diem

**WHEREAS** it is the practice of Kanabec County to pay per diems for certain committees and boards, and

**WHEREAS** the current Per Diem policy does not address the re-count Election Judge situation;

**BE IT RESOLVED** to set the Per Diem for the 2008 re-count Election Judges at \$100.

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

## **Resolution #17 – 11/19/08**

Recount Joint Powers Agreement

**WHEREAS** under Minnesota Statutes §471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the general election for United States Senate, and

**WHEREAS** the Secretary of State is willing to engage in a Joint Powers Agreement with Kanabec County to contract with the county to act as a Deputy Recount Official, and

**WHEREAS** the county will be compensated three cents for each ballot handled in the course of the recount as reimbursement for acting as Deputy Recount Official;

**BE IT RESOLVED** to approve a Joint Powers Agreement between the State of Minnesota—acting through its Office of the Secretary of State—and the Kanabec County Auditor/Treasurer for the purpose of Kanabec County acting as a Deputy Recount Official for the general election for United States Senate.

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*Action #18* – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

## **Resolution #18 – 11/19/08**

Rodeo License

**WHEREAS** the Auditor/Treasurer has received an application for a license to conduct a public gathering pursuant to County Ordinance #16, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Ordinance #16 and the applicant is in good standing with the County, and

**WHEREAS** the County Sheriff has been reviewed of the application and has no objection to the event, and

**WHEREAS** the Auditor/Treasurer has been reviewed of the application and has no objection to the event;

**BE IT RESOLVED** to approve a license in the name of Sharon Danson to conduct the PRCA Rodeo on May 22 & 23, 2009 at 2311 – 115<sup>th</sup> Avenue, Braham, MN 55006 subject to the following conditions:

1. The event shall be conducted in a manner generally consistent with the application received by Kanabec County dated September 30, 2008. Any significant changes, except as for allowed by this resolution, shall require a further plan review by the Kanabec County Board of Commissioners.
2. Sanitary facilities will be provided of a type and quantity suitable for the anticipated crowd.
3. Human and animal wastes will not be allowed to drain into the wetlands adjacent to the event.

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

### **Resolution 19 – 11/19/08**

**WHEREAS** Kanabec County employs Probation Officers, and

**WHEREAS** the State Legislature has mandated that the Probation Agents wages must be comparable to similar state employees regardless of local wage scales, county pay plans or the impact on a county's pay equity status, and

**WHEREAS** the state has mandated an increase on January 1, 2009,

**BE IT RESOLVED** to set the wages for Probation Officers on January 1, 2009 at:

Todd Eustice	\$35.09 per hour
Athey, Luke	\$24.61 per hour
Donaghue, Amber	\$20.70 per hour
Lennox, Wade	\$20.70 per hour

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**10:30am** - The Chairperson then called for public comment three times. None responded.

**10:33am** - The Chairperson closed public comment and the board took a 10 minute break.

*Action #20* – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

**Resolution #20 – 11/12/08**  
Coroner

**WHEREAS** the term of office for County Coroner expires January 5, 2009, and

**WHEREAS** Minnesota Statute §390.005 requires that the county board appoint a Coroner, and

**WHEREAS** the County Sheriff recommends reappointment of Dr. Michael McGee;

**BE IT RESOLVED** to appoint Dr. Michael McGee as Kanabec County Coroner effective January 5, 2009 for a term ending January 4, 2010.

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

**Resolution #21 – 11/12/08**  
AMC Delegates

**WHEREAS** Kanabec County is permitted eight voting delegates at the Association of Minnesota Counties Annual Conference, and

**WHEREAS** these eight members are the five County Commissioners plus three staff members;

**BE IT RESOLVED** to appoint the following staff members as voting delegates to the AMC Conference in 2008:

1. County Coordinator Alan B. Peterson
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**11:50am** – Architects Mark Schneider & Bruce Omtvedt, Construction Managers Larry Filippi & Travis Fuechtmann and County Sheriff Steve Schulz & Chief Deputy Sheriff Robert Jensen met with the County Board to present an update on the progress of the jail project. Generally speaking, the project is on-time and under budget. No action was taken at this time.

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

Action #22 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to adjourn at 11:55pm to meet in regular session on Tuesday, November 25, 2008 at 9:00am.

*Signed* \_\_\_\_\_

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

*Attest:* \_\_\_\_\_

Alan B. Peterson, Kanabec County Coordinator