

PROCEEDINGS OF THE COUNTY BOARD

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

April 16, 2008

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 16, 2008 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 Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the agenda with the addition of the following:

- a. Jail tunnel & groundbreaking
- b. Highway Dept Staffing

Action #2 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the April 9, 2008 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #3 – 04/16/08

WHEREAS the county did change its method of handling health benefits, and

WHEREAS the change created an ambiguity in the health insurance contribution to the Laborer’s District Council bargaining unit employees;

BE IT RESOLVED to approve a Memorandum of Agreement between the County of Kanabec and Laborer’s District Council Local 563 stating the county will continue its \$680.00 per month contribution through the end of the current contract, and

BE IT FURTHER RESOLVED to authorize County Coordinator Alan B. Peterson to sign the Memorandum of Agreement

Action #4 - It was moved by Les Nielsen, seconded by Jerry Nelson, 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, April 16, 2008 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Jerry Nelson, 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. Also present was Social Worker Krista Eye.

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 Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #HS6 – 04/16/08

ORDER OF THE BOARD

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

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes Health & Human Service Director Wendy Thompson and the County Personnel Director to hire a full-time Social Worker at 40 hours per week to refill the vacant position at Step A, Range 10 of the pay plan which is \$17.36 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.

Each year one Kanabec County employee is recognized as the County Employee of the Year. This year, Office Support Specialist Linda Stassen in the Family Service Agency is the 2008 Award Winner. The board recognized and congratulated Stassen.

Social Worker Krista Eye presented information about the Integrated Services Project. The information was taken under advisement.

Action #HS7 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve 150 claims on the Welfare Fund totaling \$224,971.46.

Action #HS8 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to recess the Human Service Board at 10:04am to meet again on Wednesday, May 21, 2008 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

10:05am – Dana Raines with Onanagozie presented the board with information about the activities of Onanagozie. The information was taken under advisement.

10:21am – Jail Administrator Joanne Nelson and Chief Deputy Sheriff Robert Jensen met with the board to discuss staffing.

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

Resolution #9 – 04/16/08
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of part-time Jailer/Dispatcher, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff Steve Schulz and the County Personnel Director to hire a part-time intermittent Jailer/Dispatcher to refill the vacant position at Step A, Range 7 of the pay plan which is \$14.57 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.

10:28am – County Recorder Rhonda Olson met with the board to discuss staffing.

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

Resolution #10 – 04/16/08
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Deputy Recorder, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Recorder Rhonda Olson and the County Personnel Director to hire a full-time Deputy Recorder at 40 hours per week to refill the vacant position at Step A, Range 5 of the pay plan which is \$12.97 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 and not start before June 23, 2008.

10:53am - The Chairperson then called for public comment three times. None responded.

10:54am - The Chairperson closed public comment.

11:05am – Auditor/Treasurer Denise Cooper met with the County Board to discuss financial reports.

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

Resolution #11 – 04/16/08

Dedicated Funds

WHEREAS the county maintains funds dedicated for specific public purposes, and

WHEREAS the Auditor/Treasurer prepared a report for the board showing the fund balances;

BE IT RESOLVED to accept the following report of Kanabec County Dedicated Fund Balances as of December 31, 2007:

911 EMERGENCY	176,934
CWP SEPTIC LOANS	47,572
FORFEITURE FUNDS - ATTORNEY	11,518
FORFEITURE FUNDS - SHERIFF	49,837
FUTURE CAPITAL EQUIPMENT	30,022
FUTURE CAPITAL IMPROVEMENTS	34,866
GRAVEL TAX PIT RESTORATION	35,444
LAND OFFICE TECH EQUIPMENT	111,905
LAW LIBRARY	(8,197)
PROBATION CORRECTIONAL FEES	26,079
PUBLIC HEALTH COPIER	9,170
RECORDER'S EQUIPMENT	114,364
RETIREE ACCRUED SICK PAY	5,670
RURAL ADDRESSING	491
SCORE	74,004
SHERIFF EQUIP GRANT	0
SHERIFFS RESERVE UNIT	6,248
SHORELAND GRANT	4,660
SOLID WASTE	12,782
SOLID WASTE SURCHARGES	1,844,986
VEHICLE POOL	25,524
WATER PLAN GRANT	44,747
WETLAND GRANT	28,599

TOTAL

2,687,225

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

Resolution #12 – 04/16/08
Donations

WHEREAS certain county departments received donations in 2007, and

WHEREAS the County Auditor/Treasurer has monitored and tabulated all donations received;

BE IT RESOLVED to accept the following donations for the calendar year 2007:

Sheriff's Office, Boat & Water	\$ 1,762.50
Sheriff's Office, Reserves	\$ 3,820.00
Sheriff's Office, Designated Donations	\$ 2,000.00
Public Health, Hospice	<u>\$28,275.42</u>
TOTAL	\$35,857.92

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

Resolution #13 – 04/16/08
Change Funds

WHEREAS certain county departments use change funds to facilitate customer transactions, and

WHEREAS the County Auditor/Treasurer has monitored all change funds;

BE IT RESOLVED to acknowledge the following county change funds:

Auditor-Treasurer	\$500.00
Drivers-License	\$100.00
Highway	\$75.00
	<u>\$675.00</u>

Action #14 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #14 – 04/16/08

Electronic Funds Transfer

WHEREAS County Policy A-109 requires that:

A list of routine electronic fund transfer vendors, transaction descriptions and EFT frequencies, will be submitted to the County Board on an annual basis.

and,

WHEREAS the Auditor/Treasurer has submitted such a list for board review;

BE IT RESOLVED to acknowledge the following Electronic Fund Transfer user list:

County Government		
EBSC	Medical Reimbursement & HRA account claims	bi-weekly
BCBS	Health Insurance Premiums	monthly
County	Direct deposit payroll	bi-weekly
MNDOR	State payroll, sales & use, state general taxes	bi-weekly, quarterly, monthly
EFTP	Federal payroll taxes	bi-weekly
Hospital		
Cerdian	Flex/medical reimbursement claims	weekly
Delta Dental	Dental premiums	monthly
ADPNY	Deferred comp deposits	bi-weekly
MNDOR	State payroll, sales & use taxes	bi-weekly, quarterly, monthly
EFTP	Federal payroll taxes	bi-weekly

11:20am – The board took an 8 minute break.

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

Action #15 – Kim Smith introduced the following resolution and moved its adoption:

Resolution #15 – 04/16/08

WHEREAS the ability to locate specific addresses is of vital importance to emergency vehicles, and

WHEREAS the ability to locate specific addresses is a convenience to county residents, and

WHEREAS the Kanabec County Board of Commissioners have investigated the use of rural address markers, and

WHEREAS it appears to be in the public interest to provide consistent rural addressing, and

WHEREAS the board has considered a variety of products and costs;

BE IT RESOLVED to authorize the purchase of 7,000 six foot U posts from Fleet Farm at a cost of \$3.49 each, and

BE IT FURTHER RESOLVED to authorize the purchase of 7,000 sign blanks—6” x 15” engineer grade reflective aluminum—at a cost of \$4.37 each from Grimco, Inc, and

BE IT FURTHER RESOLVED to authorize the purchase of 2,380 packs of 25 four inch pressure sensitive numbers at a cost of \$3.25 per pack from Grimco, Inc.

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: Kevin Troupe, Jerry Nelson, Kathi Ellis, Kim Smith

OPPOSED: Les Nielsen

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #16 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #16a – 04/16/08

East Central Solid Waste Claim

WHEREAS the board has received a claim from the East Central Solid Waste Commission for payment for tipping fees for demolition of houses on the site of the jail project, and

WHEREAS the work was performed in accordance with board instructions, the billing appears consistent with work performed and the documentation is in order;

BE IT RESOLVED to authorize payment of \$4,320.00 on Jail Bond

Funds to the East Central Solid Waste Commission.

Resolution #16b – 04/16/08

Fencing Claim

WHEREAS the board has received claim for fencing used during jail site demolition work;

BE IT RESOLVED to approve payment of the following claims on Jail

Bond Funds:	Fleet Go	\$	112.85
	Viking Electric	\$	34.25

Resolution #16c – 04/16/08

Mora Municipal Utilities Claim

WHEREAS the board has received a final claim from Mora Municipal Utilities for utility services at 118 Vine Street and 107 Elm Street, and

WHEREAS it was necessary to leave utilities intact to facilitate hazardous material abatement;

BE IT RESOLVED to authorize payment of \$221.41 on Jail Bond Funds to Mora Municipal Utilities

Resolution #16d – 04/16/08

MacNeil Environmental Claim

WHEREAS the board has received a claim from MacNeil Environmental for payment for fees for inspection, sampling and reports on hazardous material content of structures on the site of the jail project, and

WHEREAS the work was performed in accordance with board instructions, the billing appears consistent with work performed and the documentation is in order;

BE IT RESOLVED to authorize payment of \$2,355.00 on Jail Bond Funds to MacNeil Environmental.

Resolution #16e – 04/16/08

Construction Manager's Claim

WHEREAS the board has received a claim from the Contegrity Group for payment for worked performed in the pre-construction phase the jail project, and

WHEREAS the work was performed in accordance with Board Resolution #14-09/26/07, the billing appears consistent with work performed and the documentation is in order;

BE IT RESOLVED to authorize payment of \$23,942.11 on Jail Bond Funds to the Contegrity Group.

Resolution #16f – 04/16/08

Bruce's Contracting Claim

WHEREAS the board has received a claim from the Bruce's Contracting for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$256,650.00
Total Completed to date	= \$ 3,000.00
5% Retainage	= \$ 150.00
Current Due	= \$ 2,850.00

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$2,850.00 on Jail Bond Funds to Bruce's Contracting.

Resolution #16g – 04/16/08

Regal Contractors Claim

WHEREAS the board has received a claim from the Regal Contractors, Inc for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$150,877.00
Total Completed to date	= \$ 2,400.00
5% Retainage	= \$ 100.00

Current Due = \$ 2,280.00
and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$2,280.00 on Jail Bond Funds to Regal Contractors, Inc.

Resolution #16h – 04/16/08

Franz Reprographics Claim

WHEREAS the board has received a claim from Franz Reprographics for payment for plan reproduction and shipping on the jail project, and

WHEREAS the billing appears consistent with work performed and the documentation is in order, and

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$37,354.91 on Jail Bond Funds to Franz Reprographics

Resolution #16i – 04/16/08

MN Dept of Health Claim

WHEREAS the State Department of Health has requested that the county submit an application for approval of the Food & Beverage Plan Review in the jail project;

BE IT RESOLVED to authorize payment of \$350.00 on Jail Bond Funds to the Minnesota State Department of Health.

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

Resolution #17 – 04/16/08

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Heavy Equipment Operator I,
and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Engineer Greg Nikodym and the County Personnel Director to hire a full-time Heavy Equipment Operator I at 40 hours per week to refill the vacant position at Step A, Range 7 of the pay plan which is \$14.57 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 #18 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #18 – 04/16/08

Tunnel

WHEREAS the City of Mora has asked the county to make changes to the jail plan which would raise the tunnel and avoid splicing most utilities, and

WHEREAS such a plan would be beneficial to the City and reduce costs to the county, and

WHEREAS two plan concepts have been put forth: a layout matching the current design and another with a more easterly route, and

WHEREAS the more easterly route appears simpler and helps preserve the parking lot adjacent to the courthouse building;

BE IT RESOLVED that the board approves a design change to raise the tunnel to miss the underground utilities and to use the more easterly route, and

BE IT RESOLVED to authorize up to \$7,000.00 in additional design fees to accomplish the change.

Action #19 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to adjourn at 1:04pm to meet in regular session on Wednesday, April 23, 2008 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator