

PROCEEDINGS OF THE COUNTY BOARD

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

April 23, 2008

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 23, 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 Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the agenda with the addition of the following:

- a. Recycling Facility Application
- b. Okay House
- c. Signs

Action #2 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the April 16, 2008 minutes of the Kanabec County Board of Commissioners as corrected: in action #16e, correct the resolution number in the second WHEREAS from “#14-09/26/08” to “#14-09/26/07.”

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

Resolution #3 – 04/23/08

KLID Claim

WHEREAS the Kanabec County Board of Commissioners have been presented with a request to pay a claim on Knife Lake Improvement District funds, and

WHEREAS the request was accompanied by an invoices and verification in the Knife Lake Improvement District Board minutes of September 20, 2007, and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

BE IT RESOLVED to pay the following claims: Ernie Rud, \$400.00.

6:34pm – Health & Human Service Director Wendy Thompson met with the County Board to discuss staffing matters.

Action #4 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #4 – 04/23/08
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Family Health Supervisor, and

WHEREAS the board desires to refill this vacant position;

WHEREAS the Health & Human Service Director has recommended a Health Service employee for this position;

BE IT RESOLVED that the County Board promotes and appoints Christine Andres to the position of Family Health Supervisor, a full-time position at 40 hours per week, to refill the vacant position effective April 26, 2008, and

BE IT FURTHER RESOLVED that Andres pay rate will be Step A of Pay Range 15 which is \$23.23 per hour plus a \$2.00 per hour market adjustment for a total of \$25.23 per hour.

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

Action #5 – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #5 – 04/23/08
Nursing Supervisor

WHEREAS the Health & Human Service Director has submitted an updated job description for the Care Coordination Supervisor, and

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

WHEREAS the board finds that the updates are largely clarifications and changes in quantity rather than quality;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the job description with the revised title “Nursing Supervisor”, 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.

Action #6 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #6 – 04/23/08
ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of part-time mini-bus driver, 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 part-time intermittent mini-bus driver 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.

7:05pm – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #7 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #7 – 04/23/08
Equipment Rental Rates
Effective May 1, 2008

BE IT RESOLVED that the Kanabec County Engineer is authorized to enter into agreements with municipalities and townships within the County whereby the equipment of the Kanabec County Highway department shall be rented to such municipalities and townships. Such agreements shall provide that said equipment shall be operated and maintained exclusively by the personnel of the Kanabec County Highway Department.

BE IT FURTHER RESOLVED that the said rentals shall be paid for in accordance with the following schedule:

Unit	Cost / Hr
Motor Grader w/Operator	\$85.00
Tandem Truck w/Operator	\$70.00
Dozer w/Operator	\$85.00
Tandem Truck & Pup w/Operator	\$75.00

Single-Axle Truck w/Operator	\$60.00
Articulated Front End Loader w/Operator	\$90.00
Tractor, Backhoe-Loader w/Operator	\$65.00
Tractor, Brush Cutter w/Operator	\$85.00
Tractor, Mower w/Operator	\$58.00
Pickup w/Driver	\$43.00
Pickup w/Foreman	\$47.00
Sign Truck W/Operator	\$70.00
Power Broom w/Operator	\$100.00
Winter Salt-Sand Mix (material only)	\$40.00 / cy
Bituminous Patch Mix (material only)	\$70.00 / ton

BE IT FURTHER RESOLVED, that the following rates be charged for equipment used on county state aid highways and county roads:

Unit	Cost / Hr
Motor Grader	\$60
Single/Tandem Truck	\$55
Pickup	\$18
Loader	\$70
Tractor / Mower	\$40
Tractor / Boom Mower	\$60
Backhoe	\$45
Trailers	\$15
Tar Kettle	\$30
Power Broom	\$10 plus loader rate
Air Compressor	\$20
1-ton Dump	\$20
Pressure Washer	\$15
Brush Chipper	\$22
Dozer	\$60
Sign Truck	\$45
Culvert Steamer	\$45
Router	\$15

Action #8 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #8 - 04/23/08 Striping

WHEREAS the following quotes were received for centerline and edge striping of roads in Kanabec County:

	<u>Yellow</u>	<u>White</u>
AAA Striping Service	\$10.00	\$ 9.96
Traffic Marking Services	\$10.20	\$ 9.60
Fahrner Asphalt Services, LLC	\$11.75	\$ 11.75

BE IT RESOLVED to accept the low quote provided by Traffic Marking Services.

Action #9 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #9 - 04/23/08 Surplus Equipment

WHEREAS the County Highway Department has surplus equipment, and

WHEREAS the County Engineer has requested authorization to sell this surplus equipment;

BE IT RESOLVED to authorize the County Engineer to advertise for the sale of the surplus equipment as follows:

- a. 1989 Ford Tandem Dump Truck with Snowplow Equipment
 - b. Drake Pup Trailer
 - c. J-Craft Pup Trailer
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Action #10 – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #10 - 04/23/08 Right of Way Claims

WHEREAS the County Board has been presented with a request to pay right-of-way claims for SP 33-611-21 for the reconstruction of CSAH No. 11 from TH No. 23 to CSAH No. 19,

BE IT RESOLVED to pay the following right-of-way claims:

Vincent & Shelly Pavlak.....\$1,675.50

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

Resolution #11 - 04/23/08
RFP – Mechanic Services

WHEREAS the county uses over 30 vehicles outside of the Highway Department for various purposes, and

WHEREAS the county Highway Department has neither the time nor equipment to perform all the maintenance on these vehicles;

BE IT RESOLVED to authorize the County Coordinator to release a Request for Proposal—Mechanic Services.

Action #12 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #12 – 04/16/08
Mora Municipal Utilities Claim

WHEREAS the board has received a claim from Mora Municipal Utilities for a 1000 KVA 3-Phase Pad-Mount Transformer for the new jail, and

WHEREAS the transformer has been verified to be in storage and ready for delivery when needed;

BE IT RESOLVED to authorize payment of \$17,490.00 on Jail Bond Funds to Mora Municipal Utilities

7:30pm - The Chairperson then called for public comment. Those who responded included:

Deb Gorian	Concerned about trash, junk and odor in neighboring area.
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7:39pm - The Chairperson closed public comment.

7:40pm – Jeffrey & Jennifer Jabas met with the County Board to request a Recycling Center License.

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

Resolution #13 - 04/23/08

Recycling Facility License

WHEREAS Jeffrey and Jennifer Jabas have indicated a desire to operate a Recycling Center as J n J's Recycling, and

WHEREAS Kanabec County Ordinance #14 requires that
No Recycling Facility shall be constructed, established, maintained or operated unless the operator or owner thereof has first been issued therefore a license from the County Board

and,

WHEREAS Jeffrey and Jennifer Jabas have submitted a an application to operate a Recycling Center on an application form approved by the Kanabec County Environmental Services Director who is the County Solid Waste Officer, and

WHEREAS the Environmental Services Director has found:

- a. the application is complete
- b. the recycling operation is to be in an existing building adjacent to an existing licensed solid waste transport operation
- c. the applicant has a plan for containment of stored recycled materials
- d. a Conditional Use Permit for a recycling center has been granted by Knife Lake Township

and,

WHEREAS the Environmental Services Director has recommended that the board issue a Recycling Facility License;

BE IT RESOLVED by the Kanabec County Board of Commissioners to issue a Recycling Facility License to J n J's Recycling to operate a Recycling Facility at 2208 State Highway 65, Mora, MN 55051 subject to the following conditions:

- (a) A sign shall be posted on the premises indicating the name of the operation and the days and hours during which it is open to the public.
- (b) Sanitary facilities and shelter adequate for employees shall be provided on the premises.
- (c) Records in a form acceptable to the Solid Waste Officer shall be maintained indicating the type and quantity of Recyclable Materials processed by the operation.
- (d) The operation shall be located, equipped, operated and maintained in a manner which prevents the creation of a nuisance or unsanitary condition.
- (e) The premise entrances and exits shall be maintained in a clean, neat and orderly manner at all times.
- (f) The conditions of the Knife Lake Township Conditional Use Permit

shall at all times be met.

- (g) The Facility shall at all times comply with state law and county ordinance.
- (h) No hazardous waste will be stored at this site except batteries which will have their own leak-proof container.
- (i) License fees shall be paid annually as a condition for license renewal. Non-payment of the annual solid waste collector's or transporter's fee shall be ground for denial of license renewal. Fees shall be paid to the County Auditor/Treasurer prior to issuance of any license.
- (j) A bond in the amount of \$10,000.00 will be provided. This bond shall name the County as obligee with sufficient sureties duly licensed and authorized to transact business in the State of Minnesota as sureties. The condition of such bond shall be that if the licensee fails to comply with any of the requirements or fails to perform any of the acts required of an operation or ceases to operate or abandons the operation, the County is required to expend any monies or expend any labor or material to restore the operation to a condition in compliance with this ordinance, the bond holder and the sureties on its bond shall reimburse the County for any and all expenses incurred by the County to remedy failure of the licensee to comply with the terms of this ordinance, and the bond holder and its sureties shall indemnify and, save the County harmless from all losses, costs, and charges that may occur to the bond holder or its sureties because of any default of the licensee under the terms of his license to operate in compliance with the terms of the ordinances of the County.
- (k) In addition to the bond referred to in (j) issuance of any license pursuant to the provisions of this ordinance shall be contingent upon the applicant securing, and furnishing to the County a copy of a certificate therefore, the following types of insurance issued to the licensee by insurers duly licensed within the State of Minnesota:

Personal Injury	\$1,000,000
Damage to Premises	50,000

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

Resolution 14, 04/23/08

Dispose of Vehicle

WHEREAS the County Coordinator has requested approval to dispose of a vehicle, and

WHEREAS it appears the vehicle is of little further value to the county;

BE IT RESOLVED to authorize the County Coordinator to dispose of the following vehicle: 1987 Chevrolet Blazer, Unit #285.

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

Resolution 15, 04/23/08
Coordinator's Assistant

WHEREAS the board did by Resolution 33-03/12/08 refer the support staff position in the County Coordinator's Office to the pay plan consultant for review, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the "Coordinator's Assistant" position, which results in Pay Range 8:

Category	Rank	Points
Qualifications	q44	83
Decisions	d23	43
Problem Solving	p10	41
Relationships	r13	48
Effort A	ea5	4
Effort B	eb10	8
Hazards	h2	5
Environment	n5	8
TOTAL POINTS		240

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2009.

Action #16 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to authorize the County Attorney to offer up to \$1,559.83 to settle a claim for expenses related to a property purchase.

Action #17 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to adjourn at 8:28pm to meet in regular session on Wednesday, May 14, 2008 at 9:00am.

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

Attest: _____
Alan B. Peterson, Kanabec County Coordinator