

PROCEEDINGS OF THE COUNTY BOARD

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

August 25, 2004

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, August 25, 2004 pursuant to adjournment with the following Board Members present: Stan Cooper, Kathi Ellis, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the agenda as presented.

Action #2 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the August 18, 2004 minutes of the Kanabec County Board of Commissioners as corrected:

- a. Show Commissioner Nelson as present at the meeting.
- b. Show Commissioner Nelson as present at the continued portion of the meeting on August 25, 2004.

Action #3 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #3 - 08-25-04

WHEREAS the Kanabec County Board of Commissioners has been presented with an Amendment to the East Central Solid Waste Commission Joint Powers Agreement which would extend Kanabec County's participation in the Agreement beyond the January 1, 2008 dissolution date;

BE IT RESOLVED to authorize and direct the Chairperson to sign the Amendment which is restated here:

AMENDMENT TO JOINT POWERS AGREEMENT

This agreement is made by and between the Counties of Chisago, Isanti, Kanabec, Mille Lacs, and Pine (collectively, the "Counties" and each individually, a "County"), pursuant to Minn. Stat. § 471.59.

WHEREAS, the Counties entered into a Joint Powers Agreement in March of 1988 establishing the East CentraJ Solid Waste Commission ("Commission").

WHEREAS, the Joint Powers Agreement provides for termination on January 1, 2008.

WHEREAS, the Counties agree that the purposes for which the Commission was originally established remain vitally important to the public within the contiguous five county area.

WHEREAS, the Counties recently refinanced the debt through June 2007 which, fixes each County's proportionate share of the bond debt based on the terms of the original Joint Powers Agreement.

WHEREAS, for purposes of planning and management of solid waste operations of the Commission, it is necessary to amend the Joint Powers Agreement to provide for continued operation of the Commission beyond the current termination date.

WHEREAS, each of the counties represent that they have been duly authorized to enter into this Amendment to the Joint Powers Agreement by their respective Board of County Commissioners.

NOW, THEREFORE, the parties agree as follows:

1. The County proportionate share ratios shall be adjusted upon the admission of additional counties or withdrawal of present Counties to the Commission and upon publication of the 2010 decennial U.S. Census and each decennial U.S. Census thereafter.
2. The January 1, 2008 dissolution date for the Commission is hereby deleted.
3. The remainder of the Joint Powers Agreement shall remain in force and effect, except where the provisions are inconsistent with this amendment.

6:35pm - Kelly Osterdyl and Herman Jackson with Kanabec Soil & Water Conservation met with the board to present their 2005 budget request. The board took the matter under advisement.

Action #4 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

Resolution #4 - 08-25-04
ORDER OF THE BOARD

WHEREAS there will be a vacancy in the position of County Assessor, and

WHEREAS the board desires to refill this position;

BE IT RESOLVED that the County Board authorizes the County Personnel Director to recruit an Assessor to refill the position, and

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

7:45pm - The Chairperson then called for public comment. Those who responded included:

Don Schmeltzer	Commented on Wetland by Knife Lake
Bob Strom	Asked about status of vet's board. Asked about status of previously alleged road (Keystone).
Bob Swetz	Asked about mining near the river.

7:57pm - The Chairperson then closed public comment.

Action #5 - Les Nielsen introduced the following resolution and moved its adoption:

Resolution 5 – 08/25/04

BE IT RESOLVED to direct the Interim Personnel Director to submit the following job description to the pay consultant for evaluation:

Kanabec County Position Description
County Coordinator

Exemption Status: Exempt
 Department: County Coordinator

Date 6-1-94
 Authorization Date: 6-1-94
 Updated: 08/25/04

<i>Job Specifications</i>	
Factor	Level
Education	Bachelors Degree
Job Related Experience	7 years

Supervision Given	6 F.T.E's
Supervision Received	County Board

Job Summary

The County Coordinator is responsible for performing various administrative, financial, and special project functions as assigned by the County Board.

80% Administrative, County Board

1. Carries out the orders and policies of the Board of County Commissioners in the operation of County Government in accordance with Federal, State and local laws and the accepted standards and practices of public administration.
2. Provides assistance and support to other appointed and elected department head in matters of budget, purchasing, personnel and general government within the authority vested in the position by the County Board.
3. Attends, organizes and directs the preparation of agenda for regular and special meetings of the County Board and serves as Clerk of the County Board.
4. Assists County Board with appropriate data needed to make decisions.
5. Oversees preparation of minutes and prepares necessary correspondence.
6. Coordinates and monitors activities between the Board and the various operating departments.
7. Represents the County before the State Legislature, cities, school districts, and special interest groups; also acts as liaison with other governmental entities and serves as spokes person on matters pertaining to the media.
8. Prepares periodic and special reports concerning the activities of County government.
9. Assumes responsibility for County Risk Management Plan.
10. Functions as liaison with consulting and professional services to County.
11. Participates in the development of the long range planning needs, including program and service priorities, capital improvement planning and budgeting, long range space and building needs.
12. Travels as requires.
13. Acts as chief labor negotiator for the County, i.e., participates in labor contract negotiations, contract interpretation and related activities, and administers collective bargaining agreements.

20% Administration, Financial

14. Develops annual budget instructions, analyzes all annual budget requests, makes recommendations and is responsible for preparing budget within levy guidelines set by the State.
15. Develops and administers purchasing procedures for supplies, equipment, insurance, maintenance and service agreements.
16. Regularly conducts internal audits of books, papers and accounts for each department, office and agency under control of the County Board for compliance with the County budget.
17. Analyzes utilization practices of county property.
18. Monitors the County bonding program and reports any variances or deviations of the Board.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

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

IN FAVOR THEREOF: Dennis McNally, Jerry Nelson, Les Nielsen, Kathi Ellis

OPPOSED: Stan Cooper

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

8:16pm - Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning her office.

Action #6 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to authorize Information Systems Director Jessie Ruckle to purchase a four-hour Computer Associates training block.

Action #7 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve payment of the following claims on Hospital Funds:

ACE HARDWARE	\$274.88
ADT MEDICAL WASTE SYSTEMS	\$352.00
AIRGAS NORTH CENTRAL	\$1,066.02
AMBASSADORE COMPANY	\$1,022.00
AMERICAN CANCER SOCIETY	\$1,000.00
ARTHRO CARE CORPORATION	\$863.68
BALLARD MEDICAL PRODUCTS	\$609.77
BANDAGES PLUS, INC	\$78.90
BARD ACCESS	\$580.00
BEEKLEY CORPORATION	\$208.95
BEVERLY FORE	\$252.00
BREG INC.	\$81.17
CANDACE ANDERSON	\$67.50

CENTRAL MINN. DIAGNOSTIC, INC	\$3,935.08
CENTRAL MINNESOTA SURGEONS,LTD	\$2,000.00
CHARLES ALLMAN	\$40.25
COBORN'S INC.	\$402.55
CUSTOMIZED COMMUNICATIONS, INC	\$423.55
DANDELION FLORAL	\$63.00
DANIEL L. MC CARTHY, CPA	\$3,359.56
DARLA R. ANDERSON	\$295.00
DAVID EUBANKS	\$226.15
DEPUY ORTHOPAEDICS, INC	\$12,169.19
DOROTHY KOHL	\$39.00
EMPI, INC.	\$89.55
FREDRICKSON & BYRON, P.A.	\$4,953.10
GRACE AKKERMAN	\$77.93
GRAINGER	\$589.67
GUS HELLZEN	\$96.25
HC PRO	\$247.00
HOWARD HOLMES	\$182.00
I-FLOW CORPORATION	\$800.00
INNOMED, INC.	\$342.00
JIFFY SWEEP	\$424.23
JILL HERGES	\$171.75
JOHN SKILLICORN	\$150.00
JUDY MAREK	\$40.25
KANABEC COUNTY AUD.- TREASURER	\$150.00
KANABEC PUBLICATIONS	\$2,079.90
KANE GROUP	\$5,269.50
KAREN KIRSCHNER	\$150.00
KAREN L. JOHNSON	\$94.63
KBEK 95.5 FM	\$460.40
KEOMED ANESTHESIA SERV., INC.	\$739.50
KRISTILYNN KEMP	\$75.00
LAKE SUPERIOR LAUNDRY	\$5,627.93
LARRY BRETTINGEN, M.D.	\$100.00
LINVATEC	\$2,636.96
MARY HOPKINS	\$31.50
MEDICAL AUDIT RESOURCE SERVICES,INC	\$4,316.00
MEDICAL DEVICE TECHNOLOGIES,INC	\$404.10
MEDTOX LABORATORIES	\$123.70
MINNEAPOLIS CLINIC OF NEUROLOG	\$634.79
MINNESOTA SHREDDING LLC.	\$180.00
MORA BAKERY	\$598.90
MORA CIVIC CENTER	\$200.00
MORALINK.COM LLC	\$200.00
NORTHLAND FIRE PROTECTION	\$356.60
OSTEOMED CORPORATION	\$474.00
PAMIDA, INC.	\$22.36
PINE COUNTY AG. SOCIETY	\$900.00

PINE LAKE COMMUNICATION & ELEC	\$103.00
RADIO SHACK	\$723.93
RHONDA VAN HALE	\$396.00
RICHARD WESTERMAN	\$14.26
RON KURTZ	\$138.00
S & S WORLDWIDE	\$53.55
S & T OFFICE PRODUCTS	\$662.25
SHARON LIDSTROM	\$10.13
SIMPSON & ASSOCIATES	\$1,274.02
SNOWFLAKE DISTRIBUTING, INC.	\$343.32
STAMP FULFILLMENT SERVICES	\$419.85
STATE OF MN, DEPT OF ADMINIST	\$28.32
THE LAMAR COMPANIES	\$505.00
THE SPEECH BIN	\$108.90
THE T SYSTEM, INC.	\$855.00
TIMEMED LABELING SYSTEMS, INC	\$105.77
TRUE VALUE HARDWARE	\$4.49
UAL	\$69.76
UNIFORM CITY	\$103.69
UNIVERSAL HOSPITAL SERVICES	\$3,982.54
VINCENT GLIDDEN	\$320.00
WCMP BROADCASTING	\$328.90
WLMX/WXCX MILLTOWN WISCONSIN	\$352.00
TOTAL	\$74,302.38

Action #8 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following paid claims on Hospital Funds:

ABBOTT NORTHWESTERN HOSPITAL	100.00
ACCURINT	27.10
ADVANCE MEDICAL DESIGNS, INC.	54.63
ALIMED, INC.	46.94
ALLEN MEDICAL SYSTEMS	488.46
ALLINA HOME OXYGEN & MED EQUIP	91.40
ALLINA HOSPITALS & CLINICS	10,879.82
ALLINA LABORATORIES	1,039.40
AMAZON.COM CREDIT	79.80
AMERICAN DIETETIC ASSOCIATION	85.47
AMERICAN RED CROSS	1,444.80
AMERICAN RED CROSS	980.00
AMERICAN RED CROSS	1,651.20
AMERICA'S PPO	60.74
APPLE MEDICAL CORPORATION	547.47
AQUILA (PNG)	4,987.63
ARMSTRONG MEDICAL	132.06
ASPEN PUBLISHERS, INC.	204.45

AT&T	1,063.94
AT&T WIRELESS	34.29
AVENTIS PASTEUR	1,264.64
BALL DYNAMICS INTER., INC.	36.96
BARD-ENDOSCOPIC TECH.	114.00
BARD-ENDOSCOPIC TECH.	298.00
BARD-ENDOSCOPIC TECH.	114.00
BAUERFEIND USA, INC	60.32
BAXTER HEALTHCARE, IV DIV.	2,120.29
BAXTER HEALTHCARE, IV DIV.	1,803.48
BAXTER HEALTHCARE, IV DIV.	965.22
BAXTER HEALTHCARE, IV DIV.	628.56
BAYER CORPORATION	3,031.68
BAYER CORPORATION	3,294.48
BIO MERIEUX, INC.	1,473.85
BIO MERIEUX, INC.	885.95
BIRD & CRONIN	245.91
BIRD & CRONIN	224.69
BIRD & CRONIN	449.84
BOSTON SCIENTIFIC CORPORATION	2,301.00
BOSTON SCIENTIFIC CORPORATION	1,365.50
BSN MEDICAL, INC.	45.91
BSN-JOBST, INC.	110.71
CARDINAL HEALTH (PHARMACY)	33,253.70
CARDINAL HEALTH (PHARMACY)	12,915.29
CARDINAL HEALTH (PHARMACY)	5,439.56
CARDINAL HEALTH (PHARMACY)	22,982.94
CARDINAL HEALTH, MED PROD & SERVICE	2,018.00
CARDINAL HEALTH, MED PROD & SERVICE	1,588.07
CARDINAL HEALTH, MED PROD & SERVICE	2,763.25
CARDINAL HEALTH, MED PROD & SERVICE	3,312.26
CARSTENS HEALTH INDUSTRIES	403.62
CARSTENS HEALTH INDUSTRIES	14.56
CDW DIRECT, LLC	170.36
CDW DIRECT, LLC	1,622.87
CDW DIRECT, LLC	533.38
CELLULAR ONE	173.70
CENTRAL MINN. DIAGNOSTIC, INC.	111,584.00
CERIDIAN EMPLOYER SERVICES	243.00
COBORNS PHARMACY	48.08
COMPHEALTH CONSULTING INC.	19,352.00
CONMED CORPORATION	616.36
CONMED CORPORATION	540.00
CONMED CORPORATION	8,091.92
COOK MEDICAL INCORPORATED	220.00
DADE BEHRING, INC.	2,500.00
DADE BEHRING, INC.	9,133.56
DAVID PAULSON, MD	2,880.00

DELTA MEDICAL SYSTEMS, INC.	2,241.25
DEPUY MITEK	238.48
DEX MEDIA EAST LLC	280.00
DHS MEDICAL CARE SURCHARGE	14,561.83
DISCOUNT SURGICAL STOCKINGS, INC.	332.70
DISCOUNT SURGICAL STOCKINGS, INC.	119.95
E.L. LEWIS, INC.	68.75
ECM PUBLISHERS, INC.	513.43
ECM PUBLISHERS, INC.	284.81
ECOLAB	131.76
EMERGENCY MEDICAL PRODUCTS,INC	220.73
EXPRESS BILL	2,377.61
FEDERATED CO-OP INC.	54.93
FEDERATED CO-OP INC.	220.50
FEDEX	30.34
FILE MASTER, INC.	53.00
FISHER HEALTHCARE	2,134.24
FULL CIRCLE IMAGE	354.00
GE MEDICAL SYSTEMS INFORMATION TECH	220.32
GETINGE CASTLE	79.68
GETINGE CASTLE	252.14
GRANITE ELECTRONICS	365.70
GRANITE ELECTRONICS	182.49
GREATER MINNESOTA CU	738.74
GYRUS ENT,LLC	518.06
HEALTH ED, LLC	139.00
HEALTHEAST CANCER CARE	175.00
HESSCO THEREQUIP. INC.	125.00
HIGHSMITH CO., INC.	138.31
HOLIDAY COMMERCIAL	622.41
HOLLISTER, INC.	124.00
HOME HEALTH SECTION,APTA	40.00
HORIZON MEDICAL PRODUCTS	570.87
HUNTLEIGH HEALTHCARE, INC.	432.20
IMMUCOR, INC	57.37
IMMUCOR, INC	69.11
INSURANCE REFUNDS-CORPORATE BENEFIT	11,464.17
INTEGRA TELECOM	38.34
INTERMETRO INDUSTRIES CORP.	75.23
J.N. JOHNSON SALES & SERVICE	137.50
JAYS COMPANY	109.68
K & H CONSTRUCTION INC.	6,150.00
KENDALL HEALTHCARE PRODUCTS CO	380.50
KENDALL HEALTHCARE PRODUCTS CO	116.60
KENDALL HEALTHCARE PRODUCTS CO	112.00
KEY SURGICAL INC.	138.00
KRAMES/STAYWELL	31.95
LAB SAFETY SUPPLY	179.65

LARSON, ALLEN, WEISHAIR & CO.	8,512.40
LIPPINCOTT, WILLIAMS & WILKINS	39.95
MALLINCKRODT, INC.	51.73
MARCO BUSINESS PRODUCTS	67.50
MARCO BUSINESS PRODUCTS	654.00
MARCO FINANCING	3,256.43
MARKET LAB, INC.	151.92
MEAD JOHNSON NUTRITIONALS	108.19
MEDIA MASTR CPI	64.74
MEDIA MASTR CPI	159.92
MEDICAL AUDIT RESOURCE SERVICES, INC	2,442.00
MEDICAL PRODUCTS RESOURCE	2,305.50
MEDLINE INDUSTRIES, INC.	811.57
MEDLINE INDUSTRIES, INC.	159.50
MEDLINE INDUSTRIES, INC.	754.33
MEDLINE INDUSTRIES, INC.	954.10
MIDWEST SURGICAL SERVICES - 0476	1,440.00
MINNESOTA DEPARTMENT OF HEALTH	3,050.00
MINNESOTA ELECTRIC SUPPLY CO.	49.50
MINNESOTA HOSPITAL ASSOCIATION	450.00
MINNESOTA UC FUND	9,407.58
MORA MEDICAL ASSOCIATES, P.A.	37,724.00
MORA MUNICIPAL UTILITIES	14,943.66
NORLIGHT TELECOMMUNICATIONS	593.20
NORTHSTAR ACCESS	4,560.47
NORTHSTAR THERAPEUTICS	331.95
OLYMPUS AMERICA FINANCIAL, INC.	5,517.41
OMNICELL, INC.	614.00
OPTP	134.40
OWENS & MINOR 66327205	2,641.61
OWENS & MINOR 66327205	4,286.52
OWENS & MINOR 66327205	5,242.19
PAL HEALTH TECHNOLOGIES, INC.	526.00
PAL HEALTH TECHNOLOGIES, INC.	10.00
PATIENT REFUND	1,501.63
PDS	2,850.00
PDS	2,375.00
PDS	5,700.00
PINE CITY HEALTH AND FITNESS	800.00
Q WEST	95.22
QUALITY DISPOSAL SYSTEMS, INC.	511.74
QUEST DIAGNOSTICS INCORPORATED	3,598.73
RESOURCE TRAINING & SOL/BLUE CROSS	134,412.00
RUHOF CORPORATION, THE	191.60
RURAL CELLULAR CORPORATION	187.49
RUSCH INC.	190.64
RYAN DEGERSTROM, LPT	495.00
SAMMONS PRESTON, INC.	144.11

SAMMONS PRESTON, INC.	269.84
SETON IDENTIFICATION PRODUCTS	82.30
SHERIF ROUSHDY, MD	2,160.00
SISU MEDICAL SOLUTIONS LLC	17.40
SISU MEDICAL SYSTEMS	11,422.00
SOURCEONE HEALTHCARE TECHNOLOGIES	602.96
ST. JOHN COMPANIES	321.25
STANDARD REGISTER	87.02
STANDARD REGISTER	100.46
STAR TRIBUNE	85.80
STERIS CORPORATION	366.00
STRYKER SALES CORPORATION	437.96
STRYKER SALES CORPORATION	797.44
STRYKER SALES CORPORATION	282.92
STRYKER SALES CORPORATION	345.15
STRYKER SALES CORPORATION	4,487.74
TERRY JOHNSON, M.D.	2,058.88
THE BIRTH CENTER	450.00
TRI-ANIM HEALTH SERVICES	933.20
TRI-ANIM HEALTH SERVICES	109.88
TRI-ANIM HEALTH SERVICES	1.64
UNITED PARCEL SERVICE	126.52
UNITED STATES SURGICAL	185.40
US CABLE	322.27
US FOODSERVICE	1,440.13
US FOODSERVICE	85.37
US FOODSERVICE	2,589.39
US FOODSERVICE	1,537.96
USI, INC.	35.25
VANN HEALTHCARE SERVICES, INC.	18.75
VIKING COCA-COLA BOTTLING CO.	136.00
VIKING COCA-COLA BOTTLING CO.	80.00
WAPITI MEDICAL GROUP-LAKELAND	4,315.00
WOLTERS KLUWER HEALTH, INC.	765.90
ZACK PRODUCTS CORPORATION	82.41
TOTAL	637,447.02

Action #9 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve payment of the following hospital construction claims:

DIRECT DIGITAL CONTROLS	\$24,965.80
KNIFE LAKE CONCRETE, INC	\$2,097.51
MINNESOTA ELEVATOR, INC	\$4,422.60
TOTAL	\$31,485.91

Action #10 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to adjourn at 9:01pm to meet in regular session on Wednesday, September 8, 2004 at 9:00am.

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

Attest: _____
Kanabec County Coordinator