

# PROCEEDINGS OF THE COUNTY BOARD

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

**August 27, 2008**

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, August 27, 2008 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson, Les Nielsen and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the agenda with the following additions:

- a. Family Service Agency Staffing
- b. Knife River Contract Resolution
- c. Gambling Approval
- d. Family Service Agency Budget.

Action #2 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the August 20, 2008 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – Kim Smith introduced the following resolution and moved its adoption:

## **Resolution #3 - 08/27/08**

**SAP 33-601-07, SAP 33-617-09, KCP 08-03**

**WHEREAS**, bids were received for the reconstruction of CSAH No. 17 from CSAH No. 1 to TH No. 23; CSAH No. 1 from CSAH No. 17 to CSAH No. 11; and the construction of curb, gutter, sidewalks, and bituminous surfacing of parking lots at the Jail site, and

**WHEREAS**, Knife River Corporation was awarded the contract based on the low bid of \$2,425,502.21;

**BE IT RESOLVED**, That the Kanabec County Board of Commissioners approve the contract and authorize the Chairperson to sign the contract as approved.

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

**OPPOSED:** None  
**ABSTAIN:** Les Nielsen

whereupon the resolution was declared duly passed and adopted.

---

*Action #4* - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

### **Resolution #4 - 08/27/08** Raffle Approval

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

**WHEREAS** the application was complete, included all necessary documentation, appears in accordance with County Policies and the applicant and facility owners are in good standing with the County;

**BE IT RESOLVED** to approve an Application for Exempt Permit for the Rum River Quality Deer Management Assoc for a raffle to be held on September 19, 2008 at Moose Lodge #1544, 2353 – 103<sup>rd</sup> Ave, Braham, MN 55006.

---

*Action #5* - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

---

### **Resolution #5a - 08/27/08** **ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Child Support Officer, and

**WHEREAS** the board authorized refilling this vacant position by Resolution #HS5-08/20/08, and

**WHEREAS** there is not an internal candidate on the Merit System register, and

**WHEREAS** there is an internal candidate who is eligible for temporary appointment;

**BE IT RESOLVED** that the County Board hereby appoints Mary Stromberg as a full-time, Acting Child Support Officer at 40 hours per week effective August 30, 2008, and

**BE IT FURTHER RESOLVED** that this is a temporary appointment not to extend past the earlier of January 17, 2009 or appointment of a regular Child Support Officer, and

**BE IT FURTHER RESOLVED** to set the pay rate for the duration in accordance with the rules for internal promotion, and

**BE IT FURTHER RESOLVED** that at the end of the temporary appointment that Stromberg, unless receiving the regular appointment to Child Support Officer, will revert to the position of Support Enforcement Aide without loss of pay or benefits and without loss of accrual towards pay and benefit advancement as defined by the collective bargaining agreement and

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

---

**Resolution #5b - 08/27/08**  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Support Enforcement Aide, and

**WHEREAS** there is an internal candidate who is eligible for temporary appointment;

**BE IT RESOLVED** that the County Board hereby appoints Cheryl Strelow as a full-time, Acting Support Enforcement Aide at 40 hours per week effective August 30, 2008, and

**BE IT FURTHER RESOLVED** that this is a temporary appointment not to extend past the earlier of January 17, 2009 or appointment of a regular Support Enforcement Aide, and

**BE IT FURTHER RESOLVED** to set the pay rate for the duration in accordance with the rules for internal promotion, and

**BE IT FURTHER RESOLVED** that at the end of the temporary appointment that Strelow, unless receiving the regular appointment to Support Enforcement Aide, will revert to the position of Office Support Specialist without loss of pay or benefits and without loss of accrual towards pay and benefit advancement as defined by the collective bargaining agreement and

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

---

**6:35pm** – Dale Hawkins, Chair of the Ogilvie Museum, and Rosemary Black met with the County Board to discuss the activities and future of the Ogilvie Museum, and to request funding for 2009. No action was taken at this time.

Action #6 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

---

## **Resolution #6a – 08/27/08**

### Landwehr Construction Claim

**WHEREAS** Landwehr Construction is the Category #1—Earthwork/Utilities—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Landwehr Construction for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Landwehr application #4 for approval as follows:

Contract Sum	= \$477,888.57
Total Completed to date	= \$393,966.50
5% Retainage	= \$ 19,698.33
Previously paid	= <u>\$366,327.19</u>
Current Due	= \$ 7,940.48

and,

**WHEREAS** the Construction Manager has certified a Landwehr application for a Field Work Order for approval at \$960.00, and

**WHEREAS** the Construction Committee has approved these claims;

**BE IT RESOLVED** to authorize payment of \$8,900.98 on Jail Bond Funds to Landwehr Construction.

---

## **Resolution #6b – 08/27/08**

### Wells Concrete Claim

**WHEREAS** Wells Concrete is the Category #3—Pre-cast Concrete—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Wells Concrete for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Well's Application #3 for approval as follows:

Contract Sum	= \$1,263,345.00
Total Completed to date	= \$1,257,345.00
5% Retainage	= \$ 62,867.25
Less previous payments	= \$ <u>786,042.35</u>
Current Due	= \$ 408,435.40

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$408,435.40 on Jail Bond Funds to Wells Concrete.

## Resolution #6c – 08/27/08

### Harbor City Masonry Claim

**WHEREAS** Harbor City Masonry is the Category #4—Masonry—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Harbor City Masonry, Inc for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Harbor City Masonry Application #1 for approval as follows:

Contract Sum	= \$347,073.85
Total Completed to date	= \$ 52,300.00
5% Retainage	= \$ 2,615.00
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 49,685.00

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$49,685.00 on Jail Bond Funds to Harbor City Masonry, Inc

## Resolution #6d – 08/27/08

### Dynamic Steel Claim

**WHEREAS** Dynamic Steel is the Category #5—Steel Supply—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Dynamic Structural Steel, LLC for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Dynamic Steel Application #3 for approval as follows:

Contract Sum	= \$236,035.65
Total Completed to date	= \$197,754.56
5% Retainage	= \$ 9,887.72
Less previous payments	= <u>\$172,159.63</u>
Current Due	= \$ 15,707.21

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$15,707.21 on Jail Bond Funds to Dynamic Structural Steel, LLC

---

## **Resolution #6e – 08/27/08**

Eagle Construction Co., Inc.

**WHEREAS** Eagle Construction is the Category #6—Steel Erection—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Eagle Construction Co., Inc. for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Eagle Construction Application #2 for approval as follows:

Contract Sum	= \$167,749.00
Total Completed to date	= \$118,649.00
5% Retainage	= \$ 5,932.45
Less previous payments	= <u>\$ 12,117.72</u>
Current Due	= \$100,598.83

and,

**WHEREAS** the Construction Manager has certified a Eagle Construction application for a Field Work Order for approval at \$331.40, and

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$100,930.23 on Jail Bond Funds to Eagle Construction Co., Inc.

---

## **Resolution #6f – 08/27/08**

Horizon Roofing

**WHEREAS** Horizon Roofing is the Category #9—Roofing—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Horizon Roofing for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Horizon Roofing Application #3 for approval as follows:

Contract Sum	= \$362,398.00
Total Completed to date	= \$229,960.73
5% Retainage	= \$ 11,498.03
Less previous payments	= <u>\$137,070.41</u>
Current Due	= \$ 81,392.29

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$81,392.29 on Jail Bond Funds to Horizon Roofing.

---

## **Resolution #6g – 08/27/08**

Pauly Jail Building Company, Inc.

**WHEREAS** Kendell Doors & Hardware is the Category #11—Standard Doors—contractor for the jail project, and

**WHEREAS** the board has received a claim from Kendell Doors & Hardware for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Kendell Doors & Hardware Building Application #1 for approval as follows:

Contract Sum	= \$54,010.82
Total Completed to date	= \$10,082.82
5% Retainage	= \$ 504.14
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 9,578.68

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$9,578.68 on Jail Bond Funds to Kendell Doors & Hardware.

---

## **Resolution #6h – 08/27/08**

Pauly Jail Building Company, Inc.

**WHEREAS** Pauly Jail Building Company is the Category #20—Detention Equipment—contractor for the jail project, and

**WHEREAS** the board has received a claim from the Pauly Jail Building Company, Inc. for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Pauly Jail Building Application #4 for approval as follows:

Contract Sum	= \$1,618,969.59
Total Completed to date	= \$1,054,025.04
5% Retainage	= \$ 52,701.25
Less previous payments	= <u>\$ 511,318.02</u>
Current Due	= \$ 490,005.77

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$490,005.77 on Jail Bond Funds to Pauly Jail Building Company, Inc.

---

## **Resolution #6i – 08/27/08**

### Alexandria Plumbing & Heating

**WHEREAS** Alexandria Plumbing & Heating is the Category #22—Mechanical/Plumbing—contractor for the jail project, and

**WHEREAS** the board has received a claim from Alexandria Plumbing & Heating for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Alexandria Plumbing & Heating Application #2 for approval as follows:

Contract Sum	= \$994,800.00
Total Completed to date	= \$329,117.98
5% Retainage	= \$ 16,455.89
Less previous payments	= <u>\$ 88,153.33</u>
Current Due	= \$224,508.76

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$224,508.76 on Jail Bond Funds to Alexandria Plumbing & Heating.

---

**Resolution #6j – 08/27/08**  
McDowall Company

**WHEREAS** the McDowall Company is the Category #23—HVAC—contractor for the jail project, and

**WHEREAS** the board has received a claim from the McDowall Company for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified McDowall Company Application #2 for approval as follows:

Contract Sum	= \$526,441.00
Total Completed to date	= \$ 8,201.00
5% Retainage	= \$ 415.05
Less previous payments	= \$ <u>7,790.95</u>
Current Due	= \$ 3,520.70

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$3,520.70 on Jail Bond Funds to the McDowall Company.

---

**Resolution #6k – 07/23/08**  
Willmar Electric Service Corp

**WHEREAS** Willmar Electric is the Category #26—Electrical—contractor for the jail project, and

**WHEREAS** the board has received a claim from Willmar Electric Service Corp for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Willmar Electric Application #2 for approval as follows:

Contract Sum	= \$1,321,300.00
Total Completed to date	= \$ 179,537.56
5% Retainage	= \$ 8,976.88
Less previous payments	= \$ <u>37,248.94</u>
Current Due	= \$ 133,311.74

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$133,311.74 on Jail Bond Funds to Willmar Electric Service Corp.

---

## **Resolution #6l – 08/27/08**

Accurate Controls, Inc

**WHEREAS** Accurate Controls is the Category #28—Security Electronics—contractor for the jail project, and

**WHEREAS** the board has received a claim from Accurate Controls, Inc. for payment for worked performed on the jail project, and

**WHEREAS** the Construction Manager has certified Accurate Controls Application #2 for approval as follows:

Contract Sum	= \$493,463.91
Total Completed to date	= \$ 28,558.62
5% Retainage	= \$ 1,427.94
Less previous payments	= \$ <u>13,565.35</u>
Current Due	= \$ 13,565.33

and,

**WHEREAS** the Construction Committee has approved this claim;

**BE IT RESOLVED** to authorize payment of \$13,565.33 on Jail Bond Funds to Accurate Controls, Inc.

---

## **Resolution #6m – 08/27/08**

General Claims

**WHEREAS** the board has received a claim from various vendors for payment for the jail project, and

**WHEREAS** the billing appears consistent with the service delivered and the documentation is in order, and

**WHEREAS** the Construction Committee has approved these claims;

**BE IT RESOLVED** to authorize payment of the following claims on Jail Bond Funds:

Ecowater Systems	\$34.85
Independent Testing Technologies	\$2,453.25
Knife Lake Sanitation	\$300.00

Sanitary Systems	\$213.00
C/E/Rogers	\$133.13
Ace Hardware	\$12.78
Kanabec Co Highway Dept	\$5,212.39

---

## Resolution #6n – 08/27/08

### Construction Manager's Claim

**WHEREAS** the board has received a claim from the Contegrity Group for payment for worked performed in the 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 \$23,129.58 on Jail Bond Funds to the Contegrity Group.

---

## Resolution #6o – 07/23/08

### Architect's Claim

**WHEREAS** the board has received a claim from Klein McCarthy for payment for worked performed in May, 2008 on a proposed jail as follows:

Professional Services	\$8,207.76
Reimbursables	\$1,667.50

and

**WHEREAS** the billing appears consistent with work performed and the documentation is in order and the Construction Committee has recommended approval;

**BE IT RESOLVED** to authorize payment of \$9,875.26 on Jail Bond Funds to Klein McCarthy Architects.

---

Action #7 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve payment of a claim totaling \$6,061.93 to the Rinke Noonan Trust Account/Micheal Strewlow regarding a settlement in the purchase of the property at Lot 3 and N½ of E 75' of Lot 4, Block 7, Original Town of Mora.

**7:00pm** - East Central Regional Library Director Barbara Misselt met with the County Board to discuss the activities of the regional library and the proposed 2009 budget.

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

## Resolution #8 - 08/27/08

### Library Budget

**WHEREAS** Kanabec County is a member of the East Central Regional Library: a multi-county Joint Powers, and

**WHEREAS** the current Joint Powers Agreement includes the following language:

A general operating budget shall be established annually and maintained as a single budget. Said budget shall be arrived at by consultation between members of the Joint Library Board, and shall be filed by the Joint Library Board with the County Auditors or Coordinators of said counties. The amount required to implement said budget shall be approved by each member county.

and,

**WHEREAS** it is an obligation of the Kanabec County Board of Commissioners to act upon the Library budget regardless of the county's own contribution;

**BE IT RESOLVED** to approve the following East Central Regional Library budget for the year 2009 not to exceed:

INCOME	Proposed Budget	EXPENDITURES	Proposed Budget
Counties (Operations)	\$1,875,000	Salaries & related expense	\$1,945,276
Counties (Capital)	\$30,000	Materials	\$397,500
Regional State Support	\$495,000	Vehicles	\$47,976
Miscellaneous	\$240,000	Tech Services/IMPACT	\$47,997
Local Contracts	\$49,328	Cambridge Building Costs	\$74,222
Regional Library Telecom	\$60,000	Computers and Equipment	\$35,000
Transfer from fund balance	\$60,000	Supplies & copiers	\$37,200
		Administrative/Misc	\$124,157
		Telecom (from RLTA)	\$60,000
		Isanti Branch	\$10,000
		Capital	\$30,000
<b>TOTAL INCOME</b>	<b>\$2,809,328</b>	<b>TOTAL EXPENDITURES</b>	<b>\$2,809,328</b>

and,

**BE IT FURTHER RESOLVED** that nothing in this resolution restricts a reduction of the budget to meet the needs of the counties and the East Central Regional Library, and

**BE IT FURTHER RESOLVED** that this approval should not be construed as a commitment by Kanabec County for any particular level of county contribution, but as approval of the budget of the East Central Regional Library.

---

**7:30pm** - The Chairperson then called for public comment three times. None responded.

**7:32pm** - The Chairperson closed public comment.

*Action #9* – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to designate County Coordinator Alan B. Peterson as the Lead Contact Person for Kanabec County’s efforts in the Association of Minnesota Counties Minnesota Redesign Project.

**7:53pm** – Jail Administrator Joanne Nelson met with the County Board to discuss matters concerning the jail budget and the new jail. Also present was Chief Deputy Sheriff Robert Jensen.

*Action #10* – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

## **Resolution #10 - 08/27/08**

Dispatch Furniture

**WHEREAS** part of the jail project is furnishing the dispatch center, and

**WHEREAS** this is furniture unique to the application, and

**WHEREAS** the Construction Committee has reviewed products and prices and received the following proposals:

Watson Dispatch	\$32,319.43
Xybix	\$35,615.98

**WHEREAS** the Construction Committee recommends Watson Dispatch;

**BE IT RESOLVED** to accept the recommendation of the Construction Committee and approve the purchase of the Watson Dispatch furniture proposal at a total cost of \$32,319.43, and

**BE IT FURTHER RESOLVED** to approve payment of a claim totaling \$16,159.72 to Watson Dispatch as deposit to hold the price and delivery schedule.

---

Action #11 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to adjourn at 8:53pm to meet in continued session on Tuesday, September 9, 2008 at 8:00am.

The Kanabec County Board of Commissioners met at 8:00am on Tuesday, September 9, 2008 pursuant to recess with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson, Les Nielsen and Kevin Troupe.

The board discussed the proposed 2009 budget in depth.

Action #18 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to adjourn at 9:22am to meet in regular session on Wednesday, September 10, 2008 at 9:00am.

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

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

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

Alan B. Peterson, Kanabec County Coordinator