

PROCEEDINGS OF THE COUNTY BOARD

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

December 7, 2005

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, December 7, 2005 pursuant to adjournment with the following Board Members present: Stan Cooper, Jerry Nelson, Dennis McNally and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

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

9:05am - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #2 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution 2 - 12/07/05

WHEREAS the county board has been presented with a request to pay Right-of-Way claims on SP 33-620-08: the reconstruction of County State Aid Highway 20, north from CSAH 3 to CSAH 5

BE IT RESOLVED to pay the following Right-of-Way claims:

Thomas Jones	\$1,003.40
Douglas & Julie Maser	\$4,829.50
Pomroy Township	\$1,647.50
Gerald & Dorothy Schmidt	\$2,201.70
Michael & Jaime Ann Erickson	\$ 873.00

Action #3 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the November 23, 2005 minutes of the Kanabec County Board of Commissioners as corrected:

- Action #4, delete Les Nielsen from the vote record
- Action #7, in the WHEREAS, delete the first 'from'

Action #4 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution 4a – 02/07/05

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following October, 2005 claims on SCORE Funds:

Quality Disposal	\$4,400.00
Arthur Township	\$1,200.00
Arthur Lang	\$25.00
TOTAL	\$5,625.00

Resolution 4b – 12/07/05

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 invoice and verification in the Knife Lake Improvement District Board minutes of November 17, 2005, and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover this claim;

BE IT RESOLVED to pay the following claim:

ERA Laboratories \$84.00

Resolution 4c – 12/07/05

WHEREAS the board has been presented with a claim to be drawn on Water Plan Funds, and

WHEREAS the Environmental Services Director has verified that this claim falls within the budget of the Water Plan and is an action item of the Water Plan Committee;

BE IT RESOLVED to approve the following claims: East Central Water Testing \$105.00.

Action #5 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Aquila	2,205.61
Arm of Minnesota	1,010.00
Assurant Employee Benefits	2,829.08
Assurant Employee Benefits	851.34
Braham Public Schools	23,073.00
Brown Law Office	172.50
Commissioner of Transportation	425.00
East Central School Dist	10,511.00
Federated Coop	4,128.00
GMCU	330.96
Hinckley-Finlayson Schools	5,911.00
Isle Public Schools	7,958.00
Milaca Public Schools	1,349.00
Mn Dept of Finance	7,164.25
MN Dept of Health	1,787.50
MN Dept of Transportation	250.00
MN Mutual Life	338.50
Mora Fire Dept	590.00
Mora Municipal Utilities	8,770.89
Mora Public Schools	228,667.00
Northstar Access	1,154.34
Ogilvie Fire Dept	30.00
Ogilvie Public Schools	105,507.00
Pine City Public Schools	3.72
Powermakers	1,311.50
Roelofs, Kevin & Kim	100.00
Rural Cellular Corp	1,712.64
Sandfi Pasteur	1,225.08
T-Mobile	167.75
T-Mobile	718.36
Tober, Tony	100.00
Town & Country Oil	19,507.80
Tramm, Wade	100.00
Treasurer, Kanabec Co	64,111.38

Trupe, Steve	100.00
Total	<u>504,172.20</u>

Snake River Watershed

Dilks, Bill	382.59
ERA Laboratories	611.00
Fish Lake Improvement Assoc	1,000.00
Gutzwiller, Jim	1,231.00
Hach Co	53.25
Office Depot	23.06
Lakeside Medical Center	<u>3,475.00</u>
Total	<u>6,775.90</u>

Action #6 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution 6 - 12/07/05
ORDER OF THE BOARD

WHEREAS the position of Environmental Technician is subject to seasonal work load variation, and

WHEREAS Environmental Services staff are able to carry on the work of the office during the winter months mid January through May in the absence of the Environmental Services Technician.

BE IT RESOLVED to direct the County Coordinator to give notice of layoff to the Environmental Technician in the Environmental Services Department effective at the end of the regular shift on December 27, 2005.

Action #7 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution 7 - 12/07/05

WHEREAS Kanabec County operates programs that receive Federal funding, and

WHEREAS the county supports these programs with support services paid from local property tax funds, and

WHEREAS the federal government, acting through its agent the Minnesota State Department of Human Services, will pay a fair share of these support costs if documented by an approved cost allocation plan; and

WHEREAS the County desires to engage a Consultant to assist in developing a cost allocation plan to identify support services performed in fiscal year 2005 and which will result in cost reimbursements during the calendar year 2007 that conforms to federal requirements and will be approved by the State of Minnesota, Department of Human Services, and

WHEREAS the Kanabec County Auditor/Treasurer has recommended the Minnesota Counties Research Foundation as the Consultant;

BE IT RESOLVED to approve a contract for professional consulting services with the Minnesota Counties Research Foundation to develop a cost allocation plan to identify support services performed in fiscal year 2005 at a cost not to exceed \$3,724.00.

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

Resolution 8 - 12/07/05

WHEREAS the State Legislature and State Governor have mandated written changes to travel policies regarding out of state travel, and

WHEREAS the mandated changes are consistent with existing Kanabec County practices and would not represent an actual change, but would satisfy the state's requirements;

BE IT RESOLVED to approve the following revised policy:

Policy #P-108

Approved: December 7, 2006

Effective: January 1, 2006

Supersedes (Eff) : -December 1, 2002

Travel

I. POLICY STATEMENT

This is an acceptable use Policy for travel by county employees and others who may be reimbursed by county funds.

II. Travel approvals

The Kanabec County Board of Commissioners reserves the right to allow or not allow any travel for which the county board must approve the reimbursement except where otherwise provided by public law.

Approval takes one of two forms:

1. For travel where the total cost of the trip per individual including transportation, lodging, meals, fees, registration, etc is less than \$500.00, and where there is adequate departmental funding for that line item, approval is implied by the county board's budget with approval by the Department Head.
2. For travel where the total cost of the trip including transportation, lodging, meals, fees, registration, etc is \$500.00 or greater, or where there is insufficient departmental funding for that line item, specific approval for the trip must be obtained from the county board in advance of the trip.

III. Airline Travel Credit

Whenever county funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

IV. Vehicle Reimbursement

- A. The county's rate for mileage reimbursement of personal vehicles will equal that allowed by the Federal IRS publication for mileage reimbursement.
- B. The board has established a motor pool in the care the County Coordinator who is directed to develop procedures for equitable use of vehicles.
 1. Travel requirements for Revenue Fund employees, excluding Public Health, Extension and Sheriff, are as follows:
 - a. Employees must use a county vehicle for travel if one is available; however an employee may choose to use their own vehicle when a county vehicle is available at a reimbursement rate of 80% of the current IRS rate. If an employee uses their own vehicle because a county vehicle is not available, they will be reimbursed at 100% of the current IRS rate.
 - b. This policy does not apply to travel of 5 miles round trip or less.
 2. Pool vehicles are also available to other county employees for business use.

V. Out of State Travel

Out of state travel is handled on the following basis:

1. Out of state travel is appropriate when the time and cost of such travel are outweighed by the benefit to Kanabec County.
2. Expenses are limited to reasonable and proper.
3. All out of state travel requires prior county board approval.

9:50am - Pat Oman with East Central Regional Development met with the County Board to discuss matters concerning economic development.

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

Resolution 9 - 12/07/05
**COMPREHENSIVE ECONOMIC DEVELOPMENT
STRATEGY PLAN (CEDs)**

WHEREAS the East Central Regional Development Commission (ECRDC) and the five counties included in Region 7E are designated by the Federal Economic Development Administration (EDA) as an approved Economic Development District of the EDA, and

WHEREAS the ECRDC is responsible for developing and maintaining a Comprehensive Economic Development Strategy plan (CEDS) for the District which is approved by the EDA and keeps Region 7E an approved District of the EDA, and

WHEREAS as a designated District of the EDA, the ECRDC is responsible for planning for the economic expansion of the area and providing technical assistance to local units of government, business and industry to assist in business expansion which results in maintaining current jobs and in the creation of new jobs, and

WHEREAS the Kanabec County Board of Commissioners supports the economic development expansion of the county;

NOW THEREFORE BE IT RESOLVED that the Kanabec County Board of Commissioners supports the strategies for economic development outlined in the Comprehensive Economic Development Strategies plan of the District and the continued designation of the ECRDC as an approved Economic Development District of the Economic Development Administration.

10:25am - Family Service Agency Director Phil Peterson met with the County Board to discuss matters concerning staffing.

Action #10 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to send a Family Services Collaborative Supervisor position to a salary consultant for review.

11:05am - The Chairperson then called for public comment. Those who responded included:

Don Schmeltzer	Questions about a Conditional Use Permit request
Bob Swetz	Questions about a Conditional Use Permit request

11:28am - The Chairperson closed public comment.

The Board discussed the proposed 2006 budget at length.

Action #11 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of the following claims on the funds indicated:

Revenue Fund

Ace Hardware	48.16
Ace Hardware	18.72

Aitkin Medical	254.54
Akkerman's Repair	145.44
AMC-Mora	980.00
AmeriPride	61.46
AmeriPride	503.99
Ammerman, Kari	144.54
Ammerman, Roy	140.00
Anclote Fire & Safety	148.75
Anderson, Karen	189.15
Anderson, Kathryn	275.48
Armstrong, Becci	47.53
ASD Healthcare	1,194.86
Barlow, Walt	73.13
Bearce, Teresa	80.32
Bergstadt, Melanie	120.05
Bernhardt, Maria	55.78
Biever, Laurie	225.05
Bob Barker Co	401.81
Briggs	565.50
Budget Lighting	119.23
BusinessWare	4,370.00
BusinessWare	6,320.25
Cassman, Deb	91.18
Central Heating & Air Conditioning	214.78
Coborns Pharmacy	66.92
CPS	151.97
Creative Forms	192.73
Dalco	51.10
Dallman, Bonnie	77.01
Downtown Deli	237.23
Dunkley, Carla	48.75
East Central Exterminating	436.65
EBSC	565.50
ECM	168.00
EG Rud & Sons	11,200.00
Elfstrum, Brenda	324.96
Erbstoesser, Arnie	276.10
Florida Micro	17.11
Florida Micro	101.67
Florida Micro	44.92
Florida Micro	34.55

Florida Micro	12.07
Florida Micro	46.62
Florida Micro	5,260.08
Frank Madden & Assoc	385.81
Fresonke, Lew	140.00
Friday, Jenny	107.67
Granite Electronics	28.99
Grant, Donald	967.62
Hamstad, Rebecca	18.43
Hannu, JoAnn	331.26
Harff, Shirley	342.92
HemoCue	841.35
Hohn's Auto Body	1,063.51
Howard, Carey	194.01
Ivans	11.10
Jim's Locksmithing	7.41
Johnson, Dawn	96.03
Johnson, Jeanette	239.60
Johnsons Hardware	2.53
Johnson-Stassen, Debee	134.83
Kanabec Co Hwy Dept	33.13
Kanabec Co Hwy Dept	988.55
Kanabec Co Hwy Dept	85.91
Kanabec Co Hwy Dept	484.64
Kanabec Co Hwy Dept	74.06
Kanabec Co Hwy Dept	57.28
Kanabec Co Hwy Dept	104.12
Kanabec Co Hwy Dept	92.11
Kanabec Co IS Dept	23.92
Kanabec Co IS Dept	28.85
Kanabec Co Nursing Service	4,332.85
Kanabec Hospital	2,565.00
Kanabec Publications	127.54
Kanabec Publications	105.44
Kanabec Publications	111.83
Kanabec Publications	25.31
Kanabec Publications	787.71
Keefe Supply Co	745.32
Kleven, Bud	5.82
Laska, Millie	1,299.50
Lenny's Service	94.42

Losinger, Jess	66.04
MACO	600.00
MACO	300.00
Magaard, Deb	198.37
Marco	150.08
Marco	413.31
Marco	5,974.96
Martin, Bill	13.10
Matthew Bender	404.11
Mattson Electric	138.50
Maul, Barb	109.13
MB McGee	3,800.00
Mid American Research Chemical	96.98
Mille Lacs Co Jail	14,600.00
MN Counties Computer Coop	2,920.00
MN Dept of Admin	600.00
MN Dept of Admin	600.00
MN Lawyer	375.00
MN Monitoring	280.00
MN Real Estate Journal	85.00
MN Sheriff's Assoc	260.00
MN Supreme Court	218.00
Mohn, Carol	484.00
Mora Bakery	11.75
Mora Schools	1,500.00
MPELRA	150.00
Nash, Kelly	19.50
Nelson, Marty	32.50
Nelson's Market	20.21
Norby's Cleaning	2,400.00
Northland Chemical	50.04
Oak Gallery	15.55
Office Depot	15.31
Office Depot	14.61
Office Depot	66.55
Office Depot	188.16
Ogilvie Schools	1,500.00
O'Reilly, Molly	192.06
Oslin Lumber	49.08
Pamida	85.19
Pamida	39.12

Parallel Technologies	424.94
Parallel Technologies	1,491.00
Parallel Technologies	2,560.00
Parallel Technologies	9,437.37
PD's Embroidery	105.00
Peterson, Ronald	73.13
Peterson, Walter	212.01
Pfiffner, Betty	1,166.91
Quality Disposal	380.93
Quill	13.55
Quill	69.84
Raiche, Nancy	597.04
Ramsey Co	2,400.00
Ratwik, Roszak & Maloney, PA	6.80
Reed, Terrie	326.90
Regions Hospital	120.00
Reliance Telephone	200.00
Richard, Lila	255.60
Ringler, Jennie	333.69
RS Eden	63.00
Rudolph's	2,950.00
S&T	231.49
Safe Kids Worldwide	70.00
Sandberg, Bev	180.91
Sandstone Distributing	19.50
SBC Paging	158.40
Schewe, Bob	317.86
Schroeder, Janelle	240.56
Scofield, Becca	150.84
Sedlacek, Lowell	504.70
Shaw, Phoebe	135.00
Shepherd Law Firm	200.00
Sjodin, Roberta	278.88
Smart Document Solutions	781.10
Snowflake Distributing	486.00
State of MN	2.55
Stericycle	124.89
Streicher's	1,852.38
Sunderman Services	405.00
Sunshine Printing	146.65
Swanson, Lori	78.57

The Disc Repair Shop	27.96
Thompson, Wendy	769.70
TriMin Systems	1,798.07
U of MN Extension	4,005.08
UHL Co	88.52
Vogel, Darla	212.43
Voight, Jackie	53.35
Watson Co	1,066.35
Watson Co	1,173.47
West Payment Center	242.90
West Payment Center	1,263.92
Zaudtke Electric	<u>274.85</u>
Total	<u><u>132,755.82</u></u>

Road & Bridge

Ace Hardware	378.79
Ameripride	651.33
Auto Value Mora	1,959.91
Boyer Trucks	2,764.16
Commissioner of Transportation MS 215	394.90
Dultmeier Sales	21.95
Earl. F. Andersen, Inc.	1,940.43
Federated Co-ops Inc.	152.85
First Lab	73.00
Glen's Tire	119.66
Gopher State Onc-Call	13.50
Hass Construction	1,638.00
J-Craft	475.70
Jim's Machine & Welding	95.53
Johnson Hardware & Rental	53.25
Kanabec County - Petty Cash	71.08
Landwehr Construction, Inc.	1,288.00
Lila Richards, The Cleaning Agent	809.40
Minnesota County Engineers Association	240.00
Northern States Supply, Inc.	68.67
Office Depot	296.29
Oslin Lumber	244.34
Owens Auto Parts (NAPA)	1,331.97
Oxygen Service Company	143.53
Pomp's Tire Service, Inc.	2,220.53
Postmaster, The	226.00
Power Plan	6,740.80
ProSource Technologies, Inc.	1,582.78
Quality Disposal Systems, Inc.	125.44

Ralph Wahlstrom	518.70
Ray's Gravel LLC	908.20
Rudolph's, Inc.	609.03
S & T Office Products	114.49
Sundown Paving & Excavating LLP	1,719.00
Timmer Implement, Inc.	68.89
University of Minnesota	200.00
Total:	<u>30,260.10</u>

The Board continued discussion the proposed 2006 budget.

Action #12 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to recess until 7:00am on Tuesday, December 13, 2005 to reconvene in the front parking lot (Maple Ave) of the courthouse for the purpose of traveling to Hubbard County to inspect a jail.

Action #13 - The board met at 7:30am on Tuesday, December 13, 2005 pursuant to recess with the following members present: Dennis McNally, Les Nielsen, Jerry Nelson, Stan Cooper, and Kathi Ellis.

The board traveled to Park Rapids to hear the jail construction experience of Hubbard County and view their new jail. The board met with Hubbard County officials as well as representatives of Klein McCarthy, Rude Architecture and various subcontractors. Following the meeting the board returned to Mora.

Action #14 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to adjourn at 6:00pm to meet in regular session on Wednesday, December 14, 2005 at 9:00am.

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

Attest: _____
Kanabec County Coordinator