PROCEEDINGS OF THE COUNTY BOARD

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

February 20, 2008

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 20, 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 Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the agenda as presented.

Action #2 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the February 13, 2008 minutes of the Kanabec County Board of Commissioners as corrected:

a. Action #12, show Kim Smith as seconding the resolution
b. 10:01am, correct the spelling of 'Barn' to 'Barb'

Action #3 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #3 – 02/20/08

Laptops

WHEREAS the board has expressed an interest in purchasing laptop computers for the use of county board, and

WHEREAS funds have been allocated for that purpose, and

WHEREAS the Information Systems Director has provided the board with the following quotes:

#1 - Tiger Direct	Lenovo 300 C200	$650.90 each
#2 – Tech Depot	HP 5515B	$633.95 each
#3 – Florida Micro	HP 5515B	$630.55 each
#4 - Florida Micro	HP 530 Duo Core	$684.80 each
#5 – New Egg	HP 530 Duo Core	$607.48 each

and,

WHEREAS these are all specials on a limited supply basis;

BE IT RESOLVED to authorize the Information Systems Director to purchase four laptops from #2, #3, #4 & #5 above at a cost not to exceed $2,738.00.

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, February 20, 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.

Action #HS6 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS7 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve 161 claims totaling $238,044.95 on the Welfare Fund.

Action #HS8 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to recess the Human Service Board at 9:45am to meet again on Wednesday, March 19, 2008 at 9:45am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #9 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #9 – 02/20/08

CHS Joint Powers

WHEREAS the Kanabec/Pine Community Health Services (CHS) Board did, at a Special Meeting on February 18, 2008, approve an amendment to the Bylaws regarding the term limits for Board members according to Article VIII, Amendments.

WHEREAS in section 3.2 of Article III of the Bylaws that is incorporated in Exhibit A of the Joint Powers Agreement the Term of Office for the Kanabec/Pine Board of Health was defined as follows:

> Term of office is 3 years; no member can serve more than 3 consecutive terms, except for county commissioners whose terms shall be set by their respective boards.

and the Kanabec/Pine Community Health Services Board approved the following changes:

> Term of office is 3 years; no member can serve more than 3 consecutive terms, except for the medical consultant and county commissioners whose terms shall be set by their respective boards.

BE IT RESOLVED to formally approve the Amendment to the Kanabec/Pine Community Health Services Joint Powers Agreement.

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

Resolution #10 – 02/20/08

Firewall License

WHEREAS the county must periodically renew its Firewall Software License, and

WHEREAS this is a regular budgeted expense;

BE IT RESOLVED to authorize Information Systems Director Jessie Kehn to renew a Firewall license for 12 months at a cost of $4,387.75.

9:52am – County Assessor Dan Weber met with the board briefly to report on valuation notices. No action was taken.

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

Resolution #11 – 02/20/08

Gambling

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 the Premises Permit Application for the Confidence Learning Center for charitable gambling to be held at McBee's Saloon & Eatery, 2196 Hwy 47, Ogilvie, MN 56358.

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

Resolution #12 – 02/20/08

Vesting Policy

WHEREAS the county has an established practice for calculating the amount of sick leave to annually vest, and

WHEREAS the formula used in calculations includes factors established by estimate and confirmed empirically;

BE IT RESOLVED to approve the following policy:

Policy: A-112
Approved:
Effective:
Supersedes (eff): n/a (NEW)

VESTED SICK LEAVE

I. POLICY STATEMENT

Kanabec County provides limited pay-off of sick leave at termination of employment as follows:

A. Non-Union and certain union employees may receive up to 650 paid hours providing the employee qualifies and applies for PERA retirement benefits, or
B. Local 107 Law Enforcement bargaining unit members who terminate in good standing and have completed five years of service may receive 50% of unused sick leave.

This is a generalized statement of benefits and is superseded by the specific language of union contracts and county benefit policies.

In order to provide the necessary control over Kanabec County's future obligations, the following procedures are adopted.

II. POLICY GUIDELINES

Kanabec County will calculate the amount of vested sick leave for December 31st of each year in accordance with the following formula:

WHERE:

Total Regular Salaries current year budget of departments where the employees are eligible for sick leave conversion to HRA benefits at retirement	= W^1
Total Part-Time Salaries current year budget of departments where the employees are eligible for sick leave conversion to HRA benefits at retirement	= W^2
Average annual percentage of wage paid in HRA benefits to retirees	= 0.25%
Total Regular Salaries current year budget of bargaining unit employees in the Sheriff's Office	= W^3
Total Part-Time Salaries current year budget of bargaining unit employees in the Sheriff's Office	= W^4
Average annual percentage of sick leave paid at termination to bargaining unit employees in the Sheriff's Office	= 0.13%

THEN:

$$= ((W^1 + (0.4*W^2))*0.25\%) + ((W^3 + (0.6*W^4))*0.13\%)$$

10:00am – Environmental Service Director Teresa Bearce met with the County Board to discuss matters concerning her office.

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

Resolution #13 – 02/20/08

Household Hazardous Waste Day

WHEREAS the Environmental Services Director has requested approval to hold and set a date for a Household Hazardous Waste collection day, and

WHEREAS the Kanabec County Board of Commissioners support such an event;

BE IT RESOLVED to authorize holding a Household Hazardous Waste collection day on May 10, 2008, and

BE IT FURTHER RESOLVED that county costs will be paid with Surcharge Funds.

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

Resolution #14 – 02/20/08

Ordinance 6

WHEREAS the State of Minnesota has revised Minnesota Rules Chapter 7080 regarding septic systems, and

WHEREAS these changes will require the county to update County Ordinance Number 6;

BE IT RESOLVED to request the County Planning Commission to review and recommend updates to Kanabec County Ordinance #6, Sewage and Wastewater Treatment.

10:16am – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

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

Resolution #15 – 02/20/08

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:

1. Phillip & Karen Carlson (2 parcels)…… $1,418.00
2. James & Callymarie Hanson…… $1,163.50
3. Laura Manley …….. $ 991.00
4. Roopnarine Singh & Debbie Henry-Singh…….. $ 795.50
5. Mora Assembly of God Church …….. $1,215.00

Action #16 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #16 – 02/20/08

Belly-Dump Purchase

WHEREAS the Kanabec County Highway Department has a need for a belly dump trailer, and

WHEREAS the County Highway Department has included funds in its 2008 budget for this purchase;

BE IT RESOLVED to authorize the County Engineer to purchase a 2001 Load King belly-dump trailer in the amount of $24,000.

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

Resolution #17 – 02/20/08

Patching Trailer

WHEREAS the County Highway Department has the need for a patching trailer to maintain its bituminous highway system, and

WHEREAS the 2008 County Highway Department included funds for the purchase of a patching trailer,

BE IT RESOLVED that the County Engineer purchase a STEPP SPH 2.0 patching trailer through the state contract in the amount of $15,165.60

Action #18 – It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #18 – 02/20/08

Diesel Fuel

WHEREAS, the following quotes were received for diesel fuel:

Federated Coop	$2.9400
Town & Country Oil:	$2.9347

WHEREAS, the quote of $2.9347 per gallon provided by Town & County Oil was the low quote

BE IT RESOLVED to accept the low quote of $2.9347 provided by Town & Country Oil.

The County Engineer presented the board with a completed 2007 Bridge Inspection Report and advised the board that a copy of this report has been filed with the County Coordinator and the Townships are being notified.

10:35am – Larry Filippi with the Contegrity Group, Inc met with the County Board to present preliminary bid results for the jail project. Also present were Architect Scott Fettig with Klein McCarthy, County Sheriff Steve Schulz, Jail Administrator Joanne Nelson, Chief Deputy Sheriff Robert Jensen and Maintenance Supervisor Bill Martin. The results were discussed at length. The board took the results under advisement pending further analysis.

11:25am - The Chairperson then called for public comment three times. None responded.

11:27am - The Chairperson closed public comment.

11:27am – Jail Administrator Joanne Nelson met with the County Board to discuss a staffing matter.

Action #19 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #19 – 02/20/08
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.

Action #20 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to authorize Public Health to purchase a laptop computer at a cost of $607.48.

Action #21 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to adjourn at 12:14pm to meet in regular session on Wednesday, February 27, 2008 at 6:30pm.

*Signed*_____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator