

# PROCEEDINGS OF THE COUNTY BOARD

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

**July 16, 2008**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 16, 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 Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the agenda with the addition of:

- a. Refill vacant deputy position
- b. Raffle approval
- c. South Country Health Alliance

Action #2 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the July 9, 2008 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve payment of a \$79,386.00 claim to East Central Regional Library as second half payment.

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

## **Resolution #4 - 07/16/08**

### **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 the Premises Permit Application for the E.C. Riders, Inc for a Raffle to be held at Captain Dan's Crows Nest, 2743 Highway 65, Mora, MN 55051 on November 7, 2008.

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Action #5 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, July 16, 2008 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Jerry Nelson, and Kevin Troupe.

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

Action #HS7 - It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve 158 claims totaling \$189,841.80 on Welfare Funds.

Action #HS8 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to recess the Human Service Board at 9:07am to meet again in continued session on Wednesday, July 23, 2008 at 8:10pm.

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The meeting of the Kanabec County Board of Commissioners resumed.

**9:10am** – Probation Director Todd Eustice met with the County Board to update the board on the activities of his department.

The board accepted the report without further action.

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

**9:30am** – County Assessor Dan Weber met with the County Board.

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

## **Resolution #9 – 07/16/08**

### **Close Meeting**

**WHEREAS** the Personnel Director has presented the board with a regular annual performance evaluation for a Kanabec County Department Head;

**BE IT RESOLVED** to close the meeting at 9:40am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of County Assessor Dan Weber.

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Action #10 – It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to reopen the meeting at 9:55am.

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

**Resolution #11 – 07/16/08**  
Performance Review

**WHEREAS** the board has evaluated the past year’s job performance of County Assessor Dan Weber, and

**WHEREAS** the board has discussed its findings with Weber;

**BE IT RESOLVED** that the board finds his performance to be satisfactory, and

**BE IT FURTHER RESOLVED** to authorize movement from pay step 18D to 18E.

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

**Resolution #12 – 07/16/08**  
Reappoint Assessor

**WHEREAS** the term of County Assessor Dan Weber expires on December 31, 2008, and

**WHEREAS** Minnesota Statute §273.05 requires reappointment at least 90 days prior to the expiration of the term, and

**WHEREAS** the board is well satisfied with the performance of County Assessor Dan Weber;

**BE IT RESOLVED** to reappoint Kanabec County Assessor Dan Weber to a four year term effective January 1, 2009.

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**9:56am** – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

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

## **Resolution #13 – 07/16/08** **Partial Payment, SP 33-602-06**

**WHEREAS** Central Specialties has completed work on project SP 33-602-06, CSAH No. 2 between CSAH No. 12 and TH No. 23 in accordance with plans and specifications;

**BE IT RESOLVED** to authorize partial payment in the amount of \$494,651.02 to Central Specialties.

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**10:05am** – Information Systems Director Jessie Kehn met with the County Board to discuss matters concerning her office.

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

## **Resolution #14 - 07/16/08** **Anti-Virus Software**

**WHEREAS** the county uses Symantec to secure our network environment from virus', and

**WHEREAS**, without this software we expose our computer equipment to harmful virus', and

**WHEREAS** our current software subscription is expiring, and

**WHEREAS** the Information Systems Director has received the following quotes for a one year renewal:

|               |                         |                           |
|---------------|-------------------------|---------------------------|
| Symantec      | \$3,337.95 (\$17.85 ea) | 1 yr renewal = \$17.85 ea |
| CA Threat Mgr | \$3,272.50 (\$17.50 ea) | 1 yr renewal = \$17.50 ea |
| CA Anti Virus | \$2,457.18 (\$13.14 ea) | 1 yr renewal = \$13.14 ea |
| Kaspersky     | \$2,636.70 (\$14.10 ea) | 1 yr renewal = \$ 5.60 ea |

**BE IT RESOLVED** to authorize Information Systems Director Jessie Kehn to purchase Kaspersky Antivirus one year solution at a cost of \$2,636.70 plus tax and shipping.

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**10:10am** – County Sheriff Steve Schulz met with the County Board to discuss matters concerning a job pay evaluation appeal. Also present were Investigators Joel Bos and Kevin Braiedy.

**10:36am** - The Chairperson then called for public comment three times. None responded.

**10:38pm** - The Chairperson closed public comment and resumed discussion with the Sheriff.

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

**Resolution #15 - 07/16/08**  
**ORDER OF THE BOARD**  
Refill Deputy Vacancy

**WHEREAS** there is a vacancy in the position of Deputy Sheriff, 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 Full time Deputy at 40 hours per week to refill the vacant position at Step A, Range 11 of the pay plan which is \$18.58 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.

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Commissioners continued with reports of the activities of the Boards and Committees in which they participate.

**11:00am** – Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning surcharge funds. No action was taken at this time.

**11:10am** – Scott Fettig and Bruce Omtvedt with Klein McCarthy Architects as well as Larry Filippi and Travis Fuechtmann with the Contegrity Group met with the County Board to present an update on the progress of the jail building project.

Action #16 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #16 – 07/16/08**  
FFE Budget

**WHEREAS** the Furniture, Fixtures and Equipment budget for the jail project was set at \$450,000 without further detail, and

**WHEREAS** the project has reached a point where the demands on this budget must be more closely identified, and

**WHEREAS** the Construction Committee members have prepared a recommended budget;

**BE IT RESOLVED** to adopt the following Furniture, Fixtures and Equipment budget for the jail project:

| Type of Expense                               | Total             |
|---|-------------------|
| Office and training room furniture            | \$ 150,000        |
| Loose Jail Furniture                          | \$ 40,000         |
| Televisions, headphone systems & installation | \$ 36,000         |
| General Storage Racking                       | \$ 6,000          |
| Bedding & Uniforms                            | \$ 35,000         |
| Jail Management Software                      | \$ 77,969         |
| Restraint chair & Equipment                   | \$ -              |
| Jail Radios and Tactical Response Equipment   | \$ 30,000         |
| Maintenance Supplies                          | \$ 16,500         |
| Maintenance Lift                              | \$ 4,500          |
| Dispatch radio relocation and tower work      | \$ -              |
| Ergonomic consoles                            | \$ 33,000         |
| Other Jail Items                              | \$ 21,031         |
| <b>TOTAL</b>                                  | <b>\$ 450,000</b> |

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

## **Resolution #17 – 07/16/08**

Food Service

**WHEREAS** the board has considered alternatives to food service in the new county jail including continuing with the hospital, contracting with others and using county staff, and

**WHEREAS** consideration of these options included Department of Health compliance, cost, ability to deliver in the future, equipment financing and project timing, and

**WHEREAS** contracting for service appears to be the best alternative into the future;

**BE IT RESOLVED** to authorize the Sheriff to enter into a contract with Aviands Food Service & Management for food service, food service equipment and small wares &

tray system.

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

**Resolution #18 - 07/16/08**  
Personnel Lift

**WHEREAS** a personnel lift will be needed for maintenance in the new jail, and

**WHEREAS** a personnel lift would be very useful in the Highway Department Building, and

**WHEREAS** staff have researched prices and recommend purchase of a used Aerial lift, and

**WHEREAS** the County Engineer has agreed to share the cost from his budget;

**BE IT RESOLVED** to authorize the purchase of a used Aerial IWP 25 personnel lift with optional gated platform at a cost of \$7,200.00 plus tax, and

**BE IT RESOLVED** to divide the cost between building project funds and the Road & Bridge Fund.

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Action #19 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

**Resolution #19 - 07/16/08**  
Furniture

**WHEREAS** the jail project will require the purchase of furniture, and

**WHEREAS** the county has the opportunity to purchase furniture from the state contract bid by the State of Minnesota providing better prices than the county may obtain by itself;

**BE IT RESOLVED** to authorize the Construction Committee to obtain proposals from the state contract for furniture in the new jail.

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Action #20 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

## **Resolution #20 - 07/16/08**

Software

**WHEREAS** the Sheriff's Office jail booking software is different than the law enforcement and dispatch software, and is a stand alone system with no ability to attach to dispatch and law enforcement records, and

**WHEREAS** the jail having different information than the law enforcement and dispatch records creates a lot of dual entry work and leaves room for human error, and

**WHEREAS** the ultimate goal of the Sheriff's Office is to have everyone working on the same software, and to have deputies able to enter data on scene of an incident. The identifying information of a suspect would then be entered for the jail and dispatch, and no need for anyone to enter the information again, and

**WHEREAS** the Sheriff's Office currently has dispatch and law enforcement software with a vendor called SMART. The dispatch and law enforcement software is costly and it seems most fiscally responsible to change the jail over to this software;

**BE IT RESOLVED** to authorize the purchase of Jail Management Software from Smart Public Safety Software, Inc at a cost of \$77,969.00 from building project funds.

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Commissioners continued with reports of the activities of the Boards and Committees in which they participate.

Action #21 – It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

## **Resolution #21 - 07/16/08**

OK House

**WHEREAS** Kanabec County is a member of the "OK House Joint Powers Agreement," and

**WHEREAS** this is a four county joint powers authority including Sherburne, Mille Lacs, Benton and Kanabec Counties, and

**WHEREAS** the OK House has suffered financially, and

**WHEREAS** Sherburne County, Benton County and Kanabec County have given notice of withdrawal from the OK House joint powers as of Dec 31, 2008, and

**WHEREAS** a weak financial condition has forced the OK House joint powers board to end operation of OK House as of July 4, 2008;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners do wish to terminate the Joint Powers Agreement as of July 16, 2008, and

**BE IT FURTHER RESOLVED** that from the date of this resolution forward all financial deficits will be paid by equally dividing deficits between the four original members until such time as all expenses are paid.

**BE IT FURTHER RESOLVED** to direct the County Coordinator to give notice to the Chairperson of the boards of Sherburne, Mille Lacs and Benton Counties in the form of a copy of this resolution.

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*Action #22* – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #22 - 07/16/08**  
**APPROVING SECOND AMENDED JOINT POWERS AGREEMENT**  
**OF SOUTH COUNTRY HEALTH ALLIANCE**

**BE IT RESOLVED:** that the Amended Joint Powers Agreement of South Country Health Alliance is amended as follows:

Section 10.5 of the Amended Joint Powers Agreement is stricken, and the following is substituted in its place:

"10.5. Additional Contributions

Should the Board determine that losses or reductions in Capital Surplus make it necessary to obtain additional contributions to capital, the Board shall so inform the Member Counties, and the county boards of the Member Counties shall separately vote on whether to authorize a capital call. Upon a vote of a majority of each county board of two-thirds of the Member Counties, the Member Counties agree to make such additional contributions to capital as the Board requires, which contributions shall be pro-rated among the counties in the proportions of their current members as of the most recent year-end. If provided and approved by the Board, such contributions may be made in the form of Letter of Credit or such other instrument as the Board may determine and as is allowed by applicable law, on such terms as the Board may determine. Each such instrument shall constitute the unconditional obligation of the county giving it, shall bear interest at the Wall Street Journal Prime Rate if timely paid and a default interest rate of Wall Street Journal Prime Rate plus 3% for any late payments, shall waive technical defenses, and shall obligate a defaulting county to pay SCHA's costs of collection (including fees) on default."

The Amended Joint Powers Agreement, as amended by this Resolution, shall constitute the Second Amended Joint Powers Agreement of South Country Health Alliance, immediately upon ratification by the boards of two-thirds of the Member Counties.

We hereby commit this County to the Terms and Conditions of this Amended Agreement and to participation in this Joint Powers County-Based Purchasing entity known as South Country Health Alliance.

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Action #23 - It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to adjourn at 1:10pm to meet in regular session on Wednesday, July 23, 2008 at 6:30pm.

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

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

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

Alan B. Peterson, Kanabec County Coordinator