

PROCEEDINGS OF THE COUNTY BOARD

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

July 8, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, July 8, 2009 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Roger Crawford and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the agenda as presented.

Action #2 – Kim Smith moved to approve the June 24, 2009 minutes of the Kanabec County Board of Commissioners as corrected: change mover on Action #1 from Roger Crawford to Kevin Troupe.

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

IN FAVOR THEREOF: Kim Smith, Kathi Ellis, Les Nielsen, Kevin Troupe.

OPPOSED: None

ABSTAIN: Roger Crawford

whereupon the action was approved.

Action #3 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #3a – 07/08/09

Transit Claims

WHEREAS the Transit uses volunteer drivers for many public purposes, and

WHEREAS these drivers are reimbursed for incurred expenses in accordance with County Policy and public law, and

WHEREAS the Transit Department Manager recommends approval of these claims;

BE IT RESOLVED to approve the following driver expense claims for reimbursement, all of which are properly documented:

	AMOUNT
Annette Majeski	\$ 263.45
Barb Maul	\$ 59.40
Betty Geisthardt	\$ 443.79
Bev Gustafson	\$ 182.68
Bill Hood	\$ 839.28
Bob Hoefert	\$1,082.35
Charlyne Grant	\$ 769.85
Gary Nelson	\$ 901.65
Jean Newgard	\$ 350.61
Jennifer Leerssen	\$ 708.35
Jerald Nelson	\$ 286.00
Joy Morrell	\$1,316.70
Judy Colburn	\$ 245.30
Karen Luberda	\$ 680.20
Linda Nelson	\$ 780.20
Marlys Wolbert	\$ 245.32
Mary Lou Moriarity	\$ 545.12
Millie Laska	\$ 443.73
Ray Zamora	\$1,069.44
Rollie Pieper	\$1,303.34
Ronette Nelson	\$ 392.95
Steve McIlhargey	\$ 97.90
Sy Tadych	\$ 655.94
Ted Lindgren	\$ 483.47
Willard Landreville	\$ 608.85
Total for Volunteer Drivers	\$14,755.87

Resolution #3b – 07/08/09

SCORE CLAIMS

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 May, 2009 claims on SCORE Funds:

Quality Disposal		\$4,268.56
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Arthur Township	\$400.00
TOTAL	\$4,668.56

Resolution #3c – 07/08/09

Knife Lake Improvement District Claims

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 invoices and verification in the Knife Lake Improvement District Board minutes of June 13, 2009, and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

BE IT RESOLVED to pay the following claims:

East Central Energy	\$150.00
East Central Energy	\$150.00
MN Shoreline Restoration	\$6,840.00
Postmaster	\$44.00
Kassie Norby	\$25.00

Action #4 - It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the following paid claims:

Ann Lake Twp	33,267.20
Arthur Twp	90,837.56
Bina Law Office	263.50
Braham Public Schools	57,696.57
Brunswick Twp	64,053.15
Campion Barrow & Assoc	125.00
Carda, Jeff	9,288.00
Carda, Jeff	13,000.00
Cardinal Health	238.07
Centerpoint Energy	85.26
Centerpoint Energy	170.52
City of Braham	700.14
City of Grasston	6,235.11
City of Milaca	24.28
City of Mora	390,684.63
City of Mora	2,002.10
City of Ogilvie	31,264.28

City of Quamba	9,960.71
Comfort Twp	54,791.98
Comm of Finance-Treas Div	317.73
East Central Energy	77.31
East Central Energy	150.00
East Central Reg Dev Comm	9,493.01
East Central Reg Dev Comm	11.20
East Central School District	25,707.08
Ford Twp	44,073.55
Frontier	679.85
Frontier Communications	349.35
Frontier Communications	383.24
GMCU	5,199.40
Grass Lake Twp	52,600.05
Haybrook Twp	22,111.00
Hillman Twp	34,700.85
Hinckley News	8.75
Hinckley-Finlayson Schools	18,238.73
Holiday Credit Office	6,888.03
Holiday Credit Office	7,813.85
Hooper, Jason	100.00
Humana Dental	3,390.70
Isle Public Schools	15,969.52
Jones, Lisa	1,168.75
Kaiser, Patt	158.25
Kanabec Co Aud/Treas	200.00
Kanabec Co Auditor	25,380.00
Kanabec Co Public Health	21,365.89
Kanabec County	347,898.76
Kanabec Publications	12.90
Kanabec Twp	26,480.91
Knife Lake Twp	49,149.88
Kroschel Twp	19,933.52
Krueger, Louisa	170.35
Milaca Public Schools	4,000.12
MN Commissioner of Revenue	6.40
MN Dept of Finance	5,524.50
MN Energy Resources	858.96
MN Mutual Life Ins	293.25
Mora Municipal Utilities	8,529.27
Mora Public Schools	434,177.14
Mora Public Schools	1,160.19
Northstar Access	896.35

Northstar Access	895.15
Ogilvie Public Schools	273,806.46
Peace Twp	46,167.46
Pine City Public Schools	331.17
Pine Co Health & Human Services	36,705.20
Pomroy Twp	35,466.94
Southfork Twp	33,421.11
Sprint	350.55
TDS Metrocom	317.33
Tiger Direct	1,734.02
Treasurer, Kanabec Co	86,465.00
Verizon Wireless	902.29
Werner, Julie	194.00
Whited Twp	21,928.15
Woods, Dana	169.80
TOTAL	<u>2,499,171.28</u>

Action #5 - It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, July 8, 2009 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford and Kevin Troupe. Kathy Burski presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH6 - It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH7 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #PH7 – 07/08/09
Health Educator

WHEREAS the Statewide Health Improvement Program (SHIP) was approved and a contract was submitted through Kanabec/Pine Community Health Services, and

WHEREAS the grant requires a full time Health Educator to coordinate the program for Kanabec and Pine CHS, and

WHEREAS Kanabec County Public Health is the lead agency, and

WHEREAS the board desires to fill this position;

BE IT RESOLVED that the County Board authorizes Health & Human Service Director Wendy Thompson and the County Personnel Director to hire a full-time Health Educator at 40 hours per week to refill the vacant position at Step A, Range 10 of the pay plan which is \$17.53 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, and

BE IT FURTHER RESOLVED that authorization to fill and continue this position is contingent upon continued grant funds, and

BE IT FURTHER RESOLVED that approval for this position will expire concurrent with loss of grant funding.

Action #PH8 - It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #PH8 – 07/08/09
Travel

WHEREAS the Public Health Programs Supervisor applied for a scholarship to the National Association of City and County Health Officers Organization (NACCHO) to attend the Advanced Practice Centers Roadshow in Orlando, Florida, and

WHEREAS she was awarded a full NACCHO scholarship to attend the training with no cost to Kanabec County;

BE IT RESOLVED to authorize Public Health Programs Supervisor Kathy Burski to attend the National Association of City and County Health Officers Organization Advanced Practice Centers Roadshow in Orlando, Florida on July 28 & 29, 2009.

Action #PH9 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #PH9 – 07/08/09
Grant Application

WHEREAS the Central MN Council on Aging is funding grants for Stanford Chronic Disease Self-Management Program (CDSMP) and a new program called A Matter of Balance, and

WHEREAS Kanabec County Public Health has provided three sessions of the CDSMP Program last year and community partners have been requesting the program again;

BE IT RESOLVED to authorize Public Health to submit applications for a “Stanford Chronic Disease Self-Management Program” and “A Matter of Balance” program grants.

Action #PH10 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve a **Consent Agenda** including all of the following actions contingent upon an indemnification clause prepared by the County Attorney being added to the Mora Police Department, Mora Public Schools and Ogilvie Public Schools agreements:

Resolution #PH10a – 07/08/09
ATOD Contract – Mora Police

WHEREAS the Health and Human Service Director has requested that the board approve a service agreement for the county Alcohol, Tobacco, and Other Drug (ATOD) prevention program, and

WHEREAS, the county has allocated and encumbered funds for the purpose of providing a comprehensive ATOD prevention program to serve Kanabec County residents including youth, and

WHEREAS the Mora Police Department is willing to provide services in support of the ATOD program;

BE IT RESOLVED to approve a Memorandum of Agreement to provide services for the Kanabec County Alcohol, Tobacco, and Other Drug prevention program with the City of Mora Police Department for the time period July 1, 2009 through June 30, 2010 to provide the following services:

1. Participate as member of CASASTART Case Management Team. Attend team meetings, youth activities, and meet with the youth involved as decided by the team (8 hours per month). Payment to be made upon receipt of documented time and activities.
2. Conduct two alcohol compliance checks and three tobacco compliance checks in the City of Mora.

Resolution #PH10b – 07/08/09
ATOD Contract - Sheriff

WHEREAS the Health and Human Service Director has requested that the board approve a service agreement for the county Alcohol, Tobacco, and Other Drug (ATOD)

prevention program, and

WHEREAS, the county has allocated and encumbered funds for the purpose of providing a comprehensive ATOD prevention program to serve Kanabec County residents including youth, and

WHEREAS the County Sheriff's Office is willing to provide services in support of the ATOD program;

BE IT RESOLVED to approve a Memorandum of Agreement to provide services for the Kanabec County Alcohol, Tobacco, and Other Drug prevention program with the Kanabec County Sheriff's Office for the time period July 1, 2009 through June 30, 2010 to provide the following services:

1. Participate as member of CASASTART Case Management Team. Attend team meetings, youth activities, and meet with the youth involved as decided by the team (8 hours per month). Payment to be made upon receipt of documented time and activities.
2. Conduct two alcohol compliance checks and three tobacco compliance checks in the City of Mora.

Resolution #PH10c – 07/08/09

ATOD Contract – Mora Public Schools

WHEREAS the Health and Human Service Director has requested that the board approve a service agreement for the county Alcohol, Tobacco, and Other Drug (ATOD) prevention program, and

WHEREAS, the county has allocated and encumbered funds for the purpose of providing a comprehensive ATOD prevention program to serve Kanabec County residents including youth, and

WHEREAS Mora Public Schools are willing to provide services in support of the ATOD program;

BE IT RESOLVED to approve a Memorandum of Agreement to provide services for the Kanabec County Alcohol, Tobacco, and Other Drug prevention program with the Mora Public Schools for the time period July 1, 2009 through June 30, 2010 to provide the following curriculums:

1. The CSAP model program, Project Northland, for 6th – 8th grade
 2. The CSAP model program, Class Action, for 9th – 12th grade
 3. The CSAP model program, Reconnecting Youth, for 9th – 12th grade
 4. The CSAP model program, CASASTART, for 8 to 13 year olds.
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Resolution #PH10d – 07/08/09
ATOD Contract – Ogilvie Public Schools

WHEREAS the Health and Human Service Director has requested that the board approve a service agreement for the county Alcohol, Tobacco, and Other Drug (ATOD) prevention program, and

WHEREAS, the county has allocated and encumbered funds for the purpose of providing a comprehensive ATOD prevention program to serve Kanabec County residents including youth, and

WHEREAS Ogilvie Public Schools are willing to provide services in support of the ATOD program;

BE IT RESOLVED to approve a Memorandum of Agreement to provide services for the Kanabec County Alcohol, Tobacco, and Other Drug prevention program with the Ogilvie Public Schools for the time period July 1, 2009 through June 30, 2010 to provide the following curriculums:

1. The CSAP model program, Project Northland, for 6th – 8th grade
 2. The CSAP model program, Class Action, for 9th – 12th grade
 3. The CSAP model program, Reconnecting Youth, for 9th – 12th grade
 4. The CSAP model program, CASASTART, for 8 to 13 year olds.
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Action #PH11 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #PH11 – 07/08/09
MMCAP Agreement

WHEREAS the Minnesota Multi-State Contracting Alliance for Pharmacy (MMCAP) is a free, voluntary group purchasing organization for government-authorized health care facilities and is operated and managed by the Materials Management Division of the State of Minnesota's Department of Administration, and

WHEREAS MMCAP combines the purchasing power of its members to receive the best prices available for the products and services for which it contracts; participation in MMCAP is limited to facilities, within a participating member state, with statutory authority to purchase commodities from its state s contracts, and

WHEREAS Kanabec County is eligible to participate in the MMCAP;

BE IT RESOLVED to approve an agreement between the State of Minnesota, acting through its Commissioner of Administration on behalf of Minnesota Multi-State Contracting Alliance for Pharmacy, and Kanabec County Public Health to provide

membership for Kanabec County in MMCAP.

Action #PH12 – It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to adjourn the Public Health Board at 9:27am to meet in again on Wednesday, August 12, 2009 at 9:00am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #13 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following claims on the funds indicated:

Road & Bridge

Ace Hardware	110.63
Ameripride	874.63
Auto Value Mora	1,226.50
Blum Sand & Gravel	1,040.00
Central Applicators, Inc.	1,939.16
Central McGowan, Inc.	102.10
Commissioner of Transportation	206.01
E. G. Rud & Sons, Inc.	8,887.85
Glen's Tire	2,379.57
Kanabec County Highway Dept - Petty Cash	58.86
Kanabec County Information Systems	105.87
Kanabec Publications, Inc.	899.93
Northern States Supply, Inc.	80.68
Owens Auto Parts	889.27
Oxygen Service Co., Inc.	22.18
Power Plan	1,902.85
Quality Disposal Systems, Inc.	146.91
Reed Business Information	263.22
Richards, Lila, The Cleaning Agent	826.44
Sharrow Lifting Products	1,053.47
Vista Safety Program	243.62
Zimmer Feed & Grain	37.25
Total:	<hr/> 23,259.75

Revenue Fund

Ace Hardware	77.90
Ace Hardware	108.04
Ace Hardware	17.56
Akkerman's Repair	563.12
Akkerman's Repair	79.67
Allina Hospitals & Clinics	2,104.50
Allina Medical Laboratories	15.20

American Academy of Pediatrics	89.00
AmeriPride	49.29
AmeriPride	326.37
AmeriPride	164.35
Amundson, Pauline	51.10
Anderson, Karen	451.00
Anderson, tim	43.80
Andres, Christine	245.86
Anoka Non-Secure Program	548.10
Arens, Kayle	8.80
Armstrong, Becci	11.55
Auto Value	326.67
Bearce, Teresa	51.81
Bernhardt, Maria	335.28
Biever, Laurie	116.05
Bob Barker	599.60
Braiedy, Kevin	163.36
Briggs	30.20
Briggs	14.99
Bryant, Donna	1,597.50
Budget Lighting	167.67
Budget Lighting	351.93
Cambridge Medical Center	858.05
Cassman, Deb	224.95
CDW	168.38
CDW	349.13
CDW	1,325.71
CDW	204.99
CDW	3,596.64
Central Fleet Service & Parts	356.85
Central Heating & Air	881.10
Coboms	193.66
Coboms	10.68
Coboms	150.10
Coboms Long Term Pharmacy	162.55
Coboms Long Term Pharmacy	534.00
Coboms Pharmacy	535.99
Coboms Pharmacy	55.00
Computer Professionals	742.65
Consulting Radiologists	90.00
Consulting Radiologists	26.00
CPS	423.32
Creative Marketing	13,622.87

CTC	9.29
D&T Ventures	578.81
D&T Ventures	500.00
Dalco	126.35
Dandelion Floral	67.48
Davis, Marie	21.00
Deatons Mailing Systems	447.37
Dept of Public Safety	270.00
Downtown Deli	367.43
Downtown Deli	67.36
Dunkley, Carla	46.00
East Central Extermining	111.83
East Central Extermining	111.83
E Cent Regional Juvenile Center	3,360.00
EG Rud & Sons	2,200.00
EG Rud & Sons	8,019.88
Elfstrum, Brenda	244.20
Employers Assoc	965.00
ERA Laboratories	61.00
ESRI	846.09
FastServ Medical	98.34
Felland, Becky	68.75
Fidelity National Tech Imaging	42,824.96
Fresonke, Lew	247.50
Friday, Jenny	24.75
Galls	132.98
Galls	3,046.76
Galls	176.87
Galls	17.98
Garcia, Timothy	220.00
Glen's Tire	196.59
Glen's Tire	54.00
Glen's Tire	49.08
Gorham Oien Mechanical	165.65
Grainger	154.61
GreatAmerica Leasing Corp	999.00
Handyman's Inc	195.04
Hannu, Joann	18.15
Holiday Gas	31.15
Howard, Carey	73.15
Image Office Service	85.35
Ivans	60.71
Jacobson, Diane	4.33

Johnsons Hardware	20.19
July Business Services	1,333.00
Kanabec Co Ag Society	130.00
Kanabec Co Hwy Dept	81.32
Kanabec Co Hwy Dept	38.90
Kanabec Co Hwy Dept	45.91
Kanabec Co Hwy Dept	176.94
Kanabec Co IS Dept	35.29
Kanabec Co IS Dept	165.28
Kanabec Co IS Dept	35.29
Kanabec Co IS Dept	35.29
Kanabec Co IS Dept	141.16
Kanabec Co IS Dept	35.29
Kanabec Co Public Health	4,675.84
Kanabec Hospital	84.00
Kanabec Hospital	31.00
Kanabec Hospital	4,160.60
Kanabec Hospital	3,410.80
Kanabec Hospital	640.30
Kanabec Hospital	10.83
Kanabec Publications	748.20
Kanabec Publications	69.00
Kanabec Publications	166.00
Kanabec Publications	344.00
Kanabec Publications	140.05
Kanabec Publications	43.67
Kanabec SWCD	6,077.74
Kanabec SWCD	1,000.00
Keefe Supply Co	795.68
Keeps	224.63
Kochs Hardware Hank	29.99
Kruse, Patricia	112.26
Lennys Service	33.96
Lennys Service	477.28
Luberda, Karen	46.48
Maack, Heather	16.50
MACAI	170.00
Marco	157.40
Martin, Bill	18.70
Matthew Bender	941.73
Maul, Barb	60.50
MCCC	60.00
MCCC	60.00

MCCC	60.00
MCCC	600.00
MCCC	11,589.56
McClellan, Karen	10.12
McLain Electric	2,205.98
Mille Lacs Disposal	20.00
MN BCA-CJIS Section	120.00
Moore Medical	542.75
Moore Medical	88.39
Moore Medical	32.52
Mora Bakery	19.20
Mora Bakery	57.60
Mora Police Dept	1,073.00
Mora Schools	15,223.58
Mora Schools	1,430.80
MPROA	40.00
Nelson, Dana	119.00
Nelsons Market	401.77
North Country Bottle Shop	107.26
Northern Bank Note Co	248.00
Novus	191.70
Nummela, Pat	80.85
Nummela, Randy	41.60
O'Brien, Pat	49.85
Office Depot	152.35
Office Depot	16.42
Office Depot	42.75
Office Depot	57.75
Office Depot	134.68
Office Depot	74.07
Office Depot	185.90
Office Depot	58.24
Ogilvie Schools	14,658.36
Ogilvie Youth Center	986.12
Olmstead, Bill	43.80
Olson, Gary	45.00
Olson, Rhonda	755.62
O'Reilly, Molly	148.50
Oslin Lumber	17.04
Osterdyk, Sue	75.90
Ostrom, Donna	22.50
Otte Dairy Delivery	387.50
Owens Auto Parts	60.98

Owens Auto Parts	6.41
Pamida	45.51
Pamida	6.39
PD's Embroidery	344.00
PD's Embroidery	224.80
PD's Embroidery	551.90
Pedersen, Jerry	40.70
Pieper, Rollie	31.90
PSS-Mpls	291.68
Quality Disposal	462.64
Raiche, Nancy	73.70
Ratwik, Roszak & Maloney	273.76
Reed, Terrie	80.85
Regents of the U of MN	14,650.50
Richards, Lila	315.24
Ringler, Jennie	33.00
Rittenour, Michelle	128.16
Rosburg, Diane	221.10
RS Eden	101.18
RS Eden	43.80
Rutgers Lodge	216.26
Ryan, Ellen	101.10
S&T	419.08
S&T	100.57
S&T	371.72
Sandberg, Bev	259.60
Schindler Elevator	171.58
Schmidt, Barb	432.17
Schultz, Stefani	124.30
Schwaab	42.58
Scofield, Becca	202.40
Sedlacek, Lowell	44.88
Sheriff, Isanti Co	22,718.72
Sheriff, Kanabec Co	1,807.00
Sheriff, Pine Co	7,740.10
Skramstad, Linda	117.70
Slaiku, James	150.00
Soderstrom, Mary	36.65
Sprint	30.00
Stahlke's	139.95
State of MN-BCA	355.00
Stericycle	201.00
Strandlund Refrigeration	670.00

Streichers	48.98
Streichers	179.98
Superior Transit Sales	757.50
Swanson, Lori	87.45
Teals Market	47.44
Timber Trails Public Transit	1,263.98
Toshiba Financial Services	51.66
Trimin	26,252.25
Tvedt, Joell	1,686.13
Twin City Hardware	28.95
US Bank	273,437.50
US Bank	264,495.00
US Cable	55.79
Villa Health Care Center	200.79
Voge, Dale	49.30
Vogel, Darla	193.60
Voight, Jackie	26.40
Waschenbecker, Diana	29.70
Watson Co	591.06
Watson Co	585.10
West Payment Center	432.50
Western Insurance Agency	1,433.00
Whitaker, Jerome	2,275.15
White, Ellen	121.00
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TOTAL	<u>808,657.31</u>

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

Resolution #14 – 07/08/09
Policy #P-117

WHEREAS the County Policy #P-117, Determination of Wages and Salaries Policy, was amended in October of 2007 to address changes in pay ranges due to reevaluations, and

WHEREAS the policy change did not contemplate the situation of a person who has no established step schedule, and

WHEREAS consistency of application dictates that a rule exists to establish the step date, and

WHEREAS the Personnel Director has recommended a technical correction to Policy #P-117 to correct this oversight;

BE IT RESOLVED to revise to accept the recommendation of the Personnel Director and revise Item II.F.1. of Policy #P-117 to read:

- a. In the event that the job is evaluated to a higher pay class the pay of individuals in that job shall be adjusted to the next higher pay by the following method: each individual's actual pay rate at the time of the change will be set into the new pay range, then rounded up to the closest step in the new range. If the individual's actual pay rate at the time of the change is exactly equal to a step in the new pay range, then that is the pay step used.
- b. The employee's step advancement date schedule will not be affected by this change. For employees on Step G with no scheduled step movement and are eligible for a step on the new range, the next step movement will occur one year from date of movement to the new pay range.

9:40am – Transit Manager Helen Pieper met with the county board to discuss a bus purchase.

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

Resolution #15 - 07/08/09

Bus Purchase

WHEREAS Timber Trails Public Transit has requested approval to purchase a new transit bus, and

WHEREAS proposals have been received as follows:

Hoglund Bus Company (Glaevl)	\$61,820 + tax
North Central Bus (Goshen)	\$70,730 + tax
North Central Bus (Elhart)	\$58,779 + tax

WHEREAS the Timber Trails Board of Directors and staff have examined the proposals and concluded that the Hoglund proposal is the best value and fit for the need, and

WHEREAS the Timber Trails Board of Directors has recommended accepting the Hoglund Bus Company proposal, and

WHEREAS 100% of the purchase would be made from MNDOT Grant Funds;

BE IT RESOLVED to authorize the purchase of a Glaval Universal Bus from Hoglund Bus Company with MNDOT Grant Funds at a cost of \$61,820.00 + tax.

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

Resolution #16 - 07/08/09

Local 563 MOA

WHEREAS the State of Minnesota has dealt with a budget shortfall for the coming biennium by use of unallotment, and

WHEREAS this will lead to funding reductions to Kanabec County, and

WHEREAS Kanabec County has insufficient reserves to absorb state funding reductions, and

WHEREAS the most effective tool the board has remaining to reduce staffing costs, and

WHEREAS the Kanabec County Board of Commissioners has offered Laborer's District Council, Minnesota and North Dakota Local 563 employees (Family Service Agency), through their exclusive representative, an option for reducing costs: to revert back to the 2008 wage schedule, and,

WHEREAS the current contract does not provide for such an action, and

WHEREAS Local 563 has indicated they would accept the wage reduction offer, and

WHEREAS nothing in the proposed MOA would abridge the county's right to schedule staff and assign hours of work;

BE IT RESOLVED that Kanabec County and Local 563 agree to approve a Memorandum of Agreement to return to the December 31, 2008 wage schedule effective July 18, 2009.

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

Resolution #17 - 07/08/09

Hour Change, Local 563 Employees

WHEREAS the State of Minnesota has dealt with a budget shortfall for the coming biennium by use of unallotment, and

WHEREAS this will lead to funding reductions to Kanabec County, and

WHEREAS Kanabec County has insufficient reserves to absorb state funding reductions, and

WHEREAS the most effective tool the board has remaining to reduce staffing costs, and

WHEREAS the board did by Resolution #31c-02/11/019 reduce the hours of Laborer's District Council, Minnesota and North Dakota Local 563 employees to achieve cost savings, and

WHEREAS Local 563 employees have offered to revert back to the 2008 wage schedule, and

WHEREAS such an agreement allows the county to restore hours and customer service while still achieving cost reductions;

BE IT RESOLVED to increase the paid hours of the following employees from 37.5 per week to 40.0 per week beginning July 18, 2009:

Abate, Lori	Financial Worker
Alderink, Elaine	Fraud Prevention Spec
Anderson, Anita	Financial Worker
Beachem, Luann	Social Worker
Bergstadt, Rhonda	Community Support Tech-Adult
Blowers, Richard	Financial Worker
Butenhoff, Cynthia	Community Support Tech-Adult
Coffin, Cassandra	Social Worker
Eye, Krista	Social Worker
Gabrielson, Charlene	Social Worker
Gregor, Sharyn	Social Worker
Heacock, Katie	Social Worker
Helmbrecht, Ami	Financial Worker
Hendershot, Michelle	Financial Worker
Huemmer, Margaret	Financial Assistance Spec
Johnson, Cheryl	Social Worker
Knobloch, Vicki	Social Worker
Lundberg, Ronda	Financial Worker
Mitchell, Kelly	Social Worker
Nelson, Lynn	Case Aide
Newman, Heather	Social Worker
Nowling, Shari	Financial Worker
Owens, Tammy	Child Support Officer
Pavlak, Shelly	Financial Worker
Peterson, Lana	Case Aide
Petrin, June	Account Clerk-Fiscal
Sachs, Sharon	Child Support Officer
Smith, Pam	Case Aide
Splett, Lisa	Social Worker

Stassen, Linda	Office Support Specialist
Strelow, Cheryl	Child Support Officer
Stromberg, Mary	Support Enforcement Aide
Struss, Kristen	Social Worker
VanVleet, Katie	Financial Worker
Vojvodich, Pam	Case Aide
Weber, Paula	Social Worker
Westman, Linda	Community Support Tech-Child
Wright, Sharon	Family Based Service Provider
Wulfekuhle, Christine	Financial Worker

9:47am – The board took an 8 minute break.

9:55am – Jail Administrator Joanne Nelson and Maintenance Supervisor Bill Martin met with the county board to discuss the jail project.

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

Resolution #18 – 07/08/09

Detention Furniture

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

WHEREAS the Jail Committee has explored options and solicited proposals for the project, and

WHEREAS the proposals received are:

Access Distributors	\$36,591.80
Norix Group, Inc.	\$30,401.85

WHEREAS the three lowest proposals are all within budget, and

WHEREAS the Building Committee has recommended proceeding with the lowest bidder;

BE IT RESOLVED to award the detention furniture for the new jail to Norix Group, Inc. at a cost of \$30,401.85 + tax.

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

Resolution #19 – 07/08/09

General Storage Racking

WHEREAS the jail project will require the purchase of general storage room

racking, and

WHEREAS the Jail Committee has explored options and solicited proposals for the project, and

WHEREAS the proposals received are:

Global Equipment	\$ 6,859.00
Tab Products	\$ 7,080.83
Mid-America	\$11,947.91

WHEREAS the two lowest proposals are within budget, and

WHEREAS the Building Committee has recommended proceeding with the lowest bidder;

BE IT RESOLVED to award the general storage room racking for the new jail to Global Equipment at a cost of \$6,859.00 + tax.

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

Resolution #20 – 07/08/09
Inmate Storage Room Racking

WHEREAS the jail project will require the purchase of Inmate Storage Room racking, and

WHEREAS the Jail Committee has explored options and solicited proposals for the project, and

WHEREAS the proposals received are:

Tab Products	\$ 9,306.72
Mid-America	\$11,527.50
Pacific Concepts	\$ 5,009.00

WHEREAS the three lowest proposals are all within budget, and

WHEREAS the Building Committee has recommended proceeding with the lowest bidder;

BE IT RESOLVED to award the detention furniture for the new jail to Pacific Concepts at a cost of \$5,009.00 + tax.

10:13am – Kay Pierson, Arthur Township Clerk and Recycling Manager, met with the county board to discuss recycling.

Action #21 – It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to send Arthur Township a letter of support for its recycling program.

10:34am - The Chairperson then called for public comment. Those that responded included:

Dick Roesler	-Arthur Township has \$1.1 million in the bank. - The existing recycling center could be used better instead of making it bigger.
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10:40am - The Chairperson closed public comment.

10:40am – Chief Deputy Sheriff Robert Jensen met with the county board to discuss staffing issues.

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

Resolution #22 – 07/08/09
Approve Sheriff's Deputy Job Description

WHEREAS Kanabec County Policy P-117, III.A calls for a reevaluation of all county job classifications on a five year rotation, and

WHEREAS the position of Deputy Sheriff is on the rotation schedule for 2009, and

WHEREAS the County Coordinator has submitted an updated job description and position questionnaire, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates are largely clarifications rather than changes;

BE IT RESOLVED that it is the decision of the board to accept and approve the proposed changes in the Deputy Sheriff job description, but that the changes in the job are not sufficient to warrant further review by the salary consultant and the position will retain its current rankings.

Action #23 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #23 - 07/08/09

Refill Deputy Position

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 Sheriff 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, and

BE IT FURTHER RESOLVED to authorize County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

10:50am – County Assessor Dan Weber met with the county board for his annual performance evaluation.

Action #24 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #24 - 07/08/09

Close to Evaluate Performance

WHEREAS the Personnel Director has presented the board with a regular annual step advancement for a Kanabec County Department Head;

BE IT RESOLVED to close the meeting at 10:52am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd 3 to evaluate the performance of County Assessor Dan Weber.

Action #25 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to reopen the meeting at 11:03am.

Action #26 – It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #26 – 07/08/09

Evaluation Result

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.

11:13am – County Engineer Greg Nikodym met with the county board to discuss matters concerning the Highway Department.

Action #27 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #27 – 07/08/09

Diesel Fuel

WHEREAS the following quotes were received for diesel fuel:

Town & Country Oil	\$1.922
Federated Coop	\$1.890

WHEREAS the quote of \$1.89 per gallon provided by Federated Coop was the low quote;

BE IT RESOLVED to accept the low quote of \$1.89 provided by Federated Coop.

Action #28 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #28 – 07/08/09

Partial Payment – Rural Lighting

WHEREAS East Central Energy has completed work on Project SAP 33-030-003, installation of lighting at rural intersection, in accordance with plans and specifications;

BE IT RESOLVED to authorize payment in the amount of \$44,677.04 to East Central Energy.

Action #29 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #29 – 07/08/09
Spring Lake Trail

WHEREAS Plans and specifications have been prepared for the construction of project SP 33-090-01, Spring Lake Trail, and

WHEREAS The City of Mora has received Federal funding for this project and wishes to proceed with obtaining bids for its construction, and

WHEREAS, the County of Kanabec is required to administer this project;

BE IT RESOLVED that the County Engineer is authorized to advertise for bids for the completion of Project SP 33-090-01.

Action #30 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to adjourn at 11:48am to meet again in regular session on Wednesday, July 15, 2009 at 9:00am.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator