

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**June 11, 2014**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 11, 2014 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, Kevin Troupe, Gene Anderson, and Kathi Ellis.

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 as amended: Add Teresa Wickeham appointment.

Action #2 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the May 28, 2014 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following paid claims:

<b>Vendor</b>	<b>Amount</b>
Ann Lake Twp	41,379.18
Arthur Twp	60,523.76
Braham Public Schools	59,909.86
Braham Public Schools	59,909.87
Brunswick Twp	78,962.68
City of Braham	3,343.24
City of Grasston	9,354.28
City of Milaca	41.85
City of Mora	505,343.30
City of Ogilvie	37,405.12
City of Quamba	36,056.89
Comfort Twp	79,446.81
Comm of Finance-Treas Div	220.38
East Central Energy	252.00
East Central Reg Dev Comm	12,516.82
East Central School District	21,504.58
East Central School District	21,504.58
EC Riders	1,567.05
Ford Twp	48,553.04

GMCU	3,880.77
Grass Lake Twp	53,729.67
Haybrook Twp	31,088.30
Hillman Twp	27,808.21
Hinckley Finlayson Schools	21,994.10
Hinckley Finlayson Schools	21,994.10
Holiday Credit Office	11,757.83
Isle Public Schools	19,316.92
Isle Public Schools	19,316.93
Kanabec Co Auditor-HRA	92.53
Kanabec County	189,836.29
Kanabec County	189,836.29
Kanabec Twp	42,178.48
Knife Lake Twp	55,568.19
Kroschel Twp	31,207.59
Milaca Public Schools	5,696.66
Milaca Public Schools	5,696.66
MN Comm of Revenue	36.20
MN Energy Resources Corp	229.81
Mora Motor Vehicle	16.00
Mora Municipal Utilities	14,780.01
Mora Psychological Services	1,500.00
Mora Public Schools	428,107.15
Mora Public Schools	428,009.68
Ogilvie Public Schools	227,930.55
Ogilvie Public Schools	226,479.30
Peace Twp	62,774.59
Pine City Public Schools	163.74
Pine City Public Schools	163.74
Pomroy Twp	48,803.54
Southfork Twp	42,543.51
Verizon Wireless	777.47
Whited Twp	34,002.72
Total	3,325,112.82

Action #4 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

### Revenue Fund

VENDOR	AMOUNT
1st Choice Document Destruction	595.30

Academy of Lactation Policy & Practice	252.00
Ace Hardware	60.31
Ace Hardware	3.87
Ace Hardware	10.00
Ace Hardware	14.72
Advanced Correctional Healthcare	16,002.01
Alkire, Alyce	511.80
AmeriPride	502.59
Amundson, Pauline	578.50
Amundson, Pauline	97.50
Andres, Christine	22.40
Andres, Christine	279.22
Ashworth Appliance	119.94
Auto Value	129.96
A'viands, LLC	14,252.80
Bachman Printing	377.00
Bartsch, Meganne	17.36
Bartsch, Meganne	57.68
BCA Criminal Justice Training	460.00
Berg, Ashley	127.68
Bernhardt, Maria	18.48
Bernhardt, Maria	216.72
Biever, Laurie	274.40
Billings Service	14.00
Billings, Margaret	218.40
Burski, Kathy	42.42
Burski, Kathy	188.16
Cardiac Science	5,750.00
CDW Government	604.30
Central Heating & Air	180.45
Chisago Co Public Health Dept	11,316.43
Christianson, Craig	1,108.88
Coborns Pharmacy	227.78
Colburn, Judy	146.72
Curtis, Michael	1,290.20
Dalco	130.33
Dandelion Floral	83.30
Dex Media East Inc	49.81
Deyta, LLC	90.00
Don's Towing	650.00
E-911	10,621.12
East Central Exterminating	140.00
ECM Publishers	155.10

Election Systems & Software	2,400.00
Elfstrum, Brenda	516.88
Family Pathways	2,418.00
Faust, Patrick	1,427.52
Felland, Becky	419.44
Fresonke, Lew	150.00
Friday, Jenny	36.96
Galls	276.00
Galls	169.50
Garcia, Tim	418.97
Glen's Tire	77.80
Glen's Tire	241.60
Glen's Tire	74.00
Glen's Tire	20.00
Goodin Co	99.80
Grainger	19.61
Granite City Jobbing	900.53
Granite City Jobbing	46.13
Hass Construction	90.00
Heins, Mary	70.56
Hoefert, Bob	2,124.72
Holland, Jeff	197.68
Hood, Barb	555.33
Hood, Bill	619.52
Horizon Towing	480.94
Ideal Service Inc	577.50
Image Office Service	82.25
Industrial Health Services	84.80
Isanti Co Family Services	5,638.29
Johnson's Hardware	49.98
Juettner, Sandy	2,824.92
Juettner, Sandy	550.00
Juettner, Sandy	2,268.30
Kanabec Co Ag Society	240.00
Kanabec Co Auditor's Office	300.00
Kanabec Co Hwy Dept	15.74
Kanabec Co Hwy Dept	56.15
Kanabec Co Hwy Dept	377.77
Kanabec Co Hwy Dept	35.51
Kanabec Co Hwy Dept	70.25
Kanabec Co Hwy Dept	69.66
Kanabec Co Public Health	86,347.57
Kanabec Publications	2,757.83

Kanabec Publications	71.00
Kanabec Publications	83.00
Kanabec Publications	403.17
Kanabec Publications	1,444.80
Keeps	164.31
Kennedy Jr, Kerry	329.16
Koch's Hardware	24.50
Kramersmeier, Wallace	550.00
Lamar Companies	1,050.00
Landreville, Willard	633.20
Lane, Dave	38.08
Lerrssen, Jennifer	542.92
Luberda, Karen	368.96
MACAI Treasurer	180.00
Magaard, Andrew	149.03
Magaard, Derek	200.00
Magaard, Robert	22.40
Manthie, Mark	281.68
Marco	79.00
Marco	82.37
Marco	11.89
Marohn, Brenda	13.44
McClellan, Karen	35.00
McClellan, Karen	138.10
McGee MD, Michael	1,000.00
McIntosh, Bob	425.00
MCIT	2,500.00
MCIT	80.00
Mehlhop, Ron	36.96
Mestnik, Kate	509.10
Mille Lacs Co Community & Veterans Services	5,607.35
Mille Lacs Disposal	20.00
Miller, Bailey	309.52
MN Elevator	454.05
MN Elevator	902.10
MN Secretary of State	240.00
MN Supreme Court	254.00
Moore Medical	103.85
Mora Chevrolet Buick	2,300.67
Mora Chevrolet Buick	44.95
Mora Marine	163.93
Mora Motor Vehicle Inc	41.50

Mororola	500.00
Nelson, Ansel	1,122.63
Nelson, Jerry	194.77
Nelson, Ronette	994.39
Newgard, Jean	217.44
North Metro Signs	628.43
North Metro Signs	336.66
Oak Gallery	45.17
Obert, Nichole	89.60
Office Depot	114.90
Olson, Autumn	12.32
Olson, Autumn	504.56
O'Reilly, Molly	206.64
Osterdyk, Dorothy	544.32
Owens Auto Parts	15.44
Payment Resolution Services	60.62
PD's Embroidery	1,948.96
PD's Embroidery	45.00
Pedersen, Jerry	35.84
Pieper, Helen	282.35
Pieper, Rollie	177.22
Pine Co Health & Human Services	47,903.86
Pine Co Health & Human Services	2,580.00
Quality Disposal	453.11
Quality Disposal	203.92
Raiche, Nancy	103.04
Rancour, Jenifer	243.04
Raudabaugh, Carey	196.56
Ringler, Jennie	77.28
Roberts, Rodney	24.64
Roeschlein, Sheri	11.17
Rogers, Pearl	673.86
Rosburg, Diane	189.84
S&T	125.28
S&T	131.56
S&T	17.27
S&T	484.21
SafeAssure Consultants	6,509.00
SeaChange LLC	2,045.00
SHI	176.00
SHI	2,673.00
SHI	314.00
Shopko	71.88

Shopko	12.80
Skramstad, Linda	472.08
Stellar Services	684.58
Stemig, Michelle	75.32
Struffert, Delores	211.96
Swanson, Jeremy	1,162.95
Swanson, Lori	77.84
Tapes Plus Advertising	150.00
Teal's Market	18.55
Telander, Sarah	244.16
Thompson, Wendy	577.92
Tinker & Larson	43.62
Touch & Go	65.22
Trimin Systems	3,120.00
Triple M Lawn & Snow	200.00
Triple M Lawn & Snow	150.00
Turner, Virginia	22.96
UHL Company	2,456.80
UHL Company	614.20
UPS	17.28
Veolia Environmental Services	4,129.57
Verizon Wireless	278.16
Vogel, Darla	282.24
Voight, Jackie	85.68
Wallskog, Jenilee	74.18
Waschenbecker, Diana	107.52
Watson Co	157.77
WCMP	348.00
White, Ellen	101.36
Wickeham, Teresa	121.63
Wiitala, David	1,687.76
Wojciechowski, Travis	55.00
Wojciechowski, Travis	40.00
World Medical Government Solutions	412.04
Wuestenhagen, Joy	37.01
Zaiser, Kelly	97.44
Zamora, Ray	1,366.28
Zaudtke, Wayne	210.00
Ziegler, Inc	10,017.12
Total	309,348.42

## Road & Bridge

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	93.97
Ameripride	581.78
Auto Value Mora	1,074.12
Cindy Bacon	123.65
Beaudry Oil & Propane	23,250.01
Boyer Trucks	418.15
Braham Motor Service, Inc	1,020.37
Cemstone Products co	364.65
Central Applicators, inc	2,110.00
Central Heating & AC	404.55
Central McGowan, Inc	141.68
Commissioner of Transportation	177.65
George DeJong	169.99
FirstLab	168.85
Fleetgo	18.99
Gopher State One Call	26.10
Granite City Jobbing	227.03
Handyman's, Inc	79.80
HP Gravel & Grading, LLC	1,317.50
Kanabec County Abstract LLC	3,440.00
Kohl's Foam Systems, Inc	29,437.60
Leaf Towing & Recovery	2,500.00
Little Falls Machine, Inc	432.76
Newman Traffic Signs	482.09
Northern Safety & Industrial	242.32
Northern States Supply	50.80
Nuss Truck & Equipment	2,844.00
Office Depot	49.98
Oslin Lumber	35.40
Owen's Auto Parts	640.87
Power Plan	618.39
Quality Disposal Systems, Inc.	145.89
Richards, Lila, The Cleaning Agent	800.00
Tom Roeschlein	99.99
E. G. Rud & Sons, Inc	763.00
SageQuest	559.00
Tri-State Bobcat	2,325.00
Verizon	37.52
Zep Sales & Service	746.59
Total	<u>78,020.04</u>

Action #5 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the purchase of a Glaval Bus from Hoglund Bus Company at a cost of \$73,670.00

Action #6 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the purchase and installation of cameras for the Transit buses at a cost of \$14,920.00.

Action #7 – It was moved by Kathi Ellis, seconded by Les Nielsen and carried unanimously to approve a Consent Agenda including all of the following actions:

**Resolution #7a – 06/11/14**  
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 April, 2014 claims on SCORE Funds:

Quality Disposal	\$2,896.90
Knife Lake Sanitation	\$645.60
Arthur Township	\$400.00
Total	\$3,942.50

**Resolution #7b – 06/11/14**  
KLID CLAIMS

**WHEREAS** the Kanabec County Board of Commissioners have been presented with a request to pay claims on Knife Lake Improvement District funds, and

**WHEREAS** the request was accompanied by invoices and verification in the Knife Lake Improvement District board minutes of May 19, 2014, and

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

**BE IT RESOLVED** to pay the following claims:

Ace Hardware	\$122.89
East Central Energy	\$68.00

East Central Energy \$69.02

County Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

Action #8 – it was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

**Resolution #8 - 06/11/14**  
**Liquor & Tobacco Licenses**

**WHEREAS** the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

**WHEREAS** the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the following license applications:

**LIQUOR/BEER/ TOBACCO LICENSE RENEWALS 2014-2015**  
**KANABEC COUNTY BOARD - JUNE 11, 2014**

Establishment	LIQUOR	BEER	TOBACCO
Braham Moose Lodge 1544	Club/Sun	-	-
Captain Dans' Crow's Nest	On/Off/Sun	Off	Yes
Fish Lake Resort & Campground	On/Off/Sun	-	Yes
McBees	On/Off/Sun	-	-
Northwoods Steak House & RV Park	On/Off/Sun	-	Yes
Ogilvie Raceway	Wine/SB/On/Sun	On	-
Pink Diamond	On/Off/Sun	-	-
Springbrook Golf Course	On/Sun	-	-
Stello's Trackside	On/Sun	-	-
Woodland Jacks	On/Off	-	-

Action #9 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

**Resolution #9 - 06/11/14**

**BE IT RESOLVED** to appoint Justin Frisch to the Insurance Committee for a three year term commencing immediately and expiring January 3, 2017.

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

## **Resolution # 10 - 06/11/14**

**WHEREAS**, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

**WHEREAS**, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

**BE IT RESOLVED** that Kanabec County hereby declares that the position of Deputy, currently held by our current and future part time employees, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

**BE IT FURTHER RESOLVED** that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

Public Works Director Chad Gramentz met with the County Board to discuss matters concerning his department.

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

## **Resolution # 11 - 06/11/14**

Public Service Building Roof

**WHEREAS** the roof at the Public Service Building is beyond its life expectancy and is in need of repair, and

**WHEREAS** the following quotes were received for roofing improvements:

McDowall Company	\$99,700.00
Armstrong Roofing & Construction	\$56,250.00

**WHEREAS** the low quote of \$56,250.00 was provided by Armstrong Roofing & Construction;

**THEREFORE BE IT RESOLVED** to accept the quote of \$56,250.00 by Armstrong Roofing & Construction, and

**BE IT FURTHER RESOLVED** to fund this project with Family Services fund balance.

Action #12 – It was moved by Kim Smith, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

### **Resolution # 12 - 06/11/14**

Public Service Building HVAC Units

**WHEREAS** the HVAC units at the Public Service Building are past their life expectancy and beyond repair, and

**WHEREAS** the following quotes were received to replace the HVAC units:

Central Heating & Air Cond., Inc.     \$48,789.63

UHL Company     \$56,450.00

and,

**WHEREAS** the low quote of \$48,789.63 was provided by Central Heating & Air Cond., Inc.;

**THEREFORE BE IT RESOLVED** to accept the quote of \$48,789.63 by Central Heating & Air Cond., Inc., and

**BE IT FURTHER RESOLVED** to fund this project with the Future Capital Improvement Fund.

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

### **Resolution # 13 - 06/11/14**

Public Service Building Server Room

**WHEREAS** the computer server room at the Family Services building is in need of temperature control to protect the equipment, and

**WHEREAS** temperature control in the server room is recommended by the IS Director and identified as an action item in the Kanabec County IS Strategic Plan, and

**WHEREAS** the following quotes were received:

Central Heating & Air Cond., Inc.	\$4,046.48
Jensen-Anderson Co.	\$5,962.50
UHL Company	\$6,250.00

**WHEREAS** the low quote of \$4,046.48 was provided by Central Heating & Air Cond., Inc.;

**THEREFORE BE IT RESOLVED** to accept the quote of \$4,046.48 by Central Heating & Air Cond., Inc., and

**BE IT FURTHER RESOLVED** to fund this project with Family Services Fund Balance.

Action #14 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve the following resolution:

### **Resolution #14 - 06/11/14**

Petition for Minor Repair on County Ditch 11A

**WHEREAS** Curt Hedtke, Pamela Hedtke, and Bryan Hedtke petitioned Kanabec County for a minor repair by property owner of County Ditch #11A to install a crossing in the southeast quarter of section 36 of Kanabec Township, and

**WHEREAS** the petition and the required deposit have been submitted in accordance with the Kanabec County Drainage System Management Policy;

**THEREFORE BE IT RESOLVED** the Kanabec County Board of Commissioners hereby orders an engineering report for said petition, and

**BE IT FURTHER RESOLVED** the Kanabec County Board of Commissioners appoints as engineer, the Kanabec County Public Works Director.

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

### **Resolution #15 - 06/11/14**

Aggregate Base Stabilizer – CSAH 5

**WHEREAS** the design of CSAH 5 for SAP 033-605-018 includes BASE-ONE aggregate base stabilizer, and

**WHEREAS** BASE-ONE aggregate stabilizer is a proprietary product and more cost effective if purchased directly, and

**WHEREAS** the following quote was received for aggregate base stabilizer:

TeamLab	\$59,950.00
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**THEREFORE BE IT RESOLVED** to accept the quote of \$59,950.00 by TeamLab for aggregate base stabilizer.

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

### **Resolution #16 – 06/11/14**

Grant Application Resolution

**WHEREAS**, access to mental health services in rural areas is an issue throughout the State of Minnesota and the need for funding for more effective, equitable and sustainable solutions is a key factor ; and

**WHEREAS**, the Bush Foundation has a Community Innovations grant available to provide such funding; and

**WHEREAS**, Kanabec County Family Services has an opportunity to apply for the Community Innovations grant and the Director of Health and Human Services is recommending applying for said grant.

**THEREFORE BE IT RESOLVED** to approve the Health and Human Services Director to apply for the Bush Foundation Community Innovations grant to provide more effective, equitable, sustainable services to the people of Kanabec County.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss matters concerning her office.

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

### **Resolution #17 – 06/11/14**

COUNTY'S SOLID WASTE MANAGEMENT PLAN

**WHEREAS**, the legislature of the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan Update (Update) in accordance with Minn. Stat. §§115A.46; 115A.417; 115A.551; subs. 6-7; 115A.552, 115A.557, subd 2-3; 115A.63; 115A.84;

115A.914; 115A.96, subd. 6-7; 115A.917; 115A.97; Minnesota Rules 9215 and all other applicable statutes and rules; and

**WHEREAS**, Minnesota counties recognize the need to plan for and practice environmentally sound methods of managing their solid waste; and

**WHEREAS**, in 1989, the Legislature of the State of Minnesota enacted legislation to require that Solid Waste Management Plan Updates be amended to include the requirements in Minn. Stat. §§ 115A.96 (1991); and

**WHEREAS**, Kanabec County recognizes the need to plan for and implement waste reduction, recycling, yard waste composting, special waste management strategies, and processing of mixed municipal solid waste;

**NOW THEREFORE, BE IT RESOLVED**, that the Kanabec County Board of Commissioners hereby approves the updated Kanabec County Solid Waste Management Plan.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the Sheriff's Office.

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

### **Resolution #18 – 06/11/14**

#### RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

**BE IT RESOLVED** that Kanabec County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2014 through September 30, 2016.

**BE IT FURTHER RESOLVED** that the Kanabec County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Kanabec County and to be the fiscal agent and administer the grant.

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

### **Resolution #19 – 06/11/14**

**BE IT RESOLVED** to approve a Badges Fund to be reported as a non-spendable assigned fund.

The board took a 5 minute break

**10:30am** - The Chairperson then called for public comment three times. Those that responded included:

Henry Fischer	Comment on special aid to defray costs to out of home placement.
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**10:35am** - The Chairperson closed public comment.

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

### **Resolution #20 – 06/11/14**

**BE IT RESOLVED** to close the meeting at 10:37 am pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 3(b) to discuss matters related to on-going litigation, specifically Masonic Temple – Mora Lodge 223 vs Kanabec County.

Those present during the closed portion of the meeting include Commissioners Kevin Troupe, Gene Anderson, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator Patrick Christopherson and County Attorney Barb McFadden.

Action #21 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to open the meeting at 10:45am.

Action #22 – It was moved by Les Nielsen, seconded by Kathi Ellis and carried unanimously to approve a tax evaluation for the Masonic Temple – Mora Lodge 223.

Action #23 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to adjourn at 10:46 a.m. and to meet again in regular session on Wednesday, June 25, 2014 at 7:00pm.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk