

# PROCEEDINGS OF THE COUNTY BOARD

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

**March 12, 2008**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 12, 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 Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the agenda with the following changes:

a. add item #8, staffing

Action #2 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the February 27, 2008 minutes of the Kanabec County Board of Commissioners as presented.

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

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## Resolution #3a – 3/12/08

**WHEREAS** the Kanabec County Board of Commissioners did, by Resolution #9-02/20/08, approve an amendment to the Kanabec/Pine Community Health Services (CHS) joint powers agreement regarding the term limits for Board members according to Article VIII, Amendments allowing the Medical Consultant to serve more that three consecutive terms, and

**WHEREAS** the Pine County Board of Commissioners have similarly approved the amendment;

**BE IT RESOLVED** to reappoint Dr. Bostrom to the Kanabec/Pine Community Health Service Board for a three-year term commencing January 8, 2008 and expiring January 3, 2011.

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## Resolution #3b – 3/12/08

**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 January, 2008 claims on SCORE Funds:

Quality Disposal	\$4,400.00
Arthur Township	\$400.00
TOTAL	\$4,800.00

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### **Resolution #3c – 2/13/08**

**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 February 20, 2008, and

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

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

ERA Laboratories	\$91.50
East Central Electric	\$17.23
East Central Electric	\$30.79
Bob Johnson	\$46.54
Kanabec County	\$35.77
Kanabec County	\$37.05

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### **Resolution #3d – 2/13/08**

**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 payment of claims totaling \$70.00 as follows:

East Central Water Testing    \$70.00

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## **Resolution #3e – 2/13/08**

**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 Application for Permit for the Pheasants Forever Club for a raffle event to be held at Fish Lake Resort, 674 Fish Lake Dr, Mora, MN 55051 on March 29, 2008.

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Action #4 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the purchase of a 20 hour Technical Support Contract from CPS Technology for \$2,300.

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

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The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, March 12, 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 Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH6 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the Public Health Board Agenda as presented.

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

## **Resolution #PH7 – 03/12/08**

**WHEREAS** the Health & Human Service Director has presented the board with proposals for a replacement Senior Bus as follows:

Supplier	By	Cost
North Central Bus Sales	Elkhart Coach	\$47,938
Hoglund Bus & Truck	Glaval	\$54,744
Superior Transit Sales	Eldorado National	\$52,232

**WHEREAS** the Health & Human Service Director has recommended the “Eldorado National” as the best match for the need;

**BE IT RESOLVED** to authorize the purchase of the Eldorado National from Superior Transit Sales at a cost of \$52,232.00 plus tax.

*Action #PH8* – It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

### **Resolution #PH8 – 03/12/08**

**WHEREAS** the Health & Human Service Director has requested approval to apply for a CMCOA Grant for services to assist persons aged 60 or older to remain in their homes or least restrictive living style;

**BE IT RESOLVED** to authorize the application to the Central Minnesota Council on Aging for Future Funding Opportunity Title III-B, Supportive Services Title III-D Preventative Health funding.

*Action #PH9a* – It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to adjourn the Public Health Board at 9:50am to meet in regular session on Wednesday, April 9, 2008 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

*Action #9b* – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the following paid claims:

Anderson Legal	918.00
Ann Lake Twp	789.11
Arthur Twp	3,277.70
Assurant Employee Benefits	1,284.81
Assurant Employee Benefits	1,188.77
Brunswick Twp	1,027.48
Cardinal Health	432.77

4Certified Power	1,650.00
Chamberlain Oil Co	581.40
Comfort Twp	1,498.10
East Central Energy	56.52
East Central Energy	58.36
EC Riders	8,801.75
Five County Mental Health	826.25
Ford Twp	789.11
GMCU	780.15
Grass Lake Twp	1,603.13
Guptil, Mackenzie	4,680.95
Haybrook Twp	789.11
Hillman Twp	855.86
Humana Dental	4,093.81
Kanabec Twp	789.11
Knife Lake Twp	1,384.07
Kroschel Twp	789.11
Ledin & Hofstad	425.00
MN Dept of Finance	5,822.00
MN Energy Resource	7,495.44
MN Mutual Life Ins	386.60
Mora Municipal Utilities	757.14
Mora Municipal Utilities	7,712.73
Mora Municipal Utilities	941.57
Northstar Access	1,153.01
Northstar Access	1,152.41
Peace Twp	1,085.22
Pomroy Twp	789.11
Psychological Consultants	825.00
Rural Cellular Corp	1,384.36
Southfork Twp	2,609.46
TDS Metrocom	326.29
Town & Country Oil	22,027.86
Treasurer, Kanabec Co	79,305.00
Twin City Hardware	4,107.99
Whited Twp	1,107.89
Total	<u>178,359.51</u>

Action #10 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve payment of the following claims on the funds indicated:

**Revenue Fund**

Ace Hardware	272.88
Ace Hardware	71.09
Akkerman-Ingebrand Funeral Home	300.00
Alcanter, Lori	345.93
Allina Hospitals & Clinics	313.26
American Solutions for Business	761.73
American Solutions for Bus.	623.12
AmeriPride	318.93
AmeriPride	46.27
Anderson, Karen	233.22
Andres, Christine	133.33
Anytime Fitness Mora	1,661.40
Armstrong, Becci	32.83
Auto Value	138.89
Auto Value	26.60
Barlow, Walt	43.08
Batteries Plus	19.17
Bearce, Teresa	193.59
Bearce, Teresa	225.00
Bendel Sign Co	856.00
Bernhardt, Maria	259.07
Biever, Laurie	228.77
Blahoski, Doreen	40.00
BLI Lighting	189.08
Braham Motor Service	31.50
Briggs	192.48
Bryant, Gary	1,597.50
Burke Engineering	110.53
Burski, Kathy	671.45
Carlton Co Treasurer	15.00
Cassman, Deb	309.06
CDW	39.41
CDW	59.64
CDW	1,522.96
Children's Hospitals	1,161.48
Coborns	215.17
Coborns Pharmacy	536.09
Coborns Pharmacy	1,187.93
Cougarville Garage	2,393.13
CPS	456.57
Crawford Supply Co	88.44
CTC	20.99
Curves for Women	600.02

D&T Ventures	551.25
D&T Ventures	500.00
Dahlman, Bonnie	77.32
Dalco	223.22
Dandelion Floral	63.47
Don's Auto	426.01
Dudek, Allison	62.62
East Central Exterminating	101.20
East Central Exterminating	95.85
East Central Regional Juvenile	386.00
EBSC	1,365.00
ECM	492.80
EcoWater	82.39
EG Rud & Sons	10,200.00
Elfstrum, Brenda	313.10
Employers Assoc	97.50
Erbstoesser, Arnie	424.68
Federated Coops	142.29
Florida Micro	2,572.00
Florida Micro	643.00
Frank Madden & Assoc	97.35
Fresonke, Lew	202.50
Friday, Jenny	146.96
Galls	107.52
Garcia, Timothy	22.50
GeoComm	3,800.00
Glens Tire	211.03
Gorham Oien	97.00
Grainger	103.01
Granite Electronics	111.74
GreatAmerica Leasing Group	999.00
GreatAmerica Leasing Group	999.00
Gunderson Motors	1,409.36
Gustafson, Bev	102.64
Handymans Inc	8.56
Hannu, Joann	315.63
Harthan-Johnstone, Beth	27.00
Hasler	1,150.20
Hebeisen, David	90.00
Hebeisen, Rose	730.75
Holiday Fleet	43.56
Horizon Towing	189.04
Howard, Carey	157.56

Image Office Service	67.83
Internal Revenue Service	50.00
Ivans	72.45
Jims Locksmithing	25.00
Johnson, Wallace	133.32
Johnsons Hardware	6.27
Johnsons Hardware	100.52
Jones, Clare	28.21
Kanabec Co Environmental Serv.	6,250.00
Kanabec Co Hwy Dept	296.37
Kanabec Co Hwy Dept	43.89
Kanabec Co Hwy Dept	18.34
Kanabec Co Hwy Dept	67.10
Kanabec Co Hwy Dept	636.27
Kanabec Co Hwy Dept	141.45
Kanabec Co Public Health	5,490.06
Kanabec Co Public Health	36.53
Kanabec Co Recorder	100.00
Kanabec Co SWCD	5,000.00
Kanabec Co SWCD	26.00
Kanabec Hospital	1,140.00
Kanabec Hospital	1,871.16
Kanabec Hospital	3,410.80
Kanabec Hospital	4,221.70
Kanabec Publications	1,231.59
Kanabec Publications	41.10
Kanabec Publications	357.50
Kanabec Publications	11.49
Kanabec Publications	30.39
Kanabec Publications	186.38
Kanabec Publications	145.91
Kanabec Publications	81.50
Kandiyohi Co	129.00
Keefe Supply Co	625.44
Keepers	839.68
Kehn, Jessie	19.65
Laden's Business Machines	183.87
Larson Allen	1,500.00
Laska, Millie	1,139.81
Marco	86.59
Marco	21.30
Marco	59.40
Marco	102.32

Martin, Bill	6.57
Maul, Barb	106.05
Maul, Barb	90.90
MB McGee, MD	400.00
MCCC	2,795.00
MCCC	2,821.47
MCIL	35.00
MCIT	128.00
Methven Funeral Home	250.00
Mid-American Research Chem	97.98
Midwest Veterinary Supply	25.56
Miklesh, Jolene	63.13
Mille Lacs Co Jail	21,050.00
Minar, Scott	38.21
MN County Attorneys Assoc	48.99
MN County Recorders Assoc	250.00
MN DOT	250.00
MN Legal Register	85.00
MN Monitoring	78.00
MN Sheriffs Assoc	50.00
MN Sheriffs Assoc	525.00
MN Supreme Court	100.00
MN Supreme Court	221.00
Moore Medical	79.50
Mora Police Dept	384.00
Mora Schools	10,697.00
Mora Schools - SADD program	300.00
Morrell, Joy	826.58
Nasco	51.70
Nelson, Marty	128.82
Nelsons	486.00
Nelsons	281.40
Oak Gallery	8.45
Oak Gallery	25.73
Oak Gallery	10.56
Oak Gallery	44.64
Office Depot	257.01
Office Depot	62.68
Office Depot	16.83
Office Depot	61.31
Office Depot	169.86
Office Depot	23.02
Office Depot	12.83

Office of Enterprise Technology	600.00
Ogilvie Schools	9,478.00
Ogilvie Schools	212.16
Olmstead, Bill	54.09
Orange Tree Employment Service	6.00
O'Reilly, Molly	257.55
Oriental Trading	128.40
Osterdyk, Sue	82.32
Ostrom, Donna	9.50
Otte Dairy Delivery	510.00
Pamida	199.97
Pamida	141.46
Paradise Theatre	51.00
PD's Ebroidery	132.00
PD's Ebroidery	20.00
Pedersen, Jerry	28.28
Petersen, Renee	48.48
Peterson, Alan	13.99
Pine SWCD	209.60
Quality Disposal	438.68
Raiche, Nancy	178.78
Ramsey Co	1,400.00
Ratwik, Roszak & Maloney	264.92
Reed, Terrie	364.62
Regions Hospital	220.00
Reliance Telephone	700.00
Richards, Lila	298.20
Ringler, Jennie	280.78
Rode, Esther	449.97
Rosburg, Diane	191.40
RS Eden	33.75
S&T	498.32
S&T	1,070.55
S&T	248.95
S&T	4.94
Sam's Club	35.00
Sandberg, Bev	142.41
Schmidt, Barb	277.71
Schroeder, Janelle	87.88
Scofield, Becca	174.73
Sheriff, Isanti Co	3,905.98
Sheriff, Kanabec Co	384.00
Skramstad, Linda	204.53

Stahlkes	140.00
Stericycle	183.75
Sticks & Stones Lumber	231.38
Strandberg, Connie	74.74
Strandberg, Richard	679.36
Streichers	6,257.54
Swanson, Lori	341.00
Swenson, Deb	147.84
Swyrich Corp	193.34
Thompson, Wendy	335.32
TigerDirect	201.39
Tinker & Larson	246.40
Tvedt, Joell	539.20
Uniforms Unlimited	376.24
US Bank	1,667.50
US Bank	225,630.00
Vogel, Darla	350.47
Voight, Jackie	222.71
Walk4Life	1,240.75
Watson Co	862.90
Watson Co	145.04
Weber, Dan	14.50
Weber, Dan	29.90
West Payment Center	279.87
West Payment Center	262.72
WRS Group	125.00
Yahoo Custodian of Records	20.41
YIPA Registration Center	140.00
Zamora, Raymond	1,431.41
Total	<u>394,363.75</u>

### **Road & Bridge**

Ace Hardware	383.32
Ameripride	549.62
Ashworth Appliance & Electronics	9.57
Aspen Equipment Company	101.77
Auto Value Mora	2,089.58
Bentley Systems, Inc.	807.87
Boyer Ford Trucks	106.46
Car/Truck City and GMAC	19,786.68
Central McGowan, Inc.	113.49
Certified Power, Inc.	1,650.00
Chamberlain Oil Company, Inc.	63.26

Chemsearch	397.84
Crysteel Truck Equipment	296.71
Emergency Automotives Technologies	296.71
Federated Co-ops Inc.	40.07
First Lab	78.00
Gopher State One-Call	2.90
Jim's Machine & Welding	110.26
Kanabec Publications	96.53
Lenny's Service	90.95
MacQueen Equipment Inc.	347.90
Mille Lacs County Public Works	452.13
MN Counties Insurance Trust	241.00
North American Salt Co.	5,306.49
Northern States Supply, Inc.	299.43
Office Depot	37.12
Oslin Lumber	212.66
Owen's Auto Parts NAPA	761.02
Oxygen Service Co., Inc.	145.21
Pomp's Tire Service Inc.	1,148.79
Power Plan	507.76
Quality Disposal Systems, Inc.	128.37
Reed Business Information	238.68
Richards, Lila, The Cleaning Agent	809.40
Robin Straka, Deputy Registrar	2,918.63
Truck Bodies & Equip Intl Inc	182.26
Vista Safety Program	144.13
Zep Sales & Service	654.83
Total:	<u>\$41,607.40</u>

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

## **Resolution #11 – 03/12/08**

### **Approve Maintenance Worker 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 Maintenance Worker is on the rotation schedule for 2008, 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 Maintenance Worker 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.

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**10:00am** – Hospital Administrator Randy Ulseth met with the County Board to discuss matters concerning claims handling.

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

## **Resolution #12 – 03/12/08**

### **Hospital Claims Handling Policy**

**WHEREAS** Minnesota Statute §375.18 gives the county board the option to delegate claim payment authority under certain circumstances, and

**WHEREAS** it is the duty of the board to set Standards and Procedures when such duties are delegated, and

**BE IT RESOLVED** to approve an Administrative Policy as follows:

Policy: A-113  
Approved: March 12, 2008  
Effective: March 12, 2008  
Supersedes (eff): n/a (NEW)

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## **HOSPITAL CLAIMS HANDLING**

### **I. POLICY STATEMENT**

Wherever the Kanabec County Board of Commissioners designates authority for claims payment to an administrative official, standards and procedures must be established to protect the public's interest. This policy establishes standards and procedures for the Kanabec Hospital.

### **II. Standards & Procedures**

The following are minimum standards for processing claims of the Kanabec Hospital by the Hospital Official delegated with authority to approve claims by the Kanabec County Board of Commissioners.

1. Each claim must be documented on a claim form that includes the following declaration:  
I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.
  2. Claims paid must be usual and customary to the administration and operation of a hospital. All other claims must be approved by the Kanabec County Board of Commissioners upon recommendation of the Kanabec Hospital Board.
  3. An electronic copy of all claims paid must be submitted to the Kanabec County Board of Commissioners by sending them to the County Coordinator's Office.
  4. The signature run for all checks shall be done in the Office of the Kanabec County Auditor/Treasurer.
  5. Additional standards shall be applied by the Hospital to insure accountability, accuracy and compliance with public law.
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**10:30am** - The Chairperson then called for public comment. Those who responded included:

Steve Wipper	Believes his bid of Category 1 of the jail should be awarded.
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**10:40am** - The Chairperson closed public comment

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

## **Resolution #13 – 03/12/08**

### **Hospital Claims**

**WHEREAS**, the Kanabec Hospital is the Kanabec County Hospital, under the provisions of Chapter 376, Minnesota Statutes; and

**WHEREAS**, all claims to be paid by and/or for the hospital have been first approved by the Hospital Board, and then presented to the County Board for approval before being disbursed to the County Auditor; and

**WHEREAS**, Pursuant to §376.06 Minnesota Statutes the County Board has committed the care, management and control of the hospital to the Hospital Board and its superintendent, which is the Kanabec Hospital Administrator, and

**WHEREAS** §375.18, Subd. 1b authorizes a County Board to delegate its authority to pay certain claims to a county administrative official;

**BE IT RESOLVED**, that the authorization for payment of claims that meet the standards and procedures established by the board for the operation of the Kanabec Hospital is hereby delegated to the Kanabec Hospital Administrator, which is its superintendent, and upon approval in a manner established by the Kanabec Hospital Board, the authorization of the payment of these claims may be made by the Kanabec Hospital Administrator, before further review by the Kanabec County Board. The payment of these claims must be presented to the County Board for informational purposes at the next regularly scheduled county board meeting, and

**BE IT FURTHER RESOLVED** that this delegation is for the operation of the Kanabec Hospital only, and does not extend to costs of new facilities or construction projects in excess of \$1,000,000.

**10:45am** – County Assessor Dan Weber met with the County Board to discuss matters concerning his office.

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

**Resolution #14 – 03/12/08**  
Abatement

**WHEREAS** the County Assessor has found clerical errors made on the data for a property in Kanabec County, and

**WHEREAS** the County Assessor and County Auditor have indicated their approval of the correction of the errors as indicated by their signatures below,

**BE IT RESOLVED** that the County Board accept the recommendations of the County Assessor and the County Auditor and exercise the County Board’s authority under Minnesota Statute 375.192, Subd. 2 to approve the correction of the clerical errors as follows:

NAME	PARCEL NUMBER	REASON	PAYABLE YEAR	ORIGINAL TAXES	NEW TAXES	AMOUNT OF CHANGE
CJ Kahuranec	22.93015.41	Clerical – Wrong Pad #	2007	\$134.00	\$88.00	-\$46.00

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

**Resolution #15 – 03/12/08**  
Approve Appraiser Trainee 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 Appraiser Trainee is on the rotation schedule for 2008, and

**WHEREAS** the County Assessor 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 Appraiser Trainee 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.

**10:55am** – Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her office.

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

## **Resolution #16 – 03/12/08**

### **Purchase Promotional Materials**

**WHEREAS** the Environmental Services Department uses promotional material to promote recycling, and

**WHEREAS** SCORE grant funds are intended for just such purposes;

**BE IT RESOLVED** to authorize Environmental Services Director Teresa Bearce to purchase the following promotional items at a cost of \$785.00 from SCORE Funds:

500	Recycled paper seed packets with the choice of several seed varieties and Environmental Services imprint.	\$255.00
1,000	Recycled paper book covers with Environmental Services imprint.	\$285.00
500	Tree shaped jar openers made out of recycled domestic truck and car tires.	\$245.00

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

## **Resolution #17 – 03/12/08**

### **SNAKE RIVER WATERSHED MANAGEMENT CLEAN WATER PARTNERSHIP PROJECT**

**WHEREAS** Kanabec County has participated in the Snake River Watershed Management Clean Water Partnership Project, and

**WHEREAS** this has been a highly successful project;

**BE IT RESOLVED** by the Kanabec County Board of Commissioners, that it hereby designates Environmental Services Director Teresa Bearce as Project Representative for the implementation of the Snake River Watershed Management Continuation Clean Water Partnership Project for Kanabec County, and

**BE IT FURTHER RESOLVED** that the Project Representative shall have the authority to represent the Kanabec County Board of Commissioners in all Project matters that do not specifically require action by the Kanabec County Board of Commissioners, and

**BE IT FURTHER RESOLVED** by the Kanabec County Board of Commissioners that, as Loan Sponsor, the Kanabec County Board of Commissioners enters into the Minnesota Clean Water Partnership Project Implementation Loan Agreement, included herein by reference, along with the Snake River Watershed Management Board, as Project Sponsor, and the Minnesota Pollution Control Agency to conduct the implementation of the Snake River Watershed Management Continuation Clean Water Partnership Project, and

**BE IT FURTHER RESOLVED** by the Kanabec County Board of Commissioners that the Board Chair, Commissioner Kathi Ellis be authorized to execute the attached Minnesota Clean Water Partnership Project Implementation Loan Agreement for the above referenced Project on behalf of the Board as Loan Sponsor, and

**BE IT FURTHER RESOLVED** by the Kanabec County Board of Commissioners that Environmental Services Director Teresa Bearce be authorized to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Board.

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**11:06am** – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #18 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

## Resolution #18 – 03/12/08

### 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. Ronnie Hendershot.....     | \$1771.00 |
| 2. Marc & Beth Good.....      | \$1827.00 |
| 3. Antoinette Annunziata..... | \$ 795.00 |
| 4. Mark & Lisa Johnson.....   | \$ 513.00 |
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Action #19 – Kim Smith introduced the following resolution and moved its adoption:

## Resolution #19 – 03/12/08

### State Aid Highway Funds Advance Resolution

**WHEREAS** the County of Kanabec is planning to implement County State Aid Street Project(s) in 2008 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

**WHEREAS** said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in the State Aid Regular/Municipal Construction Account, and

**WHEREAS** the advance is based on the following determination of estimated expenditures:

Account Balance of 01-01-08	(\$ 635,000.00)
Less estimated disbursements:	
Project #SP 33-611-21	\$1,800,000.00
Total Estimated Disbursements	\$2,435,000.00
2008 Regular Construction Allotment	\$1,150,000.00
Advance Amount (amount in excess of acct balance)	\$1,285,000.00

**WHEREAS** repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

**WHEREAS** the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds;

**NOW THEREFORE BE IT RESOLVED** that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Kanabec in an amount up to \$1,285,000.00 in accordance with Minnesota Rules 8820.1500, Subp. 9. We hereby authorize repayments from subsequent accruals to the Regular Construction Account of said County from entire future year allocations until fully repaid.

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

**IN FAVOR THEREOF:** Kevin Troupe, Jerry Nelson, Les Nielsen, Kim Smith

**OPPOSED:** None

**ABSTAIN:** Kathi Ellis

whereupon the resolution was declared duly passed and adopted.

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

## **Resolution #20 – 03/12/08**

### **Equipment Rental Bid Results**

**WHEREAS** bids were received and opened on March 6, 2008 for Equipment Rental Rates and

**WHEREAS** Kanabec County may require various equipment throughout the year

**BE IT RESOLVED** to accept all bids as submitted, and

**BE IT FURTHER RESOLVED** that the Kanabec County Engineer is directed to utilize the bids as necessary based on the availability of the lowest responsible bid.

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

## **Resolution #21 – 03/12/08**

## Culverts

**WHEREAS** bids were received and opened on March 6, 2008 for corrugated metal culverts, and

**WHEREAS** the following bids were received:

Contech Construction	\$15,965.50
Johnston Fargo Culvert	\$16,020.00

**BE IT RESOLVED** to accept the low quote provided by Contech Construction Products, inc. in the amount of \$15,965.50, and

**BE IT FUTHER RESOLVED** to authorize the County Engineer to purchase culverts as bid.

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

### **Resolution #22 – 03/12/08**

#### Pick-Up Sale

**WHEREAS** the Kanabec County Highway Department has a surplus 1988 Chev. Pickup, and

**WHEREAS** the East Central Solid Waste Commission (ECSWC) has a need for a used pickup to operate within the landfill area,

**BE IT RESOLVED** that the County Engineer is authorized to sell the used 1988 Chevrolet pickup to the ECSWC for the amount of \$1.00.

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**11:15am** – Larry Filippi with the Contegrity Group met with the County Board to discuss jail project contracts. Also present were Jail Administrator Joanne Nelson and Chief Deputy Sheriff Robert Jensen.

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

### **Resolution #23 – 03/12/08**

#### Bid Category #20 – Detention Equipment

**WHEREAS** the Kanabec County Board of Commissioners did authorize release of bids for a jail project by Resolution #27-01/08/08, and

**WHEREAS** the bid package was broken up into 28 bid categories, and

**WHEREAS** the result of Bid Category #20 was:

<u>Bid</u>	<u>Bidder</u>
Pauly Jail Building Co.	\$1,725,000.00

**WHEREAS** the Construction Manager has negotiated changes to the bid which lower the cost;

**BE IT RESOLVED** to accept the bid of Pauly Jail Building Co. for bid category #20, Detention Equipment in the amount of \$1,725,000.00, and

**BE IT FURTHER RESOLVED** to accept value engineering changes resulting in a \$107,000.00 reduction as follows:

- a. Change the ten year warrantee on the Polyurea interior metal cell finish to a 5 year warrantee.
- b. Change the LED lighting in the steel cells to a standard security light type fixture.
- c. Change the stainless steel Hope's Security windows to a thermally improved steel window, with a permadized metallic coating.

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*Action #24* – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

## **Resolution #24 – 02/27/08**

### **Bid Category #21 – Fire Protection**

**WHEREAS** the Kanabec County Board of Commissioners did authorize release of bids for a jail project by Resolution #27-01/08/08, and

**WHEREAS** the bid package was broken up into 28 bid categories, and

**WHEREAS** the results of Bid Category #21, Fire Protection, were:

<u>Bid</u>	<u>Bidder</u>
\$109,275.00	Brothers Fire Protection
\$154,000.00	Gorham Oien Mechanical, Inc
\$156,870.00	Summit Fire Protection
\$229,600.00	Olsen Fire Protection, Inc
\$234,669.00	Fireline Sprinkler Corp
Did not qualify	Viking Automatic Sprinkler Co

**BE IT RESOLVED** to accept the bid of Brothers Fire Protection for bid category #21, Fire Protection in the amount of \$109,275.00, and

**BE IT FURTHER RESOLVED** to include Alternate #1—Sallyport—at a cost of \$900.00.

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*Action #25* – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

## **Resolution #25 – 02/27/08**

### **Bid Category #24 – Controls**

**WHEREAS** the Kanabec County Board of Commissioners did authorize release of bids for a jail project by Resolution #27-01/08/08, and

**WHEREAS** the bid package was broken up into 28 bid categories, and

**WHEREAS** the results of Bid Category #24, Controls, were:

<u>Bid</u>	<u>Bidder</u>
\$164,850.00	Gartner Refrigeration
\$256,778.00	Honeywell

**BE IT RESOLVED** to accept the bid of Gartner Refrigeration for bid category #24, Controls in the amount of \$164,850.00, and

**BE IT FURTHER RESOLVED** to include Alternate #1—Sallyport—at a cost of \$3,500.00.

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*Action #26* – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

## **Resolution #26 – 03/12/08**

### **Bid Category #28 – Security Electronics**

**WHEREAS** the Kanabec County Board of Commissioners did authorize release of bids for a jail project by Resolution #27-01/08/08, and

**WHEREAS** the bid package was broken up into 28 bid categories, and

**WHEREAS** the results of Bid Category #28, Security Electronics, were:

Bid  
withdrawn  
\$462,000.00

Bidder  
Stanley Convergent Security Solutions, Inc  
Accurate Controls, Inc

**BE IT RESOLVED** to accept the bid of Accurate Controls, Inc for bid category #28, Security Electronics in the amount of \$462,000.00, and

**BE IT FURTHER RESOLVED** to include Alternate #7—Card Access—at a cost of \$31,000, and

**BE IT FURTHER RESOLVED** to include Alternate #8—Control Station—at a cost of \$21,000, and

**BE IT FURTHER RESOLVED** to accept value engineering changes resulting in a \$21,610.00 reduction as follows:

- a. Reduce Alternate #7 to \$16,480.00 to reflect reduced subcontractor costs
- b. Reduce Alternate #8 to \$13,910.00 to reflect reduced subcontractor costs

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Action #27 – Kim Smith introduced the following resolution and moved its adoption:

## **Resolution #27 – 03/12/08**

### **Bid Category #1 – Earthwork/Utilities**

**WHEREAS** the Kanabec County Board of Commissioners did authorize release of bids for a jail project by Resolution #27-01/08/08, and

**WHEREAS** the bid package was broken up into 28 bid categories, and

**WHEREAS** the results of Bid Category #1, Earthwork/Utilities, were:

<u>Bid</u>	<u>Bidder</u>
\$483,874.00	Landwehr Construction
\$489,477.00	Anderson Brothers Construction
\$500,000.00	Ron Kadlec Excavating
\$561,000.00	Eagle Construction
\$669,427.00	Jack Olson Construction
\$777,000.00	Ramsey Excavating
\$884,533.00	Tom’s Backhoe
Withdrew	Veit & Company
Did not qualify	Kraemer Trucking
Did not qualify	Wipper Backhoe & Bobcat Service

**BE IT RESOLVED** to accept the bid of Landwehr Construction for bid category #1, Earthwork/Utilities in the amount of \$483,874.00.

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:** Kevin Troupe, Les Nielsen, Kathi Ellis, Kim Smith  
**OPPOSED:** Jerry Nelson  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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Action #28 – Kim Smith introduced the following resolution and moved its adoption:

## **Resolution #28 – 03/12/08**

### **Amend Architect's Agreement**

**WHEREAS** the county design team requested a change to the booking/intake area of the proposed jail to correct a design flaw, and

**WHEREAS** the design flaw had been missed by both the county design team and the architects, and

**WHEREAS** the project was at that time in the process of making changes and updates necessary to produce bid documents, and

**WHEREAS** Klein McCarthy and Co. have requested an “Amendment to the Professional Service Agreement” to be paid an additional \$3,820.00 to change the booking/intake area;

**BE IT RESOLVED** to approve the Amendment to the Professional Service Agreement to be paid an additional \$3,820.00 to change the booking/intake area

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

**IN FAVOR THEREOF:** Kevin Troupe, Les Nielsen, Kathi Ellis, Kim Smith  
**OPPOSED:** Jerry Nelson  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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Action #29 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

## Resolution #29 – 03/12/08

### Architect's Claim

**WHEREAS** the board has received a claim from Klein McCarthy for payment for worked performed on a proposed jail as follows:

Professional Services		\$ 46,298.46
Reimbursables		\$ 3,928.63
TOTAL	=	\$ 50,227.09

**WHEREAS** the billing appears consistent with work performed and the documentation is in order;

**BE IT RESOLVED** to authorize payment of \$50,227.09 on Jail Bond Funds to Klein McCarthy Architects.

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**12:10pm** – Chief Deputy Sheriff Robert Jensen met with the County Board to discuss vehicle purchases.

Action #30 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

## Resolution #30 – 03/12/08

### Vehicles

**WHEREAS** the Sheriff has budgeted for replacement vehicles, and

**WHEREAS** the Sheriff has received the following quotes for 2008 models:

<u>Utility Vehicle</u>	
Dodge Durango	\$22,143.00
Chev Trailblazer	\$21,447.00
<u>Vans</u>	
Dodge Grand Caravan	\$19,746.23
Chev Uplander	\$19,148.40
<u>Police Car</u>	
Ford Crown Victoria	\$20,739.00
Chev Impala	\$18,541.15

**BE IT RESOLVED** to authorize the purchase of the following vehicles at state contract pricing

(1) 2008 Chev Uplander CUI2216	\$19,148.40
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(2) 2008 Chev Trailblazer at \$21,461.79 each	\$42,923.58
(1) 2008 Chev Impala Police Model 9C1	\$18,541.15
<b>TOTAL</b>	<b>\$80,613.13</b>

Action #31 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the following resolution:

### **Resolution #31 – 03/12/08**

Assistant County Attorney  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Assistant County Attorney, and

**WHEREAS** the board desires to refill this vacant position, and

**WHEREAS** the County Attorney wishes to fill this as a 32 hour per week position at this time, and

**WHEREAS** a former Kanabec County Assistant County Attorney is willing to return;

**BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby waives the job posting requirements of County Policy P-102, III.C for the instant case and appoints Lisa Jones as Assistant County Attorney effective March 31, 2008 at Step D, Range 16 of the pay plan which is \$27.40 per hour plus a market adjustment of \$2.00 per hour for a total of \$29.40 per hour.

Action #32 – Kevin Troupe introduced the following resolution and moved its adoption:

### **Resolution #32 – 03/12/08**

Approve Job Description and Refer for Reevaluation

**WHEREAS** 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 County Coordinator's Secretary is on the rotation schedule for 2008, 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 do constitute changes in the actual duties of the job;

**BE IT RESOLVED** to approve the revised job description with five years of experience, and

**BE IT FURTHER RESOLVED** that it is the decision of the board that the changes in the County Coordinator's Secretary job are sufficient to warrant further review by the salary consultant.

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

**IN FAVOR THEREOF:** Kathi Ellis, Kevin Troupe

**OPPOSED:** Jerry Nelson, Les Nielsen, Kim Smith

**ABSTAIN:** None

whereupon the resolution failed.

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Action #33 – Jerry Nelson introduced the following resolution and moved its adoption:

### **Resolution #33 – 03/12/08**

Approve Job Description and Refer for Reevaluation

**WHEREAS** 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 County Coordinator's Secretary is on the rotation schedule for 2008, 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 do constitute changes in the actual duties of the job;

**BE IT RESOLVED** to approve the revised job description with three years of experience, and

**BE IT FURTHER RESOLVED** that it is the decision of the board that the changes in the County Coordinator's Secretary job are sufficient to warrant further review by the salary consultant.

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

**IN FAVOR THEREOF:** Jerry Nelson, Les Nielsen, Kathi Ellis, Kim Smith  
**OPPOSED:** Kevin Troupe  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

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Action #34 – It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to adjourn at 12:40pm to meet in regular session on Wednesday, March 19, 2008 at 9:00am.

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

*Attest:* \_\_\_\_\_  
Alan B. Peterson, Kanabec County Coordinator