

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**March 13, 2002**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, March 13, 2002 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Dave Ulstrom, Dennis Schulz and Dennis McNally.

It was moved by Stan Cooper, and seconded by Dennis Schulz, and carried unanimously to approve the agenda as amended.

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve the February 27, 2002 minutes of the Kanabec County Board of Commissioners as presented.

**9:07am** – Richard Anderson and James Brown met with the County Board to request that the only contractors with state-approved apprenticeship programs be allowed as responsible bidders on the hospital medical facility project. The board took the matter under advisement.

**9:15am** – Don Reynolds and Rick Tencate met with the County Board to present information on AFLAC programs. The board took the information under advisement.

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It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to approve the following resolution:

## **Resolution 1 – 03-13-02** **ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Home Health Aide, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes Public Health Service Director Wendy Thompson and the County Personnel Director to hire a Home Health Aide to refill the vacant position at Step A, Range 4 of the pay plan which is \$8.79 per hour.

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**9:25am** – Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning a liquor license request.

It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

## Resolution 2 – 03-13-02

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a request for liquor and tobacco licenses within Kanabec County, and

**WHEREAS** the application appears in accordance with County Policies and the facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the license applications for Mike Marick dba MJM Marketing, Inc for Checkpoint, Highway 107, Braham, MN for:

- On-sale liquor
- Sunday liquor
- On/off 3-2 beer
- Tobacco

**BE IT FURTHER RESOLVED** that this approval is contingent upon approval of the County Sheriff.

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It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to approve the following paid claims:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Ammerman, Janell	85.76
Ann Lake Twp	3,686.73
Arthur Twp	15,778.16
Bostrom, Randall	50.22
Brunswick Twp	13,312.21
Chamberlain Oil Co	80.23
City of Brook Park	100.00
City of Mora	2,229.90
City of Ogilvie-Clerk	199.68
Comfort Twp	8,007.97
EC Riders	5,047.00
Ellis, Kathi	3.29
Ford Twp	2,548.79
Grass Lake Twp	9,662.91
Grote, Don	47.30
Hass, Frederick	397.50

Haybrook Twp	2,391.34
Hillman Twp	4,434.19
Hinckley News	5.00
Kanabec Co Auditor	18.00
Kanabec Co Auditor	150.00
Kanabec Co Nursing Service	1,445.88
Kanabec Hospital Ambulance	1,000.00
Kanabec Publications	13.50
Kanabec Twp	6,402.11
Knife Lake Twp	8,819.59
Kroschel Twp	4,331.96
Local Public Health Assn of MN	125.00
MCIT	1,411.00
MN Mutal Life	355.10
MN State Auditor	310.00
Mollinedo, Nancy	20.56
Mora Municipal Utilities	5,893.15
Mora Public Schools	35.94
Ogilvie Public Schools	35.94
Peace Twp	13,266.66
Peoples Natural Gas	1,779.11
Peoples Natural Gas	3,921.69
Peterson, Debbie	55.33
Pine Co Auditor	40.00
Pine Co Health & Human Services	1,855.88
Pogatchnid, Nancy	58.25
Pomroy Twp	4,599.38
Refuge, The	583.10
Secretary of State	20.00
Southfork Twp	7,078.35
Tessneer Law Office	75.00
Thomsen, Howard	31.03
Treasurer, State of MN	65.00
Treasurer, State of MN	25,071.09
Treasurer, State of MN	5,830.95
US Link	3,140.94
Whited Twp	6,178.65
<b>TOTAL</b>	<u><u>172,086.32</u></u>

## Snake River Watershed

DNR Wildlife Program	30.00
ERA Laboratories	60.00
Forestry Suppliers, Inc	20.80
Martin, Sam	188.32
MN/WI Boundary Area Comm	40.00
Neuman, Jason	113.15
Neuman, Jason	143.77
Postmaster	43.20
S&T Office Products	24.57
Snake River Watershed-Petty Cash	49.27
<b>TOTAL</b>	<b>713.08</b>

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to approve payment of the following claims on the funds indicated:

#### Road & Bridge Fund

<u>Vendor</u>	<u>Expense</u>
AASHTO	194.00
Ace Hardware	273.94
Ameripride	373.78
Associated Construction Publications	283.89
Bentley Systems, Inc.	158.28
Boyer Ford	482.80
Brit Enterprises	54.91
CDW Government, Inc.	455.00
Chamberlain Oil Company, Inc.	80.23
Cole-Parmer Instrument Company	190.98
Commissioner of Transportation	921.73
Crysteel Truck Equipment, Inc.	745.01
Culligan	59.94
D.J.'s Municipal Supply Co.	1,384.50
Dell Marketing L.P.	1,032.01
Dultmeier Sales	107.81
Earl's Welding and Industrial Supply	50.55
Federated Coops, Inc.	46.62
Glen's Tire, Inc.	274.58
Gopher State One-Call	1.55
Gunderson Motors	130.42
H & L Mesabi	3,621.34
Kanabec County - Coordinator Dept.	14.57
Kanabec County Highway Petty Cash	84.94
Kanabec Publications	137.85
Lawson Products, Inc.	192.19
Medtox Laboratories Inc.	142.50
National Bushing & Parts Co.	1,011.26
Nikodym, Gregory A.	52.89

North American Salt Co.	1,464.62
North Country Welding	22.50
Northern States Supply, Inc.	37.42
Northstar Repro Products, Inc.	255.10
Office Depot, Inc	110.13
Oslin Lumber	31.17
Pete's Auto Supply	915.51
Power Plan	561.17
Quality Disposal Systems, Inc.	114.77
Richards, Lila, The Cleaning Agent	724.20
S & T Office Products, Inc.	37.25
Safety-Kleen	227.88
Sanitary Systems	85.20
Schindler Elevator Corporation	375.00
Spray Control Systems Inc.	646.87
Straight Line Machine	115.00
University of Minnesota	75.00
Vista Optical-Safety Division	68.00
West Central Industries	1,190.03
Ziegler Inc.	49.85
Total:	<u>19,666.74</u>

#### Revenue Fund

<b>VENDOR</b>	<b>AMOUNT</b>
Ace Hardware	34.27
Ace Hardware	88.00
Ace Hardware	8.29
Ace Hardware	13.78
Ace Hardware	184.54
Ace Hardware	1.33
Ace Hardware	18.56
Airgas North Central	74.88
Aitkin Medical Supply	153.76
Aitkin Medical Supply	446.61
Akkerman-Ingebrand Funeral Home	385.00
Allina Medical Center	287.00
Allina Medical Center	155.00
American Business Forms	805.20
American Business Forms	292.66
American Business Forms	346.59
American Institutional Supply	23.13
AmeriPride	386.62
AmeriPride	69.02
Amoco Oil Co	35.30

Anderson, Karen	156.95
Andy Garwell, Locksmith	151.20
Anoka Co Juvenile Center	280.00
Arbo, Marvin	340.00
Armstrong, Becci	16.43
Armstrong, Becci	25.55
Ashworth Audio	33.95
Barlow, Walt	129.35
Barno, Christine	123.37
Barno, Christine	43.70
Bear Graphics	54.50
Bear Graphics	51.76
Biever, Laurie	14.60
Biever, Laurie	139.43
Blackwell Science	275.00
Blegen, Lu Ann	91.74
Braham Monument	1,278.00
Braham Motor	237.86
Bretl, Lynn	62.78
Briggs	161.50
Briggs	28.13
Burmeister, Laura	91.25
Burmeister, Laura	51.10
Cabela's	283.65
CDW	394.25
CDW	2,000.00
CDW	671.65
Central Heating & Air	642.58
Central Restaurant Products	23.93
Champ	411.78
City of Mora	137.50
Coborns	379.61
Coborns	26.55
Coborns	34.86
Coborns Pharmacy	16.45
Coborns Pharmacy	4,059.35
Consulting Radiologists	58.00
Continental Research Corp	138.28
Control O Fax	6.82
Corporate Express	5.53
CPS	190.06
Creative Forms & Concepts	203.97

Curt's Dairy	572.00
Dalbec, Elisabeth	3.65
Dalbec, Elisabeth	18.25
Dalbec, Elisabeth	6.94
Dandelion Floral	24.64
DeJong, Harriet	33.21
DeJong, Harriet	41.25
Dell Marketing	1,739.13
Dell Marketing	887.14
Dell Marketing	887.14
Dresser Funeral Service	750.00
Dresser, Sam	35.27
East Central Exterminating	74.55
East Central Regional Juvenile Ctr	477.00
Ecowater Systems	67.62
Elfstrum, Brenda	82.13
Elfstrum, Brenda	147.46
Elfstrum, Brenda	29.93
Federated Coops	19.34
Federated Coops	11.40
Federated Coops	12.50
Federated Coops	128.89
Federated Coops	124.43
Fredrickson, Earl	331.08
Friday, Jennifer	51.83
Friday, Jennifer	40.52
Gabrielson, Pat	396.39
Glen's Tire	533.78
Glen's Tire	192.58
Graham, James	39.06
Gustafson, Bev	1,208.33
Handyman's Inc	56.80
Hewlett Packard	441.21
Hewlett Packard	112.86
Hewlett Packard	2,000.00
Hewlett Packard	1,000.00
Hewlett Packard	626.54
Holiday	664.92
IBM Corp	2,196.76
Ikon	241.33
Ikon	259.93
Ikon	241.33

Ikon	255.18
Isanti Short Term	132.23
Ivans	68.10
Jeeva, Ashref	100.00
Jim's Locksmithing	60.00
Johnson, Dawn	106.95
Johnson, Jeanette	173.01
Johnson, Jeanette	106.22
Johnson, Terry	100.00
Johnson, Terry	100.00
Johnson-Stassen, Debee	74.83
Johnson-Stassen, Debee	19.35
Jones, Clare	1.83
Jones, Clare	87.60
Jones, Clare	2.19
Kaliszewski, Sharon	102.20
Kaliszewski, Sharon	122.64
Kaliszewski, Sharon	5.11
Kanabec Co Nursing	389.16
Kanabec Co Nursing	229.86
Kanabec Hospital	3,400.00
Kanabec Hospital	3,918.50
Kanabec Publications	953.47
Kanabec Publications	28.66
Kanabec Publications	13.50
Kanabec Publications	30.38
Kanabec Publications	30.00
Kanabec Publications	356.78
Kanabec Publications	35.44
Kanabec Publications	15.00
Kanabec Publications	16.28
KEEPERS	57.46
KEEPERS	92.14
KEEPERS	92.14
KEEPERS	77.61
Kleven, Bud	9.49
Krueger, Louisa	11.32
Krueger, Louisa	0.73
Krueger, Louisa	10.95
Krueger, Louisa	7.67
Kustom Signals	202.15
Laska, Millie	729.40

MACPZA	100.00
Magaard, Deb	162.79
Magaard, Deb	2.92
Main Street Market	11.92
March of Dimes	17.25
Marco	95.85
Marco	52.19
Marco	128.43
MarketPlace Foods	63.54
Martin, Bill	29.82
Matthew Bender	119.02
Matthew Bender	64.84
Mattson Electric	349.06
Maul, Barbara	57.67
Maul, Barbara	56.21
Maul, Barbara	31.39
MCCC	2,976.53
McClellan, Karen	18.25
MCHRMA	75.00
McIlhargey, Steven	210.81
McIlhargey, Lucille	124.85
Midwest Bank Note Co	155.75
Midwest Forensic Pathology	4,500.00
Midwest Forensic Pathology	1,550.00
Miller, Laurie	200.75
Miller, Mark	78.72
MinnComm	236.17
Minnesota Copy Systems	179.05
MN Commerce Dept	40.00
MN Dept of Admin	450.00
MN Homecare Assoc	305.00
MN Homecare Assoc	210.00
MN Hospice Org	450.00
MN Legal Register	60.00
Mora Bakery	30.62
Moulton, Hope	146.00
Mr. D's Amoco	612.11
Mr. D's Amoco	128.42
Mr. D's Amoco	32.59
National Bushing	194.16
National Bushing	74.09
Nelson, Shirley	116.80

Nelsons County Market	45.22
Norby's Cleaning	2,125.00
North Country Welding	55.00
Office Depot	852.00
Office Depot	69.19
Office Depot	25.20
Office Depot	159.81
Office Depot	123.83
Office Depot	331.11
Office Depot	30.58
Office Depot	187.10
Office Depot	5.83
Office Depot	112.84
Office Depot	10.80
Office Depot	52.35
Orazem, Carol	36.50
Orazem, Carol	59.13
O'Reilly, Molly	10.95
O'Reilly, Molly	120.45
Ostrom, Donna Deputy Resistrar	39.50
Pamida	149.08
Pamida	6.36
Peterson, Alan	23.39
Peterson, Walter	311.69
Pfiffner, Betty	485.82
Pfiffner, Betty	16.06
Photo Express Plus	33.15
Photo Express Plus	59.28
Pro Action	450.39
Quaffery	48.19
Quality Disposal	343.75
Raiche, Nancy	35.40
Raiche, Nancy	77.38
Raiche, Nancy	34.68
Ringler, Jennifer	104.75
Ringler, Jennifer	91.62
RS Eden	105.00
Rural Cellular Corp	171.60
Rural Cellular Corp	69.49
Rural Cellular Corp	53.16
S&T Office Products	611.02
S&T Office Products	234.13

S&T Office Products	84.07
S&T Office Products	42.17
Salmela, Terry	20.44
Sandberg, Bev	117.90
Sandberg, Bev	31.76
Schafer, Karen	14.60
Schafer, Karen	277.00
Schroeder, Janelle	42.34
Schroeder, Janelle	27.38
Schroeder, Janelle	6.57
Scofield, Rebecca	164.25
Scofield, Rebecca	95.27
Scofield, Rebecca	2.19
Screen Tech	78.97
Second Harvest Heartland	99.57
Secretary of State	141.60
Secure Benefits Systems Corp	10.00
Sedlacek, Lowell	19.99
Sheriff, Anoka Co	53.00
Sheriff, Benton Co	750.00
Sheriff, Isanti Co	29.90
Sheriff, Isanti Co	1,170.00
Sheriff, Mille Lacs Co	1,700.00
Shipley, Clinton	26.59
Sjodin, Roberta	117.17
Spiczka, Nellie	2,072.91
Stahlke's Dept Store	129.95
State of MN	50.92
State of MN	62.78
Stenstrom, Jerry	1,999.17
Stericycle	62.50
Streicher's	504.15
Stringer Business Systems	45.43
Stringer Business Systems	304.50
Stringer Business Systems	67.32
Swanson, Lori	3.29
Swanson, Lori	18.25
Tamarac Medical	20.00
Thompson, Wendy	256.76
Thunstrom, Ruth	83.59
Thunstrom, Ruth	125.61
Timm, Rena	37.96

Timm, Rena	96.73
Town & Country Oil	19.20
Town & Country Oil	268.16
Treasurer, Sherburne Co	2,280.00
Treasurer, Sherburne Co	1,200.00
True Value Hardware	57.01
True, Cindy	108.40
True, Cindy	262.44
UHL Co	1,251.30
University of MN	183.43
University of MN	42.00
University of MN	170.00
UPS	7.56
UPS	141.95
Vaughan, Geneve	6.94
Vaughan, Geneve	191.99
Vaughan, Geneve	23.73
Viking Office Products	236.05
Viking Office Products	19.16
Villa	2,436.54
Vogel, Darla	35.04
Vogel, Darla	116.80
Vogel, Darla	1.46
Voight, Jackie	27.74
Voight, Jackie	36.50
Voight, Jackie	18.00
Watson Co	300.80
Watson Co	516.58
Wells Fargo	16,613.90
West Group	93.72
West Group	1,214.68
West Group	73.48
West Group	317.40
Wint, Mary	98.55
	<u>108,368.57</u>

Jill Dustin with the Information Systems Department met with the County Board to discuss training issues. No action was taken at this time.

It was moved by Dennis Schulz, seconded by Dennis McNally, and carried unanimously to write a letter to the Minnesota Counties Insurance Trust requesting further information on separating the hospital from other county departments on Worker's Compensation.

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

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to refer the proposed Comprehensive Land Use Plan to the Planning Commission for consideration of the public comment received on the plan.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve a claim of \$98.00 to Midwest Analytical Services for well testing paid on Water Plan Funds.

It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to approve payment of the following January, 2002 claims on SCORE Funds:

Quality Disposal	= \$4,400.00
Arthur Township	= \$ 400.00

**11:00am** – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve payment of the following Right-of-Way claims for SP 33-608-13, the reconstruction of the North end of County State Aid Road 8:

1. Arland & Shirley Birkaker	\$ 991.50
2. Virgil & Dolores Salmonson	\$6,387.10
3. Mary Miles	\$ 486.80
4. Timothy Miller & Peoples National Bank	\$2,459.10

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It was moved by Dennis Schulz, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

### **Resolution 3 – 03-13-02**

**WHEREAS** quotes for signs and supplies were received as follows:

E.F. Anderson	\$12,950.74
M-R Sign Co	\$13,173.66
Newman Signs	\$13,082.56

**BE IT RESOLVED** to approve the recommendation of the County Engineer and accept the low quote of \$12,950.74 from E.F. Anderson.

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It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

### **Resolution 4 – 03-13-02**

**WHEREAS** bids for Kanabec County Highway equipment and supplies were presented to the county board;

**BE IT RESOLVED** to approve the recommendation of the County Engineer and accept all bids.

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County Engineer Greg Nikodym reported that the annual bridge inspection report was complete and on file with the County Coordinator.

**12:00 noon** – Barb Chaffee, Executive Director of Central Minnesota Jobs & Training Services, met with the County Board to discuss matters concerning the county workforce and a joint powers agreement.

It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

## **Resolution 5 – 03-13-02**

**WHEREAS** Kanabec County has participated in a joint powers agreement to provide services pursuant to the Workforce Investment Act of 1998 through the Minnesota Workforce Center System, and

**WHEREAS** that agreement expires June 30, 2002, and

**WHEREAS** the Kanabec County Board of Commissioners do wish to renew this Joint Powers Agreement;

**BE IT RESOLVED** to enter into a Joint Powers Agreement titled  
“Workforce Investment Act of 1998  
Minnesota Workforce Center System  
Joint Powers Agreement”

with the Counties of Chisago, Isanti, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Wright and Sherburne for the time period Beginning April 1, 2002 for youth services and July 1, 2002 for adult services and ending June 30, 2004.

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**12:30pm** – Larry Bryant with the American Legion met with the County Board to request pull-tab renewal.

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

## **Resolution 6 – 03-13-02**

**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 facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the Premises Permit Renewal Application for the American Legion Post 201 – Mora for pull-tab gambling held at Springbrook, Mora, MN 55051.

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It was moved by Dennis McNally, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

### **Resolution 7 – 03-13-02**

**WHEREAS** County Sheriff Ernie Blaisdell was authorized to lease space within his offices to the State of Minnesota, and

**WHEREAS** the Kanabec County Board of Commissioners have been presented with a lease document to record this agreement;

**BE IT RESOLVED** to approve Lease Number 11211 between the State of Minnesota and Kanabec County for approximately 144 sq ft of office space and a cost of \$100.00 per month, and

**BE IT FURTHER RESOLVED** to authorize and direct Chairperson Dave Ulstrom and Board Clerk/County Coordinator Alan B. Peterson to sign the lease documents.

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It was moved by Dennis Schulz, seconded by Stan Cooper, and carried unanimously to compensate Commissioner Ellis for expenses in attending Planning & Zoning training on March 14, 2002.

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It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

### **Resolution 8 – 03-13-02**

**WHEREAS** a revised Memorandum of Agreement between the University of Minnesota and Kanabec County has been presented to the Kanabec County Board of Commissioners with the recommendation of the Extension Committee;

**BE IT RESOLVED** to approve the following Memorandum of Agreement:

**Memorandum of Agreement**  
**Between the University of Minnesota**  
and  
**Kanabec County**  
**For Employing County Extension Educator Staff**

This Agreement, by and between the County of Kanabec, Minnesota, herein after referred to as "County" and the University of Minnesota Extension Service, 240 Coffey Hall, St. Paul, Minnesota, 55108, herein after referred to as "University." This Memorandum of Agreement, effective March 17, 2002, supercedes the current contract, which will remain in effect until March 16, 2002.

**WHEREAS**, Minnesota Statute §38.36 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work, and

**WHEREAS**, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the Director of Extension as identified in Minnesota Statute §38.33, and

**WHEREAS**, Minnesota Statute §38.37 outlines that Extension educators must be employed according to University personnel procedures and must be University employees, and

**WHEREAS**, it is the intention of the County and the University that the University shall provide Extension services on behalf of the County;

**NOW THEREFORE**, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and the University hereby agree as follows:

1. In accordance with Minnesota Statute §38.37, Kanabec County appropriated \$14,425.00 in 2002 for each full-time equivalent Extension Educator employed by the University to work in the County regardless of salary. The payments will be made 30 days after each quarterly billing date: March, June, September, and December.
2. The County agrees to adjust its payments annually as per the schedule outlined in Attachment A, with the County paying forty percent of the statewide average Extension Educator's salary by 2006. Contributions annually will be adjusted as the statewide average salary changes (see Section 6.)
3. The University agrees to pay the remainder of each educator's salary plus all fringe benefits. As vacancies occur, if the County Board approves funding, the University will hire new educators with involvement and concurrence of the County Extension Committee. The University must certify that candidates for such positions have met the minimum requirements for the position. The County will not be billed for a position during the time that position is vacant.

4. The University will determine in consultation with the County Extension Committee, the performance evaluation of each educator employed in the county. The University in accordance with University personnel guidelines will determine salary adjustment of each educator.
5. Annually, the County Extension Committee will be responsible for approving the County Extension program, in cooperation with the University.
6. Nothing in this agreement precludes the County or the University at any time during the term of this agreement from requesting a modification of the County Extension program, including an adjustment of the number of Extension educators. The County or the University will provide a minimum of three (3) months notice if budget adjustments affect the number of full time equivalent educators.  
Proposed modifications to the previous appropriation for the County Extension operating budget will be mutually negotiated.
7. a. This agreement shall remain in effect until the end of the year 2007, with review of the agreement every two years (2003, 2005, 2007), or the County or University provide three (3) months notice (see provision #6 above).  
  
b. This agreement may be terminated by either party giving a six (6) month written notice of termination to the other party.

**Memorandum of Agreement**  
**Between the University of Minnesota**  
 and  
**The County of Kanabec County**  
**Attachment A**  
**County Contribution**

**2002**

Kanabec County will receive the services of two full-time Extension Educators in 2002 for a county contribution of \$28,850.00. Should Kanabec County request a lesser staffing level, or should the University of Minnesota not deliver the services of two full-time Extension Educators, the Kanabec County contribution shall be proportionately lowered.

2003	=	36.23% of the statewide Extension Educator's Salary
2004	=	38.10% of the statewide Extension Educator's Salary
2005	=	38.10% of the statewide Extension Educator's Salary
2006	=	40.00% of the statewide Extension Educator's Salary
2007	=	40.00% of the statewide Extension Educator's Salary

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It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

## Resolution 9 – 03-13-02

### RESOLUTION BY THE COUNTY BOARD OF COMMISSIONERS APPROPRIATING FOR COUNTY EXTENSION WORK

Kanabec County  
Year Beginning January 1, 2002

**BE IT RESOLVED:** That the sum of \$64,490 be set apart from the General Revenue Fund and appropriated subject to the order of the Dean and Director of the University of Minnesota Extension Service for the support of county extension work in Kanabec County for the year beginning January 1, 2002, in accordance with Minnesota Statute, Section 38.33-38.38, 1990.

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It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

## Resolution 10 – 03-13-02

**WHEREAS** some county employees have not yet returned the acknowledgement forms for the release of County Policy P-124 (11/14/01) “Electronic Data Systems,” or have returned altered forms, and

**WHEREAS** one issue has been the false perception that the county was monitoring of voice communication;

**BE IT RESOLVED** that the acknowledgement form be revised to add the following language as recommended by the County Attorney’s Office:

“Nothing in this policy shall be construed as a waiver of state and federal laws prohibiting the unauthorized monitoring or recording of voice communications.”

and,

**BE IT FURTHER RESOLVED** that the revised acknowledgement form be sent to all employees who have not yet returned the acknowledgement forms or have returned altered forms and these employees will have until April 3, 2002 to return signed, unaltered forms to the Office of the County Coordinator, and

**BE IT FURTHER RESOLVED** that the consequence for failure to comply with this board directive is a prohibition from using any county equipment covered by policy P-124.

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**1:05pm** – Hospital Administrator Randy Ulseth met with the County Board to discuss matters concerning the clinic building project.

Kathi Ellis introduced the following resolution and its adoption:

## Resolution 11 – 03-13-02

**WHEREAS** the Kanabec County Hospital Board has recommended a building plan for the construction of a medical office building, and

**WHEREAS** the Kanabec County Board of Commissioners has been presented with a floor plan prepared by Jordan Architects, PA dated 2-21-02 titled “Kanabec Hospital, Allina Medical Clinic—Mora, Minnesota” as the recommended plan;

**BE IT RESOLVED** to accept the identified plan and authorize the Kanabec County Hospital Board to further develop the plans and prepare bid specifications for presentation to the Kanabec County Hospital Board and the Kanabec County Board of Commissioners.

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

**IN FAVOR THEREOF:** Dennis Schulz, Dave Ulstrom, Kathi Ellis  
**OPPOSED:** Dennis McNally, Stan Cooper  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to hire an independent testing organization to test noise levels from the courthouse chiller.

It was moved by Dennis Schulz, seconded by Kathi Ellis, and carried unanimously to approve proposal specification for a courthouse rooftop noise barrier.

It was moved by Kathi Ellis, seconded by Dennis McNally, and carried unanimously to approve the following classification rankings established by Employer’s Association consultant George Gmach:

Dept	Title	Qualifications	Decisions	Problem Solving	Relationships	Effort A	Effort B	Hazards	Environment	Point Total	Pay Grade
Attorney	Secretary PT	q22	d8	p5	r8	ea5	eb9	h2	n4	<b>150</b>	<b>2</b>

EnvS	Clerical Worker	q22	d8	p5	r8	ea5	eb6	h2	n4	<b>150</b>	2
Comm	Floater	q22	d8	p5	r8	ea9	eb10	h2	n4	<b>154</b>	2
Ext	Extension Secretary	q22	d8	p5	r13	ea5	eb6	h2	n4	<b>162</b>	3
Coord	Bldg Maintenance Worker	q21	d8	p5	r3	ea7	eb3	h10	n10	<b>163</b>	3
Fam Serv	Office Support Specialist	q22	d8	p5	r13	ea5	eb6	h2	n5	<b>165</b>	3
Health	Clerk Typist II PH	q22	d8	p5	r13	ea5	eb6	h6	n5	<b>170</b>	4
Fam Serv	Office Support Specialist	q22	d8	p5	r13	ea5	eb6	h6	n5	<b>170</b>	4
Fam Serv	Support Enforcement Aide	q23	d8	p5	r13	ea5	eb7	h2	n5	<b>172</b>	4
Highway	Seasonal Laborer	q11	d1	p1	r2	ea10	eb6	h19	n18	<b>173</b>	4
Highway	Secretary PW	q23	d8	p9	r13	ea5	eb10	h2	n5	<b>180</b>	4
Sher	Transcriber/Secretary	q23	d8	p5	r13	ea5	eb15	h2	n5	<b>181</b>	4
Health	Minibus Driver	q13	d15	p5	r8	ea13	eb7	h18	n9	<b>183</b>	5
Assessor	DP Asst/Clerk II	q33	d9	p9	r13	ea5	eb6	h2	n4	<b>190</b>	5
Fam Serv	Case Aide B	q24	d15	p9	r13	ea5	eb10	h2	n5	<b>190</b>	5
Fam Serv	Accounting Clerk - Fiscal	q23	d9	p6	r13	ea5	eb11	h6	n4	<b>191</b>	5
Health	Account Clerk	q23	d9	p6	r13	ea5	eb11	h6	n4	<b>191</b>	5
Sher	Secretary - Civil Process	q23	d16	p9	r13	ea5	eb10	h2	n5	<b>192</b>	5
Health	Home Health Aide	q31	d8	p5	r8	ea10	eb8	h11	n10	<b>196</b>	5
Coord	Maintenance Worker Lead	q25	d9	p6	r7	ea7	eb3	h10	n10	<b>198</b>	6
Audit	Deputy Treasurer B	q32	d16	p9	r13	ea5	eb11	h2	n5	<b>201</b>	6
Assessor	Appraiser Trainee	q22	d8	p9	r13	ea6	eb10	h18	n13	<b>202</b>	6
Fam Serv	Case Aide A	q25	d16	p9	r13	ea5	eb10	h2	n5	<b>203</b>	6
Audit	Deputy Auditor B	q32	d16	p10	r13	ea5	eb10	h2	n5	<b>207</b>	6
Fam Serv	Financial Worker	q24	d16	p10	r13	ea5	eb8	h2	n5	<b>211</b>	6
Court	Deputy Court Admin C	q23	d9	p6	r18	ea9	eb14	h6	n6	<b>212</b>	6
Sher	Dispatcher/Jailer	q21	d15	p9	r13	ea13	eb8	h14	n14	<b>213</b>	7
Fam Serv	Community Support Tech	q23	d15	p9	r13	ea9	eb7	h11	n21	<b>214</b>	7
Sher	Civil Process/Transport	q23	d15	p9	r13	ea13	eb7	h18	n13	<b>214</b>	7
Highway	HEO I	q24	d9	p5	r7	ea13	eb10	h19	n18	<b>218</b>	7
Health	Home Health Aide Coord	q33	d16	p9	r13	ea1	eb12	h17	n5	<b>219</b>	7
Coord	Admin Secretary	q44	d16	p9	r13	ea5	eb10	h2	n5	<b>223</b>	7
Highway	Civil Engineering Aide	q23	d8	p9	r8	ea7	eb10	h19	n18	<b>223</b>	7
Health	LPN	q33	d15	p9	r18	ea9	eb7	h17	n13	<b>226</b>	7
Highway	PW Accountant	q43	d16	p10	r13	ea5	eb11	h2	n4	<b>226</b>	7
IS	Computer Tech	q43	d16	p10	r13	ea6	eb10	h6	n4	<b>228</b>	7
Fam Serv	Financial Assistance Spc	q34	d23	p10	r13	ea5	eb8	h2	n5	<b>230</b>	8
Rec	Chief Deputy Recorder	q24	d16	p10	r18	ea9	eb12	h2	n4	<b>230</b>	8
Fam Serv	Child Support Officer	q24	d23	p10	r18	ea5	eb10	h2	n6	<b>231</b>	8
Attorney	Legal Secretary/Paralegal	q43	d16	p13	r13	ea5	eb15	h2	n5	<b>234</b>	8
Highway	Sign Person	q24	d16	p9	r8	ea10	eb6	h19	n18	<b>237</b>	8
Court	Deputy Court Admin B	q43	d9	p10	r18	ea9	eb14	h6	n6	<b>245</b>	8
Fam Serv	Fraud Prevention Spc	q35	d23	p9	r18	ea5	eb10	h17	n6	<b>248</b>	9
Assessor	Prop Tax Support Specialist	q43	d23	p14	r13	ea9	eb14	h2	n4	<b>248</b>	9
Fam Serv	VSO, EMD, Collections	q35	d23	p9	r18	ea5	eb10	h17	n9	<b>249</b>	9
Highway	HEO II	q35	d9	p9	r7	ea13	eb11	h19	n18	<b>249</b>	9
Fam Serv	Lead Child Support Officer	q35	d23	p10	r18	ea5	eb10	h2	n6	<b>250</b>	9
EnvS	Environmental Technician	q42	d23	p10	r18	ea9	eb10	h17	n9	<b>252</b>	9

Audit	Deputy Auditor A	q43	d23	p10	r18	ea5	eb15	h2	n5	<b>257</b>	9
Audit	Deputy Treasurer A	q43	d23	p10	r18	ea5	eb15	h2	n5	<b>257</b>	9
Health	Health Educator	q52	d22	p13	r19	ea5	eb7	h17	n5	<b>271</b>	10
FS/PH	Social Worker	q52	d23	p14	r18	ea5	eb10	h17	n13	<b>282</b>	10
Health	RN - WIC Coordinator	q61	d23	p14	r18	ea5	eb10	h17	n5	<b>285</b>	10
Assessor	Certified Appraiser	q43	d23	p14	r18	ea6	eb10	h18	n13	<b>288</b>	10
Highway	Mechanic	q45	d16	p10	r13	ea13	eb11	h12	n11	<b>289</b>	10
Health	Public Health Nurse	q61	d23	p14	r18	ea9	eb10	h17	n13	<b>291</b>	11
Highway	Engineering Tech	q43	d17	p10	r13	ea7	eb11	h19	n18	<b>291</b>	11
Highway	Civil CADD Technician	q46	d23	p14	r17	ea5	eb11	h17	n17	<b>293</b>	11
Sher	Deputy Sheriff	q41	d23	p14	r18	ea13	eb10	h19	n21	<b>296</b>	11
Court	Deputy Court Admin A	q46	d16	p14	r18	ea9	eb15	h6	n6	<b>296</b>	11
JP	Snake River Watershed Cr	q52	d31	p14	r18	ea5	eb10	h17	n5	<b>297</b>	11
Fam Serv	Fiscal Supervisor	q45	d25	p14	r18	ea1	eb12	h2	n4	<b>303</b>	11
Fam Serv	Financial Assistance Supv	q55	d24	p14	r19	ea1	eb11	h17	n5	<b>331</b>	12
Sher	Investigator/Deputy	q46	d23	p14	r18	ea13	eb10	h19	n21	<b>334</b>	12
Coord	Bldg Maintenance Supv	q46	d24	p18	r18	ea13	eb10	h17	n10	<b>337</b>	13
Highway	PW Maintenance Supv	q46	d24	p14	r19	ea6	eb11	h19	n18	<b>367</b>	14
Fam Serv	Social Service Supervisor	q56	d31	p15	r23	ea1	eb11	h17	n5	<b>378</b>	14
Sher	Jail/911 Administrator	q47	d24	p15	r24	ea13	eb10	h13	n13	<b>381</b>	14
Rec	County Recorder	q47	d33	p15	r19	ea9	eb12	h2	n4	<b>388</b>	14
Health	Home Care/Hospice Supv	q65	d31	p15	r23	ea5	eb11	h17	n5	<b>390</b>	14
IS	Information Systems Dir	q46	d33	p20	r19	ea6	eb15	h17	n4	<b>443</b>	16
Court	Court Administrator	q57	d39	p19	r19	ea9	eb15	h17	n6	<b>446</b>	16
EnvS	Environmental Services Dir	q55	d33	p19	r24	ea9	eb14	h17	n9	<b>446</b>	16
Highway	Assistant Engineer	q66	d32	p19	r19	ea5	eb14	h18	n9	<b>449</b>	16
Attorney	Assistant County Attorney	q83	d32	p18	r24	ea5	eb15	h17	n6	<b>456</b>	16
Sher	Chief Deputy Sheriff	q56	d32	p19	r24	ea13	eb14	h18	n13	<b>459</b>	17
Audit	Auditor/Treasurer	q57	d40	p19	r24	ea5	eb15	h17	n5	<b>491</b>	17
Assessor	County Assessor	q66	d40	p19	r24	ea5	eb14	h17	n13	<b>503</b>	18
Sher	County Sheriff	q57	d40	p20	r25	ea9	eb14	h17	n9	<b>547</b>	19
Fam Serv	Family Services Director	q77	d40	p19	r24	ea1	eb15	h17	n5	<b>548</b>	19
Health	Public Health Nursing Dir	q77	d40	p19	r24	ea1	eb15	h17	n5	<b>548</b>	19
Coord	County Coordinator	q57	d41	p20	r25	ea5	eb15	h17	n5	<b>573</b>	19
Highway	County Engineer	q77	d40	p20	r24	ea5	eb15	h17	n9	<b>584</b>	20
Attorney	County Attorney	q87	d41	p20	r25	ea5	eb15	h17	n6	<b>671</b>	21

It was moved by Kathi Ellis, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

## Resolution 12 – 03-13-02

**WHEREAS** consultant George Gmach has presented the board with the results of his findings and did prepare a recommended pay plan for Kanabec County, and

**WHEREAS** the Kanabec County Board of Commissioners wish to move forward with this plan in a financially prudent manner;

**BE IT RESOLVED** to begin a partial implementation of the pay system designed by Employer's Association consultant George Gmach for Kanabec County as follows:

1. Continue the Nystuen (existing) pay system as the base plan
2. On May 1, 2002:
  - a. Everyone more than 85% below Step A of the new Gmach system be brought up to the lesser of 85% of Step A of the Gmach system or a 15% increase over their 4/30/02 wage. These are "redlined" positions.
  - b. New employees in redlined positions will not start at a rate greater than the lowest incumbent.
  - c. Existing redlined employees will retain their existing step schedule in 2002 and will move 3.44% on the step date, except that the resulting step will be no less than the originally scheduled step.

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It was moved by Kathi Ellis, seconded by Dennis Schulz, and carried unanimously to provide public notice that redistricting of county commissioner districts will be discussed and presented for action at the April 24, 2002 County Board Meeting.

It was moved by Stan Cooper, and seconded by Dennis Schulz, and **carried** unanimously at 2:45pm to adjourn to meet in regular session on Wednesday, March 20, 2002 at 6:30pm.

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

*Attest:* \_\_\_\_\_  
Kanabec County Coordinator