

PROCEEDINGS OF THE COUNTY BOARD

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

May 28, 2008

The Kanabec County Board of Commissioners met at 6:30pm on Wednesday, May 28, 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 as presented.

Action #2 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve the May 14, 2008 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #3 – 05/28/08 Signature Authorization

WHEREAS the county board did, by Resolution #4-02/28/01, establish authorized signatures for county business, and

WHEREAS the board does wish to update this resolution to reflect current staffing;

BE IT RESOLVED to amend Kanabec County Board of Commissioners Resolution #4-02/28/01 as follows:

1. that checks, drafts and other withdrawal orders and any and all other directions and instructions of any character with respect to funds of this county now or hereafter with the Greater Minnesota Credit Union may be signed by any two of the following:
 - a. Auditor-Treasurer Denise M. Cooper
 - b. Operations Supervisor Karen McClellanand said credit union is hereby fully authorized to pay and charge to such account or accounts any checks, drafts and other withdrawal orders so signed, and to honor any directions or instruments so signed, whether or not payable to the individual order of or deposited to the individual account of or inuring to the individual benefit of any of the foregoing

officers or persons.

2. that any two of the following:

a. Auditor-Treasurer Denise M. Cooper

b. Operations Supervisor Karen McClellan

hereby is or are authorized, for and on behalf of this county, at any time or from time to time to borrow money from said credit union in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this county therefor, and extensions and renewals thereof; to sell, assign, transfer, mortgage, pledge or otherwise hypothecate to said credit union any bills receivable, accounts, contracts, warehouse receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this county as security; to give guaranties and other undertakings to said credit union; to discount with said credit union bills receivable of this county and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as he or they may deem appropriate

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

Resolution #4 – 05/28/08

Credit Card Limit

WHEREAS the county board did, by Resolution #5-02/28/01, establish a \$5,000.00 limit on the county credit card, and

WHEREAS seven years of inflation and increasing need for credit cards in equipment purchases behooves the board to increase this limit;

BE IT RESOLVED to amend County Board Resolution #5-02/28/01 and increase the county credit card limit to \$10,000.00.

Action #5 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #5a – 05/28/08

Landwehr Construction Claim

WHEREAS the board has received a claim from the Landwehr Construction for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$483,874.00
Total Completed to date	= \$ 60,187.00
5% Retainage	= \$ <u>3,009.35</u>
Current Due	= \$ 57,177.65

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$57,177.65 on Jail Bond Funds to Landwehr Construction

Resolution #5b – 05/28/08

Bruce's Contracting Claim

WHEREAS the board has received a claim from the Bruce's Contracting for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$256,650.00
Total Completed to date	= \$ 13,481.48
5% Retainage	= \$ 674.07
Less previous payments	= \$ <u>2,850.00</u>
Current Due	= \$ 9,957.41

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$9,957.41 on Jail Bond Funds to Bruce's Contracting.

Resolution #5c – 05/28/08

R & S Casework Claim

WHEREAS the board has received a claim from the R & S Casework for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$40,416.00
Total Completed to date	= \$ 340.00
5% Retainage	= \$ 17.00
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 323.00

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$323.00 on Jail Bond Funds to R & S Casework.

Resolution #5d – 05/28/08

Horizon Roofing Claim

WHEREAS the board has received a claim from the Horizon Roofing for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$362,096.00
Total Completed to date	= \$ 20,014.00
5% Retainage	= \$ 1,000.70
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 19,013.30

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$19,013.30 on Jail Bond Funds to Horizon Roofing

Resolution #5e – 05/28/08

Pauly Jail Building Claim

WHEREAS the board has received a claim from the Pauly Jail Building Company for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$1,725,000.00
Total Completed to date	= \$ 53,606.68
5% Retainage	= \$ 2,680.34
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 50,926.34

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$50,926.34 on Jail Bond Funds to the Pauly Jail Building Company.

Resolution #5f – 05/28/08

McDowall Claim

WHEREAS the board has received a claim from the McDowall Company for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$528,500.00
Total Completed to date	= \$ 4,495.00
5% Retainage	= \$ 224.75
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 4,270.25

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$4,270.25 on Jail Bond Funds to the McDowall Company.

Resolution #5g – 05/28/08

Systems Management & Balancing Claim

WHEREAS the board has received a claim from Systems Management & Balancing McDowall Company of Minnesota for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified this claim for approval as follows:

Contract Sum	= \$17,300.00
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Total Completed to date	= \$ 1,730.00
5% Retainage	= \$ 86.50
Less previous payments	= \$ <u>0</u>
Current Due	= \$ 1,643.50

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$1,643.50 on Jail Bond Funds to Systems Management & Balancing McDowall Company of Minnesota

Resolution #5h – 05/28/08

Franz Reprographics Claim

WHEREAS the board has received a claim from Franz Reprographics for payment for plan reproduction and shipping on the jail project, and

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

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$214.19 on Jail Bond Funds to Franz Reprographics.

Resolution #5i – 05/28/08

ITT Claim

WHEREAS the board has received a claim from Independent Testing Technologies for payment for jail project soil and steel testing, and

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

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$830.00 on Jail Bond Funds to Independent Testing Technologies.

Resolution #5j – 05/28/08

Oberg Fence Claim

WHEREAS the board has received a claim from Oberg Fence Company for payment for jail site fencing, and

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

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$3,750.00 on Jail Bond Funds to the Oberg Fence Company.

Resolution #5k – 05/28/08

Sanitary Systems Claim

WHEREAS the board has received a claim from Sanitary Systems for payment for jail site portable toilets, and

WHEREAS the billing appears consistent with the service delivered and the documentation is in order, and

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$426.00 on Jail Bond Funds to Sanitary Systems.

Resolution #5L – 05/28/08

Construction Manager's Claim

WHEREAS the board has received a claim from the Contegrity Group for payment for worked performed in the construction phase the jail project, and

WHEREAS the work was performed in accordance with Board Resolution #14-09/26/08, the billing appears consistent with work performed and the documentation is in order;

BE IT RESOLVED to authorize payment of \$22,597.68 on Jail Bond Funds to the Contegrity Group.

Resolution #5m – 05/28/08

Road & Bridge Claim

WHEREAS the board has received a claim from Kanabec County Highway Department for payment for site work on the jail project, and

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

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$11,997.81 on Jail Bond Funds to Kanabec County Highway Department.

Resolution #5n – 05/14/08

Architect's Claim

WHEREAS the board has received a claim from Klein McCarthy for payment for work performed in March, 2008 on a proposed jail as follows:

Professional Services		\$14,407.76
Reimbursables		<u>\$ 1,667.50</u>
TOTAL	=	\$16,075.26

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

BE IT RESOLVED to authorize payment of \$16,075.26 on Jail Bond Funds to Klein McCarthy Architects.

6:35pm – County Coordinator Alan B. Peterson and Maintenance Supervisor Bill Martin met with the County Board to discuss matters concerning maintenance in the new jail.

Action #6 – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #6 - 05/28/08

Maintenance Technician Evaluation

WHEREAS the new county jail is scheduled for occupancy in 2009, and

WHEREAS the county wishes to make sure the new building is properly maintained, and

WHEREAS the staffing projections for the new jail include a full-time maintenance position, and

WHEREAS the County Coordinator has submitted a job description and position questionnaire for such a position, and

WHEREAS the board has examined and evaluated the information, and

BE IT RESOLVED to approve the “Maintenance Technician” job description, and

BE IT FURTHER RESOLVED to direct the County Coordinator to submit the position to the salary consultant for review.

Action #7 - It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to recess the board meeting at 6:50pm to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **6:50pm** on Wednesday, May 28, 2008 pursuant to recess with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Jerry Nelson, and Kevin Troupe.

Action #HS8 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve payment of a \$323,290.00 claim to South Country Health Alliance from a dedicated SCHA fund within the Welfare Fund.

7:03pm – Commissioner Nelson left the meeting.

Action #HS9 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to recess the Human Service Board at 7:06pm to meet again on Wednesday, June 11, 2008 at 12:10pm.

The meeting of the Kanabec County Board of Commissioners resumed pursuant to recess with the following Board Members present: Kim Smith, Kathi Ellis, Kevin Troupe and Les Nielsen.

7:30pm - The Chairperson then called for public comment three times. None responded.

7:32pm - The Chairperson closed public comment

Action #10 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to adjourn at 7:33pm to meet in regular session on Wednesday, June 11, 2008 at 9:00am.

Signed

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

Attest:

Alan B. Peterson, Kanabec County Coordinator