

# PROCEEDINGS OF THE COUNTY BOARD

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

**November 10, 2010**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 10, 2010 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Roger Crawford and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the minutes of the October 27, 2010 Kanabec County Board of Commissioners meeting as presented.

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

## **Resolution #3a -11/10/10** **Transit Claims**

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

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

**WHEREAS** the Transit Department Manager recommends approval of these claims;

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

	<b>AMOUNT</b>
Annette Majeski	\$ 216.00
Barb Hood	\$ 210.37
Betty Geisthardt	\$ 338.76
Bev Gustafson	\$ 387.44
Bill Hood	\$ 723.11
Bob Hoefert	\$1,279.01
Dan Niedzielski	\$ 193.50

Delores Struffert	\$ 124.49
Gary Nelson	\$ 189.00
Jean Newgard	\$ 27.00
Jennifer Leerssen	\$ 531.50
Jerald Nelson	\$ 63.84
Joy Morrell	\$ 261.50
Judy Colburn	\$ 228.50
Karen Luberda	\$ 797.75
Linda Nelson	\$ 233.50
Marge Tadych	\$ 39.00
Marlys Wolbert	\$ 550.47
Millie Laska	\$ 571.00
Ray Zamora	\$ 603.00
Rollie Pieper	\$1,164.17
Ronette Nelson	\$ 418.00
Sy Tadych	\$ 826.00
Ted Lindgren	\$ 135.25
Willard Landreville	\$ 998.53
<b>Total for Volunteer Drivers</b>	<b>\$11,110.69</b>

## Resolution #3b – 11/10/10

### 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 September, 2010 claims on SCORE Funds:

Quality Disposal	\$3,120.00
Knife Lake Sanitation	\$1,280.00
Arthur Township	\$400.00
<b>TOTAL</b>	<b>\$4,800.00</b>

## Resolution #3c – 11/10/10

### KNIFE LAKE IMPROVEMENT DISTRICT CLAIMS

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



Nelson, Howard	100.00
Northstar Access	911.24
Office of Enterprise Technology	600.00
Ogilvie Public Schools	182,385.00
Pine City Public Schools	3.38
Resource Training & Solutions	88,499.75
Sanofi Pasteur	2,909.73
Sprint	219.94
Synergy Graphics	698.78
TDS Metrocom	361.84
Tessneer Law Office	280.50
US Cable	395.48
Verizon Wireless	1,203.50
TOTAL	<u>771,831.22</u>

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

The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, November 10, 2010 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda. Also present was Health Educator Lori Swanson.

Action #PH6 - It was moved by Roger Crawford, seconded by Kathi Ellis, and carried unanimously to approve the Public Health Board Agenda as amended. Add laptop quotes.

Health Educator Lori Swanson gave a presentation on drug free communities. No formal action was taken.

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

**Resolution #PH7 – 11/10/10**  
Back-up Home Health Aide

**WHEREAS** there has been a significant decrease in the number of Home Health Aides in the Public Health agency in the previous year, and

**WHEREAS** the shortage of Home Health Aides has made it difficult to schedule home visits and for aides to have time off, whether for a scheduled vacation or an emergency; and

**WHEREAS**, the Health & Human Service Director recommends approval to hire a Back-up Home Health Aide to fill in when the need arises;

**BE IT RESOLVED** to authorize the Health & Human Service Director to use the existing applicant pool to hire a Back-up Home Health Aide.

*Action #PH8* – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

**Resolution #PH8 – 11/10/10**  
CMCOA Grant Acceptance Resolution

**WHEREAS** Kanabec County Public Health provides services for older adults and has applied for a grant from Central Minnesota Council on Aging to support those services, and

**WHEREAS** Central Minnesota Council on Aging has approved entering into an agreement with Kanabec County Public Health to provide Health Assessments (including Mental Health screenings and referrals) and transportation services;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Health and Human Services Director to accept a grant from Central Minnesota Council on Aging to perform Health Assessments and provide transportation under Title III-B for older adults.

*Action #PH9* – It was moved by Roger Crawford, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

**Resolution #PH9 – 11/10/10**  
MOU between CMCOA and KCPH for LTCC Consultations Resolution

**WHEREAS**, the County Public Health Long Term Care Consultation (LTCC) units and the Area Agencies on Aging (AAA) will jointly provide Transition to Housing with Services Consultation as authorized under Minnesota Statutes, section 256B.0911, subdivision 3c. to all citizens requesting this service, regardless of Minnesota Health Care Programs eligibility, and

**WHEREAS**, the county LTCC units and the AAAs will each perform distinct tasks related to the implementation of the Transition to Housing with Services Consultation service; and

**WHEREAS**, the distribution of the funding made available by the legislature to support this service has been determined by the commissioner of the Department of Human Services (DHS) to be shared between the AAAs and the county LTCC units for the nursing facility year beginning October 1, 2010, and

**WHEREAS**, the additional funding for this services is included in the county allocation methodology as described under Minnesota Statutes, section 256B.0911, subdivision 6;

**THEREFORE BE IT RESOLVED** to approve the Kanabec County Health and Human Services Director signing an MOU with Central Minnesota Council on Aging to provide Transition to Housing Services Consultation as authorized under Minnesota Statutes, section 256B.0911, subdivision 3c.

*Action #PH10* – It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

### **Resolution #PH10a – 11/10/10**

Durable Medical Equipment Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Aitkin Medical Supply for Durable Medical Equipment for Hospice clients for the year 2011.

### **Resolution #PH10b – 11/10/10**

Pharmacy Services Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Coborn's Pharmacy for pharmacy services for Hospice clients for the year 2011.

### **Resolution #PH10c – 11/10/10**

Dietary Counseling Services Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Kanabec Hospital for dietary counseling services for Hospice clients for the year 2011.

**Resolution #PH10d – 11/10/10**  
Hospice Medical Director Resolution

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Allina Medical Clinic for Hospice Medical Director services for Hospice clients for the year 2011.

**Resolution #PH10e – 11/10/10**  
Hospice Social Worker Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Kanabec Hospital for social worker services for Hospice clients for the year 2011.

**Resolution #PH10f – 11/10/10**  
In-patient and Respite Care Services Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Kanabec Hospital for in-patient and respite care services for Hospice clients for the year 2011.

**Resolution #PH10g – 11/10/10**

Jail Health Services Contract

**WHEREAS**, the County, pursuant to Minnesota Statute 144.445 is in need of jail health services, and

**WHEREAS**, the County has chosen to contract for services to provide jail health services to incarcerated persons, and

**WHEREAS**, the Kanabec County Public Health Service is duly qualified and willing to perform such services;

**THEREFORE BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Kanabec County Sheriff's Office for jail health services for the year 2011.

**Resolution #PH10h – 11/10/10**

Occupational, Speech and Physical Therapy Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Kanabec Hospital for Occupational, Speech and Physical Therapy for the Hospice clients for the year 2011.

**Resolution #PH10i – 11/10/10**

Occupational, Speech and Physical Therapy Contract

**WHEREAS**, Public Health does contract for services in support of the Home Care Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Kanabec Hospital for Occupational, Speech and Physical Therapy for the Home Health Program clients for the year 2011.

**Resolution #PH10j – 11/10/10**

Residential and Respite Care

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2011;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Villa Health Care for residential and respite care services for Hospice clients for the year 2011.

*Action #PH11* – It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to adjourn the Public Health Board at 9:50am to meet in again in regular session on Wednesday, December 1, 2010 at 9:05am.

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The meeting of the Kanabec County Board of Commissioners resumed.

*Action #12* - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund	
<b>VENDOR</b>	<b>AMOUNT</b>
Ace Hardware	12.83
Ace Hardware	19.84
Ace Hardware	124.39
Ace Hardware	6.94
Ace Hardware	10.04
Ahner-Nystul, Barb	37.00
Ahner-Nystul, Barb	21.50
Aitkin Medical	163.41
Aitkin Medical	12.00
Akkerman's Repair	124.01
Alleman, Shaun	493.38
Allen, Mindie	42.00
Allina Health Systems	250.00
AMC	325.00
American Solutions for Business	691.09
AmeriPride	337.14
AmeriPride	35.75
Amundson, Pauline	15.00
Anderson Brothers Garage	119.66
Anderson, Karen	217.50
Anderson, Wayne	177.66
Andres, Christine	106.50
API Garage Door Store	459.95

Area III TSA	15,540.00
Auto Value	29.05
Auto Value	197.37
Aviands	16,969.46
B&B Products	120.00
BCA	5.38
Bearce, Teresa	120.87
Bemis, Jim	200.00
Bernhardt, Maria	217.51
Biever, Laurie	177.00
Billings Service Inc	266.79
BLI Lighting	285.74
Bork, Laura	138.50
Briggs	301.99
Bryant, Donna	1,603.13
Bryant, Donna	848.32
Burski, Kathy	23.00
Burski, Kathy	157.13
Buysee Roofing of St Cloud	786.00
CADCA	500.00
Cassman, Deb	180.50
CDW	43.16
Central Fleet Service	112.25
Coborns	273.28
Coborns	83.48
Coborns Long Term Care Pharmacy	1,680.53
Coborns Pharmacy	1,174.71
Coborns Pharmacy	17.00
Crawford Supply Co	52.56
Crowell, Dan	12,725.62
CTC	1.76
D&T Ventures	578.81
D&T Ventures	500.00
Dalco	50.92
Dandelion Floral	143.85
Deyta, LLC	90.00
Don's Auto & Towing	133.59
Dresser Methven Funeral Home	300.00
E. Weinberg	438.19
East Central Exterminating	112.21
East Central Exterminating	256.80
East Central Regional Juvenile Center	1,435.00
Ehlers	100.00

Election Systems & Software	8,917.33
Elfstrum, Brenda	457.50
ERA Laboratories	252.00
ERA Laboratories	1,582.25
ERA Laboratories	2,257.00
ERA Laboratories	2,670.75
ERA Laboratories	204.00
ERA Laboratories	36.00
Everett Smith Lawn Care	35.00
Everett Smith Lawn Care	140.00
Fahning, Rebecca	18.00
Fairview Northland Regional Hospital	28.00
FastServ Medical	555.15
Felland, Becky	75.00
Fluegge, Joan	63.96
Fresonke, Lew	110.00
Friday, Jenny	74.50
Fury, Dan	27,587.70
Galls	83.74
Galls	59.10
Garcia, Timothy	220.00
Glen's Tire	579.31
Glen's Tire	66.00
Gorham Oien Mechanical	505.00
Grainger	842.93
Granite City Jobbing	910.39
Heim, Kate	15.00
Heim, Kate	14.00
Hinckley News	28.00
Hoglund Bus & Truck	49.28
Hohn's Auto Body	1,621.56
Holiday Gas	70.33
Horizon Towing	256.50
Hosley, Linda	88.57
Howard, Carey	111.50
IAAO	175.00
Image Office Service	86.05
Indianhead Specialty	21.27
Ivans	60.92
Jebsen, Michelle	235.50
John Henry Foster	42.50
Johnsons Hardware	36.03
Johnsons Hardware	167.05

July Business Services	905.00
Kanabec Co Environmental Services	25,000.00
Kanabec Co Hwy Dept	71.02
Kanabec Co Hwy Dept	17.93
Kanabec Co Hwy Dept	269.17
Kanabec Co Hwy Dept	67.14
Kanabec Co Public Health	1,065.48
Kanabec Co Public Health	5,991.48
Kanabec Co SWCD	14,454.00
Kanabec Co SWCD	7,736.47
Kanabec Co SWCD	2.58
Kanabec Hospital	950.00
Kanabec Hospital	7,934.60
Kanabec Hospital	200.00
Kanabec Hospital	470.00
Kanabec Publications	271.04
Kanabec Publications	27.79
Kanabec Publications	83.16
Kanabec Publications	234.35
Kanabec Publications	880.85
Kehn, Jessie	104.50
Koch's Hardware Hank	144.52
Kroschel Land Surveyors	1,400.00
Krueger, Louisa	8.50
Lane, Dave	26.00
LarsonAllen, LLP	820.00
Lewis, Dan	111.47
Lewis, Gwen	24.00
Lodge at Brainerd Lakes	2,240.00
MacDonald, Deb	17.50
Martin, Bill	24.00
Matthew Bender	171.50
Mattson, Len	205.00
McAdams, Elda	40.00
McFadden, Barb	36.00
McFadden, Barb	40.00
McGee, Dr Michael	1,500.00
McIntosh, Bob	750.00
MCIT	2,500.00
Metro Sales	219.51
Metro Sales	219.52
Mid-American Research Chemical	172.07
Milaca Chiropractic Center	130.00

Mille Lacs Disposal	20.00
Mille Lacs Disposal	130.00
MN Co Attorneys Assn	38.00
MN Dept of Labor & Industry	200.00
MN Human Services	116.97
MN Institute of Public Health	1,000.00
MN Monitoring	822.00
MN Pollution Control Agency	11,421.02
MN Prevention Resource Center	100.00
MN Prevention Resource Center	30.00
MN Sheriff's Assn	1,698.00
Moore Medical	120.01
Mora Bakery	39.25
Mora Chevrolet Buick	759.63
Mora Chevrolet Buick	146.15
Mora Schools	9,320.13
Nardini Fire Equipment	213.47
National Medical Services	250.00
Nelson, Gladys	45.00
Nelson, Gladys	2,275.00
Nelsons	35.58
Novus Glass	140.00
Office Depot	23.84
Office Depot	346.71
Office Depot	190.71
Office Depot	103.66
Office Depot	139.45
Office Depot	243.34
Office Depot	263.25
Office Depot	46.66
Office Depot	53.84
Office Depot	117.96
Office Depot	524.82
Ogilvie Schools	8,488.83
Oistad, Connie	50.00
O'Reilly, Molly	112.00
Oslin Lumber	2.68
Osterdyk, Sue	10.00
Owens Auto Parts	5.97
Pamida	25.97
Pamida	12.80
Pancake, Dale	70.38
PD's Embroidery	45.00

Pedersen, Jerry	28.00
Pine Co Public Health	6,533.33
Pine Co SWCD	1,256.08
Prasnicki, Deb	21.50
Prasnicki, Deb	16.00
PSS-Mpls	452.24
Quality Disposal	39.51
Quality Disposal	187.95
Quality Disposal	323.17
Quill	376.43
Quill	95.35
Quill	78.11
Quill	12.80
Quill	128.38
Raiche, Nancy	187.00
Ramsey Co	4,200.00
Ratwik, Roszak & Maloney, PA	750.86
Reed Terrie	71.00
Regions Hospital	504.00
Reliance Telephone	1,800.00
Reliance Telephone	3.15
Ringler, Jennie	34.00
Rittenour, Michelle	42.50
Roeschlein, Tom	350.00
Rosburg, Diane	243.00
RS Eden	102.60
RS Eden	52.50
S&T	634.09
S&T	50.54
Sandberg, Bev	161.50
Schmidt, Barb	390.17
Scott's Lawn Care	383.00
Sheriff, Kanabec Co	739.25
Sherwin-Williams	71.92
SimplexGrinnell	2,501.22
SimplexGrinnell	550.16
Skramstad, Linda	187.00
SmileMakers	57.31
SOTA	1,845.00
Spee-Dee	149.51
Spee-Dee	45.48
Stahlke's	154.99
Stanley, Phyllis	108.00

Stellar Services	1,111.75
Stericycle	139.56
Streichers	161.36
Streichers	51.27
Sunshine Printing	70.70
Sunshine Printing	30.67
Swanson, Lori	12.00
Synergy Graphics	63.07
Tadych, Sy	38.50
Teal's Market	46.81
The Montana Institute	3,000.00
Thompson, Wendy	346.00
Trimin Systems	4,227.33
Tvedt, Joel	418.76
UHL Company	4,264.00
Uniforms Unlimited	867.00
US Cable	58.04
Vogel, Darla	96.00
Wergin, Richard	200.00
West Payment Center	181.67
West Payment Center	919.00
Whitbred, Joy	29.65
White, Ellie	79.10
Woods, Danna	7.00
TOTAL	<u>273,855.79</u>

### Road & Bridge Fund

<b>Vendor</b>	<b>Amount</b>
Ace Hardware	647.77
Ameripride	439.67
ARM of Minnesota	1,050.00
Auto Value Mora	1,753.04
Bentley Systems, Inc.	3,195.56
Blum Sand & Gravel	8,208.02
Boyer Trucks	76.49
Braham Motor Service, Inc.	12.36
Carrot-Top Industries, Inc.	214.67
Cemstone Products, Inc.	2,703.16
Central Heating & Air Conditioning, Inc.	6,612.44
DLL Excavating, Inc.	26,886.56
Doug Holter	11,600.80
Earl F Anderson, Inc	460.24
Erickson Engineering Co., LLC	4,275.00
Fahrner Asphalt Sealers, LLC	34,974.00

Glen's Tire	1,269.97
Gopher State One Call	18.85
Granite City Jobbing co.	90.74
Jeff's Machine & Welding, LLC	51.96
Kadlec Excavating, Inc.	1,818.98
Little Falls Machine, Inc.	327.75
MN Dept of Labor & Industry	100.00
Mora Chevrolet Buick	335.97
North American Salt Co.	20,279.34
Nuss Trucking & Equipment	1,264.63
Owen's Auto Parts	2,509.91
Oxygen Service Company	23.07
Pomp's Tire Service, Inc	3,810.39
Power Plan	9,258.70
Quality Disposal Systems, Inc.	146.51
Richards, Lila, The Cleaning Agent	942.64
Safelite Fulfillment, Inc.	565.90
Town & Country Oil	55.00
Total:	<u>145,980.09</u>

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

### **Resolution #13 – 11/10/10**

#### **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 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 Les Nielsen be authorized to execute the attached Minnesota Clean Water Partnership Project Implementation Amendment No. 1 to Loan Agreement No. SRF0187 that was approved by County Resolution #7 08/22/07 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.

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

**Resolution #14 – 11/10/10**  
MCIT Dividend

**WHEREAS**, Kanabec County will be receiving a dividend from MCIT in the amount of \$151,286, and

**WHEREAS**, this money is currently not dedicated for any purpose,

**NOW THEREFORE BE IT HEREBY RESOLVED**, that the County Auditor/Treasurer is authorized to utilize these funds as follows:

Public Health Building Flooring	\$20,000
Coordinator Office Copier/Printer	\$4,500
Highway Department Insulation Project	\$60,000
Sheriff's Office Metal Detector	\$5,000
Public Health Computers	\$3,000
MCIT Workers Comp – 2009 Underpayment	\$10,662
Springsted – Consultant	\$13,250
Transfer to Reserves	\$34,874

Action #15 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following amended County Employment Policy P-102:

**Policy #P-102**  
Approved: 5-13-98  
Effective: 5-13-98  
Supersedes (Eff) : 3-25-98

**Kanabec County Employment Policy**

**I. POLICY STATEMENT**

Employment of competent and qualified people in compliance with all pertinent laws and government regulations is essential to the County's success as an effective enterprise.

**II. HIRING APPROVALS**

- A. Position vacancies created by employment termination other than reduction of staff or layoff will be filled by the following means:
  - 1. Approval to recruit: Before any recruiting is begun, the department head must either:
    - a. Obtain approval to refill the vacancy in the form of a resolution from the County Board of Commissioners (Welfare Board for Family Service employees), or
    - b. Obtain verbal approval from the County Board Chairperson (Welfare Board Chairperson for Family Service employees). In this case, no interviews or job offers may be made until confirmed in the form of a resolution from the County Board of Commissioners.
  - 2. Hiring: The hiring process shall conform to Article III of this policy.
- B. New positions must have approval of the County Board of Commissioners prior to any recruitment or hiring, and must be in compliance with County pay plans, including P-117.

### **III. POLICY GUIDELINES**

- A. The Personnel Director will have primary responsibility for recruitment, pre-screening, and referral to Department Heads of all candidates deemed potentially qualified for position openings provided the County Board has authorized the recruitment.
- B. Employees other than those in the Personnel Department can substantially assist the employment process by referring potentially qualified candidates to the Personnel Director.
- C. All regular position openings that occur whether replacement or newly created, will be posted on the County Bulletin Board for no less than five (5) calendar days, specifying the job duties, knowledge, skills, basic requirements, pay rate or range, and location for making application.
- D. Additional means of obtaining candidates will be used as determined by the Personnel Director on a case-by-case basis.
- E. All individuals applying for employment with the County will be treated in a courteous manner. No person will be denied the right to apply for any posted position.
  - 1. Only application forms approved by the Personnel Director shall be used.

2. All applications for employment will be in writing and on a County application form and be for a specific job. Applicants with disabilities may receive assistance from County Employees in completing the application form.
  3. No one shall be considered an applicant unless they have completed a county application form (or Merit System form for Family Services positions), have applied for posted positions, and the application form is received by the County Personnel Director.
- F. Applicants will be treated equally and evaluated on previous work history, training, oral and skills tests, or other acceptable selection techniques.
- G. At a minimum, investigation of previous employers, educational records, and work history will be done, and in a legal manner.
- H. All candidates for employment who complete the Application Form will be entered into the Applicant Register Log, with employment application forms retained for a minimum of one (1) year.
- I. Final selection of prospective employees will be made by the department head from candidates who have been evaluated by the Personnel Department.
1. The department head's choice shall comply with all local, state, and federal law, all applicable bargaining unit agreements.
  2. No candidate shall be considered for employment unless they meet the minimum qualifications of education and experience used to determine the position's pay range; however, where other considerations allow, education and experience may be exchanged so long as their combined compensable points at least equal the combined education and experience points which were used in setting the position's pay range. Such an exchange will be permitted with the concurrence of the department heads of the prospective employee and the Personnel Director.
- J. All commitments for employment shall be made by the Personnel Director in concurrence with the department head.
- K. The prospective employee shall be notified in writing by the Personnel Department of his/her selection, employment date, pay classification title, salary and benefits.
- L. All other applicants for a specific job opening will be notified in writing by the Personnel Department that the position has been filled.

- M. The Kanabec County Board of Commissioners shall be notified at its next regular meeting of any appointments made pursuant to this article.

**IV. EQUAL EMPLOYMENT OPPORTUNITY**

- A. The County will comply with all federal and state laws regarding the subject of Equal Employment Opportunity. This policy relates to all personnel activities, practices and administration.
- B. The County will provide Equal Employment Opportunity to all individuals based solely on their qualifications without regard to race, color, creed, religion, national origin, sex, sexual orientation, age, veteran status, marital status, disabilities or status with regard to public assistance.
- C. This policy fully embraces quality of opportunity for all present employees with respect to all employment matters including training, promotion, benefits, transfers, policies, disciplinary action, compensation and other related areas.

**V. CHANGE OF STATUS**

- A. No change of status--including but not limited to the following: new hire, transfer, pay change, promotion or resignation--shall occur without a completed and approved Change of Status Form as provided by the County Personnel Director.
- B. Exceptions and retroactive changes require a special resolution by the County Board of Commissioners.

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

**Resolution #16 – 11/10/10**  
**Gambling Approval**

**WHEREAS** the Kanabec County Board of Commissioners was presented with a request for lawful gambling within Kanabec County at their May 13, 2010 regular county board meeting for an event that was to take place on November 21, 2010, and

**WHEREAS** this event has been canceled and a new event has been scheduled, and

**WHEREAS** the State of Minnesota has stated that the previous application request can be transferred to the new date with county approval;

**THEREFORE BE IT RESOLVED** to approve the transfer of the Application for Permit for the Ann Lake Watershed Alliance for a raffle event to be held at Ann Lake Bar & Grill, 1434 Ann Lake Rd, Ogilvie, MN 56358 from November 21, 2010 to January 29, 2011.

Action #17 - It was moved by Kathi Ellis, seconded by Roger Crawford and carried unanimously to recess the board meeting at 10:04am to a time immediately following the County Housing and Redevelopment Authority meeting.

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A Special Meeting of the Kanabec County **Housing and Redevelopment Authority** met at **10:04am** on Wednesday, November 10, 2010 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford and Kevin Troupe. Secretary Dan Weber and County Attorney Amy Brosnahan were also present.

Action #HRA18 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the Housing and Redevelopment Agenda as presented.

Action #HRA19 - It was moved by Roger Crawford, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

## **Resolution #HRA19 – 11/10/10**

### Bonding Public Hearing

RESOLUTION RELATING TO PROPOSED ISSUANCE OF GENERAL  
OBLIGATION HOUSING REVENUE BONDS BY THE HOUSING AND  
REDEVELOPMENT AUTHORITY OF THE COUNTY OF KANABEC;  
CALLING FOR A PUBLIC HEARING THEREON; AND ON THE ADOPTION  
OF A HOUSING PROGRAM RELATING THERETO

**BE IT RESOLVED** by the Board of Commissioners of the Housing and Redevelopment Authority of the County of Kanabec, Minnesota (the Authority), as follows:

Recitals.

To increase the stock of multifamily housing available in the County of Kanabec, Minnesota (the County) for occupancy by seniors, the Authority proposes to finance and construct a 24-unit senior housing with supportive services facility (the Project) to be located adjacent and connected to the Eastwood Life Enrichment Center at 160 Valhalla Circle in Mora, Minnesota. Pursuant to Minnesota Statutes, Section 469.034, it is proposed that the cost be financed by the issuance of revenue bonds of the Authority to which the Authority would be authorized to pledge the general obligation credit of the County of Kanabec (the General Obligation Bonds). Pursuant to said Section 469.034, the approximate principal amount of the issue of General Obligation Bonds is \$2,000,000.

Section 469.034 provides that prior to the issuance of general obligation bonds to which the credit of the County has been pledged, a public hearing must be held by the Authority on the proposed issuance of the bonds at least 15 days prior to the sale of the bonds. Additionally, Sections 469.0171 and 462C.04 require that prior to the issuance of bonds by the Authority to

finance a housing development project, the Authority must prepare a housing program and hold a public hearing thereon.

#### Hearing and Notice.

A public hearing on the proposed issuance of the General Obligation Bonds and on the housing program to be developed by the Authority with respect to the financing of the Project is hereby called and shall be held on November 23, 2010, at 9:30 a.m., at the County Courthouse. The Coordinator shall cause notice of the public hearing to be published in the official newspaper of the County as required by law. The notice shall be substantially in the form attached hereto.

Upon vote being taken thereon, the following voted in favor thereof: Les Nielsen, Kevin Troupe, Roger Crawford, Kathi Ellis and Kim Smith

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

#### NOTICE OF PUBLIC HEARING ON PROPOSED ISSUANCE OF GENERAL OBLIGATION HOUSING REVENUE BONDS BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE COUNTY OF KANABEC; THE PLEDGE OF THE GENERAL OBLIGATION CREDIT OF THE COUNTY OF KANABEC TO SECURE SAID BONDS; AND ON THE HOUSING PROGRAM RELATED THERETO, ALL PURSUANT TO MINNESOTA STATUTES, SECTION 469.034

Notice is hereby given that a hearing will be conducted by the Board of Commissioners of the Housing and Redevelopment Authority of the County of Kanabec, Minnesota (the Authority) on November 23, 2010 at 9:30 a.m. at the County Courthouse in Mora, Minnesota to consider the proposed issuance by the Authority of General Obligation Housing Revenue Bonds in a principal amount not to exceed \$2,000,000 and to consider a Housing Program relating thereto. The proceeds of the bonds will be used to fund the costs of constructing and furnishing a 24-unit senior housing with supportive services facility (the "Project") to be located adjacent and connected to the Eastwood Life Enrichment Center at 160 Valhalla Circle in the City of Mora, Minnesota. The Project will be owned by the Authority and operated by Augustana Care Corporation. Minnesota Statutes, Section 469.034 authorizes the County to permit the Authority to pledge the general obligation taxing powers of the County to the repayment of the bonds upon certain conditions as set forth therein. The purpose of the hearing is to take testimony on the Housing Program and the proposed issuance of the bonds and the pledge of the County's general obligation credit to secure the bonds.

All persons interested may appear and be heard at said time and place or may file a written expression of their views with the Secretary of the Authority at the County Courthouse of the County of Kanabec prior to the date of hearing set forth above.

Chairperson Nielsen accepted an amended agenda allowing for the passing of the Authority's Bylaws and appointment of officers.

Action #HRA20 - It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

## **Resolution #HRA20 - 11/10/10**

### **RESOLUTION ADOPTING BYLAWS AND RATIFYING THE APPOINTMENT OF OFFICERS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF KANABEC COUNTY**

**BE IT RESOLVED** by the Board of Commissioners (the “Board”) of the Housing and Redevelopment Authority of Kanabec County, Minnesota (the “Authority”), as follows:

**WHEREAS**, the Board of County Commissioners of Kanabec County, Minnesota (the “County”), held a public hearing on the need for the establishment of a county housing and redevelopment authority in the County on July 28, 2010, and subsequently determined that sufficient need exists within the County for a county housing and redevelopment authority. Pursuant to a resolution adopted on October 20, 2010, the County established the Authority and appointed commissioners to the Board, pursuant to Minnesota Statutes, Section 469.006; and

**WHEREAS**, the Board wishes to adopt bylaws governing the conduct of its affairs and wishes to ratify the appointment of certain officers of the Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing and Redevelopment Authority of Kanabec County, Minnesota, as follows:

**SECTION 1. ADOPTION OF BYLAWS.** The Board hereby adopts and ratifies the Authority’s bylaws, attached hereto in accordance with Minnesota Statutes, Section 469.011. Such bylaws shall take effect on the date hereof, and the Secretary shall file them with the records of the Authority.

**SECTION 2. APPOINTMENT OF OFFICERS.** The following are elected to hold the offices set forth opposite their respective names:

Les Nielsen, Chair  
Kevin Troupe, Vice Chair  
Kathi Ellis, Commissioner  
Roger Crawford, Commissioner  
Kim Smith, Commissioner  
Dan Weber, Secretary

\*The Auditor-Treasurer will be appointed by the Secretary to disburse funds and to assist the Secretary.

**BYLAWS OF THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF KANABEC COUNTY, MINNESOTA**

## **ARTICLE I. THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be the “Housing and Redevelopment Authority of Kanabec County, Minnesota.”

Section 2. Purpose. The Authority’s purpose, pursuant to Minnesota law, is to provide a sufficient supply of adequate, safe and sanitary dwellings in order to protect the health, safety, welfare of the citizens of Kanabec County; to clear and redevelop blighted areas; to perform those duties according to comprehensive plans; and to remedy the shortage of housing for low and moderate income residents, and to redevelop blighted areas, in situations in which private enterprise would not act without government participation or subsidies.

Section 3. Seal of Authority. The Authority shall have no official seal.

Section 4. Office of Authority. The offices of the Authority shall initially be located at 18 North Vine Street, in Mora, Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution. The offices of the Authority may be changed without notice.

Section 5. Powers and Duties. The Authority is a public body corporate and politic and shall have all the powers authorized under Minnesota Statutes and as necessary or convenient to carry out the purposes identified above. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time.

## **ARTICLE II. BOARD OF COMMISSIONERS**

Section 1. Commissioners. The Kanabec County Board of Commissioners (the “County Board”) shall serve as the Authority Commissioners.

1.1. Initial Term. The Authority Commissioners who are first appointed shall be designated to serve for terms of one, two, three, four, and five years respectively, from the date of their appointment.

1.2. Subsequent Terms. Subsequent appointments shall be for five years. If the appointee is no longer a County Commissioner, the appointee must resign the position and such position shall be filled by the County Commissioner-elect for the remaining term of office.

1.3. Vacancy. If a vacancy occurs for any reason prior to the expiration of the five-year term, the County Board shall appoint the new County Commissioner to fill the remainder of the unexpired term.

## **ARTICLE III. ORGANIZATION**

Section 1. Officers. The officers of the Authority shall be a Chair, a Vice-Chair and a Secretary. The Chair and Vice Chair of the Kanabec County Board of Commissioners shall also be the Chair and Vice Chair of the Authority. The Secretary shall be the Kanabec County Coordinator.

1.1. The Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chair shall submit such recommendations, and information as may be considered proper concerning the business, affairs, and policies of the Authority.

1.2. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

1.3. Secretary. The Secretary shall perform the duties of Secretary for the Authority.

1.4. Appointment. The first Chair and Vice Chair shall, pursuant to their appointment, serve in the capacity of Chair and Vice Chair until the expiration of their positions or terms of office as County and Authority Commissioners. The Vice-Chair and, except in the case of the first Chair, the Chair shall be appointed at the annual meeting of the Authority, and shall hold office for one year or until their successors are appointed..

1.5. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

#### **ARTICLE IV. MEETINGS**

Section 1. Regular Meetings. Meetings shall be held as necessary with proper notice, commencing in January at the regular meeting place of the Authority on the date of the annual organizational meeting of Minnesota County Boards, commencing at a time the Board of Commissioners of the Authority determines. Future monthly meetings may also be scheduled when deemed necessary.

Section 2. Special Meetings. Special meetings of the Authority may be called by the Chair, or two Commissioners of the Authority for the purpose of transacting any designated business. Notice shall be delivered prior to the time of the proposed meeting to each Commissioner of the Authority and shall be posted at the principal office of the Authority at least twenty-four (24) hours prior to the special meeting. At such special meeting, no business shall be considered other than as designated in the call except in emergency cases.

Section 3. Quorum. A majority of eligible Commissioners shall constitute a quorum for the purpose of conducting the Authority's business and exercising the Authority's powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 4. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

- (a) Roll call

- (b) Approval of the minutes of the previous meeting
- (c) Approval of bills
- (d) Correspondence
- (e) Chair-Committee reports
- (f) Old business
- (g) New business
- (h) Other business
- (i) Adjourn

At the annual meetings of the Authority, the following shall be the order of business:

- (a) Roll call
- (b) Appointment of officers (Chair; Vice-Chair; Secretary)
- (c) Depository bank
- (d) Official publication
- (e) Other
  - (i) **Mileage and per diem compensation rates**
  - (ii) Reports
- (f) Adjourn

Section 5. Manner of Voting. The voting on all questions coming before the Authority shall be by majority vote. The voting on resolutions shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting.

## **ARTICLE V. MISCELLANEOUS**

Section 1. Fiscal Year. The fiscal year of the Authority shall be the calendar year.

Section 2. Resolutions. All resolutions shall be in writing, and shall be copied in the journal of the proceedings of the Authority.

Section 3. Conflict of Interest. A Commissioner or employee of the Authority must prepare a written disclosure statement before taking an action or making a decision that would substantially affect the commissioner's or the employee's financial interests or those of an organization with which the commissioner or employee is associated. This act of disclosure must comply with the requirements set forth in the laws of the State of Minnesota governing the Authority.

Section 4. Removal. The County Board may remove a Commissioner for inefficiency or neglect of duty, or misconduct in office.

Section 5. Amendments to Bylaws. Any recommendation of a Bylaw change shall be brought before the Board of Commissioners of the Authority by a Commissioner or the Secretary. The recommendation must be submitted to the Board of Commissioners of the Authority in its entirety for review at a meeting for consideration at the next scheduled meeting. The proposed amendment must be accepted by 2/3 of the eligible Commissioners. Such action will be by resolution with an established effective date.

Approved this 10<sup>th</sup> day of November, 2010.

Action #HRA21 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

## **Resolution #HRA21 - 11/10/10**

Official Newspaper

**BE IT RESOLVED** that the Kanabec County Times is hereby designated as the official newspaper for the publication of the official proceedings and public notices of the Kanabec County Housing and Redevelopment Authority, and

**BE IT FURTHER RESOLVED** that a condition of this resolution is that the Kanabec County Times agree to post all the notices on its Web site at no additional cost pursuant to Minnesota Statute §331A.02, Subd 5 and that the notice must remain on the Web site during the notice's full publication period.

Action #HRA22 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

## **Resolution #HRA22 - 11/10/10**

Official Depository Bank

**BE IT RESOLVED** that Kanabec State Bank is hereby designated as the official depository bank of the Kanabec County Housing and Redevelopment Authority.

Action #HRA23 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve using the federal mileage reimbursement rate for Housing and Redevelopment mileage reimbursements.

Action #HRA24 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to appoint Commissioner Kathi Ellis to be the Authority's main contact with the Mora City HRA and Ehlers associates in determining the legal and financial viability of the potential Eastwood Phase III project.

Action #HRA25 – It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to adjourn the Special Meeting of the Housing and Redevelopment Authority at 10:28 am to meet in again in regular session on Tuesday, November 23, 2010 at 9:25am.

The meeting of the Kanabec County Board of Commissioners resumed.

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

Dennis McNally	Concerns over HRA & Election Questions
Bob Swetz	Questions regarding potential Commissioner Vacancy and HRA

**10:36am** – The Chairperson closed public comment.

County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway department.

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

**Resolution #26 - 11/10/10**  
**Unleaded Gasoline**

**WHEREAS** the following quotes were received for unleaded gasoline:

Eggens Direct Service..... \$2.5887  
Federated Coop..... \$2.72

**WHEREAS** the quote of \$2.5887 by Eggens Direct Service was the low quote,

**BE IT RESOLVED** to accept the low quote of \$2.5887/gal provided by Eggens Direct Service

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

**Resolution #27 - 11/10/10**  
**Snow Removal Contract**

**WHEREAS** Dave Rodenborg’s proposal for snow removal from County Facilities was previously accepted, and

**WHEREAS** the County Board wishes to enter into an agreement for the removal of snow from County Facilities during the 2010 -2011 snow season,

**BE IT RESOLVED** to authorize the County Board Chairperson to sign an agreement with Dave’s Lawn and Snow for snow removal during the 2010-2011 snow season.

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

## **Resolution #28 - 11/10/10**

### **Quamba Utility Permit**

**WHEREAS** the City of Quamba has requested to install a 6” forced main within the abandoned railroad right-of-way from Quamba to Mora, and

**WHEREAS** plans have been prepared and reviewed with the 6” main located 6 feet south of the old trail track centerline, and

**WHEREAS** the County Board agrees with the proposed location

**BE IT RESOLVED** to direct the County Engineer to sign a utility permit submitted for the City of Quamba to install a 6” force main 6 feet south the centerline of the abandoned railbed from Quamba to CR 71 and within the CR No. 71 right-of-way north from the abandoned railroad right-of-way to the airport entrance a distance of 2100 feet.

County Coordinator/Assessor Dan Weber met with the Board to discuss the 2011 budget. No formal action was taken.

Maintenance Supervisor Bill Martin met with the Board to discuss a malfunctioning overhead gate.

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

## **Resolution #29 - 11/10/10**

### **Overhead Gate Repair**

**WHEREAS** the following quotes were received for repair of the overhead gate in the Assessor Office:

St. Cloud Overhead Door	- \$3,171.00
API Garage Door Store	- \$4,110.00

**WHEREAS** the quote of \$3,171.00 by St. Cloud Overhead Door Company was the low quote;

**BE IT RESOLVED** to accept the low quote of \$3,171.00 provided by St. Cloud Overhead Door Company.

Veterans Services officer Lowell Sedlacek met with the Board to Discuss the Regional Radio Board Joint Powers agreement. No formal action was taken.

County Auditor Denise Cooper met with the Board to discuss a potential Special Election. No formal action was taken.

Jail Administrator Joanne Nelson met with the Board to discuss a training seminar.

Action #30 – Roger Crawford introduced the following resolution and moved its adoption:

**Resolution #30 - 11/10/10**  
Out of State Travel

**BE IT RESOLVED** that the Board of Commissioners approves of a trip to the Bureau of Justice Assistance National Conference December 6 – December 8<sup>th</sup> in Washington DC contingent on expenses being covered by the BJA grant.

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

**IN FAVOR THEREOF:** Kevin Troupe, Roger Crawford, Kathi Ellis  
and Kim Smith  
**OPPOSED:** Les Nielsen  
**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

Action #31 – It was moved by Kathi Ellis, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

**Resolution #31 - 11/10/10**  
Closed Meeting

**BE IT RESOLVED** to close at the meeting at 11:35am pursuant to Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25.

Those present during the closed portion of the meeting include Commissioners Kevin Troupe, Roger Crawford, Les Nielsen, Kathi Ellis and Kim Smith. Also present were County Coordinator Dan Weber and County Attorney Amy Brosnahan.

Action #32 – It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to reopen the meeting at 11:48am.

Action #33– It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to adjourn at 12:00pm to meet in regular session on Wednesday, November 18, 2010 at 9:00am.

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

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