

PROCEEDINGS OF THE COUNTY BOARD

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

September 10, 2008

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 10, 2008 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson, Les Nielsen and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the August 27, 2008 minutes of the Kanabec County Board of Commissioners as corrected: Action #11, change ‘Wednesday’ to ‘Tuesday.’

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

Resolution #3a – 09/10/08 **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 July, 2008 claims on SCORE Funds:

Quality Disposal	\$3,520.00
Knife Lake Sanitation	\$880.00
Arthur Township	\$400.00
TOTAL	\$4,800.00

Resolution #3b – 09/10/08 **Diesel Fuel**

WHEREAS the following quotes were received for diesel fuel:

Federated Coop.....	\$3.35
Town & Country.....	\$3.37

WHEREAS the quote of \$3.35 per gallon provided by Federated Coop was the low quote;

BE IT RESOLVED to accept the low quote of \$3.35 per gallon provided by Federated Coop.

Action #4 – It was moved by Kim Smith and seconded by Kevin Troupe to approve the paid bills.

Action #4a – It was moved by Kevin Troupe, seconded by Jerry Nelson, and carried unanimously to postpone consideration of the motion (*Action #4*) to approve the paid bills until such a time later in the meeting that further information is obtained on the claim for a Deputy Registrar payment.

Action #5 - It was moved by Jerry Nelson, seconded by Les Nielsen, 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, September 10, 2008 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Jerry Nelson and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

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

Action #PH7 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to adjourn the Public Health Board at 9:20am to meet in regular session on Wednesday, October 8, 2008 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

9:21am - Having obtained further information on the claim for a Deputy Registrar payment, discussion resumed on *Action #4*, Paid Bills. Following discussion, the Chairperson called for a vote and the motion carried unanimously to approve the following paid claims:

Ann Lake Twp	1,760.00
Assurant Employee Benefits	1,218.89
Bearce, Teresa	95.71

Bieniek, Robert	119.00
Brockner, Joey	100.00
Cardinal Health	442.40
Cloud Cartographics	1,710.71
Commissioner of Transportation	10,434.40
Cornell, Kelly & Patricia	346.96
Doering, David	100.00
East Central Energy	68.62
ERA Laboratories	1,159.50
E-Z Excavating	11,180.00
Federated Coop	33,173.52
Ford Twp	288.00
Gangelhoff, Michael	184.00
GMCU	5,759.89
Guptil, Mackenzie	12,753.30
Haybrook Twp	170.67
Humana Dental	3,747.38
Isle Public Schools	341.33
Kanabec Co Auditor	60.00
Kanabec Co Public Health	59,774.86
Knife Lake Twp	1,090.05
Ledin & Hofstad	5,491.80
Menards	69.17
MN Dept of Finance	5,601.00
MN Energy Resources	523.47
MN Mutual Life Ins	309.10
Mora Municipal Utilities	11,310.11
Mora Municipal Utilities	1,234.60
Mora Public Schools	2,756.10
Northstar Access	874.14
Northstar Access	878.50
Office of Enterprise Technology	950.00
Ogilvie Public Schools	3,520.00
Pine Co Health & Human Services	102,602.33
Postmaster	262.00
Purdy, David	100.00
Rudquist, Barbara	323.00
Rural Cellular Corp	1,391.59
Spee-Dee Delivery	80.88
Synergy Graphics	1,723.50
Synergy Graphics	3,104.91
TDS Metrocom	351.35
Tessneer Law Office	314.50

Tomlinson Law Office	446.25
Treasurer, Kanabec Co	79,975.00
Udean, Larry	12,125.00
Total	<u>382,397.49</u>

Action #8 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #8 - 09/10/08
Veteran Service Officer

WHEREAS the term of County Veteran Service Officers is four years as described in Minnesota Statute §197.60, and

WHEREAS the term of Veteran Service Officer Lowell Sedlacek expires January 17, 2009, and

WHEREAS the Kanabec County Board of Commissioners is satisfied in all respects with the performance of Sedlacek, and

WHEREAS Sedlacek’s supervisor has recommended reappointment;

BE IT RESOLVED to reappoint Lowell Sedlacek to a new four year term as Kanabec County Veteran Service Officer commencing January 18, 2009 and expiring January 17, 2013.

9:30am – County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

Action #9 – It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #9 - 09/10/08
Grounds & Maintenance Worker

WHEREAS the board did by Action #18 (08/13/08) refer the new position of Grounds & Maintenance Worker to the pay plan consultant for evaluation, and

WHEREAS the board has been presented with the results of that study;

BE IT RESOLVED to accept the following ranking for the “Grounds & Maintenance Worker,” which results in Pay Range 6:

Category	Rank	Points
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Qualifications	q22	48
Decisions	d8	24
Problem Solving	p5	23
Relationships	r7	29
Effort A	ea8	12
Effort B	eb7	8
Hazards	h19	38
Environment	n18	26
TOTAL POINTS		208

Action #10 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve payment of a claim of \$1,338.01 to Deputy Registrar Donna Ostrom for license and sales tax on a new vehicle.

Action #11 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve payment of the following claims on the funds indicated:

Revenue Fund

VENDOR	AMOUNT
A&S Training	4,385.00
Ace Hardware	68.03
Ace Hardware	15.96
Ace Hardware	118.83
Akkerman-Ingebrand Funeral Home	325.00
Akkerman's Repair	29.23
Alcanter, Lori	200.08
AmeriPride	340.44
Anderson, Jody	420.23
Anderson, Karen	354.52
Andres, Christine	309.07
Arens, Kayle	72.54
Armstrong, Becci	25.16
Auto Value	64.91
Bearce, Teresa	91.00
Bernhardt, Maria	181.36
Biever, Laurie	221.72
BLI Lighting	183.12
Breezy Point	539.97
Breezy Point	20.76
Briggs	1,025.01
Bryant, Gary	1,597.50
Burski, Kathy	197.15
Cadotte, Britta	58.01

Cassman, Deb	449.29
CDW	201.29
Central Heating & Air	240.00
Coborns	119.87
Coborns	21.00
Coborns Long Term Care Pharmacy	358.03
Coborns Pharmacy	511.93
Coborns Pharmacy	5.00
Community Health Conference	110.00
CPS Technology	81.20
Crawford, Julie	36.61
Crow Wing Co Treasurer	375.00
CTC	11.36
Cyber Advisors	2,397.00
D & T Ventures	500.00
D & T Ventures	578.81
Dalco	120.97
Dandelion Floral	36.94
Denny Hecker's	18.50
Don's Cover-up	66.68
East Central Exterminating	111.83
East Central Water Testing	35.00
EBSC	1,317.00
ECM	448.00
Elfstrum, Brenda	432.91
Employers Assn	130.00
Erbstoesser, Arnie	573.54
FastServ Medical	3,525.27
Federated Coop	180.00
Felger, Karen	1,645.62
Franklin Covey	72.31
Fresonke, Lew	220.00
Friday, Jenny	94.19
Galls	370.84
Garcia, Tim	192.50
Glen's Tire	1,513.69
Goodman, Arlys	185.34
Grainger	93.99
Grand View Lodge	447.00
Great America Leasing	999.00
Gustafson, Bev	484.19
Hannu, JoAnn	246.87
Harff, Shirley	401.91

Hebeisen, David	1,305.47
Hebeisen, David	55.00
Hemo Cue Inc	178.92
Henderson, Paul	229.00
Hennepin Co Treasurer	27.00
Holcomb, Lisa	51.01
Horizon Towing	111.83
Image Office Service	79.54
Isanti County	32,809.74
Ivans	60.71
Jims Locksmithing	262.42
Johnson, Wallace	161.46
Johnsons Hardware	31.01
Johnsons Hardware	126.12
Kanabec Co A/T	25.20
Kanabec Co Commission on Aging	123.25
Kanabec Co Family Services	187.60
Kanabec Co Hwy Dept	69.37
Kanabec Co Public Health	997.00
Kanabec Co Public Health	11,607.45
Kanabec Co Sheriff	384.00
Kanabec Hospital	2,897.50
Kanabec Hospital	3,406.80
Kanabec Publications	140.50
Kanabec Publications	35.00
Kanabec Publications	760.68
Kanabec Publications	244.96
Kanabec Publications	529.10
Keefe Supply Co	267.12
KEEPRS	165.06
Larson Allen	5,350.00
Laska, Millie	1,619.81
MAAO	55.00
MACPZA	185.00
Majeski, Annette	465.76
Martin, Bill	10.53
Maul, Barb	52.65
Maul, Barb	132.21
MCIT	80.00
McLain Electric	1,500.00
McLain Electric	74.99
MN Board of Water & Soil Resources	125.00
MN Monitoring	510.00

MN Monitoring	438.00
MN Office of Enterprise Technology	38.86
MN Perinatal Organization	225.00
MN Prev Resource Center	320.00
MN Public Transit Assn	250.00
MN Sheriff's Youth Program	325.54
MN Sheriff's Youth Program	651.08
Mora Police Dept	384.00
Mora Psychological Services	380.00
Mora Schools	8,956.00
Morrell, Joy	729.01
National Academies of Emergency Dispatch	135.00
National Dairy Council	58.12
Nelsons	228.67
Newton Manufacturing	421.71
Northpost Inc	2,650.00
Novus	45.00
Office Depot	16.75
Office Depot	62.26
Office Depot	227.40
Office Depot	37.64
Office Depot	117.21
Office Depot	591.32
Ogilvie Schools	7,962.00
Olson, Rhonda	86.58
O'Reilly, Molly	397.80
Oslin Lumber	93.71
Osterdyk, Sue	132.31
Otte Dairy Delivery	324.00
Pamida	436.07
PC MallGov	487.47
PD's Embroidery	45.00
Pedersen, Jerry	43.29
Printer Ink Warehouse	75.90
Promo Direct	1,106.50
Quality Disposal	439.39
Quill	290.75
Quill	50.67
Raiche, Nancy	252.73
Ratwik, Roszak & Maloney	215.96
Reconnecting Youth	750.00
Reed, Terrie	377.33
Reliance Telephone	500.00

Richards, Lila	372.75
Ringler, Jennie	187.79
Rittenour, Michelle	191.30
Rosburg, Diane	315.32
RS Eden	15.00
S&R Mart	200.00
Sandberg, Bev	209.44
Sandstone Distributing	32.50
Schmidt, Barb	368.56
Schultz, Deb	106.50
Scofield, Becca	162.64
Sedlacek, Lowell	39.13
Sedlacek, Lowell	38.13
Sherburne Co Aud/Treas	2,368.37
Sheriff, Pine Co	3,380.62
Skramstad, Linda	241.03
SmileMakers	89.94
Smoothwall	2,572.38
Solution Tree	1,929.55
St Cloud Hospital	150.00
Stalker Radar Online Store	96.25
Streichers	595.27
Sue's Bus Service	318.78
Sunshine Printing	56.29
Swanson, Lori	112.91
Thompson, Wendy	600.80
Tvedt, Joell	672.87
UHL Co	6,000.00
Ultramax	2,140.20
Visual Gov Solutions	75.00
Vogel, Darla	334.62
Voight, Jackie	117.00
Watson Co	1,152.15
Watson Co	632.25
Weber, Dan	50.00
Weber, Dan	78.39
Weber, Dan	35.00
West Payment Center	273.23
Zamora, Ray	1,235.94
Total	<u>157,199.78</u>

Road & Bridge Fund

Ace Hardware	212.68
Ameripride	554.84
Auto Value Mora	1,826.42
Braham Motor Service	54.93
Cloud Cartographics, Inc.	1,710.71
Commissioner of Transportation	2,287.44
Concept Financial Group	14,240.00
Contech Construction Products	10,599.95
Earl F. Andersen, Inc.	6,821.33
Federated Co-ops, Inc.	11.48
Fluegge's Ag, Inc.	4,716.63
Glen's Tire	577.29
Gopher State One Call	21.75
Gunderson Motors	100.59
J. R. Oil Co.	25.00
JMD Manufacturing, Inc.	4,366.50
Johnson Crushing, Inc.	37,275.57
Kanabec County Highway - Petty Cash	47.86
Kanabec Publications	122.48
Med Compass	470.00
Minnesota Counties Insurance Trust	194.00
Northern States Supply, Inc.	4.83
Northland Fire Protection	980.49
Office Depot	36.51
Oslin Lumber	52.14
Owens Auto Parts	251.19
Oxygen Service Company	48.38
Pomp's Tire Service, Inc.	1,219.08
Postmaster	262.00
Power Plan	727.66
Quality Disposal Systems, Inc.	122.40
Reed Business Information	519.48
Richards, Lila, The Cleaning Agent	910.58
S & T Office Products	86.51
Timmer Implement, Inc.	136.71
Watson Co Inc	230.71
Total:	91,826.12

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

Resolution 12 - 09/10/08

A Resolution to set the Maximum Levy and Proposed Budget for 2009

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed year 2009 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
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<i>a.</i> Revenue Fund	\$11,711,545	\$5,461,216
<i>b.</i> Welfare Fund	\$5,298,734	\$2,405,148
<i>c.</i> Road & Bridge Fund	\$5,101,000	\$2,563,000
<i>d.</i> Building Fund (not including market value levy)	\$1,013,206	\$995,606
<i>e.</i> SUB-TOTALS (<i>total of a. through d.</i>) Includes Levy Limit exemptions except Market Based Levy	\$23,124,485	\$11,424,970
<i>f.</i> Y2009 Program Aid		\$976,437
<i>g.</i> Sub-Total (<i>total of e – f</i>)		\$10,448,533
<i>h.</i> + Debt Service for Market Based Referendum Levy		\$178,740
<i>i.</i> TOTAL FINAL PAYABLE Y2009 LEVY (<i>total of g + h</i>)=		\$10,627,273
Levy Limit Exceptions:		
<i>j.</i> Jail Budget:	\$2,075,438	
<i>k.</i> Sheriff's Wage & Benefit Increase	\$830,764	
<i>l.</i> Bonded Indebtedness	\$939,560	
<i>m.</i> Market Based Referendum Levy	\$178,740	
<i>n.</i> Sub-Total of Exempt Funds	\$4,024,502	
<i>q.</i> Budget Subject to Levy Limit (<i>Levy Line i less Line n</i>)		\$6,602,771
<i>r.</i> State Levy Limit = \$6,602,856		

BE IT FURTHER RESOLVED that \$939,560 of the “Building Fund” line and all of the “Debt Service Fund” line at \$178,740 are dedicated to debt service.

10:00am – County Assessor Dan Weber met with the County Board to discuss matters concerning Green Acres.

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

Resolution #13 - 09/10/08
Green Acres Legislation

WHEREAS the Minnesota Legislature passed changes to the “Green Acres” program, and

WHEREAS the changes to the “Green Acres” program do not appear to be mindful of the land conditions of central Minnesota, and

WHEREAS these changes create administrative burdens that are so massive as to be not solvable by practical measures at the county level;

BE IT RESOLVED to alert the legislature and governor—who did set levy limits on counties—that the changes in Green Acres administration constitutes another unfunded mandate further eroding Kanabec County’s ability to budget well for our SPECIFIC County needs, and

BE IT FURTHER RESOLVED to request the legislature and governor to repeal the changes made to ”Green Acres” in M.S. 273.111 and reconsider the outcomes desired with the input of the affected parties, both public and private.

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

Resolution #14 - 09/10/08
Green Acres Letter

WHEREAS the Minnesota Legislature passed changes to the “Green Acres” program, and

WHEREAS the county board wishes to make these changes known to those affected along with their options, and

WHEREAS the board has two draft letters available for this purpose: one recommended by the State Department of Revenue and one modified by the board in consultation with the County Assessor;

BE IT RESOLVED to authorize sending a letter to all Green Acres land owners using the board modified letter.

Action #15 – It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #15 - 09/10/08
A’viands Contract

WHEREAS the board did, by Resolution #17-07/16/08, agree to enter into a contract with A'viands Food Service & Management for food service, food service equipment and small wares & tray system, and

WHEREAS the language of the contract has been drafted by the parties involved and presented to the county board for approval;

BE IT RESOLVED to approve an agreement between Kanabec County and A'viands, LLC to have A'viands operate and manage the Food Service operation at the new Kanabec County Jail.

10:33am - The Chairperson then called for public comment. Those that responded included:

Bob Swetz	Who is responsible for welfare EBT cards?
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10:39am - The Chairperson closed public comment.

10:40am – The board took a 10 minute break.

10:50am – Environmental Services Director Teresa Bearce met with the County Board to discuss matters concerning her office.

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

Resolution #16 - 09/10/08
Natural Resources Block Grant

WHEREAS the 2009 Natural Resources Block Grant application has been in all ways completed;

BE IT RESOLVED to accept a 2009 Natural Resources Block Grant, and

BE IT FURTHER RESOLVED to authorize the Chairperson to sign a “Kanabec County 2008 Allocation and Contribution Plan Statement” and a “State of Minnesota Board of Water and Soil Resources 2008 Natural Resources Block Grant Agreement.”

10:55am – Coordinator’s Assistant Kim Pautsch along with Insurance Committee members Diane Weepie and Roberta Anderson met with the County Board to discuss matters concerning insurance eligibility.

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

Resolution #17 - 09/10/08

Insurance Eligibility

WHEREAS the eligibility date for insurance coverages for new county employees causes administrative problems in certain situations, and

WHEREAS the current eligibility date is the first of the month following an employees start date, and

WHEREAS the Insurance Committee has discussed changing the eligibility date of insurance for new employees to alleviate some issues concerning administration and payroll, and

WHEREAS the Insurance Committee decided unanimously to recommend to the County Board to change the eligibility date to the first of the month following 45 days of start date;

BE IT RESOLVED to accept the recommendation of the Insurance Committee and change the wording in policy P-113 – Insurance, Section 3 Subd B from “Coverage will commence the 1st of the month following the first day on the job.” to “Coverage will commence the 1st of the month following 45 days from first day on the job.”

11:00am – Jail Administrator Joanne Nelson met with the County Board to discuss staffing matters.

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

Resolution 18 - 09/10/08

Approve Job Description and Refer for Reevaluation

WHEREAS the Sheriff did include a Dispatch Sergeant position in the 2009 Jail budget, and

WHEREAS the Jail Administrator has prepared a job description and position questionnaire, and

WHEREAS the Sheriff has requested an evaluation of the Dispatch Sergeant position, and

WHEREAS the board is satisfied that the job description and position questionnaire accurately reflect the needs of the position;

BE IT RESOLVED to direct the Personnel Director to submit the Dispatch

Sergeant position to the Pay Plan Consultant for review.

11:12am – Information Systems Director Jessie Kehn met with the County Board to discuss matters concerning computer hardware.

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

Resolution #19 - 09/10/08
Computer Server

WHEREAS Information Systems does utilize our hardware to its fullest extent,
and

WHEREAS there is a shortage of computer hardware to successfully cover all county needs, and

WHEREAS the Information Systems Director has obtained quotes for equipment to alleviate this situation as follows:

CDWG	\$4,760.01
Tech Depot	\$6,212.57
Tiger Direct	\$8,973.00

and,

WHEREAS the Information Systems Director can cover this expense within her budget;

BE IT RESOLVED to authorize Information Systems Director Jessie Kehn to purchase server hardware from CDWG in the amount of \$4760.01 + tax and shipping charges.

11:20am – The board was given a tour of the jail project.

Action #20 – Chairperson Ellis adjourned the meeting at 12:12pm to meet in regular session on Wednesday, September 17, 2008 at 9:00am.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator