

PROCEEDINGS OF THE COUNTY BOARD

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

September 30, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 30, 2009 in Special Session pursuant to public notice 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 Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the agenda with the following additions:

#13 – Wages

Action #2 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the September 16, 2009 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the September 23, 2009 minutes of the Kanabec County Board of Commissioners as corrected: change the meeting time from 9:00am to 6:30pm.

9:03am – County Engineer Greg Nikodym met with the board to discuss matters concerning the Highway Department.

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

Resolution #4 – 09/30/2009

Spring Lake Trail Project

WHEREAS bids were received for the construction of the Spring Lake Trail Project, SP 33-090-01, and

WHEREAS Anderson Excavating was awarded the contract based on their low bid of \$474,551.58;

BE IT RESOLVED that the chairperson and County Coordinator are authorized to sign the contract on behalf of the Kanabec County Board of Commissioners.

Action #5 – It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to direct the County Coordinator to prepare and release a Request for Proposal for snow removal on county grounds.

Action #6 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to rescind Action #11, September 9, 2009.

9:31am – Public Health Programs Supervisor Kathy Burski met with the county board to discuss matters concerning the Public Health Department.

Action #7 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #7 - 09/30/09

Out of State Travel

WHEREAS the Health & Human Service Director has requested approval to send a Health Educator to an out-of state conference in Des Moines, Iowa, and

WHEREAS this is a conference that has been highly recommended by the Minnesota Department of Health and one in which they are willing to support financially through the Statewide Health Improvement Program (SHIP);

BE IT RESOLVED to authorize Health Educator Michelle Jebson to attend the Community Food Security Coalition conference in Des Moines, Iowa with all costs paid from SHIP funds.

Action #8 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #8 - 09/30/09

WIC Furniture

WHEREAS the Health & Human Service Director has proposed replacing worn staff chairs in the Women, Infants & Children Program (WIC) Office and adding public seating, and

WHEREAS WIC funds are available for this purchase;

BE IT RESOLVED to authorize Health & Human Service Director Wendy Thompson to purchase office chairs for the WIC offices not to exceed \$4,707.00 + tax.

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

Resolution #9 – 09/30/09

Homemaker Pay

WHEREAS the board did by Resolution #11-05/13/09 set the wage for Homemaker duties at Pay Range #1 with a negative market adjustment of 33%, and

WHEREAS the Federal government did subsequently increase the minimum wage to \$7.15 per hour, and

WHEREAS employees at Step A of this pay range have been paid at \$6.95 per hour, and

WHEREAS the Personnel Director, Auditor/Treasurer and Public Health did adjust the wage rate to \$7.25 per hour as soon as the problem was detected;

BE IT RESOLVED to confirm these corrective actions and set the minimum pay for Homemaker duties at \$7.25 effective July 24, 2009, and

BE IT FURTHER RESOLVED that the minimum pay rate does not affect step date advancement; employees will remain at the \$7.25 rate until normal step progression or pay scale adjustments catch up to their rate.

9:38am – Veteran Service Officer/Emergency Management Director Lowell Sedlacek met with the county board to discuss proposal requests.

Action #10 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #10 - 09/30/09

RFQ - Interoperability

WHEREAS Emergency Management Director Lowell Sedlacek has requested approval to release a request for professional services to coordinate interoperable communications planning and complete a Tactical Interoperability Communications Plan for the North East MN HSEM Region 2, and

WHEREAS this an RFQ for the Arrowhead Emergency Managers Association (AREMA) with Kanabec County acting as Fiscal Agent, and

WHEREAS the funding source is AREMA Grant Funds;

BE IT RESOLVED to authorize Emergency Management Director Lowell Sedlacek to release a “REQUEST FOR QUALIFICATIONS & PROPOSAL for MN HSEM - Region 2 Tactical Interoperability Communication Plan Project, and

BE IT FURTHER RESOLVED that approval is contingent upon correcting the “Kanabec County” references to ‘AREMA.’

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

Resolution #11 - 09/23/09

RFQ - Infrastructure

WHEREAS Emergency Management Director Lowell Sedlacek has requested approval to release a request for qualifications and proposal Critical Infrastructure and Key Resource Project work, and

WHEREAS this an RFQ for the Arrowhead Emergency Managers Association (AREMA) with Kanabec County acting as Fiscal Agent, and

WHEREAS the funding source is AREMA Grant Funds;

BE IT RESOLVED to authorize Emergency Management Director Lowell Sedlacek to release a “REQUEST FOR QUALIFICATIONS & PROPOSAL for Critical Infrastructure and Key Resource Project,” and

BE IT FURTHER RESOLVED that approval is contingent upon correcting the “Kanabec County” references to ‘AREMA.’

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

Resolution #12 - 09/23/2009

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:

	AMOUNT
Annette Majeski	\$ 253.00
Barb Maul	\$ 36.30
Betty Geisthardt	\$ 613.73
Bill Hood	\$ 479.35
Bob Hoefert	\$1,170.25
Charlyne Grant	\$1,055.15
Gary Nelson	\$ 724.45
Jean Newgard	\$ 291.05
Jennifer Leerssen	\$ 669.88
Jerald Nelson	\$ 311.30
Joy Morrell	\$ 580.25
Judy Colburn	\$ 408.10
Karen Luberda	\$ 255.30
Ken Dery	\$ 86.90
Linda Nelson	\$ 907.90
Mary Lou Moriarity	\$ 200.75
Millie Laska	\$ 531.71
Ray Zamora	\$ 500.55
Rollie Pieper	\$1,323.42
Ronette Nelson	\$ 402.07
Sy Tadych	\$ 991.60
Ted Lindgren	\$ 357.50
Terrie Reed	\$ 107.80
Willard Landreville	\$ 510.55
Total for Volunteer Drivers	\$12,768.86

Action #13 – 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 #13a - 09/30/09

49ers Letter of Agreement

WHEREAS Highway Department bargaining unit employees (Local 49) agreed to a reduction in pay to help fund the 2009 state unallotment of payments to Kanabec County, and

WHEREAS pay reductions and other budget control measures have enabled the board to cope with the loss of state commitments and to transition into the 2010 budget, and

WHEREAS the Personnel Director has presented the board with a Letter of Agreement with Local 49 to now return the group to the 2009 wage schedule;

BE IT RESOLVED to approve a “Letter of Agreement, County of Kanabec and Operating Engineers Local 49” to return the bargaining unit employees to the 2009 wage schedule as specified in the current bargaining agreement.

Resolution #13b - 09/30/09

Local 320 Letter of Agreement

WHEREAS Courthouse bargaining unit employees (Local 320) agreed to a reduction in pay to help fund the 2009 state unallotment of payments to Kanabec County, and

WHEREAS pay reductions and other budget control measures have enabled the board to cope with the loss of state commitments and to transition into the 2010 budget, and

WHEREAS the Personnel Director has presented the board with a Letter of Agreement with Local 320 to now return the group to the 2009 wage schedule;

BE IT RESOLVED to approve a “Letter of Agreement, County of Kanabec and Minnesota Teamsters Local 320” to return the bargaining unit employees to the 2009 wage schedule as specified in the current bargaining agreement.

Resolution #13c - 09/30/09

Non-Union Employees

WHEREAS non-union employees accepted a reduction in pay to help fund the 2009 state unallotment of payments to Kanabec County, and

WHEREAS pay reductions and other budget control measures have enabled the board to cope with the loss of state commitments and to transition into the 2010 budget, and

WHEREAS the Personnel Director has presented the board with a request to now return the group to the 2009 wage schedule;

BE IT RESOLVED to return the non-union employees to the 2009 wage

schedule as specified in Board Resolution #19-12/17/08.

10:00am – Jail Administrator Joanne Nelson met with the county board to discuss matters concerning the new jail.

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

Resolution #14 – 09/30/09

Programmer Job Description

WHEREAS the positions of Jail Programmer and Assistant Jail Administrator must be split in the new jail, and

WHEREAS the County Coordinator has submitted an updated job description for “Jail Programmer”, and

WHEREAS the board has examined and evaluated the updated information, and

WHEREAS the board finds that the updates do constitute significant changes in the actual duties of the job;

BE IT RESOLVED to approve the revised job description, and

BE IT FURTHER RESOLVED that it is the decision of the board to submit the new position of “Jail Programmer” to the salary consultant.

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

Resolution #15 – 09/30/09

Jail Equipment

WHEREAS certain equipment is required for the operation of the new county jail, and

WHEREAS purchase of these items is included in the FFE portion of the jail budget, and

WHEREAS members of the Jail Construction Committee have researched prices on all items to get the best available value;

BE IT RESOLVED to approve the purchase of the following items:

(100) Jail Mattress with pillow from Derby Industries	\$12,900.00
(200) Clothes Check Bags from Charm-Tex	\$ 1,944.00
(2) Computers for dispatch	\$ 1,200.00
(2) Video Cards	\$ 56.00

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

Resolution #16 – 09/30/09

Sergeants

ORDER OF THE BOARD

WHEREAS the county is preparing open a new county jail, and

WHEREAS the jail will require the addition of Sergeant positions, and

WHEREAS the board desires to fill these positions by internal post;

BE IT RESOLVED that the County Board authorizes County Sheriff Steve Schulz and the County Personnel Director to hire:

- a. Four full-time Jail Sergeants at 40 hours per week at Step A, Range 10 of the pay plan which is \$17.53 per hour or the rate set by rule for internal promotion, and
- b. One full-time Dispatch sergeant at 40 hours per week at Step A, Range 10 of the pay plan which is \$17.53 per hour or the rate set by rule for internal promotion, and.

BE IT FURTHER RESOLVED that the hours of work for this position be limited to those budgeted.

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

Resolution #17 – 09/30/09

Booking Fees

WHEREAS the Jail Booking Fee has been \$10.00, and

WHEREAS the \$10.00 does not cover the actual cost of booking, but that has been the limit set by statute, and

WHEREAS the state legislature has changed \$641.12 to eliminate the fee limit and allow the fee to be set at an amount to recover the actual cost of booking, and

WHEREAS the Jail Administrator recommends that the booking fee be increased from \$10.00 to \$20.00;

BE IT RESOLVED to increase the Kanabec County Booking Fee from \$10.00 to \$20.00 effective October 1, 2009.

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

Resolution #18 – 09/30/09

Jail Signs

WHEREAS signage is required for the operation of the new county jail, and

WHEREAS purchase of these items is included in the FFE portion of the jail budget, and

WHEREAS members of the Jail Construction Committee have researched prices on all items to get the best available value;

BE IT RESOLVED to approve the purchase building signs at a cost of up to \$2,500.00.

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

Resolution #19 - 09/30/09

Travel Policy

WHEREAS the board has been presented with a revised Travel Policy that removes the automatic mandate to use county vehicles for travel, and

WHEREAS the policy change places the decision of whether to use a county vehicle at the supervisor level, and

WHEREAS the policy change sets the reimbursement levels to employees for use of their own vehicles at:

100% of the IRS rate if use of a county vehicle is not required
60% of the IRS rate if use of a county vehicle is required

and,

WHEREAS the policy change sets the cost to the department at 80% of the IRS rate for use of a county vehicle, and

WHEREAS the Department Heads Committee has reviewed the policy changes and recommends approval;

BE IT RESOLVED to approve the following revised Travel Policy:

Policy #P-108

Approved: September 23, 2009

Effective: October 1, 2009

Supersedes (Eff) : May 1, 2009

Travel

I. POLICY STATEMENT

This is an acceptable use Policy for travel by county employees and others who may be reimbursed by county funds.

II. Travel approvals

The Kanabec County Board of Commissioners reserves the right to allow or not allow any travel for which the county board must approve the reimbursement except where otherwise provided by public law. Approval takes one of two forms:

1. For travel where the total cost of the trip per individual including transportation, lodging, meals, fees, registration, etc is less than \$500.00, and where there is adequate departmental funding for that line item, approval is implied by the county board's budget with approval by the Department Head.
2. For travel where the total cost of the trip including transportation, lodging, meals, fees, registration, etc is \$500.00 or greater, or where there is insufficient departmental funding for that line item, specific approval for the trip must be obtained from the county board in advance of the trip.

III. Airline Travel Credit

Whenever county funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

IV. Vehicle Reimbursement

The board has established a motor pool in the care the County Coordinator who is directed to develop procedures for equitable use of vehicles. In addition other departments have county vehicles, including the Sheriff's Office, Assessor's Office, Environmental Services, Veteran Services and Highway Department.

The mileage reimbursement policy is:

1. Supervisors will determine on a case-by-case basis on its own merits whether or not it is in the best interests of the county to require use of a county vehicle. Department Heads and Elected Officials self-determine.
 - a. **If the supervisor requires the use of a county vehicle**, the employee must use a county vehicle for travel if one is available; however, an employee may choose to use their own vehicle when a county vehicle is available at a reimbursement rate of 60% of the current IRS rate. If an employee uses their own vehicle because a county vehicle is not available, they will be reimbursed at 100% of the current IRS rate.
 - b. **If the supervisor does not require the use of a county vehicle**, and they choose to use their own vehicle, the employee will be reimbursed at 100% of the current IRS rate. They may still choose to use a county vehicle if one is available.
 - c. For trips of 10 miles or fewer, an employee may be reimbursed at 100% of the current IRS rate whether a county vehicle was available or not.
 - d. Any time departments use a county vehicle from the pool, the department is billed at 80% of the IRS rate for miles incurred.

V. Out of State Travel

Out of state travel is handled on the following basis:

1. Out of state travel is appropriate when the time and cost of such travel are outweighed by the benefit to Kanabec County.
 2. Expenses are limited to reasonable and proper.
 3. All out of state travel requires prior county board approval.
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Action #20 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #20 - 09/30/09

Sick Leave Policy

WHEREAS an influenza virus, now called 2009 H1N1 influenza, first caused illness in Mexico and the United States in March and April, 2009. On June 11, 2009, the World Health Organization signaled that a global pandemic of 2009 H1N1 flu was underway by raising the worldwide pandemic alert level to Phase 6. Since June, this new H1N1 virus has continued to spread. The Centers for Disease Control and Prevention anticipates additional cases associated with this pandemic in the United States during the U.S. 2009–2010 influenza season, and

WHEREAS the pandemic may place a heavy burden on the medical professions, and

WHEREAS the county Health & Human Service Director recommends that employees in the contagious phase, or employees caring for family members with H1N1, be encouraged to stay home and not be in contact with co-workers or the public we serve, and

WHEREAS under certain circumstances in county policy and contracts, a doctor's release prior returning to work may be required, and

WHEREAS requiring the doctor's release places additional strain on the medical system;

BE IT RESOLVED that the Kanabec County Board of Commissioners authorizes Department Heads to waive any mandatory doctor's release to return to work in the following circumstances:

1. If the absence is less than 10 calendar days
2. If there is reason to believe that the absence is related to H1N1

and,

BE IT FURTHER RESOLVED that this authorization expires April 1, 2010 unless renewed by the board, and

BE IT FURTHER RESOLVED to have the Personnel Director send a letter to all union Business Agents stating, at a minimum:

1. This is a temporary measure to respond to a pandemic
2. If the union objects to this temporary measure to advise Kanabec County immediately or we will assume they are in agreement.

Action #21 – It was moved by Les Nielsen, seconded by Kevin Troupe, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #21a – 09/30/09

Landwehr Construction Claim

WHEREAS Landwehr Construction, Inc. is the Category #1—Earthwork/Utilities—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Landwehr Construction Application #10 for approval as follows:

Contract Sum	= \$481,853.13
Total Completed to date	= \$481,583.13

5% Retainage	= \$	0.00
Less previous payments	=	<u>\$454,517.17</u>
Current Due	=	\$ 27,335.96

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$27,335.96 on Jail Bond Funds to Landwehr Construction, Inc.

Resolution #21b – 09/30/09
Bruce’s Contracting Claim

WHEREAS Bruce’s Contracting, Inc. is the Category #2—Concrete—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Bruce’s Contracting Application #13 for approval as follows:

Contract Sum	=	\$260,039.80
Total Completed to date	=	\$260,039.80
5% Retainage	=	\$ 0.00
Less previous payments	=	<u>\$247,037.81</u>
Current Due	=	\$ 13,001.99

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$13,001.99 on Jail Bond Funds to Bruce’s Contracting, Inc.

Resolution #21c – 09/30/09
Dynamic Structural Steel Claim

WHEREAS Dynamic Structural Steel, LLC is the Category #5—Steel Supply—contractor for the jail project, and

WHEREAS the board has received a claim from Dynamic Structural Steel for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified Dynamic Structural Steel Final Application for approval as follows:

Contract Sum	= \$235,243.65
Total Completed to date	= \$235,243.65
5% Retainage	= \$ 0.00
Less previous payments	= <u>\$223,481.47</u>
Current Due	= \$ 11,762.18

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$11,762.18 on Jail Bond Funds to Dynamic Structural Steel, LLC.

Resolution #21d – 09/30/09

R&S Casework Claim

WHEREAS R&S Casework, Inc is the Category #7—Casework—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified R&S Casework Application #6 for approval as follows:

Contract Sum	= \$41,515.33
Total Completed to date	= \$41,515.33
5% Retainage	= \$ 2,075.77
Less previous payments	= <u>\$37,475.99</u>
Current Due	= \$ 2,075.77

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$2,075.77 on Jail Bond Funds to R&S Casework, Inc.

Resolution #21e – 09/30/09

Heartland Glass Claim

WHEREAS Heartland Glass Co, Inc. is the Category #12—Aluminum Windows, Skylights & Glazing—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Heartland Glass Application #6 for approval as follows:

Contract Sum	= \$37,300.00
Total Completed to date	= \$37,300.00
5% Retainage	= \$ 0.00
Less previous payments	= <u>\$36,385.00</u>
Current Due	= \$ 915.00

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$915.00 on Jail Bond Funds to Heartland Glass Co, Inc.

Resolution #21f – 09/30/09

Regal Contractors Claim

WHEREAS Regal Contractors Inc., is the Category #14—Gypsum Board—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Regal Contractors Application #9 for approval as follows:

Contract Sum	= \$160,747.00
Total Completed to date	= \$160,747.00
5% Retainage	= \$ 0.00
Less previous payments	= <u>\$152,709.65</u>
Current Due	= \$ 8,037.35

and,

WHEREAS the Construction Committee has approved these claims;

BE IT RESOLVED to authorize payment of \$8,037.35 on Jail Bond Funds to Regal Contractors Inc.

Resolution #21g – 09/30/09

Pauly Jail Building Company Claim

WHEREAS Pauly Jail Building Company, Inc, is the Category #20—Detention Equipment—contractor for the jail project, and

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 Pauly Jail Building Company Application #17 for approval as follows:

Contract Sum	= \$1,621,955.59
Total Completed to date	= \$1,621,955.59
5% Retainage	= \$ 81,097.78
Less previous payments	= <u>\$1,540,231.54</u>
Current Due	= \$ 626.27

and,

WHEREAS the Construction Committee has approved these claims;

BE IT RESOLVED to authorize payment of \$626.27 on Jail Bond Funds to Pauly Jail Building Company, Inc.

Resolution #21h – 09/30/09
Pauly Jail Building Company Claim

WHEREAS Pauly Jail Building Company, Inc, is the Category #20—Detention Equipment— contractor for the jail project, and

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 Pauly Jail Building Company Application #18 for approval as follows:

Contract Sum	= \$1,621,955.59
Total Completed to date	= \$1,621,955.59
5% Retainage	= \$ 25,000.00
Less previous payments	= <u>\$1,596,955.59</u>
Current Due	= \$ 56,097.78

and,

WHEREAS the Construction Committee has approved these claims;

BE IT RESOLVED to authorize payment of \$56,097.78 on Jail Bond Funds to Pauly Jail Building Company, Inc.

Resolution #21i – 09/30/09
Brothers Fire Protection Claim

WHEREAS Brothers Fire Protection Co., is the Category #21—Fire Protection—contractor for the jail project, and

WHEREAS the board has received a claim from Brothers Fire Protection for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified Brothers Fire Protection Application #12 for approval as follows:

Contract Sum	= \$110,428.55
Total Completed to date	= \$110,428.55
5% Retainage	= \$ 0.00
Less previous payments	= <u>\$104,907.12</u>
Current Due	= \$ 5,521.43

and,

WHEREAS the Construction Committee has approved these claims;

BE IT RESOLVED to authorize payment of \$5,521.43 on Jail Bond Funds to Brothers Fire Protection Co.

Resolution #21j – 09/30/09

McDowall Company Claim

WHEREAS McDowall Company is the Category #23—HVAC—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified McDowall Company Application #16 for approval as follows:

Contract Sum	= \$533,100.00
Total Completed to date	= \$533,100.00
5% Retainage	= \$ 0.00
Less previous payments	= <u>\$506,097.30</u>
Current Due	= \$ 27,002.70

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$27,002.70 on Jail Bond Funds to McDowall Company.

Resolution #21k – 09/30/09

Gartner Refrigeration Claim

WHEREAS Gartner Refrigeration Co is the Category #24—Controls—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Gartner Refrigeration Application #11 for approval as follows:

Contract Sum	= \$164,928.00
Total Completed to date	= \$156,681.60
5% Retainage	= \$ 8,246.40
Less previous payments	= <u>\$155,044.28</u>
Current Due	= \$ 1,637.33

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$1,637.33 on Jail Bond Funds to Gartner Refrigeration Co.

Resolution #21L – 09/30/09

Systems Management & Balancing of MN Claim

WHEREAS Systems Management & Balancing of MN is the Category #25—Testing/Adjusting & Balancing—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Systems Management & Balancing of MN Application #3 for approval as follows:

Contract Sum	= \$17,300.00
Total Completed to date	= \$13,840.00
5% Retainage	= \$ 692.00
Less previous payments	= <u>\$ 6,574.00</u>
Current Due	= \$ 6,574.00

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$6,574.00 on Jail Bond Funds to Systems Management & Balancing of MN.

Resolution #21m – 09/30/09
Systems Management & Balancing of MN Claim

WHEREAS Systems Management & Balancing of MN is the Category #25—Testing/Adjusting & Balancing—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Systems Management & Balancing of MN Application #3 for approval as follows:

Contract Sum	= \$17,300.00
Total Completed to date	= \$15,570.00
5% Retainage	= \$ 778.50
Less previous payments	= <u>\$13,148.00</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 of MN.

Resolution #21n – 09/30/09
Willmar Electric Claim

WHEREAS Willmar Electric Service Corp is the Category #26—Electrical—contractor for the jail project, and

WHEREAS the board has received a claim from Willmar Electric Service for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified Willmar Electric Service Application #14 for approval as follows:

Contract Sum	= \$1,232,225.61
Total Completed to date	= \$1,232,225.61
5% Retainage	= \$ 61,611.28
Less previous payments	= <u>\$1,163,030.83</u>
Current Due	= \$ 7,583.50

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$7,583.50 on Jail Bond Funds to Willmar Electric Service Corp.

Resolution #21o – 09/30/09

All State Communications Claim

WHEREAS All State Communications is the Category #27—Communications—contractor for the jail project, and

WHEREAS the board has received a claim from All State Communications for payment for worked performed on the jail project, and

WHEREAS the Construction Manager has certified All State Communications Application #4 for approval as follows:

Contract Sum	= \$70,139.58
Total Completed to date	= \$70,139.58
5% Retainage	= \$ 0.00
Less previous payments	= <u>\$64,398.86</u>
Current Due	= \$ 5,740.72

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$5,740.72 on Jail Bond Funds to All State Communications.

Resolution #21p – 09/30/09

Accurate Controls Claim

WHEREAS Accurate Controls, Inc. is the Category #28—Security Electronics—contractor for the jail project, and

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

WHEREAS the Construction Manager has certified Accurate Controls Application #4 for approval as follows:

Contract Sum	= \$508,387.16
Total Completed to date	= \$499,362.12
5% Retainage	= \$ 24,968.11
Less previous payments	= <u>\$469,874.84</u>
Current Due	= \$ 4,519.17

and,

WHEREAS the Construction Committee has approved this claim;

BE IT RESOLVED to authorize payment of \$4,519.17 on Jail Bond Funds to Accurate Controls, Inc.

Resolution #21q – 09/30/09

General Jail Project Claims

WHEREAS the board has received a claim from various vendors for payment for the jail project, and

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

WHEREAS the Construction Committee has approved these claims;

BE IT RESOLVED to authorize payment of the following claims on Jail Bond Funds:

Ecowater	\$28.42
Froggy's Signs	\$332.65
Johnsons Hardware	\$62.28
Kendell Doors & Hardware	\$120.00

Resolution #21r – 09/30/09

General Jail Project Claims

WHEREAS the board has received a claim from various vendors for payment for the jail project, and

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

WHEREAS the Construction Committee has approved these claims;

BE IT RESOLVED to authorize payment of the following claims on Jail Bond Funds:

Willmar Electric	\$90.93
Minnesota Energy	\$827.85
Norix Group	\$32,283.57
Ace Hardware	\$17.08
Scotts Lawn Care	\$1,573.25
Fahrner Asphalt Sealers	\$888.90
Gary's Cleaning	\$2,262.59

Timless Cabinets	\$1,650.00
S&T Office Products	\$67,459.82
Newark	\$67.52
Cardiac Science Corp	\$3,435.00
Alan B. Peterson	\$62.10

Resolution #21s – 09/30/09

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 #14-09/26/07, the billing appears consistent with work performed and the documentation is in order;

BE IT RESOLVED to authorize payment of \$22,638.10 on Jail Bond Funds to the Contegrity Group.

10:35am - The Chairperson then called for public comment three times. None responded.

10:38am - The Chairperson closed public comment.

Action #22 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to adjourn at 10:55am to meet again in regular session on Wednesday, October 14, 2009 at 9:00am.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator