

# PROCEEDINGS OF THE COUNTY BOARD

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

**February 11, 2004**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 11, 2004 pursuant to adjournment with the following Board Members present: Stan Cooper, Jerry Nelson, Kathi Ellis, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the agenda and optional agenda.

Action #2 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the January 28, 2004 minutes of the Kanabec County Board of Commissioners as presented.

**9:05am** - Valarie Prax met with the County Board to discuss matters concerning Clean Up Day and Extension activities. Also present were Pat O'Brian and Teresa Bearce.

---

Action #3 - It was moved by Dennis McNally, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

## *Resolution 3 - 02/11/04*

**BE IT RESOLVED** to authorize the expenditure of up to \$5,000.00 in solid waste surcharge funds for activities related to County Clean-Up Day, and

**BE IT FURTHER RESOLVED** to authorize the expenditure of up to \$2,500.00 in SCORE funds for activities related to junk car clean up.

---

Action #4 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

---

## *Resolution 4a - 02/11/04*

**WHEREAS** the board has been presented with a claim to be drawn on Water Plan Funds, and

**WHEREAS** the Environmental Services Director has verified that this claim falls within the budget of the Water Plan and is an action item of the Water Plan Committee;

**BE IT RESOLVED** to approve payment of claims totaling \$100.00 to East Central Water Testing for water testing under the Well Baby program.

---

*Resolution 4b - 02/11/04*

**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 February, 2004 claims on SCORE Funds:

Quality Disposal	\$3,121.88
Arthur Township	\$ 400.00
Knife Lake Sanitation	\$ 768.80
TOTAL	\$3,890.65

---

*Resolution 4c - 02/11/04*

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

**WHEREAS** the request was accompanied by an invoices and verification in the Knife Lake Improvement District Board minutes of January 24, 2004, and

**WHEREAS** the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

**BE IT RESOLVED** to pay the following claims:

East Central Energy	\$23.00
---------------------	---------

---

Action #5 - Jerry Nelson introduced the following resolution and moved its adoption:

### ***Resolution 5 – 02/11/04***

**WHEREAS** Kanabec County has received an Order from the 10<sup>th</sup> Judicial District setting wages for Probation Officers, and

**WHEREAS** a county is not eligible for partial wage compensation from the State of Minnesota unless county wages paid are commensurate with similarly situated state employees;

**BE IT RESOLVED** to approve the following wage rates effective July 1, 2003:

Lucas J. Athey	\$18.05 per hour
Todd W. Eustice	\$26.49 per hour
Amber M. Leonard	\$15.30 per hour

**BE IT FURTHER RESOLVED** to approve the following wage rates effective July 1, 2004:

Lucas J. Athey	\$18.67 per hour
Todd W. Eustice	\$27.45 per hour
Amber M. Leonard	\$15.83 per hour

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

**IN FAVOR THEREOF:** Jerry Nelson, Les Nielsen, Kathi Ellis, Stan Cooper

**OPPOSED:** Dennis McNally

**ABSTAIN:** None

whereupon the resolution was declared duly passed and adopted.

---

Action #6 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

### ***Resolution 6 – 02/11/04***

**WHEREAS** the HIPAA Steering Committee is in the process of developing forms, procedures and policies in compliance with the requirements of the Health Insurance Portability and Accountability Act, and

**WHEREAS** the HIPAA Steering Committee has presented the board with a policy with their recommendation for approval;

**BE IT RESOLVED** to approve the following:  
Policy A-106, Part E: email Policy

---

Action #7 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

*Resolution 7 – 02/11/04*

**WHEREAS** the Kanabec County Board of Commissioners is considering the adoption of organizational documents for the establishment of a Regional Rail Authority, whose purpose would include the preservation of abandoned rail right-of-way for future transportation uses;

**NOW THEREFORE BE IT RESOLVED** that a hearing by the Kanabec County Board of Commissioners shall be held on the 10th day of March at 10:00 o'clock a.m. at the Kanabec County Board of Commissioners Room--Room 164 of the County Courthouse--to consider input from Kanabec County citizens, the municipalities which might be affected, and others regarding a proposal to create a Regional Rail Authority.

---

**10:00am** - Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

Action #8 - It was moved by Stan Cooper, seconded by Dennis McNally, and carried unanimously to approve the following resolution:

*Resolution 8 – 02/11/04*

**BE IT RESOLVED** to issue a fuel wood permit to remove five cord of dead and downed timber to David Bolling under the following conditions:

1. Remove only dead or downed trees within the permit area. Do not cut any live trees.
2. The permit area is the NW<sup>1</sup>/<sub>4</sub> of Section 15, Twp. 40, Range 25.
3. No rutting of the site is permitted.

**BE IT RESOLVED** that this permit expires March 31, 2004.

---

Action #9 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to accept the recommendation of Auditor/Treasurer Denise Cooper and authorize

the hire of Larson, Allen, Weishair & Co., LLP for the 2003 Audit and to prepare the 2003 Financial Statement.

Action #10 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the following paid claims:

Ann Lake Twp	795.88
Aquila	8,046.94
Arthur Twp	1,998.28
Braham Public Schools	5,467.35
Brown Law Office	75.00
Brown Law Office	202.50
Brunswick Twp	1,590.76
City of Grasston	210.09
City of Mora	5,786.87
City of Mora	2,020.30
City of Ogilvie-Clerk	899.69
City of Ogilvie-Clerk	97.32
City of Quamba	1,798.07
Comfort Twp	2,135.67
Comm of Finance, Treas Div	29,745.09
DHS St Peter Acr	1,250.00
Dultmeier Sales	61.77
East Cent Reg Dev Comm	415.70
East Cent Reg Dev Comm	47.50
East Central Public Schools	1,643.36
EC Riders	7,065.80
Federated Coop	2,172.00
Ford Twp	1,116.83
Fortis Benefits	2,155.54
Grass Lake Twp	1,977.17
Greater MN Credit Union	21.95
Haybrook Twp	383.63
Hillman Twp	1,044.56
Hinckley-Finlayson Schools	831.80
Holiday Credit Office	2,715.09
Isle Public Schools	1,876.12
Kanabec Co	11,713.56
Kanabec Hospital Ambulance	2,950.77
Kanabec Twp	2,294.88
Kirchner, Karen	100.00

Knickerbocker, Tom	639.78
Knife Lake Twp	755.17
Kroschel Twp	1,077.43
Milaca Public Schools	323.70
MN Dept of Revenue	25.00
MN Mutual Life Ins	336.50
Mora Municipal Utilities	5,307.26
Mora Public Schools	31,802.44
Mora Public Schools	52.50
Mowry, Janice	199.42
Northstar Access	1,518.93
Ogilvie Public Schools	16,058.61
Ogilvie Public Schools	52.50
Ostrom, Donna	14.50
Ostrom, Donna	118.00
Peace Twp	2,081.14
Pine City Public Schools	2.93
Pomroy Twp	1,614.17
Postmaster	314.00
Refuge, The	162.75
Rural Cellular Corp	18.18
Secretary of State	10.00
Southfork Twp	2,450.24
Town & Country Oil	7,547.25
Treasurer, Kanabec Co	57,439.54
Treasurer, State of MN	230.00
Treasurer, State of MN	5,463.13
USLink	526.02
Wachsmuth, Tom	703.20
Whited Twp	1,017.32
Window	54.25
<b>Total</b>	<u><u>240,623.70</u></u>

**Snake River Watershed**

Kanabec Soil & Water	94.90
Knife Lake Services	1,850.00
Office Depot	140.38
Trout, Bonnie	2,480.28
U of WI	40.00

**Total**

4,605.56

Action #11 - It was moved by Jerry Nelson, seconded by Stan Cooper, and carried unanimously to approve payment of the following claims on the funds indicated:

**Revenue Fund**

Ace Hardware	10.38
Ace Hardware	20.18
Ace Hardware	17.56
Airgas North Central	97.76
Aitkin Medical	1,401.28
Allina Hospitals & Clinic	560.00
Allina Medical Clinic	642.75
American Solutions for Business	359.47
American Journal of Hospice & Palliative Care	188.00
AmeriPride	254.14
AmeriPride	91.95
Ammerman, Kari	482.63
Amoco Oil Co	88.40
Anderson, Karen	167.25
Arbo, Marvin	200.00
Armstrong, Becci	49.88
Association of MN Counties	643.00
Biever, Laurie	172.88
Black Hills Ammunition	797.50
Bob Barker Co	337.50
Briggs	652.90
Cardinal	406.77
Brown, Tonja	180.00
Career Track	99.00
Cassman, Deb	82.88
Central Heating & Air Conditioning	92.57
Champ Software	5,761.99
Circuitworks	100.00
Coborns	658.38
Coborns Pharmacy	90.39
Coborns Pharmacy	110.00
Coborns Long Term Care Pharmacy	3,172.51
Colburn Judy	285.00
Consolidated Telephone	6.50

Consulting Radiologists	29.00
CPS Technology	159.00
Crawford Supply Co	45.96
Crow's Nest	13.65
Dandelion Floral	12.85
Decker, Juanita	11.25
DLR Group	1,950.00
Docutech Consulting	2,156.63
Don's Towing	186.00
Electric Shop, True Value	26.61
Elfstrum, Brenda	241.13
East Central Energy	43.90
East Central Regional Juvenile Center	660.00
Ecowater Systems	108.20
Employers Assoc	110.00
Erbstoesser, Arnie	871.53
First Witness Child Abuse Resource Ctr	850.00
Gabrielson, Pat	304.88
Gall's Inc	26.73
Gall's Inc	28.72
Geo-Comm Corp	358.00
GHA Technologies	29.82
Glen's Tire	424.53
Government Training Service	305.00
Granite City Mailing Equipment	64.97
Granite Electronics	970.08
Grant, Don	614.24
Gunderson Motors	203.77
Haines, Judy	220.00
Hannu, JoAnn	199.88
Handyman's Inc	29.78
Harff, Shirley	168.14
Holmen, Jeff	30.08
Hospice MN	280.00
Indianhead Speciality	143.78
IAAO	165.00
Inter-Tel Technologies	300.00
Intoximeters	346.13
Ivans	19.14
Jim's Locksmithing	15.98

Johnson, Dawn	90.00
Johnson, Jeanette	196.13
Jones, Clare	52.88
Kanabec Area Chamber of Commerce	330.00
Kanabec Co Hwy Dept	516.20
Kanabec Co Public Health	62.08
Kanabec Co Public Health	2,627.03
Kanabec Hospital	1,441.32
Kanabec Hospital	3,740.00
Kanabec Publications	1,796.81
Kanabec Publications	105.44
Kanabec Publications	35.44
Kanabec Publications	71.20
Keefe Supply Co	410.64
Keefe Supply Co	166.56
KEEPRS	149.07
Kleven, Bud	11.62
Knefelkamp, David	357.60
Knudson, Phebe	144.01
Krueger, Louisa	55.50
Lake's Gas Co	361.67
Larson, Mark	22.80
Larson's Cycle	157.52
Laska, Millie	809.64
Leonard, Amber	107.40
Leonard, Amber	6.83
Lexis Nexis	169.16
Losinger, Jess	123.96
MACPZA	100.00
Magaard, Deb	233.26
Marco	139.95
Martin, Bill	25.20
Maul, Barb	144.38
MCHRMA	50.00
Mid-American Research Chemical	238.26
MinnComm	170.67
MN Dept of Intertechnologies Group	600.00
MN Monitoring	237.00
MN Real Estate Journal	85.00
MN UC Fund	6,680.75

MN State Bar Assoc	47.08
MN State Bar Assoc	206.70
MAAO	390.00
MN Assoc of County Administrators	185.00
MN Bureau of Criminal Apprehension	322.50
Moen, Ronald	1,293.60
Moore Medical Corp	178.66
Mora Police Dept	241.67
National Bushing	166.79
National Bushing	72.27
National Tactical Officer's Assoc	40.00
Nelson, Joanne	89.68
Nelson, Rosemary	34.80
Nelson, Rosemary	50.10
Norby's Cleaning	2,250.00
Nordahl Marine	70.00
Northland Chemical Corp	51.21
Northland Fire Protection	500.00
Nyman, Sherri	86.63
O'Reilly, Molly	26.64
O'Reilly, Molly	34.07
Oak Gallery	22.30
Office Depot	465.91
Office Depot	29.68
Office Depot	118.11
Office Depot	370.84
Office Depot	82.10
Office Depot	65.35
Office Depot	73.22
Office Depot	109.67
Olson, Rhonda	165.60
Orazem, Carol	46.20
Ostrom, Donna	14.50
Ostrom, Donna	58.00
Ostrom, Donna	14.50
Ostrom, Donna	14.50
Parker, Corrine	750.00
Peterson, Walter	583.45
Photo Express	13.64
Pfiffner, Betty	810.00

Ponto, Jodi	38.25
Quality Disposal	375.30
Raiche, Nancy	115.50
Reliance Telephone Systems	400.00
Richards, Lila	234.30
Richter Technology Supply	35.68
Ringler, Jennie	256.13
RS Eden	340.20
Rural Cellular Corp	53.85
Rural Cellular Corp	48.43
Rural Cellular Corp	17.53
Rural Cellular Corp	262.63
S&T Office Products	224.09
S&T Office Products	48.73
S&T Office Products	10.99
S&T Office Products	90.55
S&T Office Products	110.27
S&T Office Products	70.71
Sandberg, Bev	101.25
Schroeder, Janelle	76.50
Second Harvest Heartland	35.84
Secure Benefits Systems Corp	139.50
Sedlacek, Lowell	199.21
Sheriff, Isanti Co	495.00
Sheriff, Kanabec Co	241.67
Sheriff, Mille Lacs Co	31,946.72
Sherwin Williams	54.29
Sjodin, Roberta	109.31
Sjodin, Roberta	10.00
Slaikeu, James	20.00
Snowflake Distributing	325.00
Smith, Cathy	15.60
Smith, Cathy	15.60
Stericycle	69.52
Strandberg, Becky	518.11
Streicher's	427.04
Stahlke's	103.99
State of MN	89.56
State of MN	25.04
Sunshine Printing	95.21

Swanby, Belle	49.14
T-Mobile	64.98
Thompson, Wendy	240.00
Timm, Rena	76.50
Tinker & Larson	588.13
Treasurer, Sherburne Co	1,253.52
TriMin Inc	305.12
True Value Hardware	18.26
True Value Hardware	24.98
Two Harbors SuperOne	81.42
U of MN	5,263.79
US Postal Service	30,000.00
Vaughan, Geneve	100.13
Viking Office	183.17
Voge, Dale	29.36
Vogel, Darla	181.50
Voight, Jackie	106.51
Watson Co	415.24
Watson Co	793.32
Wells, Earl	75.00
West Payment Center	2,162.23
Wistrom, Betty	2.09
Wistrom, Betty	11.16
<b>Total</b>	<u><u>143,846.36</u></u>

### Road & Bridge Fund

Vendor	2003	2004
Ace Hardware		403.38
Ameripride	37.69	481.81
Bauerly Bros. Inc.		4,683.27
Bentley Systems, Inc.		711.93
Boyer Ford Trucks		48.89
CCP Industries Inc		142.25
Central Lakes College		60.00
Chamberlain Oil Company, Inc.		764.72
Copy Equipment, Inc.		45.20
Cragun's Lodge and Conference Center		490.65
Deck Plumbing & Heating	21.46	
Dultmeier Sales		61.77
Erickson Engineering Company		4,365.00
Fairview Northland Regional Hospital	40.50	

Federated Co-ops Inc.		15.28
J-Craft		61.61
Little Falls Machine, Inc.		1,670.14
Midway Iron & Metal Co., Inc.		452.70
Mora Unclaimed Freight		102.11
Mountain Software		129.00
National Bushing & Parts Co.	88.38	983.11
Northern States Supply, Inc.		552.55
Office Depot		70.96
OK Solar.com		2,659.89
Onamia NAPA Auto Parts		298.47
Oslin Lumber		6.40
Ostrom, Donna, Deputy Registrar		391.50
Oxygen Service Co., Inc.		63.95
Pomp's Tire Service, Inc.		3,713.39
Power Plan		820.22
Quality Disposal Systems, Inc.		131.37
Richards, Lila, The Cleaning Agent		809.40
Rural Cellular		27.26
Ruth Smith		41.25
S & T Office Products		153.74
Sherburne County		65.90
St. Cloud Technical College		75.00
Team Laboratory Chemical Corp.		11,428.86
West Central Industries	1,424.65	
Total:		<u>36,982.93</u>
	<u>1,612.68</u>	

**10:25am** - Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning the county computer network.

Action #12 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to authorize the purchase of an exchange server at a cost of \$4,160.

**10:50am** - Jail Administrator Joanne Nelson and County Sheriff Steve Schulz met with the County Board to discuss matters concerning technology and staffing.

Action #13a - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to authorize software and hardware upgrades to the E911 system to be paid from E911 Funds.

Action #13b - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 13b - 02/11/04***

**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Sheriff's Office Secretary, and

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

**BE IT RESOLVED** that the County Board authorizes Sheriff Steve Schulz and the Personnel Director to hire a Secretary to refill the vacant position at Step A, Range 5 of the pay plan which is \$12.13 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that Sheriff Steve Schulz and the Personnel Director are authorized to fill subsequent vacancies that may occur due to internal promotion, and

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

---

**11:12am** - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

*Action #14* - It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve payment of a claim totaling \$57,479.82 to Marvin Tretter Construction as partial payment on Project SAP 33-617-06: the reconstruction of CSAH 17 from Portage Ave to CSAH 11.

---

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

***Resolution 15 – 02/11/04***

**WHEREAS** a county safety committee has long been established to help oversee the Kanabec County Safety Program, and

**WHEREAS** this committee has existed as part of the Department Heads Committee, and

**WHEREAS** the Safety Officer has recommended a change to the committee structure to include non-supervisory employees as a means of diversifying feedback on county-wide safety issues;

**BE IT RESOLVED** to abolish the existing Safety Committee and thank the members for their efforts in promoting safety, and

**BE IT FURTHER RESOLVED** to establish a new committee consisting of the following positions:

1. County Safety Officer
2. A supervisor based in the Public Service Building
3. A non-supervisory employee based in the Public Service Building
4. A supervisor based in the Sheriff's Department
5. A non-supervisory employee based in the Sheriff's Department
6. A supervisor based in the Courthouse
7. A non-supervisory employee based in the Courthouse
8. A supervisor based in the Highway Department
9. A non-supervisory employee based in the Highway Department

---

11:46am - The Chairperson then called for public comment. Those who responded included:

Bob Swetz	- How can County Board increase Per Diems & Commissioner's wage when money is short? - It's already against the law to ride ATVs on Township Roads
Bob Strom	Give a hard look at the ATV Ordinance. We need it.

11:59am - The Chairperson closed the public comment period.

Action #16 - It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to adjourn at 12:10pm to meet in regular session on Wednesday, February 18, 2004 at 9:00am.

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

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