

PROCEEDINGS OF THE COUNTY BOARD

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

February 18, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, February 18, 2009 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Roger Crawford, Kevin Troupe and Les Nielsen.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the agenda with the following additions:

- a. Recycling promotion to the agenda of Environmental Services
- b. Transit pay

Action #2 – It was moved by Kevin Troupe, seconded by Roger Crawford, and carried unanimously to approve the February 11, 2009 minutes of the Kanabec County Board of Commissioners as corrected:

- a. In action PH18, add “and upgrade” after the word ‘support.’
- b. Add omitted Resolution #31e.

Action #3 - It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to recess the board meeting at 9:08am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:08am** on Wednesday, February 18, 2009 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 Human Services agenda. Items discussed included the budget, staffing, finances, and other agency business. Also present was Social Service Supervisor Chuck Hurd.

Action #HS5 - It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve the agenda of the Human Service Board as presented.

Action #HS6 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #HS6 – 02/18/09

Rule 25 Contract

WHEREAS the Family Service Agency is required to perform Rule 25 chemical assessments in certain circumstances, and

WHEREAS Kanabec County is a member of South Country Health Alliance (SCHA) and SCHA has the ability to provide Rule 25 assessment services;

BE IT RESOLVED to approve a “South Country Health Alliance Outpatient Behavioral Health and Rule 25 Assessment Provider Participation Agreement” contingent on approval of the Minnesota Counties Insurance Trust and the County Attorney, and

BE IT FURTHER RESOLVED to authorize the Health and Human Service Director to sign the agreement.

Action #HS7 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to approve Payment of 154 claims totaling \$223,210.70 on Welfare Funds.

Action #HS8 - It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to recess the Human Service Board at 10:11am to meet again on Wednesday, March 18, 2009 at 6:35pm.

The meeting of the Kanabec County Board of Commissioners resumed.

10:20am – County Assessor Dan Weber met with the board to discuss fees and appraisals.

Action #9 - It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #9 - 02/18/09
Assessment Fee

WHEREAS the Assessor’s Office offers assessing services to all tax districts in Kanabec County, and

WHEREAS, every two years the Assessor’s office reviews the amount charged for these services, and

WHEREAS the average charge in 2009 is \$6.63 per par parcel, and

WHEREAS the current economic conditions compel us to keep fees charged to other units of government as low as practical;

BE IT RESOLVED to accept the recommendation of the County Assessor and set a flat rate of \$6.65 per parcel for 2010 and 2011.

10:30am - The Chairperson then called for public comment three times. None responded.

10:33am - The Chairperson closed public comment.

10:33am – Auditor/Treasurer Denise Cooper met with the board to discuss service fees.

Action #10 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #10 - 02/18/09

Service Fee

WHEREAS Minnesota Statute 279.092 requires the county to assess a service fee to recover all costs involved against each parcel included in the delinquent tax list, and

WHEREAS the \$10.00 per parcel per year fee in Kanabec County was set in 1984 for 1983 delinquent taxes, and

WHEREAS the \$10.00 fee no longer bears a reasonable relationship to the costs involved;

BE IT RESOLVED to accept the recommendation of the Auditor/Treasurer and set the fee at \$20.00 per parcel per year effective March 1, 2009.

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

Action #11 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #11 - 11/12/08

Environmental Services Fee Policy

WHEREAS the board periodically updates fees charged by the Kanabec County Environmental Services Office, and

WHEREAS the board has had practices and policies regarding the application of these fees, and

WHEREAS these practices and policies have been spread among board resolutions and department policies, and

WHEREAS a policy that consolidates these practices and policies would be beneficial for the public and administration;

BE IT RESOLVED to approve the following policy:

Policy: A-118
Approved: February 18, 2009
Effective: February 18, 2009
Supersedes (eff): n/a (NEW)

Environmental Services Fee Policy

I. STATEMENT

The Kanabec County Board of Commissioners does set fees for permits issued by, and other services performed by the Environmental Services Department. This policy sets forth the rules for fees.

II. POLICY

1. No application for a permit is complete until the fee has been paid in full.
2. If a payment method fails, such as an invalid check, the permit or service applied for is immediately void.
3. Payment method will be by cash or check.
4. The penalty for construction or other action requiring a permit without first obtaining the permit or approval will be a doubled permit fee in addition to the issuance of citations and other penalties.

This does not imply that approval will be given for any action taken without prior approval.

5. No refunds will be given for permits expiring in accordance with policy, the terms of the permit or by ordinance.

Action #12 - Roger Crawford introduced the following resolution and moved its adoption:

Resolution #12 – 02/18/09

Environmental Services

BE IT RESOLVED to approve the following Environmental Services fee schedule effective March 1, 2009:

Environmental Services Fees

Building Site Permits	
New Construction/Rebuild	\$125.00
Additions and Auxiliary Buildings	\$80.00
Sewage Treatment System Permits	
Drainfield or Holding Tank	\$150.00
Septic System	\$150.00
Septic System, Mound	\$200.00
Mid-Size Systems	\$300.00
Exemption Certificate	
Exemption Certificate with Survey	\$100.00
More than 2 parcels, add	---
Exemption Certificate without Survey	\$200.00
More than 2 parcels, add	---
Land Use Applications	
Variance	\$570.00
Conditional Use	\$570.00
Preliminary Plat	\$545.00
Final Plat	\$545.00 + \$10.00 per lot + expenses
Wetlands	
Wetland Replacement Plan	\$300.00
Wetland Exemption Application	\$ 75.00
Certificate of No Loss	\$ 75.00
Wetland Banking Application	\$300.00
Wetland Boundary/Type Determination	\$300.00
Other Fees and Permits	
Building or Septic Re-Inspection	\$50.00
Proposed Project Evaluation/Site Inspection <i>(will be applied to a subsequent approved permit fee)</i>	\$50.00
Other Permits	\$75.00
Adult Use Business License	\$570.00 + \$125.00 per person named on the license
Adult Use Manager's License <i>(\$125.00 of the fee may be waived for the first year if the person paid a \$125.00 per person fee for the Business License)</i>	\$150.00 per year
Hauler's License	\$50.00
Recycling Facility License	\$50.00
Penalties for non-permitted work	2 x permit fee

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: Kim Smith, Kathi Ellis, Roger Crawford, Kevin Troupe
OPPOSED: Les Nielsen
ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution #13 – 02/18/09
Household Hazardous Waste Collection Day

WHEREAS the Environmental Services Director has requested approval to hold and set a date for a Household Hazardous Waste collection day, and

WHEREAS the Kanabec County Board of Commissioners support such an event;

BE IT RESOLVED to authorize holding a Household Hazardous Waste collection day on May 9, 2009, and

BE IT FURTHER RESOLVED that county costs will be paid with SCORE Funds.

Action #14 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #14 – 02/18/09
Purchase Promotional Materials

WHEREAS the Environmental Services Department uses promotional material to promote recycling, and

WHEREAS SCORE grant funds are intended for just such purposes;

BE IT RESOLVED to authorize Environmental Services Director Teresa Bearce to purchase the following promotional items from SCORE Funds:

500 Recycled paper seed packets with the choice of several \$255.00 seed varieties and Environmental Services imprint.

Action #15 - It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #15 - 02/18/09

Toonies

WHEREAS the Kanabec County Board of Commissioners support the promotion of recycling and conservation, and

WHEREAS "The Toonies" have proven to be an effective method of carrying this message to younger children, and

WHEREAS the East Central Solid Waste Commission is willing to share in the cost of bring "The Toonies" message to Kanabec County;

BE IT RESOLVED to authorize Environmental Services Director Teresa Bearce to enter into a Personal Appearance Contract" for Kanabec County with Tricia Haynes for Tricia and the Toonies for two sessions, and

BE IT FURTHER RESOLVED that the \$1,750.00 fee will be split as follows:
\$1,350 Kanabec County SCORE Funds
\$400.00 ECSWC

and,

BE IT FURTHER RESOLVED to authorize payment of \$875 as a deposit.

11:20am – Chief Deputy Sheriff Robert Jensen met with the board to request approval to buy squad cars.

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

Resolution #16 - 02/18/09

Vehicle Purchase

WHEREAS the County Sheriff has asked the board to approve the purchase of three law enforcement cars, and

WHEREAS the County Sheriff has received the following quotes for new law enforcement cars from the state contract:

2009 Chevrolet Impala	\$19,418.40
2009 Ford Crown Victoria	\$21,510.32

WHEREAS this is a budgeted expenditure in 2009;

BE IT RESOLVED to approve the purchase of three 2009 Chevrolet Impalas at a cost of \$19,418.40 each = \$58,255.20 + titles and fees for a total cost not to exceed \$58,600.

Each commissioner gave a report of the activities of the Boards and Committees in which they participate.

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

Resolution #17 - 02/18/09
Airport Zoning Board Appointment

WHEREAS there is a vacancy on the Airport Zoning Board due the expiration of term of Mike Fetzek, and

WHEREAS Fetzek has served three terms, and

WHEREAS Robert Pierson has volunteered to serve on this board;

BE IT RESOLVED to appoint Robert Pierson to the Airport Zoning Board for a three-year term, his first term, commencing immediately and expiring January 2, 2012.

Action #18 – It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to adjourn at 12:26pm to meet again in regular session on Wednesday, February 25, 2009 at 6:30pm.

Signed _____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator