

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

**June 15, 2005**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 15, 2005 pursuant to adjournment with the following Board Members present: Stan Cooper, Kathi Ellis, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 - It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the June 8, 2005 minutes of the Kanabec County Board of Commissioners as corrected: show the date of the event in Action #18.

Action #3 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

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The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, June 15, 2005 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business.

Action #HS4 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the agenda of the Human Service Board with the addition of an agreement with Chisago County.

Action #HS5 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve payment of 156 claims totaling \$160,687.22 on Welfare Funds.

Action #HS6 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to adjourn the Human Service Board at 9:44am to meet again in regular session on Wednesday, July 20, 2005 at 9:05am.

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The Kanabec County Board of Commissioners reconvened at 9:44am.

**9:45am** - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

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

***Resolution #7 - 06/15/05***

Agreement to State Transportation Fund  
Local Road Improvement Program  
Grant Terms and Conditions

**WHEREAS**, Kanabec County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Local Road Improvement Project Numbers: SAP 33-603-24, SAP 33-603-25, SAP 33-612-10, and SAP 33-615-05 for the installation of guard rails on four (4) bridges located in Kanabec County; and

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this local road improvement project is available; and

**WHEREAS**, the amount of the grant has been determined to \$100,000.00;

**NOW THEREFORE**, be it resolved that Kanabec County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52, subdivision 5, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the road project, but not required.

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Action #8 - It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve an Engineering Agreement between Kanabec County and Erickson Engineering for engineering services in connection with the rehabilitation of Bridges 33514, 33515, 33516 and 33529.

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

Action #9 - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to recess the board meeting at 10:18am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **10:18am** on Wednesday, June 15, 2005 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH10 - It was moved by Les Nielsen, seconded by Dennis McNally, and carried unanimously to approve the Public Health Board Agenda with the following additions:

- Other updates
- Audiometer purchase

Action #PH11 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

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***Resolution #PH11a - 06/15/05***

**WHEREAS** two employees of the Public Health Service are resigning,  
and

**WHEREAS** the health service director and staff have devised a plan to increase hours of current employees rather than hire replacements, and

**WHEREAS** this plan reduces cost to the county and fills the staffing void with trained employees;

**BE IT RESOLVED** to increase the work hours of Public Health Nurse Janelle Schroeder from 32 to 40 hours per week effective June 25, 2005.

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***Resolution #PH11b - 06/15/05***

**WHEREAS** two employees of the Public Health Service are resigning,  
and

**WHEREAS** the health service director and staff have devised a plan to increase hours of current employees rather than hire replacements, and

**WHEREAS** this plan reduces cost to the county and fills the staffing void with trained employees;

**BE IT RESOLVED** to increase the work hours of Public Health Nurse Maria Maser from 32 to a range of 32 to 36 hours per week effective June 25, 2005.

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*Resolution #PH11c - 06/15/05*

**WHEREAS** two employees of the Public Health Service are resigning,  
and

**WHEREAS** the health service director and staff have devised a plan to  
increase hours of current employees rather than hire replacements, and

**WHEREAS** this plan reduces cost to the county and fills the staffing void  
with trained employees;

**BE IT RESOLVED** to increase the work hours of Licensed Practical  
Nurse Diane Waschenbecker from 32 to 40 hours per week effective June 25,  
2005.

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*Resolution #PH11d - 06/15/05*

**WHEREAS** two employees of the Public Health Service are resigning,  
and

**WHEREAS** the health service director and staff have devised a plan to  
increase hours of current employees rather than hire replacements, and

**WHEREAS** this plan reduces cost to the county and fills the staffing void  
with trained employees;

**BE IT RESOLVED** to increase the work hours of Health Educator Lori  
Swanson from 32 to 36 hours per week effective June 25, 2005.

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*Resolution #PH11e - 06/15/05*

**WHEREAS** two employees of the Public Health Service are resigning,  
and

**WHEREAS** the health service director and staff have devised a plan to  
increase hours of current employees rather than hire replacements, and

**WHEREAS** this plan reduces cost to the county and fills the staffing void  
with trained employees;

**BE IT RESOLVED** to increase the work hours of Registered Nurse  
Carey Howard from 32 to 36 hours per week effective June 25, 2005.

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## *Resolution #PH11 - 06/15/05*

**WHEREAS** two employees of the Public Health Service are resigning,  
and

**WHEREAS** the health service director and staff have devised a plan to increase hours of current employees rather than hire replacements, and

**WHEREAS** this plan reduces cost to the county and fills the staffing void with trained employees;

**BE IT RESOLVED** to increase the work hours of Accountant Sheila Kientop from 24 to 40 hours per week effective June 25, 2005.

Action #PH12 - It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to authorize the Public Health Service Director to purchase the following equipment from South Country Health Alliance funds:

(7) Computers at \$690.00 each	= \$4,830.00
(3) 19" Flat Monitor Computer Screens at \$320.00 each	= \$ 960.00
(1) Desk Top Color Printer with Cable	= \$ 195.00
Total	= \$5,985.00

Action #PH13 - It was moved by Dennis McNally, seconded by Jerry Nelson, and carried unanimously to approve the following sliding fee schedule for public health services effective August 1, 2005:

**KANABEC COUNTY PUBLIC HEALTH NURSING SERVICE  
SLIDING FEE SCHEDULE FOR NURSING VISITS (CHARGE PER VISIT) AND  
HOME HEALTH AIDE AND HOMEMAKER HOURS (CHARGE PER HOUR)**

Number in House	1					2					3				
	SW	PHN/ RN	PT/O T	HHA	HM	SW	PHN/ RN	PT/O T	HHA	HM	SW	PHN/ RN	PT/O T	HHA	HM
<1020	\$35	\$35	\$40	\$17	\$13	\$32	\$32	\$35	\$15	\$12	\$30	\$30	\$30	\$14	\$11
1021- 1220	\$42	\$40	\$46	\$19	\$14	\$35	\$35	\$40	\$17	\$13	\$32	\$32	\$35	\$15	\$12
1221- 1420	\$50	\$45	\$52	\$21	\$15	\$42	\$40	\$46	\$19	\$14	\$35	\$35	\$40	\$17	\$13
1421- 1620	\$58	\$50	\$57	\$23	\$16	\$50	\$45	\$52	\$21	\$15	\$42	\$40	\$46	\$19	\$14
1621-	\$66	\$55	\$63	\$25	\$17	\$58	\$50	\$57	\$23	\$16	\$50	\$45	\$52	\$21	\$15

1820															
1821-2020	\$74	\$60	\$69	\$27	\$18	\$66	\$55	\$63	\$25	\$17	\$58	\$50	\$57	\$23	\$16
2021-2220	\$82	\$65	\$75	\$29	\$19	\$74	\$60	\$69	\$27	\$18	\$66	\$55	\$63	\$25	\$17
2221-2420	\$90	\$70	\$81	\$31	\$20	\$82	\$65	\$75	\$29	\$19	\$74	\$60	\$69	\$27	\$18
2421-2620	\$98	\$76	\$87	\$34	\$22	\$90	\$70	\$81	\$31	\$20	\$82	\$65	\$75	\$29	\$19
2621-2820	\$107	\$82	\$93	\$36	\$24	\$98	\$76	\$87	\$34	\$22	\$90	\$70	\$81	\$31	\$20
2821-3020	\$116	\$88	\$99	\$38	\$26	\$107	\$82	\$93	\$36	\$24	\$98	\$76	\$87	\$34	\$22
3021-3270	\$125	\$94	\$105	\$41	\$28	\$116	\$88	\$99	\$38	\$26	\$107	\$82	\$93	\$36	\$24
3271-3520	\$135	\$100	\$111	\$44	\$30	\$125	\$94	\$105	\$41	\$28	\$116	\$88	\$99	\$38	\$26
3521-3770	\$145	\$106	\$116	\$47	\$32	\$135	\$100	\$111	\$44	\$30	\$125	\$94	\$105	\$41	\$28
3771-4020	\$155	\$113	\$123	\$50	\$34	\$145	\$106	\$116	\$47	\$32	\$135	\$100	\$111	\$44	\$30
>4021	\$165	\$120	\$130	\$53	\$36	\$155	\$113	\$123	\$50	\$34	\$145	\$106	\$116	\$47	\$32

*Action #PH14* - It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to authorize the Public Health Service Director to purchase an audiometer at a cost of \$1,123.00 from TANF funds.

*Action #PH15* - It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to adjourn the Public Health Board at 10:50am to meet again in regular session on Wednesday, July 20, 2005 at 10:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Commissioner continued with their reports of the activities of the Boards and Committees in which they participate.

**11:05am** - The Chairperson then called for public comment. Those who responded included:

Dora Magaard	Complaints about Arthur Township and asked that the county not sell Outlot A, Baum's Addition.
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Bob Swetz	- Comment about the jail
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**11:26am** - The Chairperson closed public comment.

**11:39am** - County Attorney Joe Loren met with the County Board to discuss matters concerning pending litigation.

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

***Resolution #16 - 06/15/05***

**BE IT RESOLVED** to close the meeting at 11:39am pursuant to the Open Meeting Law, MN Statute §13D.05, subd. 3(b) to discuss matters related to on-going litigation, specifically Intrepid Development et al vs Kanabec County et al.

Those present during the closed portion of the meeting include Commissioners Dennis McNally, Jerry Nelson, Les Nielsen, Kathi Ellis and Stan Cooper. Also present were County Coordinator Alan B. Peterson, County Attorney Joe Loren and--by telephone--Attorney Amy Mace.

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Action #17 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to reopen the meeting at 11:55am.

**11:56am** - The board took a 10 minute break.

**12:06pm** - Environmental Services Director Teresa Bearce met with the County Board to present information about a water plan project. No action was taken at this time.

**12:13pm** - County Assessor Dan Weber met with the County Board to discuss the county abatement policy.

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Action #18 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve a revised Kanabec County Property Tax Abatement Policy as follows:

Policy: A-104  
 Approved: 6/15/05  
 Effective: 7/1/05  
 Supersedes (eff): 10/13/99 & 1/1/00

**KANABEC COUNTY PROPERTY TAX ABATEMENT POLICY**

I. POLICY STATEMENT

Minnesota Statute 375.192 provides for a method of correcting clerical errors and taxpayer oversights as they may relate to current property taxes payable. The following abatement policy procedure is adopted in accordance with this section.

## II. POLICY GUIDELINES

The County board may grant the reduction or abatement of taxes and any costs, penalties, or interest on them as they deem just and equitable. Reductions or abatements will be considered by the county board only for county clerical errors.

- A. Reductions or adjustments may be granted only as they relate to taxes payable in the current year or for two prior years
- B. Written application for a reduction or abatement must be made by the owner of the property concerned.
- C. No abatement request will be accepted for failure to apply for Homestead credit prior to the December 15<sup>th</sup> deadline.
- D. No abatement request will be accepted for failure to apply for Property Tax exemption prior to the filing deadline of February 15 of the assessment year.
- E. No abatement request will be accepted in regard to market value or classification disputes. State statutes allow sufficient time for these appeals and adjustments during the "Local Board of Appeal and Equalization Meetings" assessed value notification and review processes.
- F. All applications must be approved by the county assessor and the county auditor/ treasurer before consideration by the county board except that the part of the application which is for the abatement of penalty or interest need only be approved by the county auditor/treasurer.

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**12:25pm** - Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning liquor and tobacco licenses.

Action #19 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

### ***Resolution #19 - 06/15/05***

**WHEREAS** the Kanabec County Auditor/Treasurer has recommended the following applications for liquor and tobacco licenses, and

**WHEREAS** the applications were complete, included all necessary documentation, appear in accordance with County Policies and the facility owners are in good standing with the County;

**BE IT RESOLVED** to approve the following license applications:

<b>ESTABLISHMENT</b>	<b>LIQUOR</b>	<b>BEER</b>	<b>TOBACCO</b>
Mustang Lanes/Gutters Lounge	On/Sun		Yes
McBees	On/Off/Sun	Off	Yes
Braham Moose Lodge	Club/On		Yes
Zippers	On-Off	On-Off	Yes

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**12:40pm** - County Sheriff Steve Schulz met with the County Board to discuss matters concerning staffing and services. Also present were Jail Administrator Joanne Nelson and Chief Deputy Sheriff Robert Jensen.

Action #20 - It was moved by Dennis McNally, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 20 - 06/15/05***  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of Part-Time Jailer/Dispatcher, and

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

**BE IT RESOLVED** that the County Board authorizes County Sheriff Steve Schulz and the County Personnel Director to hire a Part-Time Jailer/Dispatcher to fill the position at \$12.75 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.

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Action #21 - It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve payment of a claim totaling \$90,418.22 on the Building Fund to First Financial Title for the purchase of the buildings and grounds at 106 South Vine Street in Mora.

Action #22 - It was moved by Jerry Nelson, seconded by Dennis McNally, and carried unanimously to approve payment of a claim of \$2,400.00 to Norby's Cleaning.

**1:12pm** - Information Systems Director Jessie Ruckle met with the County Board to discuss matters concerning her office. No action was taken at this time.

Action #23 - It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to adjourn at 1:36pm to meet in regular session on Wednesday, June 22, 2005 at 6:30pm.

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

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