PROCEEDINGS OF THE COUNTY BOARD

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

June 17, 2008

The Kanabec County Board of Commissioners met at 9:00am on Tuesday, June 17, 2008 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Jerry Nelson and Kevin Troupe. Commissioner Nielsen was not present.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the agenda with the following changes:

a. Postpone the 10:00am appointment, Jail Administrator Joanne Nelson, to the June 25, 2008 board meeting

Action #2 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the June 11, 2008 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to recess the board meeting at 9:04am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, June 17, 2008 pursuant to adjournment with the following Board Members present: Kathi Ellis, 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.

Action #HS4 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the agenda of the Human Service Board as amended:

a. Add SCHA delegation agreement
b. Minnesota Care Contract
c. Claims questions

Action #HS5 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

Resolution #HS5 – 06/17/08

Computer Monitors

WHEREAS 22" computer monitors would assist Child Support Workers in split screen work, and

WHEREAS grant funds are available for the purchase, and

WHEREAS quotes for five 22" computer monitors were received as follows:

a. DCWg	$1,208.78
b. PC Mall	$1,140.90
c. Tiger Direct	$1,171.45
d. Florida Micro	$1,164.10

BE IT RESOLVED to approve the recommendation of the Health & Human Service Director and accept the low quote of $1,140.90 from PC Mall using grant funds.

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

Resolution #HS6 – 06/17/08

SCHA Delegation Agreement

WHEREAS South Country Health Alliance (SCHA) desires to delegate certain services to Kanabec County, and

WHEREAS delegation of these services appears to be in the best interests of the county;

BE IT RESOLVED to approve a Delegation Agreement between South Country Health Alliance and Kanabec County for the time period January 1, 2008 and December 31, 2008, and

BE IT RESOLVED that this approval is subject to County Attorney approval.

Action #HS7 - It was moved by Jerry Nelson, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #HS7 – 06/17/08

Waiver Contract

WHEREAS the Family Service Agency has identified persons who are in need of home and community based services in accordance with Minnesota Statutes §256B.501 and Minnesota Rules parts 9525.1800 to 9525.1920 and wishes to purchase such services, and

WHEREAS the Family Service Agency Director recommends the Industries, Inc as a service provider, and

BE IT RESOLVED to approve a Purchase of Service Contract for Waivered Services for the time period July 1, 2008 through June 30, 2009 with Industries, Inc.

Action #HS8 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #HS8 – 06/17/08

MN Care Contract

BE IT RESOLVED to approve a contract renewal to process Minnesota Care applications that would otherwise be transferred to Minnesota Care in St. Paul.

Action #HS9 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve 158 claims totaling $175,499.27 on Welfare Funds.

Action #HS10 - It was moved by Kim Smith, seconded by Jerry Nelson, and carried unanimously to recess the Human Service Board at 10:13am to meet again in continued session on Wednesday, June 25, 2008 at 6:35pm.

The meeting of the Kanabec County Board of Commissioners resumed.

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

10:18am – County Sheriff Steve Schulz met with the County Board to discuss job evaluations.

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

Resolution #11 – 06/17/08

Jail Sergeant Evaluation

WHEREAS the Kanabec County Board of Commissioners did refer the position of Jail Sergeant to the pay consultant by Resolution #**32**-04/09/08, and

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

BE IT RESOLVED to accept the following ranking for the "Jail Sergeant" position, which results in Pay Range 10:

Category	Rank	Points
Qualifications	q34	69
Decisions	d23	43
Problem Solving	p10	41
Relationships	r18	64
Effort A	ea13	8
Effort B	eb8	12
Hazards	h14	20
Environment	n14	22
TOTAL POINTS		**279**

10:42am - The Chairperson then called for public comment. Those that responded included:

Dan Vanderventer	Told board of his tire recycling

10:58pm - The Chairperson closed public comment and resumed discussion with the Sheriff.

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

Resolution #12 – 06/17/08

Investigator Evaluation

WHEREAS the Kanabec County Board of Commissioners did refer the position of Investigator to the pay consultant by Resolution #**30**-04/09/08, and

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

BE IT RESOLVED to accept the following ranking for the 'Investigator' position, which results in Pay Range 12:

Category	Rank	Points
Qualifications	q46	100
Decisions	d23	43
Problem Solving	p14	55
Relationships	r18	64
Effort A	ea13	8
Effort B	eb10	8

Hazards	h19	38
Environment	n21	18
TOTAL POINTS		**334**

10:58am – Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning liquor licenses.

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

Resolution #13 - 06/11/08

License Renewals

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:

Establishment	LIQUOR	BEER	TOBACCO
Bowe's Landing	On/Off/Sun	Off	yes
McBees	On/Off/Sun	Off	---
Woodland Jacks	On/Off	On/Off	yes
Ann Lake Bar & Grill	On/Sun	Off	Yes
Fish Lake Resort & Campground	On/Off/Sun	Off	Yes

11:04am – County Assessor Dan Weber met with the County Board to discuss matters concerning an abatement policy.

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

Resolution #14 - 07/17/08

Abatement Policy

WHEREAS the County Board has approved all abatements, and

WHEREAS the majority of these abatements are minor corrections, and

WHEREAS Minnesota Statute permits delegation of abatement approval, and

WHEREAS the Kanabec County Auditor/Treasurer concurs with delegation;

BE IT RESOLVED to approve the following policy effective July 1, 2008:

Policy: A-114
Approved: June 17, 2008
Effective: June 17, 2008
Supersedes (eff): n/a (NEW)

Kanabec County
Abatement Policy

I. POLICY STATEMENT

The County Board of Commissioners delegates the authority, power, and responsibilities for approving the abatements/additions described in this policy under $1,000.00 in tax to the County Assessor and County Auditor jointly

II. Policy

A. The purpose of this policy is to ensure that all taxpayers and properties in Kanabec County are treated fairly and equitable, and have equal access and consideration under the statutory procedures.

B. The Board of Commissioners authorizes the County Assessor and County Auditor to jointly administer abatements, reductions of market value, classification changes, or taxes.

C. It is important to note that abatement is not part of the appeals process for market valuation challenges, but shall be an administrative process by which corrections can be made to property and tax.

D. Abatements for consideration by the County Assessor and County Auditor shall be approved or denied jointly and do not require County Board action pursuant to Minnesota Statutes MS 375.192, Subd. 2. Pursuant to Minnesota Statutes MS 375.192, Subd. 4, approval authority is delegated to the County Assessor and County Auditor, except if the total amount abated exceeds $1,000.00. The delegation of authority will provide for the efficient, responsive, and timely processing of taxpayer and public requests. The County Auditor shall make available to the Board of Commissioners the abatement requests and action taken periodically as needed or requested.

E. Copies of all abatements shall be retained in the Office of the County Auditor and will be available for inspection upon request in accordance with the Kanabec County record retention policy.

F. Definitions

Abatement: Action to reduce or abate the market value, taxes, or to change the property classification, following a written request by the taxpayer of record, the property owner, or owners agent.

Addition: Action to increase or add market value, taxes, or to change the property classification as a result of a change to the current year only.

Clerical Errors: **An error made by a Kanabec County staff or local appraiser while entering data into the county tax system, an arithmetic calculation, omission of data, incorrect classification, etc.**

Disaster Relief Abatement A reduction of taxes on property that has been accidentally or unintentionally damaged due to a disaster, and the property is uninhabitable or not usable, and the damage is at least fifty (50%) percent of the structure value as determined by the county assessor. In order to qualify the owner must rebuild on the site.

G. Types of Abatements

1. Market Value Reduction changes
2. Classification changes
3. Special Assessments
4. Disaster Relief
5. Economic Development (not included in this policy)

H. Restrictions to Kanabec County Abatement Policy

Abatements shall be considered as they relate to taxes payable in the current year. The prior two tax years shall be considered only in case of documented hardship as defined in this policy. Taxes only, will be considered for abatement under this policy. Penalty, interest, and costs shall continue to be in force, due and payable to the date the abatement application is delivered to the County Assessor or County Auditor.

I. An owner of homestead or non-homestead property that has been damaged or destroyed may apply for a disaster (local option) abatement to reduce taxes in the year the damage occurred and in the following year until rebuilt. Documentation of the damage must accompany the abatement application. To qualify for local option disaster abatement, the property owner must meet the following criteria:

- The property must be unoccupied for at least one calendar month
- The property must be rebuilt on site unless not allowed by local zoning or building authorities.

J. While any abatement application is pending approval or processing, it is required that any tax installments, penalties, or interest which become due must be paid in full regardless of the out come of the abatement process.

K. Abatements for the current tax year shall be considered, but not processed, when prior year taxes remain unpaid—unless the abatement is based on hardship as defined in this policy.

L. Abatement for market value changes shall be considered if the following factors are met:

- The property owner can show that a notice of market value and a truth in taxation notice were not received prior to the mailing of the tax statement
- The assessor's estimated market value is substantially higher than the property's actual market value

M. Classification changes shall be considered based on ownership and occupancy of the property. The following documentation may be accepted as proof:

1. A recordable deed
2. Certificate of Real Estate Value filed with the County Assessor
3. A signed homestead application
4. Documentation proving the date of occupancy

Reclassification from non-homestead to homestead will not be approved if the property owner failed to respond to a certified letter containing a homestead application unless hardship exists.

N. Exemption from taxation is predicated upon ownership and qualifying use. Documentation supporting these requirements must be submitted upon request of the County Assessor.

O. Abatement for Special Assessments shall be approved upon written authorization of the governing body. Any portion of the Special Assessment already paid will not be considered or refunded.

P. Any abatement resulting in a tax reduction or refund of less than $10.00 shall be denied.

Q. Economic Development Abatements shall not be included in this policy. The provisions for this type of abatement are contained in Minnesota Statutes, MS chapter 469.

R. Appeals Process

Applicants may appeal the determination of the County Assessor and County Auditor by submitting a written request to the County Board of Commissioners within twenty days of the date of denial notification.

S. Procedure

The County Assessor and County Auditor shall develop, implement, and maintain all necessary forms.

T. No abatement shall be approved without joint concurrence of the County Assessor and County Auditor.

11:10am – Maintenance Supervisor Bill Martin, Assistant Maintenance Supervisor Jerry Pedersen and County Coordinator Alan B. Peterson met with the County Board to discuss matters concerning building maintenance.

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

Resolution #15 – 06/17/08

Experience Rating

WHEREAS the board did by Resolution #**6**-05/28/08 approve the new position of Maintenance Technician and referred it to the pay plan consultant for evaluation, and

WHEREAS the board has been presented with the results of that study, and

WHEREAS the pay consultant gave alternative ranking methods;

BE IT RESOLVED to accept the recommendation of two years experience and to change the job description accordingly.

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

Resolution #16 – 06/17/08

ORDER OF THE BOARD

WHEREAS the board did by Resolution #6-05/28/08 refer the new position of Maintenance Technician 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 "Maintenance Technician," which results in Pay Range 8:

Category	Rank	Points
Qualifications	q43	75
Decisions	d16	36
Problem Solving	p10	41
Relationships	r13	48
Effort A	ea13	8

Effort B	eb10	8
Hazards	h17	13
Environment	n10	18
TOTAL POINTS		**247**

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

Resolution #17 – 06/17/08

Building Control System

WHEREAS the county courthouse heating and cooling control system is in need of a technology update, and

WHEREAS county staff have investigated various alternatives to handling this update;

BE IT RESOLVED to authorize the following actions to update the courthouse heating and cooling control systems:

- accept Proposal J8037rev dated May 15, 2008 from UHL Company for labor and materials to upgrade the controls for up to $19,730.00
- hire an electrician if needed for new connections
- purchase a new computer and operating system for up to $450.00

and,

BE IT RESOLVED that the funding source will be "Future Capital Improvements" fund.

11:25am – Information Systems Director Jessie Kehn met with the County Board to discuss the county computer network.

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

Resolution #18 - 06/17/08

Security Software

WHEREAS the Kanabec County Information Systems Department uses Internet filtering/monitoring software in our network environment, and

WHEREAS without this software we expose our computer equipment to harmful and malicious electronic dangers, and

WHEREAS the filtering/monitoring software used in the past will no longer be

available;

BE IT RESOLVED to authorize Information Systems Director Jessie Kehn to purchase a one year filtering/monitoring software subscription for up to $2,684.00.

11:30am – Auditor/Treasurer Operations Supervisor Karen McClellan met with the County Board to discuss matters concerning a UPS purchase.

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

Resolution #19 - 06/17/08

UPS Purchase

WHEREAS the Auditor/Treasurer's Office is in need of a replacement UPS, and

WHEREAS quotes for replacement units are:

CDWg	$1,345.11
PC Mall	$1,249.32
Florida Micro	$1,254.18

WHEREAS this is a 2008 budgeted expense;

BE IT RESOLVED to authorize the purchase of a 1500VA UPS from the PC Mall at $1,249.32.

Action #20 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #20 - 06/17/08

Close Meeting

WHEREAS the Personnel Director has presented the board with a regular annual step advancement for a Kanabec County Department Head;

BE IT RESOLVED to close the meeting at 11:34am pursuant to the Open Meeting Law, Minnesota Statute §13D.05, subd. 3 to evaluate the performance of Environmental Services Director Teresa Bearce.

Action #21 – It was moved by Jerry Nelson, seconded by Kim Smith, and carried unanimously to reopen the meeting at 11:45am.

Action #22 – It was moved by Jerry Nelson, and carried unanimously to Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #22 - 06/17/08

Job Performance

WHEREAS the board has evaluated the past year's job performance of Environmental Services Director Teresa Bearce, and

WHEREAS the board has discussed its findings with Bearce;

BE IT RESOLVED that the board finds her performance to be satisfactory and approves her step movement from 16F to 16G.

Action #23 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #23 - 06/17/08

OK House

WHEREAS Kanabec County is a member of the "OK House Joint Powers Agreement," and

WHEREAS this is a four county joint powers authority including Sherburne, Mille Lacs, Benton and Kanabec Counties, and

WHEREAS the OK House has suffered financially, and

WHEREAS Sherburne County and Benton County have given notice of withdrawal from the OK House joint powers, and

WHEREAS a weak financial condition and withdrawal of two partners would seem to make the OK House not viable into the future;

BE IT RESOLVED that the Kanabec County Board of Commissioners will withdraw from the OK House Joint Powers Agreement on December 31, 2008, and

BE IT FURTHER RESOLVED to direct the County Coordinator to give notice to the Chairperson of the boards of Sherburne, Mille Lacs and Benton Counties in the form of a copy of this resolution.

The meeting was adjourned by Chairperson Ellis at 12:28pm to meet in regular session on Wednesday, June 25, 2008 at 6:35pm.

*Signed*_____

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

Attest: _____

Alan B. Peterson, Kanabec County Coordinator