

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of the County Coordinator

June 18, 2003

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, June 18, 2003 pursuant to adjournment with the following Commissioners present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the meeting agenda and optional agenda as presented.

**9:05am** - The Board convened as the **Human Services Board**. Phil Peterson, Family Service Agency Director, presented the Human Services agenda. Items discussed included the budget, staffing, finances and other agency business.

It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve payment of 124 claims totaling \$216,532.14 on Welfare Funds.

9:14am - The board temporarily recessed the Human Services Board to conduct other county business.

It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the June 11, 2003 minutes of the Kanabec County Board of Commissioners as corrected: in corrections, describe water sampling claim as paid to the Snake River Watershed; correct the spelling of Kathi Ellis in the motion to approve Revenue Fund Claims; clarify the language in the comment on the 12:15pm appointment.

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

9:22am - The board resumed the business of the Human Services Board. Financial Assistance Supervisor Connie Thomas joined the meeting.

The board discussed state program and funding issues at length.

**10:08am** - The Board convened as the **Public Health Board**. Wendy Thompson, Public Health Director, presented the Health Board agenda. Items discussed included agency finances, contracts, staffing, equipment needs, and other agency business.

It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to authorize the purchase of two file cabinets at \$735.00 each from S & T Office Products from TANF Home Visit Funds.

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It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution 1 - 06/18/03***  
ORDER OF THE BOARD

**WHEREAS** Public Health Service Director Wendy Thompson had previously requested the reduction in hours of certain positions in response to state cuts in aid, and

**WHEREAS** the board accepts these reductions;

**BE IT RESOLVED** to adjust the hours of work for Account Clerk Sheila Keintop from 40 hours per week to 24 hours per week effective June 1, 2003.

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 2 - 06/18/03***  
ORDER OF THE BOARD

**WHEREAS** Public Health Service Director Wendy Thompson had previously requested the reduction in hours of certain positions in response to state cuts in aid, and

**WHEREAS** the board accepts these reductions;

**BE IT RESOLVED** to adjust the hours of work for Public Health Nurse Geneve Vaughan from 40 hours per week to 32 hours per week effective June 28, 2003.

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

***Resolution 3 - 06/18/03***  
ORDER OF THE BOARD

**WHEREAS** Public Health Service Director Wendy Thompson had previously requested the reduction in hours of certain positions in response to state cuts in aid, and

**WHEREAS** the board accepts these reductions;

**BE IT RESOLVED** to adjust the hours of work for Public Health Nurse Roberta Sjodin from 40 hours per week to 32 hours per week effective June 28, 2003.

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**11:06am** - Court Administrator Lu Ann Blegen met with the County Board to discuss matters concerning her department copier. No action was taken at this time.

It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve payment of the following claims:

Lee Motor Company	\$26,309.00
Donna Ostrom	\$ 1,735.58

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 4 - 06/18/03***

**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 and forms with their recommendation for approval;

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

- a. Policy A-106, Part B “Permissible Uses and Disclosures of PHI”
  - b. Form HF #2, 5/20/03 “Request for Accounting of Disclosures of Health Information”
  - c. Form HF #4, 5/20/03 “Disclosures of Protected Health Information”
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**11:45am** - The Chairperson then called for public comment. Those who responded included:

Bob Strom	- Wants to use County Attorney and County Sheriff for enforcement of Township Zoning - Dust control is important and must be continued. - There is a need for control of ATVs
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12:16pm - The board took a short break.

12:27pm - The board resumed business.

**12:27pm** - Extension Agent Terry Salmela met with the County Board to discuss matters concerning the Extension Service.

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 5 - 06/18/03***

**WHEREAS** the University of Minnesota Extension Service has requested information in terms of how Kanabec County might fit as a Regional Extension Center, and

**WHEREAS** the Kanabec County Board of Commissioners supports the efforts of the University of Minnesota Extension Service and believes in the value of the efforts of the University of Minnesota Extension Service, and

**WHEREAS** community leaders have expressed strong support for a Regional Extension Center in Kanabec County;

**BE IT RESOLVED** to submit a Regional Center Interest Form to the University of Minnesota Extension Service with the unanimous endorsement of the Kanabec County Board of Commissioners.

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**12:45pm** - Bob Voss and Sara Treiber met with the County Board to discuss matters concerning Job Opportunity Building Zones (JOBZ). Following discussion, the board took the matter under advisement.

**1:14pm** - Auditor/Treasurer Denise Cooper met with the County Board to discuss matters concerning her office.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to accept an offer of \$500.00 from the Minnesota Department of Transportation for parcel 09.01030.00: a small piece of property north of the east intersection of State Highway 47 and State Highway 23.

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It was moved by Les Nielsen, seconded by Jerry Nelson, and carried unanimously to approve the following resolution:

***Resolution 6 - 06/18/03***

**WHEREAS** it is the intent of the County Board to prohibit the sale of intoxicating liquor and 3.2 percent malt liquor after 1:00am;

**BE IT RESOLVED** to adopt the following county policy effective immediately:

- A. No sale of 3.2 percent malt liquor may be made between 1:00am and 8:00am on the days Monday through Saturday, not between 1:00am and 12:00noon on Sunday.
- B. No sale of intoxicating liquor for consumption on the licensed premises may be made:
  - (1) between 1:00 a.m. and 8:00 a.m. on the days of Monday through Saturday;
  - (2) after 1:00 a.m. on Sundays except as provided in Section 340A.504 Subdivision 3 Minnesota Statutes (2002)
  - (3) The restrictions of this policy are in addition to those imposed by Minnesota law, Chapter 340A or otherwise.

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It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the following Liquor, Beer, Tobacco License renewals:

Establishment	Liquor	Beer	Tobacco
McBees	On/Off/Sun	Off	Yes

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It was moved by Les Nielsen, seconded by Kathi Ellis, and carried unanimously to approve the following resolution relating to the traditional county Section 125 Plan:

*Resolution 7- 06/18/03*

**FLEXIBLE SPENDING PLAN ADOPTING RESOLUTION**

**WHEREAS** it is the intention of the Kanabec County Board of Commissioners to provide a Cafeteria Plan to county employees, and

**WHEREAS** the board wishes to continue with Secure Benefits as Plan Administrator;

**BE IT RESOLVED** that the form of amended Cafeteria Plan including a Dependent Care Assistance Program and Health Care Reimbursement Plan effective July 1, 2003, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan, and

**BE IT FURTHER RESOLVED** that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan, and

**BE IT FURTHER RESOLVED** that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

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It was moved by Jerry Nelson, seconded by Les Nielsen, and carried unanimously to approve the following resolution relating to the new county Cafeteria Plan:

*Resolution 8- 06/18/03*  
**CAFETERIA PLAN ADOPTING RESOLUTION**

**WHEREAS** it is the intention of the Kanabec County Board of Commissioners to provide a Cafeteria Plan to county employees, and

**WHEREAS** the board wishes to use Secure Benefits as Plan Administrator;

**BE IT RESOLVED** that the form of Cafeteria Plan including a Dependent Care Assistance Program and Health Care Reimbursement Plan effective July 1, 2003, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan, and

**BE IT FURTHER RESOLVED** that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan, and

**BE IT FURTHER RESOLVED** that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to deny a request for an appeal of a tobacco ordinance violation as untimely.

**1:46pm** - Environmental Services Technician/Ag Inspector Carla Dunkley met with the County Board to present the Kanabec County Agricultural Inspector's Annual Report & Workplan Summary.

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It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

*Resolution 9- 06/18/03*

**WHEREAS** the County Agriculture Inspector has prepared a report for activities in the Year 2002, and

**WHEREAS** the report appears complete in all respects;

**BE IT RESOLVED** to approve the Kanabec County Agricultural Inspector's Annual Report for the Year 2002.

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

***Resolution 10- 06/18/03***

**WHEREAS** the Kanabec County Board of Commissioners did, by *Resolution 3 - 05/28/03*, request a 2.19% reduction in the Y2003 budget of the East Central Regional Library, and

**WHEREAS** the Library has presented a plan to partially achieve this goal;

**BE IT RESOLVED** to accept a revised titled "2003 Budget: June 2003 Amendment" which reduces the net budget by \$13,214.44 and the Kanabec County contribution by \$1,151.26.

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It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to recess the meeting at 1:57pm and to meet again at a time of 5 minutes following the adjournment or recess of the Kanabec County Board of Equalization.

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The Kanabec County Board of Commissioners reconvened at 3:50pm on Wednesday, June 18, 2003 pursuant to recess with the following Commissioners present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally.

It was moved by Jerry Nelson, seconded by Kathi Ellis, and carried unanimously to approve payment of the following claims on the Revenue Fund:

Fair Board	\$3,000
Ogilvie Museum	\$400
Kanabec County History Center	\$2,000
Senior Federation	\$333
Kanabec County Soil & Water	\$10,391

4:05pm - Commissioner Nelson left the meeting.

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It was moved by Stan Cooper, seconded by Kathi Ellis, and carried unanimously to approve the following resolution:

***Resolution 11- 06/18/03***  
**ORDER OF THE BOARD**

**WHEREAS** there is a vacancy in the position of full-time Environmental Services Director, and

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

**BE IT RESOLVED** that the County Board hereby waives the county posting requirement for this position and authorizes the County Personnel Director to re-hire Teresa Bearce to refill the position at \$17.09 per hour, and

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

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

***Resolution 12- 06/18/03***

**WHEREAS**, the closing on the transaction involving the sale of the land in part of the SW ¼ of the NW¼ to Gary A. Crider and Susan E. Crider is near, pursuant to the purchase agreement, NOW THEREFORE,

**BE IT RESOLVED**, that the Chairman and the Coordinator are hereby authorized to execute said document on behalf of the County Board, together with Steve Schulz, the Sheriff, and Norman J. Loren, the County Attorney.

**BE IT FURTHER RESOLVED** that County Attorney Norman J. Loren shall hold the executed deed until the closing, at which time he shall make delivery thereof, and the document shall be effective.

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It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to approve the following resolution:

***Resolution 13- 06/18/03***

**BE IT RESOLVED** that the payment of \$67,823.84 to U.S. Bank N.A., f/k/a Firststar Bank, N.A. s/b/m with Firststar Bank Milwaukee, N.A. as Trustee for the Registered Holders of Salomon Brothers Mortgage Securities VII, Inc. New Centry Asset-backed Floating rate Certificates Series 1998-NC5 in redemption of the foreclosed

former property of Ricky J. Hanson, now forfeited to the Kanabec County Sheriff's Office, is hereby authorized.

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It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to adjourn at 4:45pm to meet in regular session on Wednesday, June 25, 2003 at 6:30pm.

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

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