

PROCEEDINGS OF THE COUNTY BOARD

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

October 20, 2010

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, October 20, 2010 pursuant to adjournment with the following Board Members present: Kathi Ellis, Kevin Troupe, Les Nielsen, Kim Smith and Roger Crawford

The Chairperson led the assembly in the Pledge of Allegiance.

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

Action #2 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve the October 13, 2010 minutes of Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kathi Ellis, seconded by Roger Crawford, and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Human Service Board.

The Kanabec County **Human Service Board** met at **9:05am** on Wednesday, October 20, 2010 pursuant to adjournment with the following Board Members present: Kathi Ellis, Les Nielsen, Roger Crawford, Kim Smith and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Human Services agenda.

Action #HS4 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the Human Service Board agenda as presented.

Action #HS5 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following resolution:

Resolution # HS5 – 10/20/10 Purchase of Laptop Computers Resolution

WHEREAS, Kanabec County Family Services is in need of 2 new laptop computers to exchange for those scheduled for replacement; and

WHEREAS, the Information Systems Department has received quotes from four separate vendors; and

WHEREAS, the Health and Human Services Director is recommending for approval the purchase of 2 laptop computers from Tiger Direct for \$601.29 each, plus an additional \$122.46 each for a 2 year extended warranty;

THEREFORE BE IT RESOLVED to approve the purchase of the 2 Lenovo ThinkPad laptop computers from Tiger Direct for a total of \$1,447.50 for Family Services.

Action #HS6 – It was moved by Kathi Ellis, seconded by Roger Crawford and carried unanimously to approve the following resolution:

Resolution # HS6 – 10/20/10
Purchase Cross-cut Shredder Resolution

WHEREAS, Kanabec County Family Services is in need of a cross-cut shredding machine; and

WHEREAS, Family Services has requested quotes from two separate vendors; and

WHEREAS, the Health and Human Services Director is recommending for approval a Fellowes Powershred C-480C from the Office Depot for \$1,757.56 plus shipping ;

THEREFORE BE IT RESOLVED to approve the purchase of the Fellowes Powershred C-480C cross cut shredder from Office Depot for \$1,757.56 plus shipping.

Action #HS7 – It was moved by Kim Smith, seconded by Roger Crawford and carried unanimously to approve the following resolution:

Resolution #HS7 - 10/20/10
United Behavioral Health Agreement

WHEREAS, Kanabec County Family Services provides mental health and substance abuse services, and

WHEREAS, United Behavioral Health is a benefit contractor, and

WHEREAS, Kanabec County's Health and Human Services Director recommends that the County Board approve an agreement with United Behavioral Health;

THEREFORE BE IT RESOLVED to approve the Health and Human Services Director entering into an agreement with United Behavioral Health for behavioral health and substance abuse service payments.

Action #HS8 – It was moved by Kevin Troupe, seconded by Roger Crawford and carried unanimously to approve the following resolution:

Resolution #HS8 – 10/20/2010
Minnesota Care Contract Amendment

WHEREAS, Kanabec County Family Services has processed more MinnesotaCare applications than anticipated in state fiscal year 2010, and

WHEREAS, the State and Kanabec County Family Services have agreed that additional funds are necessary for the satisfactory completion of the contract, the State is requesting Kanabec County to sign Amendment # 5 to Contract A90244, changing the funds from \$31,152 to \$31,362, and Amendment # 6 which extends the contract through June 30, 2011.

BE IT RESOLVED to approve the Health and Human Services Director to sign Amendment #s 5 and 6 to Contract # A90244 between Kanabec County and the State of Minnesota, Department of Human Services for MinnesotaCare assistance applications processing.

Action #HS9 – It was moved by Kevin Troupe, seconded by Kathi Ellis and carried unanimously to approve payment of 149 claims totaling \$250,669.27 from the Welfare Fund.

Action #HS10 – It was moved by Kevin Troupe, seconded by Kim Smith and carried unanimously to adjourn the Human Service Board at 9:40am to meet again on Wednesday, November 17, 2010 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

Action #11 – It was moved by Kathi Ellis, seconded by Roger Crawford, and carried unanimously to recess the board meeting at 9:40am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:40am** on Wednesday, October 20, 2010 pursuant to public notice with the following Board Members present: Kathi Ellis, Kim Smith, Kevin Troupe, Roger Crawford and Les Nielsen. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

Action #PH12 – It was moved by Kathi Ellis, seconded by Kim Smith and carried unanimously to approve the Public Health Board Agenda as presented.

Action #PH13 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #PH12 – 10/20/10
SHIP/Pine Technical College Intervention and MOA

WHEREAS Kanabec County Public Health is the lead agency for the Kanabec/Pine Community Health Services Statewide Health Improvement Program, and

WHEREAS Kanabec County Public Health has allocated and encumbered funds for the purpose of providing Statewide Health Improvement Program interventions to residents of Kanabec and Pine counties, and

WHEREAS, Pine Technical College agrees to ensure that the tasks outlined in the Smoking Cessation intervention work plan are accomplished at Pine Technical College;

NOW THEREFORE BE IT RESOLVED to approve this Memorandum of Agreement between Kanabec County Public Health and Pine Technical College for provision of the Statewide Health Improvement Program.

Action #PH14 – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to adjourn the Public Health Board at 9:45am to meet November 13, 2010 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

The Board gave reports on the various Boards and Committees they are involved with.

Steve Mork and Paul Larson with the Mora HRA met with the Board to discuss a feasibility study than was conducted in regards to moving forward with Phase III of the Eastwood project which is being designed to create an affordable senior living facility.

10:30am - The Chairperson called for public comment. Those that responded included:

Jerry Tvedt	Concerns regarding potential sale of Landfill.
Christine Wulfekuhle	Concerns against potential tire ordinance.
Robert Swetz	Questions on current landfill joint powers agreement.
Dennis McNally	Questions on current landfill joint powers agreement.

10:50am - The Chairperson closed public comment.

Todd Hagen and Carolyn Drude from Ehlers and Associates met with the Board to discuss financing options for the Eastwood project.

Action #15 – It was moved by Roger Crawford, seconded by Kim Smith to approve the following resolution:

Resolution #15 – 10/20/10

CERTIFICATION OF MINUTES RELATING TO THE ESTABLISHMENT OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF KANABEC COUNTY

RESOLUTION DECLARING THE NEED FOR AND ESTABLISHING THE HOUSING AND REDEVELOPMENT AUTHORITY OF KANABEC COUNTY; APPOINTING AUTHORITY COMMISSIONERS

BE IT RESOLVED by the Board of County Commissioners (the “Board”) of Kanabec County, Minnesota (the “County”), as follows:

WHEREAS, Minnesota Statutes, Section 469.004 creates a housing and redevelopment authority in each county in the State, and, other than those counties in which a county housing and redevelopment authority has been created by special act, provides that such an authority shall not transact any business or exercise any powers until the governing body of the county, by resolution, following a duly noticed and held public hearing, finds that there is a need for a county authority to function in that county; and

WHEREAS, pursuant to a resolution adopted by this Board on the 16th day of June, 2010, a public hearing was held by the Board at Mora, Minnesota, on July 28, 2010, after published notice as required by Minnesota Statutes, Section 469.005, subdivision 3, to determine the need for a housing and redevelopment authority to function in the County; and

WHEREAS, facts have been submitted to this Board at the public hearing showing there is a need for the Housing and Redevelopment Authority of Kanabec County to function in the County.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Kanabec County, Minnesota, as follows:

SECTION 1. FINDINGS. The Board hereby reaffirms the following conditions as those findings necessary for the establishment of a County housing and redevelopment authority:

(a) There is a need for development and redevelopment within the boundaries of the County to provide employment opportunities, to improve the tax base and to improve the general economy of the County, its underlying governmental units and the State of Minnesota; and

(b) Areas within the County are potentially more useful and valuable than has been realized under existing development and may be less productive because of the lack of proper utilization and investment, and consequently these areas are not contributing to the County’s tax base to their full potential; and

(c) Substandard, slum or blighted areas exist in the County which cannot be redeveloped without governmental assistance; and

(d) There is a shortage of decent, safe and sanitary dwelling accommodations available to persons of low income and their families at rentals they can afford.

In determining whether dwelling accommodations are unsafe or unsanitary, and whether substandard, slum, or blighted areas exist, this Board has considered factors such as the degree of deterioration, obsolescence, or overcrowding, the percentage of land coverage, the light, air, space, and access available to inhabitants of the dwelling accommodations, the size and arrangement of rooms, the sanitary facilities, the extent to which conditions exist in the buildings that endanger life or property by fire or other causes, and the original land planning, lot layout, and conditions of title in the area.

SECTION 2. DECLARATION OF NEED. There is a need for a housing and redevelopment authority to function in the County, and pursuant to such need the Housing and Redevelopment Authority of Kanabec County (the “Authority”) shall be allowed to transact any business and exercise any powers authorized by Minnesota Statutes, Sections 469.001 to 469.047.

SECTION 3. APPOINTMENT OF AUTHORITY COMMISSIONERS.

3.01. Areawide Commissioners. The Board hereby appoints the following persons to the Authority Board of Commissioners (the “Authority Board”) subject to the following initial terms:

<u>Commissioner</u>	<u>Initial Term (Years)</u>	<u>Expiration of Initial Term</u>
Kevin Troupe – District #1	1	2011
Roger Crawford – District #2	2	2012
Les Nielsen – District #3	3	2013
Kathi Ellis – District #4	4	2014
Kim Smith – District #5	5	2015

After the expiration of these initial terms, each successor commissioner shall be appointed for a term of office of five years.

SECTION 4. FURTHER AUTHORITY ACTION. Once constituted, the Authority Board shall meet to select a chair and a secretary from among its members and shall adopt bylaws and other rules for the conduct of its affairs that it deems appropriate.

SECTION 5. CERTIFICATION. The Board hereby authorizes the County Coordinator to file a certified copy of this resolution and certified copies of the certificate of appointment of each Authority commissioner with the Commissioner of Employment and Economic Development.

Upon vote being taken thereon the following voted in favor thereof: Les Nielsen, Roger Crawford, Kevin Troupe, Kim Smith & Kathi Ellis.

and the following voted against the same: none

whereupon the resolution was declared duly passed and adopted.

The Board discussed Ordinance No.11 Waste Tire Ordinance. No formal action was taken.

County Engineer Greg Nikodym met with the Board to discuss matters concerning the Highway Department.

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

Resolution #16 – 10/20/10
Snow Removal Bids

WHEREAS the following bids were received for snow removal from parking lots and sidewalks:

	Dave's Lawn & Snow	Scott Lawn & Landscape Mike's Lawn Service
Sidewalks	\$229.50	\$200.00 (Mike's)
Parking Lots	\$235.00	\$290.00 (Scott's)
Hourly	\$42.00	\$50.00 (Mike's)
		\$60-\$75 (Scott's)

WHEREAS the County wants to continue with the contracting of snow removal services;

THEREFORE BE IT RESOLVED to accept the low bid submitted by Dave's Lawn & Snow for snow removal services for the 2010-2011 snow season.

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

Resolution #17 – 10/20/10
Firewood Permit

WHEREAS George Turgeon has requested a permit to remove timber on tax forfeited property, and

WHEREAS the request has been reviewed by a DNR Forester, and

WHEREAS the DNR Forester has set forth conditions that appear consistent with good land management;

BE IT RESOLVED to approve firewood permit #33.164 application for George Turgeon to remove dead and downed trees at N1/2NE1/4 of Section 31, Township 42N, Range 24W; pid# 07.01315.00, and

BE IT RESOLVED that all conditions of set forth by the DNR Forester be met.

Commissioners continued to give reports of the activities of the Boards and Committees in which they participate.

County Coordinator Dan Weber met with the Board to discuss the SCORE reimbursement formula.

Action #18 – It was moved by Kathi Ellis, seconded by Kim Smith, and carried unanimously to approve the following amended recycling reimbursement formula:

CARDBOARD	@	\$80.00 per ton
GLASS	@	\$120.00 per ton
NEWSPRINT	@	\$120.00 per ton
PLASTIC	@	\$240.00 per ton
STEEL CANS	@	\$100.00 per ton
MIXED	@	\$100.00 per ton

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

Resolution #19 - 10/20/10
Child Support Officer

WHEREAS the board did by Resolution #11 – 08/18/10 refer the position of Child Support Officer to the pay plan consultant for review, and

WHEREAS the pay plan consultant recommended a few minor changes to the wording of the minimum job qualifications and experience,

WHEREAS the board has been presented with the updated job description and the results of the pay plan study;

BE IT RESOLVED that it is the decision of the board to accept and approve the consultant’s proposed changes to the Child Support Officer job description:

BE IT FURTHER RESOLVED to accept the following ranking for the “Child Support Officer” position, which results in the position remaining in Pay Range 8:

Category	Rank	Points
Qualifications	q34	69
Decisions	d23	43
Problem Solving	p10	41
Relationships	R18	64
Effort A	ea5	4
Effort B	eb10	8
Hazards	h2	5
Environment	n6	9
TOTAL POINTS		243

and,

BE IT FURTHER RESOLVED that this change is effective January 1, 2011.

Action #20 – It was moved by Kim Smith, seconded by Roger Crawford and carried unanimously, to approve the following Public Data Request Information Policy (P-126):

Policy #P-126

Approved: October 20, 2010

Effective: October 20, 2010

Supersedes (Eff): new

Guide for Members of the Public And Data Subjects for Requesting Information

I. MEMBERS OF THE PUBLIC

Right to Access Public Data

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Kanabec County must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that Kanabec County keeps, make a written request. Make your written request for data to the appropriate individual listed on the Data Practices Contacts page provided in this guide. You may make your written request for data by mail, fax, or email, using the data request form found in this guide.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Kanabec County cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your written request, we will work to process it. If we do not have the data, we will notify you in writing as soon as reasonably possible.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Kanabec County will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you may use the data request form included in this guide and we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

II. DATA SUBJECTS

Data about You

The Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, CDROMs, photographs, etc.

Classification of Data about You

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

Private data: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with Kanabec County staff who need the data to do their work, and as permitted by law or court order.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with Kanabec County staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

Your Rights under the Data Practices Act

Kanabec County must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights. **Your Access to Your Data:** You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies. Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask Kanabec County not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note:** Minors do not have this right if the data in question are educational data maintained by an educational agency or institution. **When We Collect Data from You:** When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessee warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice. We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is

called informed consent. If you want us to release data to another person, you must use the consent form we provide.

Protecting your Data: The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

When your Data are Inaccurate and/or Incomplete: You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that Kanabec County keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts section of this guide. You may make your written request by mail, fax, e-mail, or by hand-delivering the request, using the data request form included in this guide.

If you choose not to use the data request form, your written request should include:

- that you are making a request, under the Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian. Kanabec County requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity document included in this guide.

How We Respond to a Data Request

Once you make your written request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you in writing within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
- arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies, such as email or CD-ROM, upon request if we keep the data in electronic format.

Information about copy charges is included in this guide.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time. In addition, we are not required under the Data Practices Act to respond to questions that are not requests for data.

Kanabec County Data Practices Contacts

Responsible Authority (RA)

Minnesota Rules 1205.0200, Subp. 14. Responsible authority in political subdivisions. In political subdivisions, the responsible authority shall be as follows, unless otherwise provided by state law:

- A. *For counties, each elected official of the county shall be the responsible authority for the official's office. An individual who is an employee of the county shall be appointed by the county board to be the responsible authority for any data administered outside the offices of elected officials.*

RA for Data Outside of Offices of Elected Officials:

Amy Brosnahan, County Attorney
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426
Email: amy.brosnahan@co.kanabec.mn.us

RA for elected Commissioner District I:

Commissioner Kevin Troupe
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440

Fax: (320) 679-6441
Email: kevin.troupe@co.kanabec.mn.us

RA for elected Commissioner District II:

Commissioner Roger Crawford
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: roger.crawford@co.kanabec.mn.us

RA for elected Commissioner District III:

Commissioner Les Nielsen
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: les.nielsen@co.kanabec.mn.us

RA for elected Commissioner District IV:

Commissioner Kathi Ellis
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: kathi.ellis@co.kanabec.mn.us

RA for elected Commissioner District V:

Commissioner Kim Smith
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: kim.smith@co.kanabec.mn.us

RA for elected County Sheriff:

County Sheriff Steve Schulz
18 N Vine St
Mora, MN 55051
Phone: (320) 679-8400
Fax: (320) 679-8422
Email: steve.schulz@co.kanabec.mn.us

RA for elected County Attorney:

County Attorney Amy Brosnahan
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6425
Fax: (320) 679-6426

Email: amy.brosnahan@co.kanabec.mn.us

RA for elected County Recorder:

County Recorder Rhonda Olson
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6466
Fax: (320) 679-6431
Email: rhonda.olson@co.kanabec.mn.us

Designee for County Auditor/Treasurer's Department:

Denise Cooper, County Auditor/Treasurer
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6430
Fax: (320) 679-6431
Email: denise.cooper@co.kanabec.mn.us

Minnesota Statute 13.46, Welfare Data: Subd. 10. Responsible authority.

*(a) Notwithstanding any other provision of this chapter to the contrary, the responsible authority for each component of the welfare system listed in subdivision 1, clause (c), shall be as follows:
(2) the responsible authority of a county welfare agency is the director of the county welfare agency.*

RA for County Welfare Agency:

Wendy Thompson, Health & Human Services Director
905 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6322
Fax: (320) 679-6333
Email: wendy.thompson@co.kanabec.mn.us

Data Practices Designees

Designee for elected County Commissioner Offices:

Dan Weber, County Coordinator/Assessor
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441
Email: dan.weber@co.kanabec.mn.us

Designee for County Assessor's Department:

Dan Weber, County Coordinator/Assessor
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6440
Fax: (320) 679-6441

Email: dan.weber@co.kanabec.mn.us

Designee for County Highway Department:

Greg Nikodym, County Engineer
903 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6300
Fax: (320) 679-6304
Email: greg.nikodym@co.kanabec.mn.us

Designee for Information Technology Department:

Jessie Kehn County IT Coordinator
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6498
Fax: (320) 679-6442
Email: jessie.keh@co.kanabec.mn.us

Designee for Maintenance Department:

Bill Martin, Head Maintenance Engineer/Custodian
18 N Vine St
Mora, MN 55051
Phone: (320) 679-6446
Fax: (320) 679-6441
Email: bill.martin@co.kanabec.mn.us

Designee for Environmental Services Department:

Teresa Bearce, Environmental Service Director
18 N Vine St
Mora, MN 56379
Phone: (320) 679-6456
Fax: (320) 679-6433
Email: teresa.bearce@co.kanabec.mn.us

Designee for County Veterans Service and Emergency Management:

Lowell Sedlacek, County VSO/Emergency Management Director
905 Forest Ave E
Mora, MN 55051
Phone: (320) 679-6380
Fax: (320) 679-6480
Email: lowell.sedlacek@co.kanabec.mn.us

Data Practices Compliance Official

Amy Brosnahan, County Attorney
18 N Vine St
Mora, MN 55051

Phone: (320) 679-6425
Fax: (320) 679-6426
Email: amy.brosnahan@co.kanabec.mn.us

Copy Costs Kanabec County

Members of the Public

Kanabec County charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

The following provides information about the allowable charge when the data requester *is not the subject of the data*. The copy charges discussed are based on the requirements of Minnesota Statutes, section 13.03, subdivision 3(c). The chart below includes links to Minnesota Rules, Chapter 1205 and Commissioner of Administration Advisory Opinions that help interpret the requirements in the statute. **Note:** In situations where specific charges are set by statute or rule, Kanabec County will follow the applicable statutory language, rather than the requirements described in this document.

100 or Fewer Paper Copies – 25¢ Per Page

The charge for copies is 25¢ for each page copied, or 50¢ for a two-sided copy, if the request is for 100 or fewer pages of black and white, letter or legal sized paper copies. This charge is a flat rate.

Most Other Copies – Actual Cost

For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.), when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email). In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. Minnesota Rules 1205.0300, subpart 4, and the chart below will also be used for guidance in determining actual cost.

Data Subjects

Kanabec County charges data subjects for copies of government data. These charges are authorized under section 13.04, subdivision 3.

You must pay for the copies before we will give them to you.

Actual Cost of Making the Copies

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. The cost of employee time to make copies is based upon the employee's actual hourly wage.

**Data Request Form – Members of the Public
Kanabec County**

Date of request: _____

I am requesting access to data in the following way:

Note: inspection is free but Kanabec County will charge for copies as outlined in this guide.

Inspection Copies Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Kanabec County will respond to your request as soon as reasonably possible.

**Data Request Form – Data Subjects
Kanabec County**

Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID or passport, as proof of identity.

I am requesting access to data in the following way:

Note: inspection is free but Kanabec County will charge for copies as outlined in this guide.

Inspection Copies Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Signature of Data Subject or Parent/Guardian _____

Staff Verification

Identification provided _____

Kanabec County will respond to your request within 10 business days.

**Standards for Verifying Identity
Kanabec County**

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID *and either*
 - a certified copy of the minor's birth certificate *or*
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as:
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as:
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

Action #21 – It was moved by Roger Crawford, seconded by Kevin Troupe and carried unanimously, to adjourn at 1:00pm and to meet in regular session on Wednesday, October 27, 2010 at 9:00a.m.

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

Attest: _____
Board Clerk