

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

September 10, 2003

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, September 10, 2003 pursuant to adjournment with the following Board Members present: Kathi Ellis, Stan Cooper, Jerry Nelson, Les Nielsen, and Dennis McNally.

The Chairperson led the assembly in the Pledge of Allegiance.

A moment of silence was held in remembrance of the events of September 11, 2001.

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve the meeting agenda as amended.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to approve the August 27, 2003 minutes of the Kanabec County Board of Commissioners as corrected: note that the meeting was extended on September 4th.

9:05am - County Surveyor Ernie Rud met with the County Board to discuss matters concerning the surveyor's duties and budget. The board took the matter under advisement.

9:37am - East Central Solid Waste Commission Director Gene Kramer met with the County Board to discuss matters concerning his position with the ECSW Commission.

9:52am - 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 approve the following resolution:

Resolution 1 - 09/10/03

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for a beer license within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve an application for 3.2 on-sale beer license for Mustang Bowling, 1865 Frontage Road, Mora, MN 55051.

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to approve a Minnesota Trails Assistance Program Performance Based Maintenance Grant Agreement for a \$20,188.00 grant for the Snake River Snowmobile Trail.

It was moved by Kathi Ellis, seconded by Jerry Nelson, and carried unanimously to authorize the Board Chairperson to sign a letter dated August 5, 2003 to State Auditor Patricia Awada regarding the year 2002 county audit.

10:03am - Duane Peterson with Braham Moose Lodge met with the County Board to discuss matters concerning charitable gambling.

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

Resolution 2 - 09/10/03

WHEREAS the Kanabec County Board of Commissioners has been presented with a request for lawful gambling within Kanabec County, and

WHEREAS the application was complete, included all necessary documentation, appears in accordance with County Policies and the facility owners are in good standing with the County;

BE IT RESOLVED to approve the Premises Permit Renewal Application for the Braham Moose Lodge for charitable gambling held at Braham Moose Lodge, Braham, MN.

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

Resolution 3 - 09/10/03

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following February, 2003 claims on SCORE Funds:

Quality Disposal	\$3,040.00
Arthur Township	\$ 400.00
Knife Lake Sanitation	\$1,360.00
TOTAL	\$4,800.00

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

Ann Lake Twp	1,683.42
Aquila	715.26
Arthur Twp	139.53
Arthur Twp	125.00
Braham Public Schools	494.51
Breezy Point Resort	429.00
Brown Law Office	1,410.00
Brunswick Twp	2.00
City of Mora	2,017.47
City of Ogilvie-Clerk	13.33
Comfort Twp	6.00
Commissioner of Finance	23,983.78
Commissioner of Finance	23,644.78
Commissioner of Finance	118.00
East Cent Reg Dev Comm	70.74
East Central Public Schools	42.23
Ford Twp	676.11
Fortis Benefits	2,114.83
Grass Lake Twp	570.07
Greater MN Credit Union	133.13
Haybrook Twp	385.00
Hillman Twp	83.00
Hinckley-Finlayson Twp	70.45
Holiday Credit Office	3,357.05
Kanabec Hospital	673.00
Kanabec Twp	532.40
Katterhagen, Lyle	100.00
Klepsa, Daniel	100.00
Kleven, Kim & Scott	105.12
Knife Lake Twp	345.95

Kroschel Twp	696.57
Labore Sr, Raymond	100.00
MDH Emergency Preparedness	60.00
MN Mutal Life Ins	379.60
Mora Public Schools	683.67
Northstar Access	1,468.44
Ogilvie First Responders	1,680.00
Ogilvie Public Schools	1,545.81
Peace Twp	179.00
Peterson, David	100.00
Peterson, John	100.00
Pomroy Twp	131.00
Puumala, Joel	250.00
Refuge, The	194.02
Secretary of State	20.00
Severin, Mark	100.00
Tessneer Law Office	90.00
Treasurer, Kanabec Co	65,230.38
Treasurer, State of MN	161.00
Treasurer, State of MN	5,725.80
US Link	597.90
Whited Twp	72.96
Window	64.67
Wright Title	1,175.00
TOTAL	<u>144,946.98</u>

Snake River Watershed

ERA Laboratories	84.00
ERA Laboratories	28.00
Kanabec Soil & Water	72.64
Neuman, Jason	57.24
TOTAL	<u>241.88</u>

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

Resolution 4 - 09/10/03

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. Form HF #6, "Complaint Filing Form"
 - b. Form HF #7, "Access to Records Request Form"
 - c. Form HF #8, "Request to Amend PHI Form"
 - d. Policy A-106, Part C: "Individual's Right to Request Amendment of PHI"
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10:23am - County Sheriff Steve Schulz met with the County Board to discuss matters concerning his office.

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

Resolution 5 - 09/10/03

WHEREAS Walt Barlow has resigned from the Jail Committee;

BE IT RESOLVED to accept Walt Barlow's resignation, and

BE IT FURTHER RESOLVED to appoint Tom Jones to the Jail Committee.

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

Resolution 6 - 09/10/03

ORDER OF THE BOARD

WHEREAS there is a vacancy in the position of Deputy Sheriff, and

WHEREAS the board desires to refill this vacant position;

BE IT RESOLVED that the County Board authorizes County Sheriff Steve Schulz and the County Personnel Director to hire a Deputy Sheriff to refill the vacant position at \$14.46 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, and

BE IT FURTHER RESOLVED that this appointment may be made from the current list.

10:40am - Assistant County Attorney Amy Brosnahan met with the County Board to discuss matters concerning a court case.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to authorize Brosnahan to hire an expert witness at a cost of \$2,550.

It was moved by Kathi Ellis, seconded by Les Nielsen, and carried unanimously to approve payment of the following claims on the funds indicated:

Revenue Fund

A&A Enterprises	162.62
A&A Teledata	199.95
A&S Training LLC	1,850.00
Abbott Northwestern	31.90
Ace Hardware	52.83
Ace Hardware	31.02
Ace Hardware	11.12
ACHSA	60.00
Adkins, Janet	90.00
Airgas North Central	94.79
Aitkin Medical	532.82
Akkerman-Ingrebrand Funeral Home	595.00
Allina Medical Clinic	1,075.00
AmeriPride	242.08
Ammerman, Kari	360.36
Ammerman, Kari	99.36
Ammerman, Kari	18.36
Anderson, Karen	372.24
Arbo, Marvin	200.00
Armstrong, Becci	22.32
Armstrong, Becci	11.88
Ashworth Audio	40.43
Barlow, Walt	104.48
Barno, Christine	81.36
Barno, Christine	539.67
Biever, Laurie	38.52
Biever, Laurie	134.28
Blegen, Lu Ann	67.86
Bob Barker Co	291.89
Braham Motor Service	76.58
Breastfeeding Center	115.00
Briggs	117.17
Budget Lighting	215.63

Buzzano's	63.11
Cambridge Chiropratic Clinic	31.95
Cardinal Health	292.99
Cassman, Deb	118.44
Cassman, Deb	16.20
Caza, Barb	25.00
CDWG	325.00
CDWG	53.79
CDWG	252.31
Chader Business Equipment	119.34
Chader Business Equipment	119.34
Chader Business Equipment	59.66
Coborns	167.81
Coborns	523.53
Coborns	7.94
Coborns Long Term Care Pharmacy	450.99
Coborns Pharmacy	2,261.08
Coborns Pharmacy	82.40
Colburn, Judy	351.52
Consolidated Telephone Co	7.40
CPS Technology	160.38
Dalco	199.08
Dandelion Floral	11.25
DeJong, Harriet	31.32
DeJong, Harriet	52.92
DeJong, Harriet	1.80
Dell Mktg	1,075.67
Dell Mktg	46.92
Don's Towing	98.63
East Central Exterminating	79.88
East Central Regional Juvenile Center	3,586.00
East Central Regional Juvenile Center	1,130.00
Ecowater Systems	129.60
Election Systems & Software	1,379.13
Element K Journals	97.00
Elfstrum, Brenda	166.32
Elfstrum, Brenda	103.32
Erbstoesser, Arnie	198.57
Fast Serv Medical	319.95
Fat Daddy's Auto Parts	10.64
Fat Daddy's Auto Parts	3.28

Fed Ex	87.52
Gabrielson, Pat	267.84
GeoComm Corp	358.00
GHA Technologies	28.00
Glen's Tire	55.33
Glen's Tire	15.00
Granite Electronics	2,997.25
Grant, Don	319.60
Harff, Shirley	158.63
Hewlett-Packard Co	453.08
Holiday Credit	8.29
Hutchinson Telephone Co	2.79
IBM Corp	2,196.76
Inter-Tel Technologies	363.00
Ivans	47.73
Jensen, Robert	170.06
Jerry's Sports Center	3,099.60
John Haeg Construction	2,880.00
Johnson, Dawn	109.80
Johnson, Jeanette	154.80
Johnson, Jeanette	119.52
Johnson, Jeanette	12.60
Jones, Clare	4.32
Jones, Clare	50.00
Kanabec Co Hwy	12.00
Kanabec Co Public Health	2,550.08
Kanabec Co Public Health	356.75
Kanabec Hospital	4,449.60
Kanabec Hospital	4,080.00
Kanabec Publications	1,468.19
Kanabec Publications	122.48
Kanabec Publications	175.73
Kanabec Publications	10.64
Kanabec Publications	50.62
Kanabec Soil & Water	25.00
KEEPRS	8.47
KEEPRS	158.83
Kleven, Bud	6.30
Knudson, Phebe	130.67
Knutson, Michelle	58.31
Kondratowicz, Sue	355.77

Krueger, Louisa	3.60
Krueger, Louisa	14.40
Krueger, Louisa	6.12
Lakes Gas Co	111.90
Laska, Millie	825.34
Lee's Pro Shop	84.00
Lenny's Service	152.67
Lenny's Service	259.37
LexisNexis	121.45
Lindberg, Jodi	70.36
LLL of MN/DAS	105.00
Lutsen Resort & Sea Villas	203.82
MAAO	210.00
Magaard, Deb	172.08
Magaard, Deb	16.56
Martin, Bill	16.49
Mathison, Stan	107.20
Maul, Barbara	33.84
Maul, Barbara	20.88
Maul, Barbara	2.88
MCCC	1,700.00
MCCC	1,700.00
Meyer-Century Lab	80.96
Mid American Research Chemical	56.69
Milow Electric	8,960.00
Minn Comm	123.02
Minn Comm	28.59
Minn Comm	9.53
MN Bureau of Criminal Apprehension	279.50
MN Copy Systems	93.12
MN County Attorneys Assn	65.00
MN County Attorneys Assn	24.50
MN County Attorneys Assn	65.00
MN Dept of Admin	600.00
MN Dept of Health	20.00
MN Monitoring	181.50
MN Monitoring	341.00
MN Sheriff's Assoc	42.41
MN State Law Library	175.00
Mora Bakery	83.61
MPRC	120.00

NAMI	140.00
Nelson, Rosemary	33.64
Nelson, Shirley	27.20
Nelson, Shirley	177.84
Nichols, Ryan	59.04
Norby's Cleaning	4,500.00
Northland Fire Protection	560.00
Northwestern Court Reporters	140.58
Oak Gallery	6.16
Office Depot	63.74
Office Depot	102.64
Office Depot	585.74
Office Depot	258.88
Office Depot	63.74
Office Depot	53.42
Office Depot	345.27
Olmstead, William	185.36
Olsin Lumber	8.88
Onamia Napa	3.09
Pamida	3.46
Pamida	20.70
Peterson, Alan	192.10
Peterson, Walter	126.78
Pfiffner, Betty	546.84
Photo Express Plus	9.38
Pierson, Kay	44.96
Pizza Hut	120.05
Ponto, Jodi	11.52
Ponto, Jodi	2.88
Public Health Nursing Inservice Fund	30.00
Quality Disposal	328.25
Quill Corp	49.98
Raiche, Nancy	98.64
Raiche, Nancy	133.56
Raiche, Nancy	1.08
Ratwik, Roszak & Maloney	179.77
Reliable Office Supplies	92.70
Richard Anderson-Arbitrator	1,293.60
Rick's Home Furnishings	45.00
Ringler, Jennie	47.52
Ringler, Jennie	128.88

Ringler, Jennie	12.96
RS Eden	91.35
RS Eden	81.00
Rural Cellular Corp	147.33
Rural Cellular Corp	55.66
Rural Cellular Corp	17.53
Rural Cellular Corp	196.06
Rural Cellular Corp	38.79
Rural Cellular Corp	21.76
S&T Office Products	1.47
S&T Office Products	159.75
S&T Office Products	29.26
S&T Office Products	63.31
S&T Office Products	273.72
S&T Office Products	31.90
S&T Office Products	49.37
S&T Office Products	19.55
S&T Office Products	48.35
S&T Office Products	23.00
S&T Office Products	21.09
Salmela, Terry	85.68
Samaritan Tire	64.77
Sandberg, Bev	92.88
Schindler Elevator Corp	750.00
Schroeder, Janelle	84.60
Schroeder, Janelle	49.68
Scofield, Rebecca	14.04
Second Harvest Heartland	22.84
Second Harvest North Control	9.00
Secure Benefits Systems Corp	286.92
Secure Benefits Systems Corp	146.25
Sedlacek, Lowell	19.72
Sherburne Co Auditor/Treasurer	1,738.52
Sheriff, Hennepin Co	86.00
Sheriff, Kandiyohi Co	200.00
Sheriff, Mille Lacs Co	8,455.44
Sheriff, Nicollet Co	52.00
Sheriff, Pine Co	51.75
Sjodin, Roberta	82.44
Sjodin, Roberta	2.52
Snowflake Distributing	309.50

Stahlke's Dept Store	72.00
State of MN	7.65
State of MN	22.90
Stericycle	69.52
Stericycle	69.52
Strandberg, Becky	476.57
Streicher's	307.37
Stringer Business Systems	58.53
Stringer Business Systems	8.10
Stringer Business Systems	92.96
SuperOne	78.50
Swanby, Belle	16.56
Tamarac Medical	10.00
Taylor, Ken	50.00
Thompson, Wendy	343.88
Thomspon Sewer Service	325.00
Thunstrom, Ruth	60.48
Thunstrom, Ruth	21.56
Timm, Rena	49.32
Timm, Rena	28.08
Tinker & Larson	105.86
T-Mobile	129.86
Toshiba	41.30
Tower 2000	1,090.00
True Value Hardware	58.91
Two Harbors Super One	64.93
U of M	50.67
U of M	1,007.78
U of M	200.00
U of M	25.00
Unger, Bernice	25.00
Vaughan, Geneve	80.28
Vaughan, Geneve	4.32
Vaughan, Geneve	2.88
Villa Health Care	10.00
Vogel, Darla	49.68
Vogel, Darla	95.04
Voight, Jackie	1.44
Voight, Jackie	97.20
Voight, Jackie	40.32
Watson Co	908.33

Watson Co	55.68
Weepie, Diane	101.15
Wild Things Catering	43.45
Wint, Mary	50.76
Wint, Mary	28.90
Wistrom, Betty	37.69
Wistrom, Betty	28.44
WRS Group	163.25
Zaudtke Electric	130.00
Total	<u>99,121.58</u>

Road & Bridge Fund

Ace Hardware	152.94
ACS	1,700.00
Ameripride	465.04
Anderson, Stanley	4,160.80
Arnold's Equipment, Inc.	970.45
Boyer Ford Trucks	854.67
Brock White Company	465.28
CarteGraph Systems Inc.	1,900.00
CCP Industries Inc.	174.28
Central Applicators, Inc.	10,192.47
Contech Construction Products, Inc.	17,178.19
E.G. Rud & Sons, Inc.	1,842.00
Earl F. Anderson, Inc.	465.42
Erickson Engineering Company	1,800.00
Glen's Tire	251.92
Grainger	94.60
Hewlett-Packard Company	659.24
Kanabec Publications	212.63
Lila Richards, The Cleaning Agent	814.73
National Bushing & Parts Co.	656.94
Northern States Supply, Inc.	51.00
Office Depot	50.06
Onamia NAPA Auto Parts	489.42
Pomp's Tire Service, Inc.	3,167.95
Power Plan	1,153.39
Quality Disposal Systems, Inc.	98.82
Reed Construction Data	140.14
Rural Cellular Corporation	29.21
S & T Office Products, Inc.	46.02
Safety-Kleen	208.78
Schindler Elevator Corporation	413.43
Ruth Smith	31.68
Soderstrom Septic & Dean Smith	4,400.00
Traffic Marking Service, Inc.	10,546.02

Vista Optical - Safety Division
Total:

287.25
66,124.77

10:55am - County Engineer Greg Nikodym met with the County Board to discuss matters concerning the Highway Department.

It was moved by Stan Cooper, seconded by Jerry Nelson, and carried unanimously to approve payment of the following claims on Road & Bridge Funds:

Pay To	Project No.	Amount	Project Description
Bauerly Bros.	SP 33-608-13	\$164,425.31	The reconstruction of CSAH 8 from CSAH 19 to CSAH 3
Marvin Tretter Construction	SAP 33-617-07	\$205,817.50	The reconstruction of CSAH 17 from CSAH 11 to Portage Ave
Lloyd's Construction	SAP 33-626-02	\$38,730.88	The reconstruction of CSAH 26 from TH 47 to the county line.
Lloyd's Construction	SAP 33-626-02	\$1,370.86	The reconstruction of CSAH 26 from TH 47 to the county line.

11:30am - Dick Henderson met with the County Board to discuss matters concerning a pull-tab application. No action was taken at this time.

It was moved by Les Nielsen, seconded by Stan Cooper, and carried unanimously to direct the County Coordinator to draft a policy for township approval for lawful gambling applications.

11:45am - The Chairperson then called for public comment. There being no response, the meeting returned to regular business.

11:47am - The board took a break.

12:15pm - The board resumed business.

An extended discussion of the county budget ensued.

Jerry Nelson introduced the following resolution and moved its adoption:

Resolution 7 - 09/10/03

BE IT RESOLVED by the Kanabec County Board of Commissioners that the following proposed year 2004 levies and proposed budget be adopted:

FUND	PROPOSED BUDGET	PROPOSED LEVY
<i>1.</i> Revenue Fund	\$7,261,950	\$4,098,795
<i>2.</i> Welfare Fund	\$3,951,142	\$1,765,386
<i>3.</i> Water Plan Fund	\$23,156	\$3,312
<i>4.</i> Road & Bridge Fund	\$4,296,650	\$1,450,250
<i>5.</i> Building Fund	\$554,838	\$530,157
<i>6.</i> SUB-TOTALS (<i>total of a. through f.</i>)	\$16,101,736	\$7,847,900
<i>7.</i> Y2004 Homestead & Agricultural Aid		\$1,041,394
8. TOTAL FINAL PAYABLE Y2004 LEVY (Line 6 - Line7)=		\$6,806,506
9. Special Levies:		
<i>9.A.</i> Bonded Debt: Tax Capacity Based	\$353,319	
<i>9.E.</i> Market Value Based Referendum Levies	\$176,838	
<i>9.F.</i> Increases in matching Fund Requirements	\$98,936	
<i>9.J.</i> PERA Employer Contribution Rate Increase	\$14,418	
<i>9.K.</i> Jail Operation	\$1,103,662	
<i>9.O.</i> Net Supreme Court certified portion of Court Administrator's Budget	\$106,298	
10. Total of Special Levies	\$1,853,471	
<i>11.</i> Budget Subject to Levy Limit (Levy Line 8 less Line 10)		\$4,953,035
12. State Certified Levy Limit = \$4,953,035		
<i>13.</i> Certified Maximum Levy		\$4,953,035

The motion for the adoption of the foregoing Resolution was duly seconded by Kathi Ellis and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Jerry Nelson, Les Nielsen, Kathi Ellis

OPPOSED: Dennis McNally, Stan Cooper

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

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

Resolution 8 - 09/10/03

WHEREAS Kanabec County does impose a Solid Waste Management Fee pursuant to County Ordinance #17, and

WHEREAS this fee has been \$20.00 per unit for many years, and

WHEREAS it appears that the county can now fulfill its debt obligation with a lower fee;

BE IT RESOLVED to reduce the Solid Waste Management Fee from \$20.00 to \$16.00 per unit effective January 1, 2004.

2:41pm - Commissioner Nelson left the meeting.

It was moved by Stan Cooper, seconded by Les Nielsen, and carried unanimously to adjourn at 3:13pm to meet in regular session on Wednesday, September 17, 2003 at 9:00am.

Signed _____

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

Attest: _____

Kanabec County Coordinator