



**AGENDA**

***PINE COUNTY BOARD REGULAR MEETING***

- District 1      Commissioner Hallan
- District 2      Commissioner Mohr
- District 3      Commissioner Chaffee
- District 4      Commissioner Mikrot
- District 5      Commissioner Ludwig

**AMENDED AGENDA**  
***(Correction in Location of Meeting)***

**Tuesday, December 18, 2018, 10:00 a.m.**  
**Pine County History Museum**  
**6333 H C Andersen Alle, Askov, Minnesota**

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes of December 5, 2018 County Board Meeting and Summary for publication
- F) Approve Minutes of December 6, 2018 Special Meeting - Truth in Taxation
- G) Minutes of Boards, Reports and Correspondence
  - East Central Regional Library Board Minutes – October 8, 2018
  - Pine County Chemical Health Coalition Minutes – December 10, 2018
  - Pine County Zoning Board Minutes – October 25, 2018
- H) Approve Consent Items

**CONSENT AGENDA**

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

**1. Review November, 2018 Cash Balance (attached)**

<b>Fund</b>	<b>November 30, 2017</b>	<b>November 30, 2018</b>	<b>Increase(Decrease)</b>
General Fund	5,490,799	6,043,554	552,754
Health and Human Services Fund	1,584,770	2,351,634	766,864
Road and Bridge Fund	1,332,906	(25,902)	(1,358,808)
Land Management Fund	1,948,358	1,875,569	(72,789)
<b>TOTAL (inc non-major funds)</b>	<b>12,186,783</b>	<b>13,771,681</b>	<b>1,584,898</b>

2. **Application for Local-Option Disaster Abatement**  
Consider approval of Application for Local-Option Disaster Abatement for Jennifer Burlak, 3447 State Hwy. 23, Askov, PID 34.0025.000, pay 2018.
  
3. **Approval of Licenses**
  - A. **Tobacco Licenses**  
Bear Creek Tavern, Bear's Den, Beroun Crossing Market, Casey's General Store #3520, Casey's General Store #3445, Chengwatana Country Club, Chris' Food Center – Pine City, Chris' Food Center - Sandstone, Crossroads Convenience Store, Daggett's Super Valu, Dave's Oil Corp., Denham Run Bar & Grill, Duquette General Store, Family Dollar Store, Family Dollar Store-Sandstone, Finlayson Municipal Liquor Store, Froggies (Tadpoles), Hinckley Firehouse Liquor, Holiday Station Stores #6, 226, and 258 (3), Kurt's Station, Kwik Trip, Main Street Grocery, Mini Mart #1, Minit Mart (2), Murphy's, Nickerson Bar & Motel, Inc., Off the Road Bar & Grill, Petry's Bait Company, Pine City Tobacco, Rich's Bar, Rocking K Lazy E Banning Junction Lounge, Rocking K Lazy E Convenience Store, Sandstone Arco, Sandstone Petro Plus, Side Tracked, Slim's Service, Inc., Squirrel Cage, Super Smokes, Speedway #4500, Tobies Station, Inc., Wal-Mart Supercenter #2367, West Beroun Liquors.
  - B. **Temporary Liquor License**  
Consider approval of a temporary liquor license for the Minnesota Climbers Association on January 5, 2019 at the Audubon Center of the North Woods, 56165 Audubon Drive, Sandstone, MN.
  
4. **Reinstatement Contract**  
Consider approval of Resolution 2018-68 for the reinstatement of the state contract with Daniel Johnson, PID 526686.
  
5. **Designation of Depositor of County Funds**  
Consider approval of Resolution 2018-69 designating incoming Appointed Auditor/Treasurer Kelly M. Schroeder the Depositor of Funds. Authorize Board Chair and County Administrator to sign.
  
6. **2018 Assessment Clerical Corrections List**  
Review list of 2018 assessment clerical corrections.
  
7. **Agreement Between Health & Human Services and Therapeutic Services Agency (TSA) for Clinical and Reflective Practice Supervision**  
Consider approval of an Agreement between Health & Human Services and Therapeutic Services Agency (TSA) to provide required clinical supervision to children's mental health case management social workers and reflective practice supervision for public health and child protection staff. The term of this contract is January 1, 2019 through December 31, 2019. The rate is \$120 per hour. Authorize Board Chair and County Administrator to sign.
  
8. **Grant Contract Between Pine County and the Minnesota Department of Human Services**  
Consider approval of a grant contract between Pine County and the Minnesota Department of Human Services which provides direction to the state and county as to the administration of the respite care grant. The term of this grant contract is January 1, 2019 through December 31, 2019. Authorize Board Chair and County Administrator to sign.
  
9. **Contract Between Pine County Health & Human Services and Pine Habilitation and Supported Employment (PHASE)**  
Consider approval of a contract between Health & Human Services (HHS) and Pine Habilitation and Supported Employment (PHASE) for services, and designation of associated costs, provided by PHASE

to HHS. The contract is effective January 1, 2019 through December 31, 2019. Authorize Board Chair and County Administrator to sign.

10. **Contract Between Pine County Health & Human Services and the Minnesota Department of Human Services**

Consider approval of a contract between MN Department of Human Services and Pine County Health and Human Services for adult mental health services and associated funding. The contract is effective January 1, 2019 through December 31, 2020. Authorize Board Chair and County Administrator to sign.

11. **Host County Contract between Health & Human Services and Therapeutic Services Agency, Inc. (TSA)**

Consider approval of the Lead County Agreement between Pine County Health and Human Services and Therapeutic Services Agency, Inc. This contract is effective for the period of January 1, 2019 through December 31, 2019. Authorize Board Chair and County Administrator to sign.

12. **Donations**

Consider acceptance of multiple individual donations totaling \$750 to the Pine County Sheriff's Office for the Shop with A Cop Program.

13. **Personnel**

A. Consider approval of regular employment status for Child Support Enforcement Aide Kari Dutcher, effective December 26, 2018.

B. Consider approval of promotion of full-time Corrections Officer James Reiser to full-time jail sergeant effective January 6, 2019. Grade 9.

14. **Training**

Consider approval for Property Appraiser Molly Benoit to attend Assessment Administration, January 7-10, 2019, in St. Cloud, to work towards completing her Accredited Minnesota Assessor License requirements. Cost of Basic Income Approach course: \$380; Lodging: \$93 per night plus taxes (x3 nights); Meal Reimbursement: Up to \$60 per course (dinner only, breakfast and lunch included with the registration). A county vehicle will be used, no mileage will be incurred. Total cost: \$659. Funds are available within the 2018/2019 Assessor's budget.

**REGULAR AGENDA**

**Recess** Regular Board meeting and Convene Rail Authority meeting.

1. **Pine County Regional Railroad Meeting**

Public Hearing for the Soo Line Trail Ordinance Amendment at 10:00 a.m. or as soon thereafter as practicable.

1. Presentation of the ordinance
2. County Board questions and discussion
3. Open Public Hearing and take public testimony
4. Close Public Hearing
5. County Board additional discussion, if necessary
6. Consider adoption of Ordinance 2018-55 amending the Pine County Soo Line Ordinance and approve summary for publication.

**Adjourn** Rail meeting and Reconvene County Board meeting.

**2. Retirement of Ben Neubauer**

Recognize the retirement of Adult Mental Health Social Worker Ben Neubauer, effective January 10, 2019, and his 18+ years of service to Pine County.

**3. Presentation on Opioid Grant**

MaryJo Katras from the University of MN Extension and Laura Palombi from the University of MN- College of Pharmacy will present information on the Substance Abuse and Mental Health Services Administration (SAMHSA) grant received. The grant focuses on building local capacity to address the opioid and substance abuse challenges faced by rural Minnesotans.

**4. Personnel Committee Report**

The Pine County Personnel Committee met December 11, 2018, and made the following recommendations (Minutes attached):

**A. Health and Human Services**

- i. Approve the hiring of a Social Worker to conduct MN Choices Assessments and to backfill any vacancies created by internal promotion or lateral transfer.

**B. Sheriff's Office – Jail**

- i. Ratify the termination of part-time probationary Corrections Officer Andrea Merrell, effective November 14, 2018 and to approve backfilling the position.
- ii. Acknowledge the resignation of part-time Corrections Officer Lance Martens, effective November 28, 2018, and approve the hiring of a part-time Corrections Officer.
- iii. Acknowledge the resignation of full-time Corrections Officer Nicholas Frisch, effective November 28, 2018, and approve the hiring of a full-time Corrections Officer.
- iv. Acknowledge the resignation of full-time Corrections Officer Scott Arhart, effective December 6, 2018, and approve the hiring of a full-time Corrections Officer.

**C. Administration**

- i. Recommend the 2019 Commissioner annual salary at \$21,844 (unchanged from 2017 & 2018) and the per diem for attending certain meetings at \$100 (unchanged from 2017 & 2018). A recommendation will be made to the board that the Board Chair receive a higher salary, \$23,044, beginning in 2019.
- ii. Recommend the Commissioner and Employee mileage reimbursement rate for 2019 is to follow the federal IRS rate for business mileage.
- iii. Recommend a 6% pay increase for the County Attorney making the annual salary for 2019 \$116,770 and to consider a 6% increase for the County Sheriff making the annual salary for 2019 \$105,512.
- iv. Approve the proposed 2019 Non-Union Salary Schedule which contains a 3% COLA increase and approve a 3% COLA for non-union, non-elected employees.
- v. Approve the proposed 2019 county contributions towards health insurance premiums for non-union employees and elected officials.
- vi. Approve the promotion of Lorri Houtsma from Senior Property Appraiser to County Assessor/Recorder at a Grade 14, effective January 1, 2019, with a starting annual salary of \$68,640, FLSA exempt. Appointment as County Recorder will be effective January 1, 2019 and appointment as County Assessor will be effective January 16, 2019 pending approval of her MN Assessor license. Approval is given to backfill a Property Appraiser position.

Other items are for informational purposes only.

**5. 2019 Pine County Property Tax Levy and Budget**

Consider approval of:

- A. Resolution 2018-70 Establishing the 2019 Pine County Property Tax Levy at \$18,790,664 and authorize Board Chair and County Administrator to Sign.
- B. Resolution 2018-71 Adopting the 2019 Pine County Operating Budget and authorize Board Chair and County Administrator to sign.

**6. Recycling Program Contract**

Consider approval of one-year contract (January 1, 2019 – December 31, 2019) with Pine Habilitation and Supported Employment (PHASE) for the recycling shed program. Authorize Board Chair and County Administrator to sign.

**7. Purchasing from Mohr Parts and Supplies Inc.**

Consider approval of Resolution 2018-72 approving purchasing from Mohr Parts and Supplies Inc.

**8. 2019 Legislative Issues**

Consider legislative issues for 2019.

**9. January 8, 2019 Regular/Organizational Meeting**

Reschedule the start time of the regular/organizational meeting to **8:00 a.m.** on Tuesday, January 8, 2019 at the Pine County Courthouse, Pine City.

**10. Establish Date for 2019 County Board Strategic Planning Session**

Set a Special Meeting/Committee of the Whole meeting in January for the county board to conduct a strategic planning session/goal setting session. January 15, 2019 is a potential date.

**11. Commissioner Updates**

Holiday Tree Event  
Soil & Water Conservation District  
Pine County Zoning Initiative  
East Central Solid Waste Commission  
East Central Regional Library  
Pine County Chemical Health Coalition  
Board of Appeal and Equalization Training  
Project Rise Stakeholder meeting  
Central MN Council on Aging  
Law Library meeting  
Joint Boards Meeting  
State Community Health Services Advisory Committee (SCHSAC)  
Central MN Jobs and Training  
Snake River Watershed Board & Citizen Advisory Committee  
Public Health Advisory Committee  
Zoning Board  
East Central Regional Development Commission  
Other

**12. Other**

**13. Upcoming Meetings (Subject to Change)**

- a. **Pine County Board Meeting, Tuesday, December 18, 2018, 10:00 a.m.**, Pine County History Museum, 6333 H C Andersen Alle, Askov, Minnesota.
- b. **Facilities Committee, Tuesday, December 18, 2018, 1:30 p.m.**, 1610 Hwy. 23 North, Sandstone, Minnesota.
- c. **Arrowhead Counties Association Annual Dinner, Wednesday, December 19, 2018, 6:00 p.m.**, Grandma's Saloon and Deli (Canal Park) in the Sandbar Room, Duluth, Minnesota.
- d. **Cancelled: NLX, Wednesday, December 26, 2018**
- e. **Cancelled: Northeast Emergency Communications Board, Thursday, December 27, 2018.**
- f. **Zoning Board, Thursday, December 27, 2018, 5:30 p.m.**, Board Room, Courthouse, Pine City, Minnesota.
- g. **Negotiations w/Teamsters, Monday, January 7, 2019, 9:00 a.m.**, Commissioners' Conference Room, Courthouse, Pine City, Minnesota.
- h. **Pine County Organizational and Regular Board Meeting, Tuesday, January 8, 2019, 8:00 a.m.** Board Room, Courthouse, Pine City, Minnesota. (See Regular Agenda No. 9 above).

**14. Adjourn**