



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

Tuesday, October 16, 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 the October 2, 2018 county board meeting and Summary for publication
- F) Approve Minutes of the October 3, 2018 Special Meeting-Auditor/Treasurer Interviews
- G) Minutes of Boards, Reports and Correspondence
 East Central Library Board Minutes – September 10, 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 September, 2018 Cash Balance (attached)

Fund	September 30, 2017	September 30, 2018	Increase(Decrease)
General Fund	3,062,461	3,741,762	679,301
Health and Human Services Fund	268,491	1,232,488	963,997
Road and Bridge Fund	3,848,704	735,916	(3,112,788)
Land Management Fund	1,887,686	1,732,180	(155,506)
TOTAL (inc non-major funds)	12,531,348	12,970,515	439,167

2. Tobacco Licenses

Consider approval of tobacco licenses for October 16, 2018 – December 31, 2018:
 Sandstone Arco (FKA: Sandstone Quarry), Minit Mart #564 (formerly TA associated), and Minit Mart #559 (formerly TA associated).

3. **Application for Repurchase**
Consider approval of Resolution 2018-57 for the repurchase of tax forfeited land in full for Erin and Nicole Esterberg, PID 09.5954.000. Authorize Board Chair and County Auditor to sign.
4. **Demolition Bid**
Consider acceptance of the bid from Ol' Heritage Contracting in the amount of \$15,255 and move forward with the demolition project located at 26912 Crooked River Road, Pine City.
5. **Donation**
Accept a \$300 donation from the Askov Rutabaga Festival Fair Board and designate to the Pine County Sheriff's Reserve Fund; this donation will be used to offset the cost of uniforms, training and equipment.
6. **2018 Emergency Management Performance Grant**
Consider approval of the 2018 Emergency Management Performance Grant in the amount of \$21,615 for the period January 1, 2018 – December 31, 2018. This grant requires matching funds. Authorize Board Chair and County Administrator to sign.
7. **Personnel/Employment Status**
Consider granting regular employment status to Child Support Officer Christina Frey, effective October 17, 2018 and to Support Enforcement Aide Diane Lombard, effective November 5, 2018.
8. **New Hire**
 - A. Consider the hiring of Cassandra Olson as a case aide in HHS, effective October 22, 2018, grade 5, step 1, \$17.40 per hour.
 - B. Consider the hiring of John Lauer as an assistant county attorney, effective October 22, 2018, grade 14, \$62,962 per year (exempt position).

REGULAR AGENDA

1. **Facilities Committee Report**
The Facilities Committee met October 4, 2018 (Minutes attached). Informational only, no action required.
2. **Personnel Committee Report**
The Personnel Committee met October 9, 2018 (Minutes attached) and made the following recommendations:
 - A. **Sheriff's Office**
Ratify the termination of part-time probationary employee Deputy Nathaniel George, effective August 22, 2018 and to approve backfilling the position.
 - B. **Health & Human Services**
Ratify the termination of Social Worker Jenny Morrison, effective September 11, 2018 and to approve backfilling the position.
 - C. **Highway Department**
Approve hiring of a part-time Building Maintenance Worker to cover a leave of absence that will begin in November and last 3-4 months. The position is a Grade 3 with a minimum starting wage of \$15.48 and is contained in the 2018 Highway budget.
 - D. **Auditor-Treasurer**
Table the request for the reclassification of the Deputy Auditor position (from a Grade 7 to Grade 8) and readdress at the November 13, 2018 Personnel Committee meeting.

E. Administration (Auditor-Treasurer Appointment and Internal Structure)

Combine the current functions of the Auditor-Treasurer Office with those of the Land Services Department. This change will be accomplished by using the existing/planned supervisors – Caleb Anderson (Zoning & Solid Waste), Greg Beck (Land) and Michelle Kelash (HHS Accounting), Melissa Berg (Auditor/Treasurer), and Assessor/Recorder (to be filled by an internal promotion, with a backfill for an appraiser position). There will be an overall savings due to the elimination of one department head position. The final amount of savings will depend on the final pay/grade of the various positions.

As permitted by Resolution 2017-40, consider the appointment of Kelly Schroeder as the Auditor-Treasurer, effective January 7, 2019 or sooner if there is a vacancy in the elected auditor-treasurer position.

Direct the Administrator and Human Resources:

- Review the job classification of the Auditor-Treasurer position.
- Create a job description for the County Assessor/Recorder and determine a job classification.
- Update the job description of the Chief Deputy Auditor-Treasurer to include supervisory responsibilities and evaluate the job classification.
- Update the job description of the Fiscal Officer to include supervisory responsibilities and evaluate the job classification.
- Review the job descriptions of the Land and Resources Manager and ensure they are descriptive of the contemplated duties.
- Review any other positions/structures that may be impacted and make recommendations if warranted.

Other items are informational only.

3. **Health & Human Services Presentation – Waivered Services**

Presentation by Health & Human Services Supervisor Pat Meacham on waivered services provided by Health & Human Services.

4. **Third Quarter Update**

Update for first three quarters of 2018.

5. **Commissioner Updates**

Central Minnesota Council on Aging
East Central Regional Juvenile Center
East Central Solid Waste Commission
East Central Regional Library
Pine County Chemical Health Coalition
Northeast Minnesota Area Transportation Partnership
District 1 Fall Meeting
Law Library
Joint Boards Meeting
Pine County Coalition of Lake Associations
Lakes & Pines Community Action Council
Other

6. **Other**

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

- a. **Pine County Board Meeting, Tuesday, October 16, 2018, 10:00 a.m.**, Pine County History Museum, 6333 H C Anderson Alle, Askov, Minnesota.
- b. **Arrowhead Counties Association, Wednesday, October 17, 2018**, Hampton Inn, Duluth, Minnesota.
- c. **Snake River Watershed Board, Monday, October 22, 2018 9:00 a.m.**, Kanabec County Courthouse, 18 North Vine, Rooms 3 & 4, Mora, Minnesota.
- d. **East Central Regional Development Commission, Monday, October 22, 2018, 7:00 p.m.**, 100 Park Street So., Mora, Minnesota.
- e. **Technology Committee, Tuesday, October 23, 2018, 9:00 a.m.**, Commissioner Conference Room, Courthouse, Pine City, Minnesota.
- f. **NLX, Wednesday, October 24, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.
- g. **Resource Training & Solutions CCOGA Insurance Advisory Committee, Thursday, October 25, 2018, 9:30 a.m.**, Resource Training & Solutions, 137 23rd Street So., Sartell, Minnesota.
- h. **Special Meeting-Committee of the Whole (Local Government Officials), Tuesday, October 30, 2018, 6:00 p.m.**, Jury Assembly Room, Courthouse, Pine City, Minnesota.
- i. **Soil & Water Conservation District, Thursday, November 1, 2018, 9:00 a.m.**, John Wright Building, 130 Oriole Avenue, Sandstone, Minnesota.
- j. **Security Committee Meeting, Thursday, November 1, 2018, 12:00 p.m.**, Jury Room B, Courthouse, Pine City, Minnesota.
- k. **Pine County Board Meeting, Tuesday, November 6, 2018, 10:00 a.m.**, Board Room, Courthouse, Pine City, Minnesota.

8. **Adjourn**